

Minnesota Guidebook to



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# State Agency Services

1982-83

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

**Front cover:** Lightning occurs when the difference between the positive ground and negative cloud charges becomes great enough to overcome the resistance of the insulating air, and forces a conductive path for current to flow between the two charges. As much as 100 million volts is possible as lightning strokes proceed from cloud to cloud, cloud to ground, or, where high structures are involved, from ground to cloud.

Lightning is a major killer. When thunderstorms threaten, stay indoors and away from electrical appliances. If you are caught outside, stay away from and lower than, high or conductive objects. Get out of and away from open water. If you are in a group, spread out. If you are caught out in a level field or prairie far from shelter and you feel your hair stand on end, this is a sign lightning is about to strike. Drop to your knees, bend forward and put your hands on your knees to eliminate lightning paths. Do *not* lie flat on the ground. Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. Even someone "killed" by lightning can be revived. When a group has been struck the apparently dead should be treated first. Give mouth-to-mouth resuscitation once every 5 seconds to adults and once every 3 seconds to infants and small children. If the victim is not breathing and has no pulse, cardiopulmonary resuscitation is necessary.

**Back cover:** The most destructive of all storms, a tornado moves at about 30 miles per hour, although some are slower and some as fast as 60 miles per hour. Its average path is approximately a quarter of a mile wide and a few miles long. Tornadoes can skip over the ground, as one did in Minnesota's worst tornado disaster on April 14, 1886, when a killer storm hopped over a hospital in St. Cloud, then tore through that city and Sauk Rapids, taking 74 lives. Tornadoes approach with a roaring sound like a locomotive that can become deafening. Tornado winds can exceed 200 miles per hour and the funnel's interior produces a vacuum effect that can explode solid buildings. Debris is thrown with such force that straw can be driven into trees and hunks of wood into walls of buildings and steel pipe.

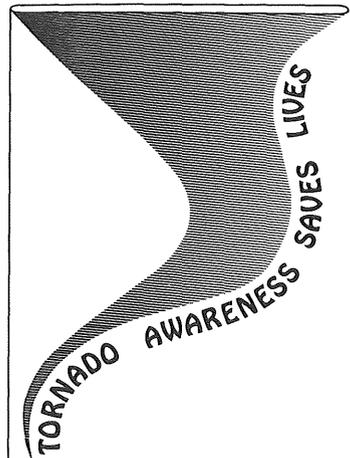
When a tornado threatens, take shelter immediately. Stay away from windows, doors and outside walls. In buildings go to the designated shelter area, the corner of the basement toward the tornado, or to an interior part of the lowest level. Get under something sturdy. In mobile homes or vehicles, leave and go to a substantial structure. If there is no shelter nearby, lie flat in the nearest ditch, ravine or culvert with your hands shielding your head. In open country, move away from the tornado's path at right angles.

The front cover was contributed by the National Weather Service of the Twin Cities, National Oceanic and Atmospheric Administration, and the back cover by the Minnesota Department of Public Safety. For safety information about severe weather conditions, contact the Emergency Services Division, Dept. of Public Safety, or the Minnesota Safety Council, Inc. listed in this book.

Copies of the *Minnesota Guidebook to State Agency Services* may be ordered from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155. Copies cost \$9.00 each, plus 45¢ sales tax. Orders must be prepaid and checks or money orders made payable to the Minnesota State Documents Center. Handling and postage will be paid for by the Documents Center.

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Minnesota Department of Public Safety  
Division of Emergency Services

National Weather Service

## Introduction

*I am the daughter of earth and water,  
 And the nursling of the sky;  
 I pass through the pores of the ocean and shores;  
 I change, but I cannot die.  
 For after the rain, when with never a stain  
 The pavilion of heaven is bare,  
 And the winds and sunbeams, with their convex gleams,  
 Build up the blue dome of air,  
 I silently laugh at my own cenotaph,  
 And out of the caverns of rain,  
 Like a child from the womb, like a ghost from the tomb,  
 I arise and unbuild it again.*

— from *The Cloud*, Percy Bysshe Shelley

Minnesotans are known for their heartiness and vigor, their spirited individuality and ingenuity, and their public enthusiasm and ability to cooperate in times of need. Minnesotans do not just cope, they harmonize. Many claim the region's weather imprints these characteristics on the people of the state. Minnesota's northern 357 miles of border with Canada, and its north shore along Lake Superior, are not its only unique boundaries. Globally, Minnesota is the meeting place of four atmospheric pressure systems whose interactions produce weather of magnificent beauty and awesome power.

Minnesota's government, perhaps mirroring the weather's effect on its citizens, has been traditionally lean, honest, innovative, hardworking and cooperative. Minnesota state government was established for the security, benefit and protection of the people according to the state constitution. All three branches of government carry out these responsibilities through various agencies. The *Minnesota Guidebook to State Agency Services* lists each of these agencies, explains what services they provide, and tells how these services may be obtained.

One of the most comprehensive, informative and useful reference books about Minnesota state government, the guidebook puts you in direct contact with nearly all of Minnesota's state agencies. Newly revised and updated, the guidebook lists information about state agency services, telling what maps and guides, advisory and financial assistance are available, who to see, what forms are needed to obtain services and the time it takes to process them. It also lists what fees are charged, what permits and licenses are necessary, and how agencies are organized to best serve you.

A new section about the executive branch describes the process of state agency rulemaking, the Administrative Procedures Act, lobbyists' responsibilities and the Minnesota Public Disclosure Law.

This 4th edition of the guidebook incorporates the following changes from the previous edition. Created since the last publication of the guidebook are the Council on Black Minnesotans and the Waste Management Board. The Public

Utilities Commission was created out of the Department of Public Service, and the Workmens' Compensation Court of Appeals was set apart from the Dept. of Labor and Industry. New listings are the Minnesota Humanities Commission, the Minnesota Safety Council, Inc., and the Legislative Commission on Employee Relations.

The Dept. of Economic Development, the Crime Control Planning Board, the State Planning Agency and the Energy Agency have been combined into the new Dept. of Energy, Planning and Development. The Dept. of Personnel changed its name to the Dept. of Employee Relations and took over the duties of the Personnel Board which was abolished. The Livestock Sanitary Board changed its name to the Board of Animal Health, the Advisory Committee on Fire Service Education became the Governor's Council on Fire Prevention and Control, and the Governor's Office of Volunteer Services was renamed the Minnesota Office on Volunteer Services.

Abolished were the Center for the Study of Minnesota Folklife, the Legislative Tax Study Commission, the Court Information Office (information can be obtained from the Office of the State Court Administrator), and the Commission on the Mentally Disabled and the Courts.

Additional information has been added about educational programs, activities and services at the state's Community Colleges, State Universities and the University of Minnesota. Data has also been added about statewide drivers license examining stations, state parks and trails, veterans hospitals and service centers, state employment statistics and state employee bargaining units. Also compiled for this edition is more information on Indians and Indian Reservations, historical sites and Minnesota Historical Society programs and services, Minnesota regional arts councils, Minnesota Health Systems Agencies, the Minnesota Human Rights Act and Department of Human Rights, and Voyageurs National Park.

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

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

## **Minnesota Department of Education**

**Operations, (612) 296-2774**

**Division of Instruction, (612) 296-7834**

**Community Education Section, (612) 296-2587**

**Adult Continuing Education Unit, (612) 296-6130**

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

And in the table of contents the symbol (I) indicates that an agency is served by the Interoffice Mail System.

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

This edition of the *Minnesota Guidebook* has been prepared by hundreds of men and women across the state from every agency listed in the book. Special thanks for help in preparing the new section on administrative rulemaking and the introduction to the executive branch agencies are due Carol Anderson Porter and Paul Hoffman, Dept. of Administration; Duane Harves and George Beck, Office of Administrative Hearings; Mary Ann McCoy, Ethical Practices Board; Ann Bateson and Terry Lauterbach, Office of the Revisor of Statutes; Pauline Bouchard, Dept. of Health; and Dorothy McClung, Dept. of Revenue. Research assistance came from Dan Gjelten, Legislative Reference Library. Graphic contributions came from Brenda Braun, Dept. of Health; Dennis Brott, Dept. of Transportation; John Walstrom, Minnesota Historical Society; Sara Stewart, University of Minnesota; and the U.S.D.A. Agricultural Marketing Service and Soil Conservation Service. Special help in compiling cover materials came from Judy Melander, Larry Etkin, Honey Harkenrider and the Office of Public Information, Dept. of Public Safety; and Ron Willis and John Graff, Twin Cities Office of the National Weather Service, National Oceanic and Atmospheric Administration (NOAA). Special assistance and contributions came from Jane Harper, Dept of Agriculture; Mary Sulerud, Minnesota State Arts Board; Dorothy Gimmestad, Minnesota Historical Society; Susan Ersted, Dept of Health; Mary Hartle, Dept of Human Rights; Ellie Bolch and Michael Stirens, Dept of Transportation; and Mary C. McKee, University of Minnesota. Administrative support came from Steve Ordahl, State Register and Public Documents Division, Dept. of Administration, and staff assistance came from Sue Atkins, Margaret Connelly, Sue Dorweiler, Terri Herron, Paul Hoffman, Bonnie Karels, Debbie Kobold, Ted Kurhajetz, Marlys Lockman, Carol Anderson Porter, Vicky Safratowich, Roy Schmidtke, Vicki Smith, Kay Tkachuck, Jean Walburg and Dave Zunker.

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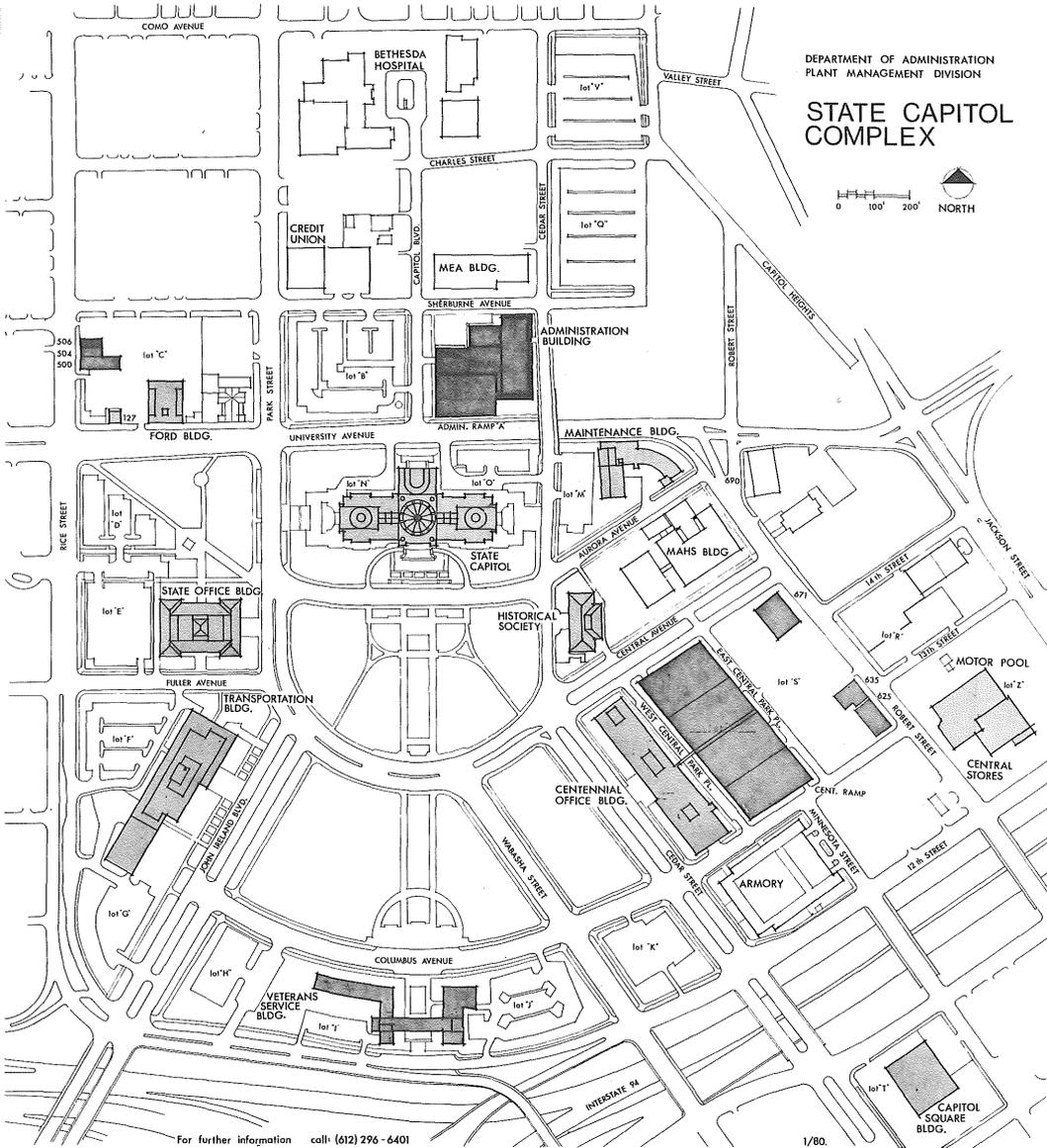
### Capitol Security, EMERGENCY, 296-2100

Insuring the safety and protection of people and property on the Capitol complex 24-hours a day are 40 trained professional security officers. Over 6,500 people daily come in direct or indirect contact with Capitol Security. Anyone needing immediate help for a medical emergency, a crime, personal security or a parking problem should contact Capitol Security, B-4 State Capitol.

A division of the Department of Public Safety, Capitol Security seeks ways of preventing an incident before it occurs. Fire and safety hazards are sought out, identified and corrected. Personal protection and crime prevention seminars are offered to all complex personnel to minimize and avoid the most common crimes. Capitol Security also coordinates emergency responses in all buildings in the complex. For more information call 296-6741.

DEPARTMENT OF ADMINISTRATION  
PLANT MANAGEMENT DIVISION

# STATE CAPITOL COMPLEX



For further information call: (612) 296-6401

1/80.

## Executive Branch

The executive branch in Minnesota state government is established by Article V of the Minnesota Constitution. It provides for a six-member executive department consisting of 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 created by legislative action. Each of these "constitutional officers" is elected by the people and, therefore, is ultimately responsible to them.

During the past 123 years the legislature has enacted laws which have expanded the role of the state government and increased the duties of the executive branch. So that these duties may be properly executed the legislature has created administrative departments and agencies within the executive branch. The governing bodies and administrative heads of most of these departments are appointed by the governor and are responsible to him for the proper operation of their agencies.

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

## Administrative Powers

More and more the legislature is turning to administrative agencies to provide solutions to complex problems.

Administrative agencies significantly affect the personal life of every citizen. A list of state agencies shows the wide area of governmental activity given to administrative control. State agencies supervise and regulate agriculture, banking, birth records, death certificates, civil service, corporations, crime control, education, energy, fair trade practices, fisheries, grants, health, highways, housing, human rights, insurance, labor, licensing (a major listing of its own), liquor control, loans, mediation, motor vehicles, natural resources, occupational permits (required for assessors, barbers, boxers, contractors, druggists, optometrists, plumbers, and many other occupations), parole of prisoners, power plant siting, professional licensing, railroads, revenue, scholarships, securities, taxation, transportation, unemployment, unfair competition, utilities, veterans' affairs, water resources, welfare, workmen's compensation, zoning, and many other fields of interest.

The breadth of powers delegated to state agencies is also significant. Agencies are now concerned with corporation law, labor law, the law of torts (an act, injury or damage for which a civil suit can be brought), the private law realm of contracts, probation offices affecting criminal law, and public "friends of the court" providing impartial testimony in domestic relations cases. Administrative decision determines property rights of substantial value with a considerable degree of finality. For example, a state tax determination on the methods of fixing property values may add to the tax burden of every property owner in the state, and lead to the collection of millions of dollars in a single year. A decision by a public utilities commission approving a rate increase for

## 2 / Administrative Powers

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.

At the time of this writing Minnesota has 20 major departments, 23 examining and licensing boards, 16 advisory boards and commissions, and a variety of miscellaneous administrative agencies in the executive branch. Altogether there are at least 110 agencies in the executive branch of state governments, as their jurisdiction to act is immense and their effect on private and corporate life can be substantial.

### Rulemaking Authority

To a significant extent, agency powers are exercised through "rules," giving the 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.

Before Minnesota imposed comprehensive requirements for the rulemaking process (starting in 1949) agencies were directed simply to make rules and regulations that would be "not inconsistent with law." Judicial review of administrative action was at the discretion of the courts and limited largely to the remedy of declaratory judgment. In their quasi-judicial proceedings, agencies were constrained only by generalized principles of due process, though in 1938 the U.S. Supreme Court (*Morgan v. U.S.*) set down some specific requirements, namely that regulated parties were entitled to a notice of hearing and of issues, a fair and open hearing, to present evidence and submit arguments, as well as an opportunity to examine contrary evidence and arguments, and that administrative decisions be based on the weight of evidence presented. Judicial review to examine compliance with such standards was by writ of review to the state district court.

The statutory establishment of the right to judicial review and the codification of procedural requirements occurred in Minnesota as part of a national move for reform. Legislatures across the country recognized that state agencies were promulgating hundreds of rules every year, some of which had been found to violate legislative intent or exceed the statutory authority delegated by the legislature to the agency.

### Administrative Procedures Act

Laws to make the actions of Minnesota administrative agencies conform to formal standards of fairness, due process, and public accountability were first set forth by the 53rd Minnesota Legislature in *Laws of 1945*, Chapter 452, called the Minnesota Administrative Procedures Act (APA). The APA is designed to enhance public participation in the rulemaking process, while also requiring agencies to adhere to requirements of jurisdiction, demonstrated public need and established facts. The APA also guards individual rights and insures due process when agencies attempt to apply laws and rules to regulate private and corporate activities. Because of its importance, the effectiveness of the APA in practice is continually monitored.

With some modification and considerable addition, the 1945 act was amended under Chapter 806, *Laws of 1957*, which serves as the basis for

Minnesota's current Administrative Procedures Act, now codified in *Minnesota Statutes* sections 15.0411-15.0422 and 15.052. More amendments were added in Chapter 822 of the Laws of 1963, requiring the filing of rules with the commissioner of administration in addition to the secretary of state, stating that rules or regulations established by state agencies not within the APA's coverage, would be without the "force and effect of law" unless filed in accordance with the process of the APA, and delegating to the commissioner of administration responsibility for annually publishing all administrative rules and regulations.

This last responsibility was fulfilled through the *Minnesota State Regulations Service* handled by the old Documents Section of the Department of Administration. The service became a quarterly subscription service for the whole set of state agency regulations in January 1970. The publication was renamed the *Manual of State Agency Rules* in September 1976 and again renamed the *Minnesota Code of Agency Rules (MCAR)* in June 1977. Another change brought about through the Laws of 1980 transfers this function from the Department of Administration to the revisor of statutes on July 1982 when the *MCAR* will be called *Minnesota Rules*. For more information, contact the revisor of statutes (see page 598). A listing of agencies subject to the rulemaking requirements of the APA is at the end of this section. At the time of this writing there are approximately 70 agencies printing rules in the *MCAR*.

Before the enactment of the new Administrative Procedures Act in the years 1974 and 1975, there was a tendency by various departments and boards to engage in "informal rulemaking," i.e., the promulgation of agency statements which were treated by the agency as having the full force and effect of law, but which were promulgated by procedures other than those prescribed by the APA. A rule was defined in the old APA to include "every regulation . . . made to implement or make specific the law enforced or administered by (the agency) or to govern its organization or procedure. . ." Since regulation was never defined, and "rule" and "regulation" were used interchangeably throughout the old APA, the definition of rule became circular and meaningless.

To clarify the definition and limit informal rulemaking, Chapter 380 of the *Laws of 1975*, Section 1, Subdivision 3, redefined a rule as "every agency statement of general applicability and future effect . . . adopted to implement or make specific the law enforced or administered by (the agency) or to govern its organization or procedure . . ." In order for a rule to have the force and effect of law it must be approved by the attorney general, filed with the secretary of state and published in the *State Register*.

## **The State Register and Procedure for Permanent Rules**

Until 1975, when the Legislature passed the Minnesota Administrative Procedures Act (*Minnesota Statutes* Chapter 15), the public lacked an easy and systematic way of participating in state agency rulemaking efforts. The APA was designed, in part, to provide public notice of state agency rulemaking activity. It also provided a vehicle for the transmittal of information to the public by creating the *State Register*. It is the *State Register* which serves as a weekly guide to agency action. Agencies are required by law to give public

notice in that publication of rule hearings, the text of proposed rules, amendments to existing rules and many other official announcements (see page 37 for more information about the *State Register*).

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

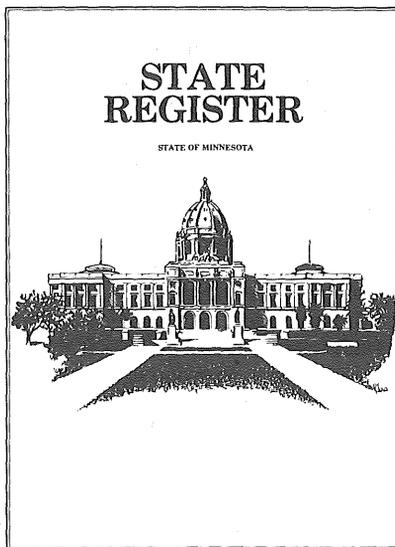
Each agency has a duty to respond to a petition from any person requesting the adoption, suspension, amendment or repeal of a rule. Prior to 1975 agencies were permitted *at their option* to respond to a petition and to prescribe rules specifying the form of the petition and procedure for submission, consideration and disposition. The new APA requires that within 60 days after an agency receives a petition, it must issue a "specific and detailed" reply in writing about its planned disposition of the petitioner's request. The attorney general is empowered to prescribe by rule the procedures to be followed by all agencies in the receipt, consideration and disposition of petitions.

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

An agency may promulgate 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.

An agency can seek information or opinions on existing or proposed rules from sources outside the agency. An official notice of intent to solicit outside opinion on a rule must then be published in the *State Register* 30 days prior to rule drafting. The agency must give all interested persons an opportunity to submit data or opinions, and any information received by the agency pursuant to this provision must be made part of the hearing record. The purpose of this provision is to block an agency from informally working out the content of a rule with only a few major affected parties prior to the notice of a hearing. When opinions are submitted, the agency writes the rules. The agency may decide not to include suggestions made by the public, but the agency must include all data received by the public in the official record.

Rule drafting may be done by the agency promulgating the rules, or the



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

The next step is a notice of a hearing published in the *State Register*, along with the text of the proposed rule. These notices must be published 30 days before the scheduled hearing. The agency must make one free copy of the proposed rule available to any person requesting it. Interested persons who have submitted their names to the agency to insure receipt of the rulemaking notice will receive a copy of the notice by mail. Each agency must maintain its own list of people interested in receiving notification of all its rulemaking processes, including notices of intent to adopt rules without a hearing.

The rule, now drafted and proposed to the public, is taken to a public hearing and is commented upon by the public, the agency and any other interested parties.

## Rule Hearing Procedures

The hearing is part of the process by which agency rules are adopted under the APA. 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 hearing examiners in a manner which is fair to all persons involved. Hearing examiners are employed by the Office of Administrative Hearings and are not affiliated with the agency proposing the rules.

Following the hearing, the hearing examiner completes a report dealing with the issues of statutory authority, compliance with substantive and procedural requirements, substantial change, and the need for and reasonableness of each section of the rule. The report may also summarize comments made and may suggest certain changes to the proposed rule.

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

Each agency must submit the rule as proposed for adoption to the chief hearing examiner if it makes changes other than those recommended by the hearing examiner, to the revisor of statutes who reviews it for form, and to the attorney general who reviews it for legality. Persons who challenge the legality of the rule may direct their comments to the attorney general. Persons wishing

## 6 / Rule Hearing Procedures

to be notified when the rule is sent to the attorney general must indicate that desire on the registration sheet at the hearing.

All persons attending the hearing are requested to sign the hearing register to ensure an accurate record of the number of people attending the hearing.

Persons wishing to make a statement must check the speaker's box on the hearing register. All persons who want to speak will have an opportunity to do so. Speakers are required 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 with either a 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 hearing examiner may, during the hearing, extend the period for receiving comments up to 20 calendar days. The record closes on the last day of the period for submission of written comments. Materials must be *received* before 4:30 p.m. on the date on which the record closes in order to be considered. Materials should be submitted to the hearing examiner at the Office of Administrative Hearings, 4th Floor, Summit National Bank Building, 310-4th Avenue South, Minneapolis, MN 55415.

## Lobbyists

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

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board. Lobbyist registration forms may be obtained by writing the Ethical Practices Board, 41 State Office Bldg., St. Paul, MN 55155 or telephoning (612) 296-5615. See the entry for the Ethical Practices Board on page 214.

After the five or 20-day comment period, the hearing examiner prepares his report within 30 days and submits it to the agency stating his findings of fact, conclusions and recommendations, taking notice of the degree to which the agency has (1) documented its statutory authority to take the proposed action, (2) fulfilled all relevant substantive and procedural requirements of law or rule, and (3) demonstrated the need for and reasonableness of its proposed action

with an affirmative presentation of facts. The report must be available for five days for public inspection before the agency may act on the rule.

After a rule has gone through the hearing process, and any changes approved by the revisor of statutes and the chief hearing examiner, the rule is approved by the attorney general, filed with the secretary of state and published in the *State Register*. Five working days after publication in the *State Register* the rule goes into effect and has the force and effect of law.

Rules are then published in the *MCAR (Minnesota Code of Agency Rules)* format and sent to subscribers as part of their quarterly subscription service. This procedure will change in July 1982 when the revisor of statutes assumes responsibility for publication of the *MCAR*, to be renamed *Minnesota Rules*.

## Temporary and Noncontroversial Rules

Excluded from the normal APA procedures are "temporary rules." If an agency is empowered by other law, or required by court order or federal law or rule, to rapidly promulgate statements having the force and effect of law, it may do so by use of a procedure which is different from the normal APA notice and hearing procedures required for permanent rules. The duration of temporary rules, however, is limited to a maximum of 180 days, and notice of their adoption must be published in the *State Register* as soon as practicable.

The temporary rules themselves are published as "proposed temporary rules," along with a request for public comment. The public then has 20 days to comment orally, or in writing. After their adoption, a notice of adoption is published in the *State Register*, as soon as practicable, along with any changes made since they were first proposed. Before publication the form of temporary rules must be approved by the revisor of statutes and their legality must be approved by the attorney general.

A new addition to the APA in the Laws of 1980 governs rules which an agency deems as "noncontroversial in nature." These noncontroversial rules have a procedure all their own set forth in *Minnesota Statutes* section 15.0412, subdivision 4h (1980). Persons interested in these noncontroversial rules have 30 days after their publication in the *State Register* to submit comments on the proposed rules. The form of these rules must be approved by the revisor of statutes before publication in the *State Register*. 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.

Unless seven or more persons submit written requests for a public hearing on the proposed noncontroversial rules within the 30-day comment period, a public hearing will not be held. In the event a public hearing is requested by seven persons, the agency will either proceed according to the procedures of normal rule hearing or choose not to continue the process for adoption. If a public hearing is requested, the persons making the request should identify their particular objections, make suggested modifications to the proposed language, and state the reasons or data relied on to support the suggested modifications. These noncontroversial rules must again be approved as to form by the revisor of statutes and their legality must be approved by the attorney general before they are effective.

Two important safeguards in the administrative rulemaking process are the

## 8 / Temporary and Noncontroversial Rules

Legislative Commission to Review Administrative Rules and the *State Register*. Both are means by which the public and their elected representatives can effectively oversee administrative rules having the force and effect of law.

The Legislative Commission to Review Administrative Rules (LCRAR) oversees adequate and proper rulemaking by agencies and public understanding of agency rules. In order to accomplish that, the LCRAR has the power to investigate complaints and hold hearings, and it may, if the situation warrants, suspend an administrative rule until the next legislative session or order an agency to hold an APA-type hearing on a rule. For an explanation of the complaint process and who to contact, see the LCRAR's entry on page 601.

### Citizen Participation

There are several ways in which people can keep informed of the workings of their state agencies.

The full text of proposed rules and revisions, and information regarding the hearing are contained in the *State Register*. Copies of the proposed rules are also available from the agency promulgating the rule.

Interested citizens may participate in the hearing by presenting evidence and questioning agency representatives. After the hearing, the record remains open for five working days (and up to 20 calendar days if the hearing examiner so designates) and anyone who wishes to view the hearing examiner's report may do so.

A citizen may request notification of the date on which the hearing examiner's report will be available and notification of the date on which the hearing record has been submitted to the attorney general.

Citizens may register with the individual agencies in order to receive notification of all rule hearings or the hearings of a particular rule, or they may follow all agency rule-making activity by reading the *State Register*. Contact people at each agency are listed in the *State Register*. For information about obtaining copies, a subscription, or a listing of libraries that receive the *State Register*, contact the editor at (612) 296-0930 at the *State Register* editorial offices, 506 Rice Street, St. Paul, MN 55155 (see entry on page 37).

Public access to all adopted rules of state agencies is available in the *MCAR* (*Minnesota Code of Agency Rules*), a 15-volume set listing the permanent rules of each of the approximately 70 state agencies that have promulgated rules. The *MCAR* can also be found in libraries. In late 1982 the *MCAR* will be published by the Revisor of Statutes as *Minnesota Rules*. Contact the revisor's office (see page 598) for more information.

### Agencies of the Executive Branch

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

Numerous state boards, committees, commissions, councils, task forces, and similar multi-member agencies with statewide jurisdiction are located within the executive branch. The legislature has adopted a system of nomenclature to encourage uniformity in naming agencies and easier identification by the public. *Advisory task forces* are created to study a single topic and have a maximum two-year life or less. Advisory councils and committees created by statute will expire on June 30, 1983 unless they are extended by specific laws. *Authorities* are agencies whose primary purpose is to issue bonds for financing, ownership and development. *Boards* have rule-making, 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 take on the prefix "Governor's Task Force on . . .," "Governor's Council on . . .," or "Governor's Committee on . . ."

The appointing authority for multi-member agencies is either the governor or the department head or state agency being advised by the council, committee or task force. The advice and consent of the senate is required for appointments to administrative boards with the exception of examining and licensing boards. Minnesota's Open Appointments Act (Minnesota Statutes Section 15.0597) requires the secretary of state to notify the public of vacancies occurring in multi-member state agencies and accept applications from any member of the public wishing to apply for appointment to the position. One-page application forms are available from the Office of the Secretary of State and will be mailed out upon request. For more information see page 411 or call (612) 296-2805. The secretary of state submits all applications to the appointing authority charged with filling the vacancy. Minnesota law requires annual publication in the *State Register* of a listing of state agencies, including membership, term expirations, per diem and expense payments and appointment procedures. The listing is published on or before November 15 each year, and notices of vacancies are listed every three weeks in the *State Register*.

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

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

## Minnesota Public Disclosure Law

Minnesota's Public Disclosure Law, passed in 1974, provides the public with information about public officials to aid in their evaluation of candidates and to

reassure the public that public officials are not profiting personally from their role as decisionmakers.

Public officials are required to disclose their personal financial interests, potential conflicts of interest, and representation of clients before state agencies. Lobbyists are also required to disclose any gift, loan, honorarium and entertainment equal in value to \$20 or more which they provide to a public official.

Statements and reports about public officials are filed with the Ethical Practices Board for public inspection and copying at the board office, 41 State Office Building, St. Paul, MN 55155.

The term "public official" includes individuals elected or appointed to fill the following public offices. Agencies in the following list, marked with an asterisk are subject to the rulemaking requirements of the Administrative Procedures Act and their rules can be found in the *MCAR (Minnesota Code of Agency Rules)*.

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**Abstractors, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Accountancy, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Administration, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Administrative Hearings, State Office of\***

Chief Examiner  
Examiners  
Compensation Judges

**Agricultural Society, Minnesota State**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Agriculture, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Animal Health, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

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

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Armory Building Commission, Minnesota State**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Arts Board, Minnesota State\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Assessors, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Attorney General, Office of the\***

Attorney General  
Deputy Attorney General  
Solicitor General  
Deputy Solicitor General  
Special Assistant Attorney General

**Auditor, Office of the State**

State Auditor  
Chief Deputy

**Barber Examiners, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Boxing, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Cable Communications Board\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Capitol Area Architectural and Planning Board\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Chiropractic Examiners, State Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Commerce, Department of\***

Executive Secretary  
Deputy Executive Secretary  
Commissioner of Banking  
Deputy Commissioner  
Assistant Commissioner  
Commissioner of Insurance  
Deputy Commissioner  
Assistant Commissioner  
Commissioner of Securities  
Deputy Commissioner  
Assistant Commissioner

**Community Colleges, State Board for**

Members  
Chancellor  
Vice-Chancellor

**Consumer Services, Office of\***

Executive Director  
Deputy Director

**Corrections, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner  
Ombudsman  
Deputy Ombudsman

**Corrections Board\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Crime Control Planning Board**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Crime Victims Reparation Board\***

Members  
Executive Director  
Deputy Director

**Dentistry, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Designer Selection Board, State\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Economic Security, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner  
Hearing Examiner

**Education, State Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Education, Department of**

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Electricity, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Employee Relations, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Employees Suggestion Board, State**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Energy, Planning and Development,  
Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Environmental Quality Board\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Ethical Practices Board\***

Members  
Executive Director

**Finance, Department of**

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Governor, Office of the**

Governor  
Chief Deputy

**Health, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Higher Education Coordinating Board,  
Minnesota\***

Members  
Executive Director  
Deputy Director

**Higher Education Facilities Authority,  
Minnesota**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Housing Finance Agency, Minnesota\***

Members  
Executive Director  
Deputy Director

**Human Rights, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Humane Society Board, Minnesota**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Indian Affairs Intertribal Board**

Executive Director

**Investment, Minnesota State Board of**

Executive Secretary  
Assistant Executive Secretary

**Investment Advisory Council**

Members

**Iron Range Resources and Rehabilitation Board**

Commissioner  
Deputy Commissioner

**Labor and Industry, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Legislative Employees**

Chief Clerk of the House  
Legislative Auditor  
House Research,  
researchers and attorneys  
Revisor of Statutes  
Secretary of the Senate  
Senate Counsel, attorneys  
Senate Research, researchers

**Legislature**

State Representatives  
State Senators

**Levy Limitations Review Board**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Lieutenant Governor, Office of the**

Lieutenant Governor  
Chief Deputy

**Mediation Services, Bureau of\***

Director  
Deputy Director

**Medical Examiners, Minnesota Board  
of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Metropolitan Airports Commission**

Members  
Chief Administrative Officer

**Metropolitan Council**

Members  
Chief Administrative Officer

**Metropolitan Parks and Open Space Commission**

Members  
Chief Administrative Officer

**Metropolitan Sports Facilities Commission**

Members  
Chief Administrative Officer

**Metropolitan Transit Commission**

Members  
Chief Administrative Officer

**Metropolitan Waste Control Commission\***

Members  
Chief Administrative Officer

**Military Affairs, Department of**

Adjutant General  
Deputy Adjutant General  
Assistant Adjutant General

**Municipal Board, Minnesota\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Natural Resources, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Nursing, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Nursing Home Administrators, Board of Examiners for\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Occupational Safety and Health Review Board\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Optometry, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Peace Officer Standards and Training, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Pharmacy, Minnesota Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Podiatry, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Pollution Control Agency, Minnesota\***

Members  
Executive Director  
Deputy Director

**Private Detective and Protective Agent Services, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Psychology, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Public Employment Relations Board\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Public Safety, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Public Service, Department of\***

Executive Director  
Deputy Director

**Public Utilities Commission\***

Members

**Public Welfare, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Retirement System, Minnesota State\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Revenue, Department of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Secretary of State, Office of the\***

Secretary of State  
Chief Deputy

**Small Business Finance Agency\***

Members

**Soil and Water Conservation Board,  
State\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**State University Board\***

Members  
Chancellor  
Vice-Chancellor

**Teachers Retirement Association  
Board**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Teaching, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Transportation Regulation Board**

Members

**Transportation, Deptment of\***

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Treasurer, Office of the State\***

State Treasurer  
Chief Deputy

**Veterans Affairs, Department of**

Commissioner  
Deputy Commissioner  
Assistant Commissioner

**Veterinary Medicine, Board of\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Waste Management Board\***

Members  
Chief Administrative Officer

**Watchmaking, Board of Examiners in\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Water and Waste Water Operator  
Board**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Water Resources Board, Minnesota**

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Workers' Compensation Court of  
Appeals**

Judges

**Zoological Board, State\***

Members  
Chief Administrative Officer  
Deputy Administrative Officer

**Additional agencies subject to rule-  
making requirements:**

Tax Court\*

Cosmetology Board\*

(Rulemaking handled by the direc-  
tor of the Office of Consumer  
Affairs, Dept. of Commerce.)



## Board of Abstractors

320 East Main Street  
Anoka, Minnesota 55303  
(612) 421-2550  
William F. Faust, secretary-treasurer

### Minnesota Statutes, section 386.63

The Board of Abstractors examines and licenses abstractors (those who make abstracts of title to real estate). The board also administers examinations for licensing each May, renews licenses, and receives complaints against licensed abstractors.

The board issues initial applications, handles complaints, and has the power to suspend or revoke a license. For license renewals or licensing information, contact Ms. Mary Bakken, 316 East Main Street, Anoka, MN 55303, (612) 427-6831.

The examination fee and the license fee are both \$25.00. There is no fee for filing complaints. The board contacts applicants two or three weeks after applications are received. Applicants are informed of examination results within three weeks after the examination. The board handles complaints as soon as possible. Rules of the board cost 75¢ plus tax and are available from the state Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.



## Board of Accountancy

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

### Minnesota Statutes, section 326.165

The Board of Accountancy consists of nine board members, made up of two public members, five certified public accountants (CPAs) and two licensed public accountants (LPAs).

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

The Uniform Certified Public Accountant Examination, a national examination, is given twice a year, May and November. The examination consists of four parts (auditing, business law, accounting theory and accounting practice) and takes two and one-half days to complete. The deadline for making application to take the examination is sixty days prior to the date of the examination. The fee for taking all four parts of the examination is \$100.00 and the re-examination fee is \$25.00 per part (accounting practice counting as two parts). A certificate of Certified Public Accountant without license is issued upon passing the CPA examination and the license upon meeting the experience requirements listed below.

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

For information regarding applications and requirements contact the board office. The annual license renewal fee is \$15.00 for both CPAs and LPAs. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. The application fee for reciprocal certificates and licenses is \$75.00 and the annual renewal fee is \$15.00. Annual licensing fee for partnerships and corporations is \$25.00. An increase in the fee schedule is anticipated in 1982.

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

Requirements for CPA Exam and License			
Education	Experience*		Experience*
	(to sit for exam)		(for license)
Masters Degree in Accounting	0	+	1 year
Bac. Degree in Accounting	0	+	2 years
Bac. Degree other than Accounting	1	+	2 years
**2 years of college or more, but less than a Degree	3	+	2 years
High School graduate	5	+	1 year

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

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

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



**Department  
of  
Administration**

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

Minnesota Statutes, chapter 16

Office of the Commissioner, (612) 296-3862

The Department of Administration is a central staff agency of the state. The department is responsible for providing management and general support ser-

VICES for all state departments and agencies. In addition, the department is responsible for the administration and enforcement of the state building code and promotion and regulation of the state's cable communications industry. The Office of the Commissioner provides administrative direction and supervision for the department.

In addition to his duties as head of the Department of Administration, the commissioner serves as secretary of the Executive Council.

**Legislative and Administrative Liaison, (612) 296-6940**

**Connie Robinson, administrative assistant**

This office assists with administrative duties in the commissioner's office and provides information to the legislators through hearings and reports. Budgets, department objectives and special projects are coordinated by this office as well as administrative support for the Minnesota Office on Volunteer Services.

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

**Laura Lee M. Geraghty, director**

The Minnesota Office on Volunteer Services (M.O.V.S.) was established to promote volunteerism by effectively coordinating and channeling voluntary action to improve the quality of life for Minnesota's citizens. The office works with private and public sector organizations which either provide or use volunteer services in such areas as human services, environmental and cultural affairs and civic involvement. For a listing of services provided by the office, see the entry for Volunteer Services, page 542, or contact M.O.V.S. at 127 University Avenue, St. Paul, MN 55155, or call the number above, or the non-metro Minnesota number 1-800-652-9747 and ask the operator for the office.

**Office of the Attorney General, (612) 296-7030**

**Administrative Agencies Division**

**J. Michael Miles, director**

This division of the attorney general's office handles all legal services for its client agencies: the Departments of Administration, Finance, the Intergovernmental Information Systems Advisory Council, the County Attorney's Council, the Executive Council, the State Board of Investment, the Minnesota Educational Computing Consortium and the Designer Selection Board. Additionally, the division assists all state agencies with legal problems concerning the acquisition of electronic data processing equipment and provides contract services to a variety of state departments. The division also approves rules from all state administrative agencies as to form and legality for the Office of the Attorney General. The division determines whether the rules are consistent with the constitution and laws of the state of Minnesota. The division provides information to the public regarding the legal powers and activities of its client agencies.

**Management Analysis Division, (612) 296-8034**

**Kathryn R. Roberts, director**

The Management Analysis Division assists the commissioner of administration in his statutory responsibility to improve the management and reduce the cost of state government by providing management consultations and services to the department, the legislature, state departments and agencies, and the governor's office. No fees are charged for the consultation activities described as follows:

**Management Improvement Unit** — This unit provides a variety of analytic and administrative services through management auditing and consultation. Staff analysts work with client agencies in developing management strategies to reduce operational costs and improve the functioning of client agencies. The Management Improvement Unit also includes projects assigned by the governor and the commissioner of administration and involves providing information, analysis, and recommendations as the basis of executive decision-making.

In addition to the Management Improvement Unit, the division permanently operates eight separate and diverse service activities. They include:

**Executive Order and Reorganization Order Processing** — This function assures proper context, standardization of format, numerical sequence, filing with the secretary of state, and distribution of all orders.

**Internal Audit Unit** — This unit reviews and assesses the soundness, adequacy, and application of internal controls, and recommends improvements to management. The unit also measures the extent of compliance with established rules, policies, and procedures. This activity provides no services to the public.

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

**MTC Buscard Payroll Deduction Program** — This program provides state employees with discount MTC buscards through the state of Minnesota central payroll system. To start the deduction, a state employee requests an application form from his/her departmental payroll clerk. For further information, contact the "All-You-Can-Ride" coordinator at (612) 296-7041.

**Service Assistance Office** — This office provides a central point within the Department of Administration to handle complaints and problems of user agencies serviced by the Department of Administration. The Service Assistance Coordinator can be reached at (612) 297-2813.

**State Van Pool/Rideshare Program** — This program directs and maintains an effective statewide van pool program for state employees and also provides coordination with the Rideshare Program and MTC. For further information, call (612) 296-6728.

**Reorganization Approval Program** — This program reviews and approves all state agency proposals for reorganization and assists state agencies, at their request, in preparation and implementation of their reorganization proposals.

**Risk Management Program** — This program develops and operates a risk management plan to safeguard the state from exposure to financial loss arising out of accidents and liabilities occurring in the daily course of governmental operations.

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

### **Employee Suggestion System, (612) 296-6798**

**Roberta Schneider, administrator**

The Employee Suggestion System operates for approximately 30,000 state employees. The seven-member State Employee Suggestion Board (all state employees, appointed by the governor and serving without additional compensation) has general administrative powers. They formulate policy, and promulgate and adopt rules governing all phases of the suggestion program.

All state employees are eligible to participate in the suggestion program except members and employees of the board, employees of the University of Minnesota, and persons employed on a contract basis. Generally, employees are not eligible to receive awards for suggestions if their jobs are such that they are expected to develop new ideas, if they receive a special assignment on the same subject as covered by the suggestion, or if they can put the idea into effect themselves.

Positive, constructive proposals are solicited to:

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

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#### **Awards for Adopted Suggestions**

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

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

Submit the idea on an "Employee Suggestion" form. This form is available in suggestion system boxes, from personnel or business office, or at the suggestion system office. Send the completed form to the Employee Suggestion System, 203 Administration Building, St. Paul, MN 55155. When the suggestion is received, a number is assigned and an acknowledgement sent. The suggestion is then sent to an evaluator in an agency directly concerned with the subject of the suggestion. Allow at least 60 days for a determination.

**Personnel Services Division, (612) 296-7036**

**Ann Calhoun, director**

Personnel Services assists division directors in employee recruiting, placement and training, prepares payroll transactions, and maintains personnel records. The division directs the Affirmative Action Program, represents the department in labor relations and coordinates all actions between the Departments of Employee Relations and Administration. This division provides no services to the public.

**Fiscal Services Division, (612) 296-6295**

**Donald Klein, director**

The Fiscal Services Division establishes and maintains a centralized and integrated accounting system for the Department of Administration, Office of the Governor, Office of the Lieutenant Governor, Office of Hearing Examiners, Capitol Area Architectural and Planning Board, Citizens Committee on Voyageurs National Park, Spanish Speaking Affairs Council, and the Boundary Water Canoe Area Task Force. The division prepares budgets and financial statements, establishes fiscal systems, sets rates and processes intergovernmental payment transactions for the department's divisions that provide services to other state departments and agencies. The A68 (intergovernmental billings) procedures are outlined in the statewide accounting procedures manual available from the Dept. of Finance (see page 218).

**General Fund Accounting Section, (612) 297-3142**

**Lawrence R. Dowdle, accounting chief**

The General Accounting Section handles the accounts for the Department of Administration, with the exception of the Information Services Bureau. The section prepares and reviews budgets, checks all expenditures, and helps resolve any accounting problems.

**Revolving Fund Accounting Section, (612) 296-6278**

**James R. Joiner, accounting chief**

The Revolving Fund Accounting Section prepares complete sets of financial statements that conform to generally accepted accounting procedures for 18 enterprise and internal service accounts. Comprehensive rate setting proposals are developed for those divisions providing services to agencies.

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

**John L. Pemble, section chief**

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

**Information Services Accounting Section, (612) 296-6354**

**Glenn Olson, section chief**

The Information Services Accounting Section does the accounting for the Information Services Bureau. The section also handles all accounting and transactions involving the state's Computer Revolving Fund.

**Bureau of Information Services, (612) 296-6990**

**Nancy M. Abraham, assistant commissioner**

The Bureau of Information Services operates the state's computers and coordinates the computer systems used in state government, with the goal of improving those systems. By monitoring the use of computer systems and analyzing the bureau's expense and income, the bureau manages the data processing resources of the state. The bureau also maintains the solvency of the state's Computer Revolving Fund.

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

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

**Applications Services Division, (612) 296-6326**

**Norbert Bohn, director**

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

**Facilities Management Division, (612) 296-6351**

**Richard Kelly, director**

This division evaluates, implements, operates, and maintains the support software and hardware necessary for state information processing functions. User agencies are billed for computer support services provided, according to the published rate schedule. Copies of the rate schedule can be obtained free of charge by calling 296-5655.

**Support Services Division, (612) 296-5655**

**James H. Alexander, director**

This division provides data entry services for the state agencies served by the data processing divisions of ISB plus the non-EDP services necessary to support Applications Services and Facilities Management divisions. It also provides billing, budgeting and fiscal control, security, and contract management.

**Cable Communications Division, (612) 296-2545**

**W. D. Donaldson, executive director**

The Cable Communications Division provides staff services to the Minnesota Cable Communications Board (MCCB), a seven-member regulatory body appointed by the governor. The staff conducts research and provides information to aid the board in its decision-making process. The MCCB and the staff work together to provide assistance to municipalities, cable operators, state agencies, organizations and individuals interested in cable and related communications matters. For a listing of services provided by the board, see the entry for the Cable Communications Board, page 98.

**Records Management  
Division, (612) 296-6657**

**Lois M. Pollari, director**

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

**Forms Management Unit,  
(612) 297-3256**

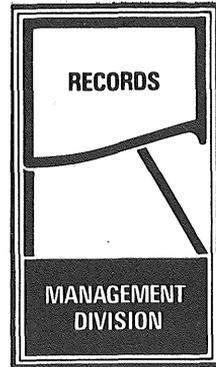
**Richard Hullsiek, forms manager**

The Forms Management Unit analyzes and designs official state forms and maintains an inventory of them. It may also serve political subdivisions in helping to organize and manage a forms management system. Services may be requested by contacting the Records Management Division, 7th floor, Nalpak Building, 333 Sibley Street, St. Paul, MN 55101. There is no charge for these services.

**Records Systems, (612) 296-3122**

**Sandra Abrams, manager**

The Records Center stores official records which are used infrequently. The center also retrieves these records should they be needed. Records systems



staff assist agencies in establishing retention and disposition schedules for their records and in developing file systems for their records. Records systems services are also available to political subdivisions of the State of Minnesota. Services may be requested by contacting the Records Management Division, 7th floor, Nalpak Building, 333 Sibley, St. Paul, MN 55101. There is no charge for these services.

#### **Micrographics Unit, (612) 296-9704**

**Michael Bodem, manager**

The unit develops micrographic data storage systems for state agencies to reduce the amount of storage needed for records and to make it easier to find needed information. Micrographics services are also available to political subdivisions of the state of Minnesota. Fees are charged for all micrographics production. For a fee schedule or to request services, contact the Records Management Division, Room 110 Nalpak Building, 333 Sibley, St. Paul, MN 55101.

#### **Intergovernmental Information Systems Advisory Council, (612) 297-2172**

**Roger Sell, executive director**

The Intergovernmental Information Systems Advisory Council (IISAC) consists of 25 members appointed by the governor, representing a wide spectrum of local and state governmental units. It awards supportive grants for the development, implementation, and growth of automated information systems within local government and promotes sharing (hardware and/or software) and standardization. Such efforts improve data handling capability and result in savings in state tax dollars as well as improved decision-making and more uniform reporting. IISAC is located at 305 Hanover Bldg., 480 Cedar Street, St. Paul, MN 55101. For more information see their listing on page 283.

#### **Telecommunications Division, (612) 296-6191**

**Clinton H. Lomis, director**

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

- Local telephone service including business, Private Branch Exchange, ESSX, and Centrex telephone systems, and Automatic Call Distributors (ACD).
- Long distance service cost control and management including Message Toll Service (MTS), Wide Area Telecommunication Service (WATS), and the North Star Network (NSN) private line voice network.
- Communications channel procurement for intercity services including TELPAK, Foreign Exchange (FX), and tie lines and for private line audio, data, video, radio and other miscellaneous uses.
- Radio paging service in the metro area and in Rochester.

- Radio systems installation or change, including microwave and mobil telephone service.
- Closed circuit television or optical transmission equipment installation or change.
- Local cable television distribution system connection.
- Public address, intercom, sound systems and telephone answering and facsimile equipment installation, change or removal.
- Telephone conference planning and operation including the operation of the Conference Bridge in St. Paul.
- Data communication network designing, ordering and changing.
- Training programs on the proper usage of local telephone and network services.

The division receives and refers calls from the public to the appropriate agency. There is no charge for this service. Calls are immediately referred. For Minnesota state office information call:

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

The division has a teletypewriter terminal that is connected to the Western Union TWX/TELEX network. Messages may be exchanged with all national and international subscribers to TWX/TELEX service. To send or receive a message, call the state TWX/TELEX number (910) 563-3592. There is no charge for this service. When information is received, the division will contact the addressee and arrange to mail the transmission or have it picked up. Call (612) 296-2300 for additional information.

The division has a facsimile machine capable of sending and receiving copies of pictures, letters, graphs, signatures, and other printed material. To send or receive facsimile transmissions, call (612) 296-7654. There is no charge for this service. When facsimiles arrive, the division will contact the addressee and arrange to mail the transmission or have it picked up.

The division provides a teletypewriter for the deaf. A deaf person must, however, have a compatible machine to communicate with the system. To send messages or receive messages, call (612) 296-7654. There is no charge for this service. When messages are received, the division will contact the addressee and arrange to mail the message or have it picked up. When information is requested, the division will contact the proper state agency and send the answer via teletype.

The state telephone directory, compiled by the division, is distributed to all state agencies. The directory is also available to the public and can be purchased for \$3.50 through the Documents Center, 117 University Avenue, First Floor, St. Paul, MN 55155.

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

The **911 Emergency Telephone Service** program will provide access to all emergency services in Minnesota by dialing the three-digit number 9-1-1. Minnesota Statutes provide that all Minnesota counties will have operating 911

systems by December 15, 1986. The division carries out responsibilities assigned to the department of administration by assisting counties in planning, ordering, and implementing 9-1-1 systems. For operating systems, the division budget provides for payment to the telephone companies for the major portions of the ongoing costs. Continuing assistance is provided to the Public Safety Answering Points in the counties regarding procedures, operations and problems.

## **Bureau of Central Services, (612) 296-6590**

**Thomas E. LaVelle, assistant commissioner**

## **Contract Management Division, (612) 296-8489**

**William H. Siemers, director**

The primary responsibilities of the Contract Management Division are the review, modification, approval, or disapproval of any written instrument (such as contract for services, grants, income or receivable agreements, inter-agency agreements or loan agreements) containing the elements of offer, acceptance, and compensation consideration to which the state, including any of its departments, agencies, boards, or any employee acting in an official capacity is a party. This does not cover any biddable service which is handled by the Procurement Division in the Department of Administration, or leases.

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

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

## **Data Privacy Division, (612) 296-6733**

**Donald A. Gemberling, director**

The Data Privacy Division assists state agencies, political subdivisions, and the public in interpreting laws pertaining to data privacy and governmental records as well as drafting rules under the "Minnesota Government Data Practices Act." It provides information to the public regarding individual's rights under the applicable statutes and methods of enforcing those rights. It also provides information to government agencies as to methods of complying with applicable statutes. All requests for information or assistance should be directed to the Data Privacy Division, Room 203 Administration Building, St. Paul, MN 55155. There are no fees for this service. All requests are handled as soon as they come in. Requests may be made by phone, letter or in person.

## **Federal Surplus Property Division, (612) 296-2853**

**James Johnson, manager**

This division manages a distribution center for federal surplus property such as maintenance, repair, operating equipment, and supplies for public agencies and nonprofit educational and public health institutions or organizations. The General Services Administration identifies surplus federal property and notifies the section when this property is available to the state. The division then requests the items needed by the state and acquires the property paying only transportation costs. The division has established statewide obsolete and surplus liability and utilization procedures for federal surplus property.

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

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

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

## **Inventory Management Division, (612) 296-6131**

**Eugene A. Wrobel, director**

This division is responsible for the development and management of a statewide materials management program. Through the inventory management activity it provides statewide personal property inventory management programs. This division also manages the central stores section.

### **Inventory Management Activity, (612) 296-6131**

This activity develops and directs a statewide inventory management program which includes formal inventory systems ensuring the effective management of all state-owned personal property.

### **Consumable Inventory Section, (612) 296-5704**

**Sidney A. Zochert, manager**

This section is responsible for the development and maintenance of an inventory management program for all state-owned consumable personal property such as fuel, food, maintenance parts, and office supplies. This section evaluates existing inventory conditions, conducts studies, and develops and monitors systems at all agencies to include inventory planning capabilities, perpetual inventory records, stock controls, reporting procedures, and warehousing techniques.

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

Inventory management guidance and assistance is provided to agency per-

sonnel via training sessions and user's manuals. For information or assistance contact the Consumable Inventory Section, 671 No. Robert St., St. Paul, MN 55101.

**Fixed Asset Inventory Section, (612) 296-7098**

**Keith Hovland, manager**

This section is responsible for the development and maintenance of a computerized inventory management system for all state-owned fixed asset personal property such as motorized equipment, furniture, and business machines. The system includes policies and procedures for an accurate and timely accounting of the state's fixed asset inventory and provides security and utilization guidelines.

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

**Surplus Property Utilization Section, (612) 296-1048**

**Armstead Smith, manager**

This section is responsible for providing policies and procedures to ensure optimum utilization of all state-owned personal property. This section directs the transfer of surplus property between state agencies preventing the purchase of new property of similar nature. A cataloged listing of all needed and available surplus property is periodically circulated to all agencies.

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

**Surplus Property Sales Section, (612) 296-5177**

**Larry Reil, manager**

This section is responsible for directing the sale of all surplus personal property which has no further utility value to the state. Surplus property sales to the state's subdivisions and general public are normally accomplished by auction or sealed bid process. However, sales may be negotiated when it is deemed most advantageous to the state.

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

For sealed bid and negotiated sales, the section will provide all interested persons with an application form which must be completed and returned. This form indicates the type(s) of property the applicant is interested in purchasing. Applicants will be placed on mailing lists (by zone) and advised by sealed bid invitation or letter of all personal property sales in their zone. Personal property sales are awarded to the highest qualified bidder.

Persons interested in being notified of all state public auction sales should contact the section and give their name and complete address. All interested persons are placed on a general mailing list and will receive bulletins of all

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public auctions held by the state. State auctions are also advertised by news media at least seven days prior to the sale. News media used are the Minneapolis and St. Paul papers and local papers in the immediate vicinity of the sale. Public service announcement releases are also sent to radio and television stations throughout the state.

All state public auctions are conducted by qualified licensed auctioneers. All auctioneers interested in providing their services to the state should submit their complete name and address to the State Surplus Property Section. Sealed bid invitations for auctioneering services will be mailed to all interested persons for each scheduled auction.

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

### **Central Stores Section, (612) 296-2111**

#### **Walter Sepolski, manager**

This section manages a distribution center for office supplies, standard forms, and other commonly used items for all state agencies. The section acquires, warehouses and distributes these items, and determines the prices to be charged to agencies for the supplies. In addition, the central store furnishes a catalog and price list of available supplies.

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

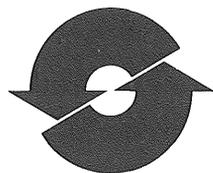
### **Resource Conservation and Recovery Office, (612) 296-2397**

#### **Norma E. Cameron, administrator**

The office promotes resource conservation, the recovery and sale of recyclable material, and the purchase of recycled, remanufactured or used products. It also establishes resource recovery systems in all state departments and agencies, sells the recyclable material, and sets guidelines for the purchase of recycled products and products that are recyclable.

Created by the Waste Management Act of 1980, the office saves the state money in three ways. Charges for hauling materials to landfills and dumping fees are decreased (in paper alone the state saved \$56 per ton in charges in 1981, recycling 893 tons of paper). The state receives about \$100 for each ton of recycled all-white paper. And the office saves by conserving and reusing consumable supply items such as envelopes, manila folders and paper.

State employees are encouraged to both conserve resources and to recycle rather than waste. The office currently recycles all-white papers, light green tinted papers, manila tab cards, old books, ground wood computer printouts, old telephone books, corrugated boxes and newspapers. Each item must be bundled separately to obtain the highest resale price for recycling. The office also sells for recycling used magnetic tapes, old x-rays and microfilms, silver



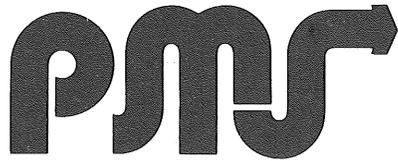
film processing solutions, and other obsolete products and materials. Call for a complete list of recyclable materials, or if you have any specific questions about recycling a particular item.

The office staff has developed training presentations about conserving resources and recycling which last about 40 minutes. Both are available to agencies free of charge. Call the number above or 297-3531.

Collection containers are provided by the office at no charge. These recycling receptacles, small desk boxes and recycling barrels, are placed in buildings depending on their location and the quantity of recyclable paper generated to justify the expenses of pickup. Through an annual contract, pickup service is provided by a private vendor. Offices and other governmental agencies wishing to make use of the state's recycling services, guidelines, or assistance may call for more information. The office is located at 671 N. Robert Street, St. Paul, MN 55101.

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

**Ronald B. Johnson, director**



This division provides timely, low-cost, appropriate quality, in-house copy preparation, duplicating and mailing services to agencies in all three branches of state government. The division also assists users in planning printing jobs and makes decisions to purchase graphic arts services from private vendors.

The division has published and distributed a "Procedures Manual to Obtain Services from Printing and Mailing Services Division". The purpose of the manual is to give users help in contacting and obtaining information, aid and usable services. It contains forms to be used, addresses and telephone numbers for the various services. To obtain a copy of the procedures manual, call or write to the division at 117 University Avenue, St. Paul, MN 55155.

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

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

**Planning and Estimating Unit, (612) 296-9886**

**Don Johnson, printing and estimating coordinator**

This unit makes the decisions to purchase graphic arts services from private

vendors, schedules in-house production, provides information on when in-house jobs will be completed, writes specifications for purchases from private vendors, and makes available three budget control services to agencies.

**Estimates** are a detailed projection of time and material costs required to produce a specific job. An estimate is not a quotation and all in-house jobs will be billed based on actual time and material costs.

**Bid Quotation** is a pre-established price for producing an order by an outside printing vendor. **Job Planning** is a review to ensure low cost production methods and materials can be used to produce a specific job and recommendation of specification revisions to reduce costs.

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

To request production scheduling or a completion date for a job, call 296-8234. To request estimating, quotation and job planning services, agencies should note "estimate requested", "quotation requested" or "job planning requested" on the order form. Also, provide detailed specifications upon which these services can be based. Call for more information.

This unit also provides newspaper line rate certification according to Minnesota Statute 331.08. According to this statute, approximately 440 Minnesota newspapers must have their legal notice line rate certified as conforming to the standard line rate for first insertion and subsequent insertions for what is termed "price and one-half" or "double price" composition. This requirement may be phased out during the 1982 legislative session in favor of a competitive advertising line rate. Call for more information.

#### **Copy Preparation Unit, (612) 296-9891**

This unit provides typesetting services in both photo and strike-on modes. Other services available are keylining, paste-ups and ruling, film production on camera, and both paper and metal plate making. Many type faces are available, and a free catalog of them is provided by the unit. Platemaking is available on a 14" × 17" maximum size. Call for more information.

#### **Duplicating and Binding Unit, (612) 296-9890**

##### **Berry Conway, supervisor**

Custom offset duplicating is provided to agencies through this unit. Orders can be printed on sheets up to 13" × 17" image area, using one or two colors. Printing forms necessary are the 619 and 523 forms. The unit also provides bindery services which include folding, collating, stitching, cerlox binding and shrink wrapping.

#### **Copy Center Unit, (612) 296-3277**

This unit provides quick, economical printing to agencies through three copy centers within the capitol grounds. The copy centers work with electrostatic (paper) plates only, no negatives or metal plates, no reductions or enlargements, and no photos. Line drawings can be used and copy must be camera ready. No press adjustments can be made for positioning copy. The copy centers print only on 8½" × 11" paper with black ink on 20 lb. sulphite paper (white or colored). Same day service is guaranteed on jobs delivered to the

copy center by 9:00 a.m. Next day service on all other jobs. For copy center services, use the copy center requisition form PU-00078-03. Copy centers are located at:

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

Centennial Building, Room B-13, Wally Pesina, 296-3363

Transportation Building, Room B-26, Wayne Towle, 296-2745

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

#### **Mike Perry, supervisor**

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

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

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

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

### **Procurement Division, (612) 296-6152**

#### **James A. Weyandt, director**

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

Purchase requisitions from state agencies are filled by competitive bids. The division sends out invitations for bids to members of the public who are on the division's mailing lists.

The sending of bid invitations to the public is a general function of the

Procurement Division and does not fall under any specific section. The director of procurement maintains a list of bidders to whom he regularly sends invitations to bid in various service and material classes: such as furniture, printing, or construction. Unless specified, telegraphic or alternate bids (bids for a product or service of lesser quality) will not be considered. Persons wishing to participate in the bid procedure should write to the director of procurement, at the Procurement Division's address above.

Written requests to be placed on file must include the prospective bidder's address, business and list of materials, products or services dealt in regularly. The firm name will be placed on the permanent bid list in each appropriate class. Failure to reply in any way to three consecutive bid invitations will result in removal from the list. A firm may be reinstated on the list by sending in another written request for inclusion.

Bid forms to be used in the solicitation of bids are prepared by the division in consultation with the agency requesting the service or material. These forms must be used by the bidder. They will be mailed automatically to everyone on the appropriate mailing list. The following information will be provided to prospective bidders by the state on the bid form:

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

Bid security will be requested in many cases. A certified check or bid bond, made payable to the "State of Minnesota" will be required to enter into a contract with the state and deliver the merchandise or service in accordance with his bid proposal. Checks or bonds will constitute liquidated damages in the event of the failure of the bidder to perform the contract in accordance with his proposal, and will also be held as security for delivery and acceptance of merchandise or services. The checks of successful bidders will be returned as soon as delivery is made and accepted by the agency. Bidders must supply the following information:

- All bids must be typewritten or written in ink, and include the signature of an authorized person;
- merchandise must be identified by brand names, trademarks, model numbers or other applicable information such as catalog numbers;
- all bids must be on the latest model, crop, or manufacture unless otherwise specified by the state;
- unit and total prices;
- the call for bids will specify whether or not bids will be on the basis of "all or none." The bidder may not specify otherwise;
- any cash discounts applicable to the state;
- unless specifically provided for in the call to bid, a bid containing an "escalator clause," providing for an increase in prices will not be considered;
- the earliest date by which delivery can be made.

Bids must be sealed and submitted to the division by mail or messenger prior

to the time set for the opening of bids. Bids received after this time will be returned unopened.

Bids are opened publicly and read aloud. Interested persons are invited to attend bid openings. Bids are retained permanently and are available for public inspection. In addition, the names of bidders, prices quoted, and other pertinent data are entered together for comparison and this information is also available to the public.

Awards of contracts will be made with reasonable promptness (usually ten days to three weeks) by written notice to the bidder whose bid is lowest; price, performance and other factors considered.

### **Buying Section, (612) 296-2601**

**James J. Corrigan, assistant director**

The Buying Section groups together merchandise requests from state agencies to save money by buying in quantity and in a more organized manner. The section combines quantities of given types (for example, office equipment) to be placed on bid with the same delivery date.

### **Construction Contracts Section, (612) 296-2612**

**Betty Jane Frank, manager**

The Construction Contracts Section is responsible for the bid procedures on all construction project contracts over \$5000. Contracts are reviewed in cooperation with the Architectural and Engineering Division of the Department of Administration.

### **Office Equipment Repair, Rental and Sales Section, (612) 296-6410**

**Eugene D. Kilmer, section chief**

The section repairs all types of manual and electric typewriters and adding machines for state agencies in the St. Paul area. Other state agencies may use this service by dropping the equipment off and picking it up when ready. The section has loaner machines for agencies having repairs made, as well as reconditioned machines that are available for sale or rental to state agencies.

Forms to be used, addresses, telephone numbers, and price schedules for services rendered are contained in the "Procedures Manual to Obtain Services from Publications and General Services." For further information, call or write the section at 117 University Avenue, St. Paul, MN 55155.

### **Small Business Section, (612) 296-6949**

**Theodore Pegues, program coordinator**

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

Under the law, 20 percent of all state purchases, including construction, are to be offered first to small businesses. Fifteen percent of that 20 percent is to be offered to small businesses owned and operated by persons who are socially

and economically disadvantaged. This status is determined by the Small Business Section according to the statute which states:

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

A small business is defined as one that is not dominant in its field nor affiliated with one that is; it must do less than \$1 million gross annual volume or have less than 20 employees.

Businesses which are certified as eligible by the Small Business Section are put on a special list of vendors. “Invitations to bid” are then sent out as goods and services are needed.

The certification form (and assistance in completing it) is available through the Small Business Section, Room 112, Administration Building, St. Paul, MN 55155, or the Small Business Assistance Center, Department of Energy, Planning and Development, 480 Cedar Street, St. Paul, MN 55101.

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

**Warren C. Gahlon, director**

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

### **State Register and Public Documents Division (612) 297-2553**

**Stephen A. Ordahl, director**

The division is composed of two independent operations within the Department of Administration which were merged in 1980. The Documents Center, or state book store, sells books, guides, maps, laws, rules, directories, reports, studies, decisions, flags, decals and many other public documents. The State Register publishing and editorial offices issue the weekly *State Register* magazine, the *MCAR (Minnesota Code of Agency Rules)*, and the biennial *Minnesota Guidebook to State Agency Services*, and has the capability to assist other agencies in the preparation of publications of value to the public. Services and functions unique to each office have been continued while at the same time

yielding a comprehensive outlet for information, better coordination of state publications and a more aggressive public information program.

The division operates on a revolving fund, receiving no legislative appropriation. It is completely self-supporting, operating its publishing, subscription services and publication sales on a not-for-profit, yet break-even basis. Revenue from the subscriptions, sales of documents, books, maps and all other items are used to pay the bills, the employees, and then is plowed back into the division to respond to the information and service needs of the public and all governmental units. Agencies seeking assistance in publishing documents should contact the division.

**Documents Center, (612) 297-3000 or toll free in-state: 1-800-652-9747  
117 University Avenue, St. Paul, MN 55155**

Once known as the Documents Section, located in the Centennial Building since 1960, the Documents Center moved to its present location in the Ford Building in late 1979. In larger quarters and under new management the type and style of publications available has changed. Still available are government studies, reports, laws, decisions, rulings, forms, guides and guidelines, directories and mailing lists, lake depth maps and trail maps, and state flags and decals. New additions are federal government documents and publications, publications from "semi-state agencies" such as the Minnesota Historical Society and the University of Minnesota Press, and some non-government publications with a Minnesota theme. In addition, federal publications can be ordered through the Documents Center with three to four weeks waiting time saved on each order. The store accepts *Mastercard* and *Visa* credit cards and checks. More than 70% of the center's business is conducted through the mail, and prices generally tend to be relatively low because the center is a non-profit service. A free, illustrated *Documents Center Catalog* with order forms, listing the center's complete holdings, is available by calling or writing to the center.

The Documents Center sells and distributes state publications both to state agencies and to the general public. Over 700 publications are offered for sale to the public, as well as state flags, decals, and directories. They also administer the "Slip-Service" law by providing photocopies of legislative acts as soon as they become available.

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

**Catalogs** of available materials with prices and ordering instructions. There are four of these: the *Documents Center Catalog*, which lists over 400 books and pamphlets of general interest; the *Rules and Selected Laws Catalog*, listing state agency rules; the *Index of Minnesota Lake Maps*, which lists contour maps available of 3500 lakes, and the *Index of Fire Plan Maps*, which lists maps for hunting or hiking. All catalogs are free on request by mail or in person.

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

**Laws** — statutes, session laws, and some reprints of laws relating to individual agencies. Photocopies of laws as they are enacted by the legislature are sold on a "per page" basis (they should be ordered by chapter number).

Rules of state agencies sold individually.

Teaching guides, studies and reports from the Department of Education, study manuals for peace officers, assessors, etc. boating and field studies from the Department of Natural Resources, special reports, workbooks and manuals from various state agencies.

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

State flags and decals.

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

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There are no forms necessary for the public to obtain materials from the Documents Center. Orders can be made by letter or in person at the address above. All mail orders must be accompanied by a check. The cost of items available varies according to the cost of printing, postage, storage, handling, and overhead. This division operates on a revolving fund, receiving no legislative appropriation and is completely self-sustaining. The cost for photo-copies of legislation is 13¢ per page, plus 5% sales tax. Cost for individual rules are determined by the division.

Money orders and checks should be made payable to Documents Center for the amount of purchase plus 5% sales tax on the total price. To order, list the publication's exact title and enclose your name, address, and zip code. It is advisable to send for the appropriate catalog before ordering the document(s) so that the prepayment is exact and there is no delay in shipment.

Orders by letter take approximately one week for delivery. Orders made in person are filled immediately. All services offered to the public are also available to state agencies. Prices are shown in the catalogs. Routine purchases may be made by state agencies using Adm. Form 502SA. Orders may be brought in and filled over the counter or mailed to the documents office. Subscription services and "notice of publication" services are offered upon request.

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

The Documents Center handles distribution of state agency publications to depository libraries pursuant to Minnesota Statute Chapter 15.18. Thirty-seven depositories are sent copies of all printed materials emanating from state departments that are printed for public distribution. The correct number of copies must be sent to the Documents Center who then assumes responsibility for shipping and postage. There is no charge to departments. Copies of all printed materials were sent to these depositories up to Jan. 1, 1980. Since that time, materials have been microfilmed and each depository is sent a microfiche set once a month. The depository libraries are located at all the state community college and state university libraries, at the University of Minnesota Library in St. Paul, the university's Law Library in Minneapolis, and the university's branches in Crookston, Duluth and Morris, the State Law Library in St. Paul,

the main branch Public Libraries in Duluth, Minneapolis and St. Paul, the Hill Reference Library in St. Paul, the Minnesota Historical Society Serials Library, and the Office of Public Libraries affiliated with the Department of Education.

**State Register Editorial Offices**  
**506 Rice Street, St. Paul, Minnesota 55155**

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

A "Procedures Manual and Style Guide" has been prepared by the editor and is available free of charge to agencies and people interested in publishing material in the *State Register*. Call or write the editor for a copy. Subscription information is listed below. For more information, contact Carol Anderson Porter, editor, (612) 296-0930.

The *MCAR (Minnesota Code of Agency Rules)* is a 15 volume, loose-leaf set of the permanent rules of all state government agencies. The *MCAR* contains information on agency activities affecting the public. As of July 1982, the responsibility for publishing the *MCAR* will be transferred to the Office of the Revisor of Statutes (see page ). Until that time quarterly updates continue to be published by this division, and complete sets are available as well. Present rate information is listed below. For more information, contact Paul Hoffman, editor, (612) 296-0865.

The *Minnesota Guidebook to State Agency Services* contains descriptions of all state agencies in the executive, judicial and legislative branches of government. The book tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance. The guidebook is an easy-to-use reference book about state government and provides vital information on obtaining state grants, licenses, publications, guides, maps, permits, information and services. It lists names, addresses, and phone numbers of people to contact and also contains information about the state of Minnesota, its formation and historical development. The guidebook offers useful data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. Information on purchasing a copy is listed below. For more information, contact Robin PanLener, editor, (612) 296-4273.

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*State Register*

\$130.00 per year for single subscription  
 \$3.00 Single Copies

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*MCAR (Minnesota Code of Agency Rules)* \$325.00 per 15-volume set (includes one year's subscription service).  
\$140.00 renewals

*Minnesota Guidebook to State Agency Services* \$9.00 plus 45¢ sales tax

*State Register Binders* \$6.00 plus 30¢ sales tax

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**Bureau of Physical Facilities, (612) 296-6852**

**Daniel B. Magraw, deputy commissioner**

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

**Norman R. Osterby, director**

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 assistance in interpreting the building code, information regarding building materials, and consultations with architects and engineers of manufactured buildings. It evaluates construction documents and plans for municipalities, public schools, manufactured buildings, hospitals, and all state-owned buildings and buildings financed in whole or part by the state.

Building Codes and Standards also provides energy conservation information and regulates manufactured housing (mobile home) manufacturers and installers.

**Technical Services, (612) 296-4629**

**Sivert Hendrickson, section chief**

This section assists the public in interpreting and applying the state building code. It advises Minnesota building officials whether alternate materials and methods meet the building code requirements, and provides information to the public on required energy standards for all new buildings.

Technical services also evaluates construction documents for state-owned buildings, buildings financed in whole or part by the state, and buildings which are licensed or approved by other state agencies.

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

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

**Richard Hauck, section chief**

This section regulates manufactured housing (mobile homes) and manufactured buildings, and answers consumer inquiries and complaints regarding manufactured housing. Legislation adopted in 1981 brought the Minnesota building code for mobile homes into conformance with the federal code. In the process, the term "mobile home" was changed to "manufactured housing." This is how mobile homes will be referred to by the State of Minnesota.

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

**Dealers and manufacturers licenses for manufacturing housing** — The form needed is the “Dealer/Manufacturer” form. A yearly licensing fee of \$44 and a bond must be submitted with the application. The application usually takes one to two weeks to process.

**Manufactured housing installers registration** — The form needed is the “Manufactured Housing Installer Registration” form. A yearly registration fee of \$10 must accompany the registration. Registration through the mail usually takes one to two weeks. Registration done in person is completed immediately.

**Manufactured housing installation seal** — This is required for the installation of the support and anchoring systems of manufactured housing. The form needed is “Seal Order” form. A \$3 fee must accompany the order. Mail orders usually take three days. Orders handled in person are done immediately.

**Seals for the sale of manufactured structures** — Seals must be purchased for each manufactured structure sold, offered for sale, or installed in Minnesota. The seals certify that the manufactured structures comply with the State Building Code. They are available to approved manufacturers only. The form needed is the “Seal Order” form. A \$20 fee must be submitted with each order. Mail orders usually take three days. Orders done in person are completed immediately.

## **Office of Building Construction, (612) 296-4640**

### **Max Fowler, director**

The Office of Building Construction carries out the commissioner of administration’s responsibility to remodel, rehabilitate, and construct all state-owned buildings. The division designs minor building projects and acts as the owner’s agent on major projects.

The Designer Selection Board publicizes proposed projects, establishes selection criteria, and selects the primary designer on building construction or remodeling projects with estimated cost greater than \$400,000 and on architectural or engineering planning projects with estimated fees greater than \$35,000. The board has five members appointed by the governor for four year terms, three of whom are nominated by the Consulting Engineers Council, the State Arts Board, and the Minnesota Society of Architects. To obtain information concerning the board, the project under review, and the methods of selection, call (612) 296-4656.

After the selection of a consultant has been made by the Designer Selection Board or the commissioner of administration, the Office of Building Construction reviews the agency’s building requirements with the project consultant. The consultant provides a written outline of the entire project. After the legislature has approved the plans, the divisions or the consultant prepares plans and bidding specifications and publishes them. The advertisement for bids contains

information about the nature and extent of the project, information about the bids themselves, and the locations where necessary forms may be obtained. All bids are then handled by the Procurement Division.

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

### **Central Motor Pool Division, (612) 296-2163**

**Glenn Johnston, director**

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

### **Travel Coordination Center, (612) 296-6781**

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

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

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

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

**Accidents** — Employees involved in a traffic accident should make no statements except to law officers, representatives of the state's insurance company, or the Central Motor Pool Division. They should give their names, addresses, and the name and address of the state's insurance company. This information is on a card attached to an accident report blank in the packet of material in the glove box of each car.

A full report on each accident must be made to the Central Motor Pool

Division as soon as possible. If there is an injury or property damage over \$300 in value, the "Minnesota Motor Vehicle Accident Report" (DPS 32001) must be completed and sent to the division. All accidents must be reported. If the accident is serious, call collect at (612) 296-2163.

**Central Motor Pool Shop** — The Central Motor Pool Shop is responsible for routine maintenance of division vehicles in the Minneapolis-St. Paul metropolitan area.

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

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

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

**Routine Maintenance** — Oil changes and lubrication, minor tune-ups, and check-ups will be routinely performed by the Central Motor Pool Division. However, if drivers keep their cars over long periods of time, it is their responsibility to see to it, by means of a phone call, that the necessary maintenance is scheduled and performed. Drivers should check the slips on the left door jamb to see if maintenance is required. Oil changes are performed every 5,000 miles or 3 months, and minor tune-ups every 20,000 miles. To obtain servicing and routine maintenance contact the Central Motor Pool, 610 North Robert Street, St. Paul, MN 55101, (612) 296-8318.

### **Plant Management Division, (612) 297-3993**

**James L. Ware, director**

The Plant Management Division maintains all state buildings in the capitol complex, the health building at the university campus, the economic security buildings in Minneapolis and St. Paul, and the governor's residence. The division also maintains the grounds and parking facilities of these buildings. Plant Management has a variety of additional duties which include disposing of lost and found property, providing and installing smoking and no-smoking signs (to comply with the Minnesota 1975 Clean Indoor Act), supervising cafeterias in state buildings, providing flag protocol information to the public and providing permits for special use of state buildings.



**Central Delivery and Moving** — This section operates the inter-office mail system in the capitol complex and St. Paul area and a moving service among all state buildings in the metropolitan area.

The **inter-office mail systems** picks up and delivers inter-office and federal mail (no personal federal mail is handled) in all state offices in the capitol complex and other state offices in the St. Paul area between 8:00 a.m. and 4:00 p.m. Monday through Friday. This service can be requested by contacting the Plant Management Division at 296-2130 or 297-3993. The charge is the established hourly rate. A list of state offices on the inter-office mail route is available in the table of contents in this book, in the department/agency index in the state telephone directory, or by calling Central Mailing at (612) 296-6801.

Plant Management's moving service moves office furniture and supplies between and within any state buildings in the metropolitan area. When an agency requests this service, it must submit a memorandum containing all pertinent details including dates, places, materials to be moved and the name and extension number of the person responsible for the move. If an estimate of time or cost is desired, it should be stated in the memo. The charge for this service is the established hourly rate. After regular working hours or on weekends or holidays, the charge is one and a half times the established hourly rate. Moving requests should be submitted to the Plant Management Division, Room G-25, Administration Building, St. Paul, MN 55155. In some cases it may be determined that a private mover would be required. In such an instance the requesting agency will be referred to the Procurement Division for the move to be placed under contract.

**Building Maintenance** — This section provides routine janitorial care of buildings in the capitol complex and other state buildings in the metropolitan area. For emergency cleaning needs in any state building (including the filling of towel or tissue dispensers), contact the Plant Management Division at 296-9903 or 297-3993.

**Grounds Maintenance** — This section maintains the lawns, sidewalks, ramps and parking lots year round. When emergency ground services are required, such as the sanding of sidewalks or snow removal, contact the Plant Management Division at 296-2659 or 297-3993.

**Repair and Maintenance Services** — This section operates, maintains and repairs building systems (such as heating and cooling) for buildings in the capitol complex and other state buildings in the metropolitan area. It inspects these buildings regularly. Anyone wishing to report such things as a light out, a room too hot or cold, a broken window, a broken key in a lock, etc., may call the maintenance dispatcher at 296-6800 or use ADM form 797 if it is not an emergency.

**Central Shop Services** — Central Shop repairs and refinishes furniture, makes signs, frames pictures and constructs cabinets, shelves, etc. Requests for these services may be made to Plant Management by using ADM form 796 available from Central Stores. These requests should be addressed to Plant Management, Room G-25, Administration Building, St. Paul, MN 55155. An estimate of the cost of the service will be furnished upon request. Estimates are valid for 30 days.

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

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

Application for contract parking must be made in writing to Plant Management Division, Room G-25, Administration Building, St. Paul, MN 55155. The memo should contain the applicant's name, employing agency, telephone extension at work, type of vehicle (compact or regular) and the license plate number. If the applicant is in a car pool, the memo should include the name of each passenger, their employing agency, and their work location if other than the capitol complex. Indicate the desired parking location.

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

When agencies have individuals or groups coming to the capitol complex for meetings, hearings, etc., special meter parking can be obtained (if available) on request. There is a flat charge of \$1.00 per day.

Certain areas in the capitol complex have been designated for motorcycle parking. Requests for motorcycle parking are handled in the same manner as automobiles. The same regulations apply.

Bicycle racks are available near the buildings of the capitol complex to park bicycles and mopeds.

Copies of the Department of Administration's parking regulations are available from the Plant Management Division.

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

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

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

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

**Special Use permits and Conference Room Scheduling** — Plant Management issues permits for public use (such as a rally or a march) of the buildings it operates in the capitol complex and the metropolitan area.

Plant Management also maintains a schedule for the use of conference rooms in the capitol complex. The rooms are reserved on a first come, first serve basis. The following conference rooms are available:

- Veterans Building, Room D — 100 seats.
- Administration Building, Room 116A — 25 to 30 seats.
- 500 Rice Street — 50 seats.
- Capitol Square, Room A (first floor) — seats 50 to 60 and Room 305 — seats 20.

Those who wish to reserve a conference room or apply for a public use permit should call Plant Management at 296-6404.

The State Office Building Auditorium, Room 83, is also available for conferences. Reservations may be made by calling the Legislature at 296-5974.

**Cafeterias** — There are five cafeterias in the capitol complex which the public may use. They are operated by a private vendor. Prices are generally moderate.

Cafeterias are located at:

- The Centennial Building, 658 Cedar Street, Ground Floor, 291-8606.
- Capitol Square, 550 Cedar Street, lower level, 291-0439.
- The State Office Building, 435 Park Street, Basement, 291-1700.
- State Capitol, Aurora Avenue, basement, 291-0457.
- Transportation Building, John Ireland Boulevard, Ground floor, 291-0227.

There are also four food service units operated by the Services for the Blind, Department of Public Welfare. Three of these are located in the capitol complex. They are located at:

- Veterans Service Building, 20 W. 12th Street, Fifth floor, 225-2731.
- Administration Building, 50 Sherburne Avenue, First floor. No phone.
- State Capitol (during legislative sessions), Aurora Avenue, Second floor. No phone.
- Health Building, 717 Delaware Street S.E., (Minneapolis), Third floor, 331-1195.

Suggestions or complaints regarding these food services should be addressed to the Plant Management Division, Special Services Section, Room G-24, Administration Building, St. Paul, MN 55155.

## **Energy Conservation Division, (612) 296-8204**

### **Donald T. Johnson, director**

The Energy Conservation Division determines the most cost effective way to obtain energy conservation in state owned buildings.

The division presents detailed analyses of energy conservation projects with a payback of less than five years. The commissioner of administration presents funding requests for these projects to the legislature. If funds are appropriated, schedules for retrofitting and other energy-related projects are established. An energy data base that monitors energy use and savings is maintained by the division.

The division has also developed a computer system called SHELTER, a

comprehensive listing of all state-owned buildings. The division also provides computerized roof condition analyses for community colleges and state universities.

**Real Estate Management Division, (612) 296-6674**

**Marlo W. Hanson, director**

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

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

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

No forms or fees are needed for permit applications. Each application must include:

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

Permits will be forwarded within 15 days of compliance with the terms and conditions and written acceptance thereof. Information regarding any of the above-mentioned real estate activities is available from the Real Estate Management Division, Room G-22 Administration Bvlding, St. Paul, MN 55155, 296-6674.



## Minnesota Board on Aging



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

**Leonard Ramberg, chair**  
**Gerald A. Bloedow, executive secretary**

### Minnesota Statutes section 256.975

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

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

The Board on Aging administers over \$15 million in federal and state grants yearly and has started more than 450 programs for older persons in Minnesota.

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

Thirteen Area Agencies on Aging are located throughout Minnesota, most within regional development commissions to maximize their planning capabilities. These agencies, listed on page 563, offer technical assistance to aging programs in their respective regions, promote the development of new aging services, coordinate existing services, engage in an on-going planning effort on behalf of older persons and have direct responsibility for the funding and review of a number of Older Americans Act programs in their regions such as transportation, homemaker care, and legal aid.

Through Area Agencies on Aging, the board administers a state-wide Nutrition Program for the Elderly that provides more than 13,000 hot, nutritious meals daily at 280 congregate dining facilities throughout the state. The program offers older persons, particularly those with low-incomes, low-cost, nutritionally sound meals served in strategically located centers such as schools, churches, community centers and senior citizen centers where they can also receive other social and rehabilitative services. Besides promoting better health through improved nutrition, the program is aimed at reducing the isolation of older age. The program encourages congregate dining to facilitate social interaction, but may also provide home delivered meals to those older persons unable to partake in group meals.

The board has started six long term care ombudsman programs in the state designed to help nursing and board and care home residents, as well as their families and friends, protect residents' rights and resolve residents' concerns.

MBA ombudsman staff provide coordination, back-up, technical assistance, and training to the regional programs. MBA staff also respond to complaints and concerns about long term care over the AGING INFO-LINE.

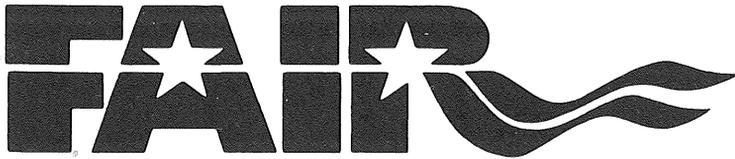
The board also administers Senior Companion and Foster Grandparent Programs. The Senior Companion Program employs about 100 low-income older persons as friends for elderly and handicapped adults living in their own homes or in institutions. The Foster Grandparent Program employs more than 160 low-income persons, age 60 and older, to serve retarded persons lacking close personal relationships with adults. Both programs are conducted by the Minnesota Association for Retarded Citizens at locations throughout the state.

The board publishes the *Senior Spotlight*, (circulation: 14,000) an 8-page, bimonthly newsletter containing information about board programs and activities and developments in aging programs at the local, state, and national levels. Copies and subscriptions are free. To be placed on the mailing list, contact the Board on Aging. Other publications include: *Audio-Visual Resources on Aging in Minnesota*, *Minnesota's Services for Seniors*, *Data Book: The Older People of Minnesota*, and *Quick-Look Senior Service Book*, all free by contacting the board.

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



**MINNESOTA STATE**



**Minnesota State  
Agricultural Society**

Minnesota State Fairgrounds  
Falcon Heights, Minnesota 55108  
(612) 642-2200  
Michael D. Heffron,  
secretary-general manager

Minnesota Statutes, chapter 37

The Minnesota State Agricultural Society conducts the annual Minnesota State Fair, and administers the maintenance, control and improvement of the state fairgrounds. In addition to the annual state fair, the fairgrounds, located on approximately 300 acres in Falcon Heights, is used on a year-round basis for special events and shows and for storage purposes on a rental basis.

The Minnesota State Agricultural Society came into being as a territorial

organization in 1855. The society 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 to the society the old Ramsey County Poor Farm. That same year the legislature appropriated \$100,000 for buildings at the permanent fair site. The first buildings erected were a grandstand, race track, great wooden-domed Main Building (later the Agricultural Building) and several smaller buildings. The Great Northern Railway built a spur track into the center of the grounds and wells were drilled. Additional buildings were added each year as well as new events.

Today, the Minnesota State Fair is the country's second largest 12-day fair. Record attendance at the fair was set in 1981 when 1,414,809 people visited the exposition which ends on Labor Day each year. Primarily agricultural in nature, the fair features big-name entertainment, livestock judging, automobile races, fine art and home craft competition, an 80-acre farm and yard machinery display, commercial and ethnic exhibit complexes and a carnival. To enter any of these events, contact the society for entry forms and other instructions.

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

The Minnesota State Fair is financially self sufficient. Not a single dollar of public subsidy, either state appropriated or other government funds, have been used by the fair since 1949. In its entire lifetime, over 125 years, the fair has received only \$3½ million in appropriated funds. The bulk of those monies were used between 1885 and 1920 to provide partial capital funding for the permanent site of the fairgrounds in Ramsey County. Appropriations have never been used by the fair for operations.

The board of the Minnesota State Agricultural Society is composed of nine members, including a president or at-large member; two vice presidents, representing Hennepin and Ramsey Counties; and seven members from around the state representing a separate geographical region of Minnesota. Board terms are staggered and members are elected on a two or a three year basis. The president serves a maximum of two years and then leaves the board, assuring at least one new member every other year.

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

Upon completion of the elective process, the newly organized board meets and elects a secretary for a one-year term. The secretary is chief operating officer of the fair and responsible for the day-to-day business of the exposition. The society retains a full-time staff of 35 employees who work under the supervision of the secretary.

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Outside gate admission	
adults	\$3.00
16 and under	\$1.00
5 and under	free
Senior Citizens Days, 65 and over	free
Childrens Days, under 16	free
Parking on fairgrounds, per car	free
Parking lots south of Como Avenue	free
Campground charges per night (camper vehicles only; utility hook-ups are available at north camp site, north of Machinery Hill)	\$6.00
Tickets for evening Grandstand	Prices vary
information available at (612) 642-2200	
Afternoon grandstand	
general admission adults	\$4.00
general admission under 16 and over 64	\$3.00
Coliseum box seats	\$4.00
Coliseum reserved seats	\$3.00
Coliseum general admission	\$2.00
<i>(Ticket prices are subject to change)</i>	

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

Employment opportunities at the Minnesota State Fair are handled by a special office of the Dept. of Economic Security, located in the north side of the 4-H Bldg. on the fairgrounds. The office opens in mid-June when it begins taking applications after running ads in the major Twin Cities newspapers. Ads run again in mid-August for employment at the fair. Much rehiring is done by the larger departments at the fair (sanitation, ticket sales and takers, parking lots, security and admissions). The service department hires summer people to prepare the fairgrounds by cutting grass, painting and general repair. Concessionaires come in the first part of August and the pace picks up at that time with more hiring. About 2,400 jobs are available during the state fair season. A staff of six assists the supervisor with hiring in mid-August. For more information call Bill Klecker at 646-1045.

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

**Kenneth Wenzel, director**

**Plant Management Group, 642-2210**

**Joe Fischler, coordinator**

The Plant Management Group administers the overall services necessary to maintain and operate the physical plant and buildings on the fairgrounds including mechanical repair, construction work and the upkeep of facilities in readiness for the opening of the state fair. The division also maintains a greenhouse facility and supervises the year-round watchman/security service.

**Space Rental & Special Events Group, (612) 642-2256**

**V. James Sinclair, space rental superintendent**

The Space Rental and Special Events Group administers all concessions and exhibits, except agricultural and livestock exhibits, including the operation of farm machinery exhibits, Heritage Square, and the supervision of midway ticket takers.

They also manage special events, use of space for storage and the operation of the coliseum.

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

1. **Concessionaire:** Any person or firm which sells, makes deliveries, and/or accepts deposits for future delivery on or from an assigned Fairgrounds location during the period of the State Fair.
2. **Commercial Exhibitor:** Any person or firm which shows goods, machinery or services for advertising purposes from an assigned Fairgrounds location during the period of the State Fair. Institutions or individuals operating under Commercial Exhibit Contracts are permitted to take orders, but may not accept payment for future delivery or make deliveries from their assigned premises.
3. **“Gratis” space use:** institutions or organizations whose exhibits qualify as educational or perform a service to the state fair or its patrons. Space, as available, will be designated “gratis” upon confirmation that each exhibit meets the above qualifications. No sales, deliveries or advance orders are permitted on places designated “gratis.”

For information and applications on space rental, contact the Minnesota State Agricultural Society, Space Rental Department, at the fairgrounds address above, or call (612) 642-2256.

Fees for rental sites generally are based on front footage. Fees vary with the type of permit requested and the location on the grounds. Applications are reviewed and space is leased on the basis of size requirements and the products involved.

Exhibitors and concessionaires are asked to indicate their interest in contract renewals between Nov. 1 and Dec. 1 of the following year. After Jan. 1, space applications are available to new applicants.

From Sept. 15 through July 15, fairgrounds facilities are used for special events and storage purposes. The Coliseum, race track, animal barns, certain streets and various exhibit buildings are available for both public and private events. Individuals, organizations and businesses may contract for use of these facilities as well as for a wide range of services provided, including security, maintenance and engineering. All lessees are subject to the published rules of the Minnesota State Agricultural Society (available on request).

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

Rental fees vary with the size and type of facility needed, the number of added services provided by society personnel, and the nature of event to be presented. Several buildings, not used for special off-season events, are available for rent based on either of the following conditions:

1. monthly storage involves using a large area for warehousing purposes and is rented on a monthly basis from Sept. 15 through July 15.

2. individual storage for automobiles and recreational vehicles (boats, trailers, campers, motor and mobile homes, etc.) is available based on footage. Vehicle storage is available from mid-October through mid-May.

**Special Services Group, (612) 642-2200**

The Special Services Group operates the outside gate admissions, distributes animal forage and feed for livestock exhibitions, supervises parking facilities for fair patrons, operates sanitation and clean-up equipment and supervises the restroom and sanitation facilities on the grounds. They administer the State Fair Youth Camp and the campgrounds, located at the north end of the fairgrounds. This group also includes public safety, which administers the Child Care Center, medical aid and fire marshal services. The Child Care Center, located on Underwood Street, provides a meeting place for all lost persons during the fair, as well as supervision and recreation for lost children. The center is also headquarters, for wheelchair and stroller rental.

**Public Affairs Division, (612) 642-2223**

**James G. Frost, director**

The Public Affairs Division supervises the overall activities of the agricultural-livestock exhibitions, public communications services and general entertainment features of the state fair.

**Competitive Exhibits Group, (612) 642-2217**

**Steve Pooch, coordinator**

The Competitive Exhibits Group manages displays and competitive exhibitions open to public participation in the following areas: bee culture, cattle, Christmas trees, creative activities, crops, dairy industries, education, 4-H, FFA (Future Farmers of America), fine arts, flowers, fruits, horses, meats, natural resources, poultry, senior citizens, sheep, swine and vegetable-potatoes.

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

**Communications Group, (612) 642-2251**

**Gerald W. Hammer, publicity superintendent**

The Communications Group manages the State Fair public relations programs by providing printed material on fair events and activities and related news releases for public use. They also supervise the operation of seven information booths.

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

**Amusement Group, (612) 642-2223**

The Amusement Group administers certain general entertainment features

and services that are regularly scheduled entertainment at each fair. Among these annual feature attractions are the nightly Grandstand productions, auto races, and various professional and amateur musical and talent shows, held in the Bandshell, Grandstand and various locations around the fairgrounds.

The state fair has an amateur talent contest open to all amateur acts, and high school bands contests. For information and entry details, contact the Minnesota State Agricultural Society, Amusement Group.

### **Finance Division, (612) 642-2345**

**James Roehl, director**

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

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

Advance sale ticket order forms are available at the Minnesota State Fair offices, Administration Building (East Commonwealth entrance at Snelling Avenue). Orders are processed on a first-received, first-filled basis.

### **Administrative Group, (612) 642-2215**

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

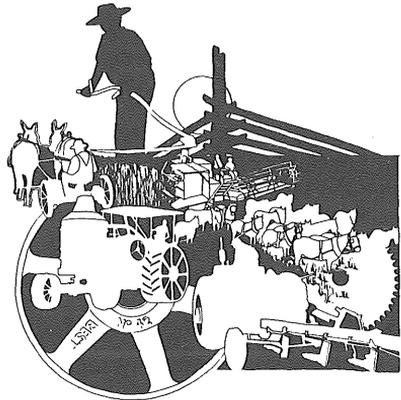


## **Department of Agriculture**

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

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

Office of the Commissioner,  
(612) 296-9310



The Minnesota Department of Agriculture enforces laws designed to protect the public health and promulgates rules to prevent fraud and deception in the manufacture and distribution of foods, animal feeds, fertilizers, pesticides and seeds. The department is the promotional agency for agriculture and the family farm in the state. It encourages the development of agricultural industries through market development and regulation of food products.

The department is organized into three program areas. The Agricultural Protection Service assures that foodstuffs are free from adulteration, properly

labeled and handled in a way which protects their edible quality, and also provides protection to producers and consumers against unfair economic practices. The Agricultural Promotion Service promotes Minnesota food products and assists in the development of agricultural markets. This program also works to secure the stability of the family farm system in Minnesota through administration of the Family Farm Security Program. The Administration and Financial Aids Program provides services and assistance to the entire department in the areas of accounting and licensing; personnel and office management; planning; laboratory support for inspection programs; and development of statistics about Minnesota agriculture. The Shade Tree Program, another part of this program area, administers the department's efforts to preserve shade trees and assists local governments in tree disease control and replacement.

### **Agricultural Protection Service, (612) 296-9310**

**John W. Baumgartner, assistant commissioner**

The Agricultural Protection Service provides assurance to producers and purchasers that they will receive proper grades, weights and tests for fruits and vegetables, grain and livestock. Personnel in the divisions conduct investigations to control chemical, pest and natural hazards. Inspections are carried out to ensure that foodstuffs are free from adulteration, properly labeled and are handled in a manner which protects their edible quality. Audits are also conducted to provide protection to producers and consumers against unfair economic practices.

Included in this service area are inspections of food processing and handling equipment and facilities; grade classification of eggs; and supervision of grade "A" milk production, processing and sale. The official department laboratory provides scientific analyses of samples submitted by the divisions and others. The regulatory activities involve licensing and inspection of the entire food production process as well as the ultimate product, licensing and bonding of dealers, and audits of their related economic practices. Regulatory activities also include watching over the manufacture, distribution and sale of feed, fertilizers, seed and pesticides.

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

**William O. Bulger, director**

The Agronomy Services Division enforces several laws intended to prevent loss of agricultural production, protect the environment and protect the public and/or specific clientele. The division is responsible for regulatory and service functions in five program areas: pesticide, fertilizer, feed, seed and noxious weed control. Various permits and individual, facility or product licensing, registration and certification are involved. Refer to individual sections below for information on these.

The division conducts statewide inspection programs. Division inspectors and county agricultural inspectors will provide the public with assistance and information regarding these programs. Program supervisors and the technical specialists identified below are also available for assistance. For more information on any of the programs, contact the Agronomy Services Division, Room 119, 90 West Plato Blvd., St. Paul, MN 55107.

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

**Gregory Gosen, feed control specialist**

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

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

For products sold in packages over 10 pounds net weight, "Application for Registration of Commercial Feeds-No. 201" is used. No registration fee is charged for these, and the registration is permanent. However, a tonnage fee of 16¢ per ton of product distributed in the state is charged. All registrants must report tonnage for periods ending June 30 and December 31 of each year. Forms are provided by the section. Tonnage fees, for the permanently registered products, are paid on the basis of these reports.

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

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

**Weed and Seed Control Section, (612) 296-6856**

**Charles Dale, supervisor**

This section administers the state Agricultural Weed Law and enforces the state Seed Law and Screenings Act. The Agricultural Weed Law is administered by providing assistance to local weed inspectors. District inspectors provide training, technical support and direction to municipal and township weed inspectors and to county agricultural inspectors in their noxious weed control and seed law enforcement responsibilities.

Local units of government may obtain information and assistance regarding the state noxious weed control program by contacting this section or the county agricultural inspector. There is no fee for this service.

In the enforcement of the state Seed Law and Screenings Act, certain permits and registrations are required. All seed sold retail must bear a prepaid state tax tag or stamp. In lieu of a tag or stamp, the seller may obtain a permit which requires payment of fees based on a quarterly report. The tax tag, stamp or permit may be obtained by application to the section supervisor. The fee for these is based on the type of seed and container used. All distributors of seed using tax tags, stamps or the permits must report sales quarterly on forms available from the section. Application forms are also available from the section.

All hybrid seed corn varieties sold in Minnesota must be registered to ensure

compliance with the law. Registration ensures quality products and correct labeling of seed corn. The form used, "Originator's and Owner's Registration of Hybrid Seed Corn Variety," may be obtained from this section. All varieties must be registered by February 1 of each year. The current fee is \$22.50 per variety. Maturity testing is conducted by the University of Minnesota. Contact the section supervisor regarding this requirement.

Complaints concerning commercial seed are investigated by division field staff before being filed with the section supervisor. Complaints involving potential violations of the Federal Seed Act are also handled through this office. Surveillance inspections and sampling are a routine part of the enforcement activity of this section.

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

#### **Seed Laboratory, (612) 296-2310**

##### **Cecil Dunn, supervisor**

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

Every resident of the state is entitled to six free tests and/or identifications each year. No forms or fees are required for the first six tests. Fees for additional tests vary depending upon type of analysis and sample. The fee schedule is available from the Seed Laboratory or from county agricultural inspectors. These inspectors are also available to assist in proper sampling, packaging and shipping of samples. Any field crop, tree, shrub and lawn seeds may be tested for conformity to labeling, compliance to legal requirements or information on the lot of seeds.

No free tests are allowed between March 15 and June 30. The length of time required for the service depends on the type of sample and number of tests requested.

#### **Agricultural Chemical Emergencies, (612) 297-2528**

##### **David Dally, pesticide control specialist**

The Agricultural Chemical Emergencies Section investigates all emergencies involving pesticides or fertilizers (including anhydrous ammonia). All emergencies should be reported immediately to the emergency response team. The location, type of emergency (spills, fires, floods, poisonings, other accidents), chemicals involved, circumstances of the emergency and other pertinent information should be made available to this section or to district inspection staff. Instructions will be given to the caller regarding the proper procedures to

follow to minimize damage to human health and the environment. For emergencies after normal work hours, call (612) 459-6486.

**Pesticide Registration, (612) 297-2745**

**Steven Rogosheske, pesticide control specialist**

The Pesticide Registration Section regulates the sale and use of pesticides by registering all pesticides offered for sale in the state of Minnesota. To receive information or to obtain application forms, contact the section at the above address and telephone number. The registration form used is, "Application for the Registration of Pesticide Products-No. AG 147-03." The fee is \$10 per product registered. Registration must be renewed before January 1 each year. Registrations are completed after filing the application and a copy of the product label, and remitting the fee. Information for pesticide producers concerning the federal Environmental Protection Agency registration requirements is also available.

This section registers all anti-freeze products sold in Minnesota. Renewal registration is on July 1 of each year. Registration fees are \$30 per product. The form used is, "Application for Registration of Anti-Freeze-No. AG 665-02," and is available from this section.

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

**Wayne Dally, pesticide control specialist**

This section issues licenses and provides for certification upon successful completion of appropriate examinations on pesticides and their proper use. Information and study materials are available from this section or the local county Agricultural Extension Office.

The licenses required and their corresponding application forms and fees are:

**Restricted use pesticide dealers** — Any person who offers for sale or has in his possession with the intent to distribute to the ultimate user a "restricted use pesticide." "Application for License to Sell Restricted Use Pesticides-No. AG 00153-3." Dealer license — \$35.00, late renewal fee — \$10.00.

**Structural pest control operators and fumigators** — Any person who applies pesticides for control of commensal rodents and domestic pests. "Application for Pest Control Operator License-No. AG 00141-05." Company license — \$75.00, company registration (if licensed by a municipality in Minnesota) — \$15.00, late renewal fee — 50% of license fee. New Pest Control Operators license — \$10.00, renewal — \$6.00, late renewal fee 50% of license fee.

**Commercial pesticide applicators** — Any person who applies or supervises the application of any pesticide for hire other than structural pest control operators and fumigators. "Application for Commercial/Non-Commercial Applicator License/Certification-No. AG 00132-02." Commercial pesticide applicators license — \$17.50, additional operator cards — \$7.50, late renewal fee — \$5.00.

**Non-commercial pesticide applicators** — Any person other than a commercial applicator or structural pest control operator or private applicator who uses or supervises the use of a restricted use pesticide. This includes government employees, food and feed sanitation personnel, and extension or academic

personnel involved with experimental pesticides. "Application for Commercial/Non-Commercial Applicator License/Certification-No. AG 00132-02." Non-commercial pesticide applicator license — \$17.50, additional operator cards — \$7.50, late renewal fee — \$5.00.

One or more examinations are required for any of these license/certifications. The applicant will be contacted to arrange a time and location for taking the required examination. Renewal applications are sent 30 to 60 days prior to renewal date. Structural Pest Control and Restricted Use Pesticide Dealer Licenses must be renewed before January 1 of each year. Commercial and Non-Commercial Pesticide Applicator License renewal date is March 1 of each year.

### **Chemical Damage Claims, (612) 297-2419**

#### **Peter Lonergan, pesticide control specialist**

Any person who believes that they or their property have been damaged from an application of pesticides may file a written statement alleging such damages. This section will investigate the claim, obtain samples of damaged property (if appropriate) and make a report to the complainant and/or applicator, if requested. The complaint should be filed no later than 30 days after the pesticide was applied or the damage occurred, or, if the alleged damage is to agricultural crops, the claim should be filed prior to the time that 25% of the damaged crop has been harvested.

For information or to obtain a "Pesticide Damage Inspection Request-No. AG 155-03" form, contact this section at the telephone listed above.

### **Fertilizer Control Section, (612) 296-3016**

#### **Gary Braun, fertilizer control specialist**

The Fertilizer Control Section licenses individuals or firms manufacturing, blending, mixing or otherwise manipulating commercial fertilizer. All fixed locations, mobile mechanical units and locations of a firm in the state, as well as all locations outside the state, and shipments into the state for sale, must be licensed. This section also registers fertilizer labeled as specialty fertilizer and soil and plant amendments with recommendations for commercial agricultural use. The installation of anhydrous ammonia storage facilities must be approved by this section.

Contact this section for information or application forms. The form used to obtain the fertilizer license is, "Application for Fertilizer License-No. AG 128-04." Fees are \$50 for each fixed location within the state, \$50 for the first mobile unit, \$25 for each additional mobile unit and \$50 for all out-of-state locations of one firm.

The form used for registering small package and specialty fertilizers is, "Application for Registration of Small Package and Specialty Fertilizers-No. AG 129-03." There is a \$50 fee for each product registered.

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

The form used for obtaining approval of anhydrous ammonia storage installations is, "Application for Installation of Storage Facility for Anhydrous Ammonia in Minnesota-No. AG 130-03." No fee is charged.

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All registration/certifications/licenses are issued after filing a completed application form and remitting the corresponding fee. Renewal applications are sent 30 to 60 days prior to the renewal date. All renewals must be made annually, prior to January 1.

### **Plant Industry Division, (612) 296-3347**

**Robert Flaskerd, director**

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

### **Technical Support Section, (612) 296-1348**

**Mark Schreiber, supervisor**

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

Dutch elm and oak wilt diagnostic services and the nosema tests are free. The barley loose smut test is \$7.50 per sample.

No forms are required. Tree samples may be submitted during the growing season. Sampling procedure information for all tests can be obtained from the Technical Support Section, Room 226, 90 West Plato Blvd., St. Paul, Minnesota 55107.

### **Plant Quarantine Section, (612) 296-8620**

**Hilbert Hoger, supervisor**

The Plant Quarantine Section certifies agricultural commodities for foreign shipment, corn for shipment to west coast states and western Canada and grain for shipment to Arizona and California.

Foreign shipments are certified according to the particular state's or country's plant health department regulatory requirements. These include licensing, certification and plant quarantines. The section inspects and certifies corn or small grain shipments to western United States as being free from pests, such as the European corn borer and the cereal leaf beetle. Upon completion of a signed compliance agreement and an inspection of screening facilities, shippers may be issued phytosanitary certificates for western state product entry. For foreign markets, certificates are issued after inspection of shipments. Both state and federal foreign phytosanitary certificates are available depending on shippers' need, certifying that the shipment is healthy and pest free.

For information or to request an inspection and certification, contact the Plant Quarantine Section, Room 226, 90 West Plato Blvd., St. Paul, Minnesota 55107.

Forms are required for each certification except the certification of grain for

absence of cereal leaf beetles. The section issues certificates in pads of 25, because each shipment must have a certificate accompanying it. Fees are \$3.00 per pad and \$10 for the inspection and certification of corn shipments. The corn shipment elevator inspection fee is paid annually. Usually there is no charge for the certification of foreign shipments. Depending on location and time of year, most inspections and certifications take two to five days.

The section issues permits to anyone bringing soil or live plant pests into the state. This permit is issued in conjunction with the U.S.D.A. For information or to request a permit, contact this section. Forms for this permit are available from the section or the U.S.D.A. There is no fee for this permit.

The section annually surveys for and destroys all rust producing barberry and Mahonia bushes that are found in grain producing areas to reduce the spread of black stem rust and to prevent the development of new races of fungus. For information or to request a survey, contact the section at the address listed above. No forms or fees are required. Surveys are conducted annually. To find out when the section will be surveying your area, contact the section.

#### **Seed Potato Certification Section, (612) 296-0592**

##### **Jerome Jevning, supervisor**

The Seed Potato Certification Section certifies seed potatoes as meeting prescribed standards relating to disease and variety characteristics. Each growing season, every acre of seed is inspected for disease, varietal purity and chemical and insect damage.

Applicants must enter their entire potato acreage into the program. It is advisable to contact this office prior to planting if the applicant is unfamiliar with the program requirements. The certification program is voluntary. For information or assistance in joining the program, contact this section, Room 226, 90 West Plato Blvd., St. Paul, Minnesota 55107.

The section will provide the necessary application forms. There is an inspection certification fee of \$10 per acre. The section must receive all applications by June 15.

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

##### **James Erickson, supervisor**

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

No forms are necessary. Shipping point inspection fees are 6¢ per hundred-weight with a minimum of \$10 per inspection. An additional \$1.00 is charged for every type of inspection necessary in any one shipment. The section charges \$13 per hour for inspection by hourly contract. If an inspection is requested for anytime other than regular office hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.), there is an additional overtime fee of \$6.50 per hour. The section will answer a request within 24 hours.

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

**Nursery Inspection Section, (612) 296-8619**

**John Berends, supervisor**

The Nursery Inspection Section inspects all nurseries, wholesalers and retailers of nursery stock and certifies the stock provided it is found to be disease and insect free. Certified nurseries can ship to Canada and other states meeting their plant quarantine requirements. This section also governs the sale and protection of wild flowers.

The section inspects, registers and certifies anyone who buys, sells or distributes nursery stock, and inspects and certifies all plants destined for foreign countries. Greenhouses not handling nursery stock may voluntarily request inspection and certification for freedom from injurious plant pests. Nurseries and buyers must be certified to do business. Inspections for plants going to foreign countries are done according to rules of the importing country. Both commercial and privately owned plants need certification. The section offers assistance and advice on the proper care of nursery stock.

For information or to request an inspection, contact this section, Room 226, 90 West Plato Blvd., St. Paul, Minnesota 55107. Applications are available from the section. The inspection for plants going to foreign countries does not require an application form.

The fee for certificate of nursery ranges from \$25 for ½ acre or less to \$400 for over 50 acres of growing stock. The fee for license as plant buyer or seller ranges from \$20 to \$250 per location, depending on the volume of business handled. The voluntary greenhouse fee is \$25. Renewals must be received by January 1 of the year following expiration. The fee for inspection of plants or plant pests going to foreign countries is \$10 plus expenses. If the plant shipment is brought to the Nursery Inspection Section, there is no charge. A phytosanitary certificate must accompany all foreign plant shipments.

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

The section issues permits for the harvesting, collecting, selling or distributing of the state flower or any lady slipper species, gentian, arbutus or any lily species. For information or to request a permit, contact this section. No forms or fees are necessary to request this permit. However, there is a nursery or dealer license fee. Permission is issued after review of the request.

**Municipal Pest Control Section, (612) 296-3347**

**Arthur Mason, supervisor**

The Municipal Pest Control Section administers all pest control statutes and supervises all local pest control and mosquito abatement activities. The section reviews applications from municipalities for authority to engage in municipal mosquito control programs, provides technical guidance and approves muni-

cipal mosquito control efforts statewide. The section also coordinates the surveillance of disease transmitting mosquitoes throughout the state.

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

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

### **Apiary Inspection Section, (612) 296-0591**

**Richard A. Hyser, supervisor**

The Apiary Inspection Section works with apiarists to detect brood diseases and the adult bee disease nosema, works with pesticide sprayers to reduce bee losses and provides interstate inspection services. The section registers and inspects all honey bee colonies to prevent serious losses due to bee diseases and inspects honeyhouses for sanitary conditions. Technical assistance is available to beekeepers upon request. For information or to register a bee colony, contact this section, Room 226, 90 West Plato Blvd., St. Paul, Minnesota 55107.

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

### **Grain Inspection Division, (612) 341-7190**

**Edward G. Moline, director**

The Grain Inspection Division provides grain sampling, grading, weighing and protein analysis upon request to producers, shippers, grain firms, elevators and processors. State inspection personnel are licensed by the U.S.D.A., Federal Grain Inspection Service. Official grain weighing is performed on all inbound and outbound shipments of grain at the export terminals in Duluth, Minnesota. The division provides official weighing of grain that is loaded from inland or country elevators when the containers being loaded are going directly into the export markets. Official weighing services are also provided to any interested person upon request when an official weight certificate is required on specified lots or containers of grain.

The division inspects and grades grain samples according to federal standards and standards established by the Minnesota Board of Grain Standards. The division obtains official samples for the inspections. An official sample represents the entire lot from which it was taken. The sample may represent cargo, barge, hopper car, box car, truck lots or bins. The division performs official protein analysis, sedimentation tests and oven dried moisture analysis. Analyses are performed under supervision of qualified cereal chemists. The

samples usually are graded the same day as they are received, and official certificates are then issued.

For information or to request an inspection or test, contact the Grain Inspection Division, 314 Grain Exchange, Minneapolis, Minnesota 55415.

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

Protein analysis: (612) 341-7187

The division supplies the necessary forms and issues certificates for protein analysis, grain weighing and grading. Fees are charged to the person or firm requesting the services according to the division's fee schedule. Services and fee schedules are available upon request. Same day service will usually be provided if the call is received in the morning. The weighing offices operate between the hours of 7:00 a.m. and 4:00 p.m.

### **Warehouse Section, (612) 341-7537**

#### **Gene O'Brien, section supervisor**

The Warehouse Section licenses grain warehousepeople, grain buyers, commission merchants and general storage warehouses. All warehouse facilities are inspected annually to determine whether the receipted articles are being stored in a proper manner and all goods covered by warehouse receipts are actually in store on the premises. The Warehouse Section has the power to suspend the license if the warehouse fails the inspections.

There are eight specific licenses. To receive an application or file for a license, contact the Warehouse Section at 316 Grain Exchange Building, Minneapolis, Minnesota 55415. All necessary forms are available from the Warehouse Section. The following eight specific licenses are issued after their corresponding requirements have been met, and fees paid.

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Warehousepersons must submit tariffs for approval and issue warehouse receipts as provided in Title 7 of the U.S. Warehouse Act, 1916, and the Minnesota State Uniform Commercial Code, Minnesota Statutes, Chapter 336.

Public local grain warehousepersons store grain for others and receive compensation for this service. These warehousepersons must submit to the division a tariff (list of charges), a copy of legal warehouse receipts and the scale ticket to be issued.

License fee:

Under 100,000 bushels capacity	\$40
100,000 bushels or over, but under 500,000	\$60
500,000 bushels or more	\$75

Bond:

Condition No. 1 (grain storage)	Minimum of \$20,000
Condition No. 2 (grain buying)	\$10,000

Private local grain warehousepersons are licensed to buy grain, but not to store the grain. They must submit a sample of the legal scale ticket to be issued.

License fee:

\$35

Bond:

\$10,000

**Grain banks** are feed processing plants, receiving grain and returning it to the owner as livestock feed. Grain bank operators must submit a tariff and a sample of the legal grain bank warehouse receipt to be issued. An applicant must be licensed as a public or private local grain warehouseperson.

License fee: \$25  
Bond: Minimum of \$5,000

**Grain buyers** are any persons, firms or corporations other than a licensed warehouseperson who buy grain for resale. Grain buyers must submit just an application form.

License fee: \$25  
Bond: \$10,000

**Truck grain buyers** purchase grain and use trucks or tractor-trailers to haul the grain. Truck grain buyers must obtain a license for each vehicle used.

License fee: \$25 per truck or tractor-trailer unit  
Bond: \$5,000 per truck; \$10,000 per tractor-trailer unit

**Commission merchants** receive or solicit shipments of grain for resale. Commission merchants must submit an application form.

License fee: \$65  
Bond: \$35,000 minimum for grain

**Public terminal warehousepersons** operate a terminal warehouse (a warehouse located within the limits of a terminal point, usually a railroad). They must publish their tariffs in the local newspaper and submit a copy of the tariff to the Warehouse Section.

License fee: \$60  
Bond: \$50,000 minimum based on the capacity of the warehouse at the rate of 15¢ per bushel

**General storage warehouse** is a building or part of a building used for storing goods, wares or other merchandise (except grain and cold storage) for compensation. License applications must be accompanied by a tariff and a copy of legal warehouse receipts.

License fee:	
5,000 square feet or less	\$65
Over 5,000 square feet to and including 10,000 square feet	\$125
Over 10,000 square feet to and including 20,000 square feet	\$200
Over 20,000 square feet to and including 100,000 square feet	\$250
Over 100,000 square feet to and including 200,000 square feet	\$325
Over 200,000 square feet	\$375

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Without requiring additional bond or license, the section may issue to any general storage warehouseperson already licensed permits to operate addition-

al warehouses to the same city or town where his/her original authority was issued. A license may be refused for good cause or revoked for violation of the law upon notice and hearing.

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

License terms are from July 1 to June 30 of each year. Additional information is available from the section at the above address.

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

**Thomas W. Masso, director**

The Food Inspection Division is responsible for administering state laws and regulations 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, retail and wholesale meat outlets and fur farms in the state.

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

For information or to request an application form, contact the Food Inspection Division, Room 211, 90 West Plato Blvd., St. Paul, Minnesota 55107.

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#### **License fees are:**

Retail Food Handlers less than \$250,000	\$ 18
Between \$250,000-\$1,000,000	\$ 36
over \$1,000,000 volume	\$ 60
Wholesale Food Handler	\$ 36
Wholesale Food Broker	\$ 18
Wholesale Food Processor or Manufacturer	\$120
Wholesale Food Processor under U.S.D.A. meat or poultry inspection program	\$ 60
Canneries per case produced	1/2¢
Out-of-State Beverage Registration per company	\$120

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

The division also inspects poultry products and eggs being marketed and sold in the state for quality, wholesomeness, condition and labeling. The in-

spections are conducted in processing plants and wholesale and retail markets. Inspections of producer-packer grading stations are done quarterly. The division also inspects poultry supply flocks for hatcheries participating in the National Poultry Improvement Plan. For information, contact the division.

The division answers all complaints or questions regarding food, meat, or poultry products and/or standards of quality or wholesomeness. Complaints will be investigated by a local field inspector and, if necessary, corrective action will be taken. For information or to register a complaint, contact the division. There are no forms or fees. Complaints require varying amounts of time to investigate. The division will respond to the complainant as soon as possible.

### **Dairy Industries Division, (612) 296-3647**

**Orlowe M. Osten, director**

The Dairy Industries Division is responsible for the enforcement of dairy laws and rules designed to protect public health and serve the dairy community. The division licenses individuals who grade and inspect milk and cream to determine the amount of payment to be made to the producer.

All milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, cream stations, marketing organizations not operating dairy plants and frozen dairy food plants are also licensed by the division. Such establishments should file a food manufacturer/processor license application with the division.

For information or application forms, contact the Dairy Industries Division, Room 205, 90 West Plato Blvd., St. Paul, Minnesota 55107.

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#### **Fees are:**

Milk and cream grading and testing license-initial fee	\$18
renewal fee	\$7.20
Farmstead cheese license	\$30
Food manufacturers/processor license	\$120
renewal fee	\$36
penalty fee	\$120

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

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

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**Fees are:**


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Grade "A" inspection service per plant per year	\$350
Grade "A" dairy farm per year	\$40

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Billing forms for the annual inspection are sent to grade "A" processors prior to the renewal date.

The division inspects milk house facilities for housing farm bulk milk tanks for milk for manufacturing purposes. All such tanks must be located in approved milk houses. All dairy farms having bulk milk tanks should either notify their dairy plant or notify this division on CD-9, "Farm Bulk Tank Installation Report." No fee is charged for this inspection.

The division participates in the national interstate milk shippers certification program. Under this agreement, all milk producers, processors or manufacturers who ship their products interstate may voluntarily have them certified by the division as meeting federal grade "A" milk standards. Without this certification, additional inspections may be required by the state receiving the products, or the products may be prohibited from sale. All certified shippers must obtain single service milk containers for shipment by fabricators or companies which are certified by the division as meeting F.D.A. standards. The companies that make such single service milk containers are also certified by the division.

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

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

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

### **A. C. (Al) Schloesser, director**

The Livestock Licensing and Weighing Division issues licenses to the operators of livestock market agencies (auction markets and sale barns), to packing companies and their buyers and to livestock dealers and their agents. For information, application forms, bond forms, financial statements and annual report forms, contact the Livestock Licensing and Weighing Division, Livestock Exchange Building, South St. Paul, Minnesota 55075.

Firms or individuals engaging in business as a livestock market agency or dealer must show proof of financial responsibility and conduct fair trade practices. Surety bonds, financial statements and annual reports must be filed with

the division prior to issuance of a license. Bond amounts are based on the annual volume of business. All market agencies, packing companies and dealers, when dealing in interstate commerce, are required to register with the Packers and Stockyards, U.S.D.A., and file a federal-type bond. Minnesota accepts such bonds in lieu of a state bond when the department is named trustee.

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

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**License fees are:**

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Livestock market agency	\$120
Livestock dealer	\$42
Packing company	\$42
Livestock dealer and packing company agent	\$24

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

The division also administers the State Weighing Program. Official Certificates of State Weight are issued by division personnel on state-tested livestock scales where state weighing is authorized. State weighing is required at any location where the average daily number of livestock weighed for the purpose of establishing a basis for sale is 500 head or more. Marketing facility locations averaging less than 500 head per day may apply for State Weighing Service in accordance with the rules governing the program. An established tariff or weighing fee is uniformly applied at all locations approved for state weighing. The fees are collected from the owner or seller of livestock by the selling agency, packing company or stockyard owner and remitted to the division semi-monthly. Currently, state weighing is being provided at the South St. Paul Public Stockyards and at four out-state packing companies: Wilson and Co. in Albert Lea, Geo. A. Hormel Co. in Austin, Iowa Beef Processors, Inc. in Luverne, and Armour Pork Plant in Worthington.

For information, application and agreement forms or specific fee information, contact the division at its address listed above.

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

**Audit Services Division, (612) 296-2841**

**Robert F. Thimmesh, director**

The Audit Services Division administers the Dairy Industry Unfair Trade

Practices Act and the Wholesale Produce Dealers Act, audits dairy plant records for discriminatory pricing practices and excessive milk fat gains, audits county fair associations and other semi-state activities, and registers corporate and alien farms.

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

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

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

The Wholesale Produce Dealers' Act helps give protection to produce farmers and dealers by requiring the licensing of wholesale produce dealers who purchase produce for sale or use in a processing plant. Wholesale dealers may require auxiliary licenses. After the completed license application form is reviewed by the division and a proper bond amount is set, a bond form and a letter of credit form are sent to the applicant. The applicant must provide a properly executed bond and/or an acceptable bank letter of guarantee.

The original license fee ranges from \$30 to \$120 depending on the volume of business done. The amount of the bond and/or letter of credit is determined by the division. Renewal applications are mailed approximately six weeks before the July 1 renewal date.

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

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

The division also audits the records and accounts of all county fair associations and other instrumentalities of the state which received funding through or are supervised by the department. All county fairs must submit their records to the division by November 1 of each year for auditing. The records and the audit report will be returned to the associations upon completion of the audit.

Other instrumentalities of the state receiving funding through or supervised by the department, such as research and promotion councils and breeders and growers associations, may request the division to audit their records and accounts. Fees for all audits are based on the actual time and expense of the audit.

Two additional responsibilities of the division are the enforcement of the

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

The Alien Farm Registration Act (Minnesota Statutes, Chapter 500.221) restricts all non-U.S. citizens, except permanent aliens, from owning Minnesota agricultural land. This law, passed in 1977, required all aliens owning land prior to May 27, 1977, to register their farms with the division.

For more information about these functions, to obtain appropriate forms or to request an audit, contact the Audit Services Division, Department of Agriculture, 90 West Plato Blvd., St. Paul, Minnesota 55107.

## **Agricultural Promotion Service, (612) 296-9310**

**Rollin M. Dennistoun, deputy commissioner**

The goal of this program area is to provide for the promotion and development of national and international agricultural markets for Minnesota food and food products, as well as to help secure the stability of the family farm system. The Marketing Services Division assists producers and agribusinesses in promoting state produced and processed food products in both domestic and international markets. Promotion is accomplished through food shows, trade shows, state fairs, international trade missions, agricultural exhibits and other promotional activities. The division also administers state laws regarding commodity promotion councils which provide self-help programs for producers of the commodities. The Family Farm Security Program assists eligible applicants to purchase farm real estate through loan guarantees and deferred payments.

## **Marketing Services Division, (612) 296-2847**

**M. C. Combs, director**

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

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

The *Minnesota Buyers Guide* is published by the division for use by institutions and other large quantity food purchasers. Guides, while free of charge, are printed in limited quantities and are primarily used to promote foods grown and/or processed in Minnesota. A directory of "pick-your-own" farms and suppliers of strawberries, raspberries and other fruits and vegetables is available without charge.

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

For more information, contact the Marketing Services Division, Room 103, 90 West Plato Blvd., St. Paul, Minnesota 55107.

### **Agricultural Promotion Orders Section, (612) 296-6883**

**Carl W. Aldean, supervisor**

The Agricultural Promotion Orders Section assists research and promotion councils and advises agricultural commodity groups on procedures to establish new councils. The section conducts and/or supervises council elections, operates and/or directs the system for making refunds to producers unwilling to participate in the programs, and oversees the basic operations of the nine existing councils to assure that each council conducts business in conformity with the enabling legislation that brought it into existence.

Research and promotion orders, whereby the producers of specific commodities may organize to obtain funding through a check-off system to maintain and/or increase utilization of their commodity, presently are in force regarding nine commodities: beef, dairy, area one potato, dry edible beans, soybean, paddy wild rice, wheat, turkey (200 or more birds) and egg (flocks of 3,000 or more hens). For more information, contact the Agricultural Research and Promoton Orders Section, Room 103, 90 West Plato Blvd., St. Paul, Minnesota 55107.

### **International Trade Division, (612) 297-3920**

**Henry Pawlowski, director**

The International Trade Division provides assistance and encouragement to Minnesota firms interested in developing export trade in the following ways:

International trade shows and exhibits are one of the most effective means for a Minnesota company to get direct marketing feedback and sales. Companies are provided with a booth where they may exhibit and/or prepare their food products and, at the same time, meet with potential buyers, distributors or agents. These are usually attended by a company representative.

International trade missions are organized by the division for specific business objectives and are usually attended by 5-10 representatives of key company personnel. The itinerary is closely coordinated with the U.S. foreign attache officer in the host country, who helps arrange meetings and conferences with interested buyers.

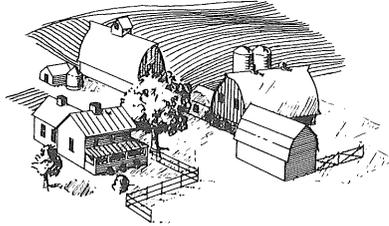
Export services that the division provides assist firms in acquiring Foreign Agricultural Services that can help them do a more effective job in surveying the export potential for the product overseas. Assistance is provided to Minnesota firms on shipping, financing, duties, tariffs and foreign trade restrictions.

For more information, contact the division at 90 West Plato Blvd., St. Paul, MN 55107.

## **Farm Security Program, (612) 296-8435**

**Wayne W. Marzolf, administrator**

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



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

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

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

**Darryl L. Anderson, assistant commissioner**

This program area provides administrative support through the divisions of Accounting and Licensing, Planning, Personnel and Office Management, Shade Tree Program, Laboratory Services and the Agricultural Statistics Service. The divisions included in this program area assist with the preparation of rules, legislation, budgets and departmental policy; provide support for hiring, union negotiations and other personnel functions; offer office management and word processing services; conduct financial activities such as payroll accounting, travel reimbursement, licensing and expenditure review; analyze and research management and policy issues; offer laboratory services to support and augment the inspection and regulatory activities of the other divisions; develop agricultural production and marketing statistics; and administer the state's reforestation programs.

## **Planning and Development Division, (612) 296-7686**

**Gerald F. Heil, director**

The Planning Division provides planning, analysis and administrative support services to the department. It assists other divisions with long-range plan-

ning, program development, the promulgation of administrative rules and the development of work programs, budgets and legislation. The division acts as a resource regarding long-range planning, agricultural policy development and participates in related natural resource planning efforts. Division personnel provide administrative staff support in areas such as rural development, water resources, agricultural land preservation and energy use. Other responsibilities include representing the department on a variety of task forces and committees, such as the Environmental Quality Board Technical Committee, the Water Planning Board Technical Committee, the 208 Agricultural Pollution Task Force, the Peat Task Force and the Land Use Change Task Force; assisting other divisions with data gathering and statistical compilation; and performing other administrative tasks, such as writing the department's biennial report, monitoring agriculturally relevant legislation and preparing department testimony for public hearing.

The department is responsible for licensing weather modification activities conducted within Minnesota. All individuals or firms interested in conducting weather modification activities must receive a license from the commissioner. Licenses must be renewed annually. Also, a permit must be obtained from the commissioner for each project design before the activity, such as cloud seeding, can begin. Permits are effective for the length of the project or one year, whichever is less. Application forms for licenses and permits are available from the division at the address below. A \$100 fee must accompany each application for a license and/or permit.

For more information, contact the Planning Division, Room 322, 90 West Plato Blvd., St. Paul, Minnesota 55107.

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

**Harold Frank, director**

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

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

**Margaret Savard, office manager**

Office management works very closely with all division directors in helping to resolve clerical and/or office management problems. The division provides services in word processing, mail distribution, central supplies, messenger services, clerical overload, space allocation and utilization, inventory control and O.S.H.A. reporting.

**Word Processing Center, (612) 296-3479****Diane Jadwinski, supervisor**

The division's Word Processing Center provides services to the entire department, including typing, copying, binding, laminating, stencil cutting and folding. Telephone dictation service is available 24 hours a day from any location. Material is transcribed daily. For further information, contact the Personnel and Office Management Division, Room 326, 90 West Plato Blvd., St. Paul, Minnesota 55107.

**Accounting Division, (612) 296-6187****Joseph G. Komro, Jr., director**

The Accounting Division is responsible for the budgeting, accounting, payments, and licensing functions for the department. The division provides financial and accounting data which is used to control revenues and expenditures, presents recommendations on financial activities, provides cash flow and revenue projections for fee supported activities and assists other divisions in preparing budgets and annual spending plans.

The division also administers the Livestock Compensation Program (Minnesota Statute, Section 3.737). Under this program, livestock owners may be compensated for livestock destroyed or crippled by an endangered species. Upon determination by the Department of Natural Resources conservation officer and the county extension agent that the livestock was destroyed by an endangered species, the owner can be compensated by the department for the fair market value of the livestock up to \$400 for each animal. Any insurance collected on the loss is deducted from that amount. For further information or submission of a claim, contact the area D.N.R. conservation officer or the county extension agent. No claim requests are accepted directly by the Accounting Division.

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

**Accounting and Budgeting Section, (612) 296-6187****Terence R. Pohlkamp, assistant director**

This section provides necessary budgeting and accounting support to activity managers, program directors and the commissioner. The section also provides the budget and accounting information necessary to enable activity managers to meet their objectives within their existing budgets. Accounting officers are assigned to work in each of the department's three program areas in order to assist the individual divisions with budget planning. The section also assists in the preparation of federal grant agreements. Cash flow and revenue projection changes are made to reflect alterations in fee supported activities.

**Licensing Section, (612) 296-6470****Debbie Whitney, licensing supervisor**

The Licensing Section processes licenses and maintains files for food handlers, livestock dealers, fur farms, grade "A" milk laboratories, nursery grow-

ers and dealers, apiaries and others. Approximately 15,000 licenses are processed annually through an automated statewide licensing computer system.

The initial license is issued after being approved by the division having regulatory responsibility. Renewals are issued upon the receipt and/or approval of renewal applications. In both instances, the payment of all license fees must be made before the license is issued. This section will answer all questions concerning licenses, fees and renewals. For information or to request an application form, contact the Licensing Section, Room 335, 90 West Plato Blvd., St. Paul, Minnesota 55107.

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

**Richard Schifsky, director**

The Division of Laboratory Services supports the inspection and regulatory activities of the other divisions by providing comprehensive laboratory services. The division is separated into four laboratories: the Microbiology Laboratory, the Agronomy Laboratory, the Food Chemistry Laboratory and the Specialty Laboratory.

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

This laboratory also monitors Minnesota's canning industries and tests the accuracy of home pressure cooker gauges. Adjustments are made to the pressure cooker gauges, if necessary. The gauge should be brought to this office if possible. For information or to request an appointment, contact the Laboratory Services Division at its address listed below. There is no charge for the test. If the gauge is mailed to the division, there is a charge of \$1.75 for postage, handling and insurance. The test normally takes two hours. For faster service call for an appointment. Allow two weeks if the service is requested by mail.

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

The **Food Chemistry Laboratory** tests milk and other dairy products to determine whether they have been pasteurized properly. Meat, breads and other food items are also tested for contaminants.

The **Specialty Laboratory** is divided into four areas of analysis: the Drug Laboratory analyzes food samples for drug residues and tests animal feeds for the presence of antibiotics and other drugs; the Pesticide Residue Laboratory tests for the presence of pesticide residues in food and feed samples; the Formulations Laboratory tests pesticide formulations to assure they meet the

label claim; and the Vitamin Laboratory analyzes animal feed samples for the presence of vitamin "A".

All samples submitted to the Agronomy, Food Chemistry and Speciality Laboratories for analysis must be taken by an official division inspector. For the name, address and telephone number of your area inspector, for general information or to request certification, contact the Laboratory Services Division, Room 241, 90 West Plato Blvd., St. Paul, Minnesota 55107.

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

#### **Carroll Rock, state agricultural statistician**

The Minnesota Agricultural Statistics Service, formerly the Minnesota Crop and Livestock Reporting Service, is a cooperative effort of the United States Department of Agriculture and the Minnesota Department of Agriculture. The division's primary responsibility is to provide timely and accurate statistics on Minnesota agriculture. As such, it acts as the department's main information gathering service.

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

Call the number listed above to receive a subscription form listing the reports available or to get the information you need by telephone. Correspondence may be addressed to the Minnesota Agricultural Statistics Service, P.O. Box 70068, St. Paul, Minnesota 55107.



## **Shade Tree Program**

**Minnesota Department of Agriculture**

### **Shade Tree Program, (612) 296-8580**

#### **Richard Haskett, director**

The Shade Tree Program, created by the Minnesota Legislature in 1976, aids local governments in controlling the loss of elm and oak trees through tree disease management activities. The program staff provides technical and grant-in-aid assistance to local governments to establish and operate programs to control shade tree disease. Aid is provided to local shade tree program managers and tree inspectors implementing urban forest management programs. To accomplish its objectives, the program provides consultation with clients, produces promotional material for Arbor Day and Arbor Month, publishes *Overstory* (a bi-monthly newsletter) and sponsors regional tree inspector workshops.

All municipalities are eligible to receive sanitation and reforestation grants. Other eligible applicants include special purpose park and recreation boards organized under the charter of a city of the first class, non-profit corporations serving a city of the first class, and counties. Applications for grant-in-aid

should be accompanied by a description of the proposed disease control and reforestation program. Appropriate forms and assistance in completing them are available from program staff at the address listed below. New applications are accepted any time. Applications for renewal are due before November 15 of each year.

All eligible applicants with approved disease control and reforestation programs may receive up to 50 percent reimbursement of their sanitation and reforestation costs, depending upon availability of funds.

Grants are also made for experimental programs conducting research and testing of shade tree disease treatments. The objectives of the experimental grant program are to evaluate the effectiveness of various shade tree disease treatments, to find new methods of disease control, to develop better reforestation techniques, to examine feasible wood utilization practices and to evaluate organizational and management disease control activities that Minnesota communities may use. All Minnesota municipalities and counties with approved disease control programs may qualify for these grants. Grants are also given to academic institutions and state and federal agencies.

Samples from trees suspected of having Dutch elm disease may be submitted to the department for testing. There is no charge for this service. Results of the test are mailed within two weeks. Samples should be sent to Minnesota Department of Agriculture, Plant Industry Division, Technical Services, Room 227, 90 West Plato Blvd., St. Paul, Minnesota 55107.

For further information, contact the Shade Tree Program, Room 316, 90 West Plato Blvd., St. Paul, Minnesota 55107.

## Board of Animal Health

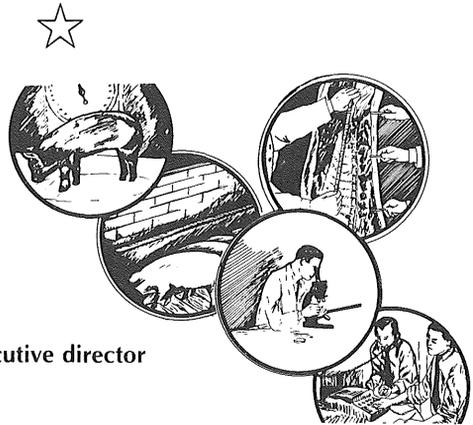
LL70 Metro Square Bldg.  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-2942

Dr. J. G. Flint, secretary and executive director

Minnesota Statutes, chapter 35

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

In addition, the board registers bulls for public service, regulates animal importations, supervises livestock consignment sales and livestock exhibitions



and provides diagnostic services on veterinary specimens submitted to the laboratory.

Most disease control and eradication programs are cooperative with personnel and funds furnished by Veterinary Services, Animal and Plant Health Inspection Service, U.S.D.A. and the Board of Animal Health.

Many services involve testing throughout the state. State and federal field veterinarians can be contacted for information and assistance.

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**State Field Veterinarians:**

**Counties Served:**

Dr. G. H. Adkins  
Route 2, Box 62  
Sebeka, Minnesota 56477  
(218) 472-3240

Becker, Beltrami,  
Cass, Clearwater,  
Hubbard, Lake of the Woods,  
Wadena.

Dr. M. J. Fa  
1702 Riverwood  
Little Falls, Minnesota 56345  
(612) 632-6933

Benton,  
Kanabec, Mille Lacs,  
Morrison, Todd.

Dr. D. B. Hicks  
Rte. 1, Box 4-A  
Tracy, Minnesota 56175  
(507) 629-3022

Lac Qui Parle,  
Lincoln, Lyon,  
Pipestone, Rock, Yellow Medicine.

Dr. J. F. Larson  
Box 58  
Deerwood, Minnesota 56444  
(218) 534-3569

Aitkin, Carlton,  
Cook, Crow Wing, Itasca,  
Koochiching, Lake,  
Pine, St. Louis.

Dr. P. H. Pugh  
1900 Westview Drive  
Hastings, Minnesota 55033  
(612) 437-4012

Dakota, Goodhue,  
Le Sueur, Ramsey,  
Rice, Scott, Sibley,  
Wabasha, Washington.

Dr. H. J. Ruebke  
Ada, Minnesota 56510  
(218) 784-4203

Clay, Kittson, Marshall,  
Mahnommen, Norman, Pennington,  
Polk, Red Lake, Roseau, Wilkin.

Dr. L. A. Zehrer  
P.O. Box 326  
Brooten, Minnesota 56316  
(612) 346-2380

Chippewa,  
Kandiyohi,  
Meeker, Renville,  
Stearns, Swift.

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Following is a list of employees of Veterinary Services, Animal and Plant Health Inspection Service, U.S.D.A., the cooperating federal agency involved in most of the disease control programs.

**Federal Field Veterinarians:**

Dr. Barbara Ann Corso  
2015 41st Street N.W., Apt. A29  
Rochester, Minnesota 55901  
(507) 285-0831

Dr. D. P. Jacobs  
P.O. Box 151  
Springfield, Minnesota 56087  
(507) 723-4332

Dr. D. W. Maas  
148 Glendale Drive  
Long Lake, Minnesota 55356  
(612) 473-7905

Dr. R. W. Page  
Box 245  
Alexandria, Minnesota 56308  
(612) 846-5044

Dr. L. A. Payne  
528 N. Main  
Blue Earth, Minnesota 56013  
(507) 526-2588

**Counties Served:**

Dodge, Fillmore,  
Houston, Mower,  
Olmsted,  
Winona.

Brown, Cottonwood,  
Jackson, Murray,  
Nicollet, Nobles, Redwood.

Anoka, Carver,  
Chisago, Hennepin,  
Isanti, McLeod,  
Sherburne, Wright.

Big Stone, Douglas, Grant,  
Pope, Ottertail,  
Stevens, Traverse,

Blue Earth, Faribault,  
Freeborn, Martin,  
Steele,  
Waseca, Watonwan.

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**Brucellosis and Tuberculosis Division, (612) 296-4139**

**Dr. Geo. E. Keller, division head**

The division directs ten disease control and eradication programs, which are carried out under the authority of state rules.

The **Bovine Brucellosis-Eradication Program** is designed to eradicate brucellosis from all cattle herds and maintain the status "Certified Brucellosis-Free." All herds are continually under surveillance by testing milk samples collected at milk plants, by testing blood samples collected at slaughtering plants, and by tests made by the owner's private veterinarian. This division tests within 30 days, without charge to the owner, any herd that is suspicious on the milk test, suspicious on the slaughter test, or suspicious on a private test. The division continues to test herds at state expense until it is free from brucellosis. Certified brucellosis-free herd certificates are issued from this division after the owner signs the agreement and employs his veterinarian to make the required number of tests. The agreement is furnished by this division upon request, and the certificate is issued within ten days after the herd passes the required tests. There is no charge for the agreement or certificate.

The purpose of the **Bovine Paratuberculosis Control Program** is to prevent the spread of this costly disease. The division establishes quarantines on known infected herds and explains the several options available to the owner. The

division will test quarantined herds by the Johnin Method (a tuberculin skin test) without expense to the owner. The division will also collect samples for the fecal culture test without expense to the owner; however, the owner must pay the laboratory costs. The division also makes Johnin tests required for international shipments without expense to the owner. These services are available within several days following request.

The **Bovine Tuberculosis Eradication Program** is for the purpose of keeping Minnesota an accredited tuberculosis-free state. All cattle slaughtered are observed for tuberculous lesions by the federal meat inspectors. This division tests the herd of origin when lesions are observed at the slaughter plant. There is no charge to the owner. Accredited tuberculosis-free herd certificates are issued to cattle owners by this division when the owner signs an agreement furnished by this division and when the herd passes the required number of tuberculin tests made at owner's expense by private veterinarian. There is no charge for the agreement or certificate.

Minnesota is a validated swine brucellosis-free state. To maintain this status, all sows and boars are tested for **Swine Brucellosis** at the slaughter plant; and whenever samples are suspicious, the herd of origin is tested at state expense. Affected herds are tested at state expense until they are free from brucellosis. Validated brucellosis-free herd certificates are issued after the owner signs an agreement and the herd passes a negative test, which is made at owner's expense. There is no charge for the agreement or certificate.

The rule for the control of **Goat Brucellosis** is administered by this division. A certified brucellosis-free certificate is issued when the owner signs an agreement and after the herd passes the required number of tests, which are made by a private veterinarian at owner's expense. There is no charge for the agreement or certificate. Herds found to be affected with brucellosis are tested at state expense. There is no charge for the agreement or certificate.

The rule for the control of **Goat Tuberculosis** is also handled by this division. Accredited tuberculosis-free herd certificates are issued when the owner signs an agreement and after the herd passes the required number of tests, which are made by a private veterinarian at owner's expense. There is no charge for the agreement or certificate. Goat herds found to be affected with tuberculosis are tested at state expense until the herd is free from the disease.

All **Public Exhibitions of Livestock and Poultry** are under the supervision of this division for the purpose of preventing the spread of communicable diseases. This division authorizes a veterinarian, who is named by the exhibition management, to serve as official veterinarian. The official veterinarian carries out the board's disease-control rules. State employed veterinarians serve as official veterinarians at the Minnesota State Fair. There is no charge for any of the public exhibition duties performed by the division.

Persons offering **Bulls for Public Service**, renting out bulls, need a license; and each bull must be registered for public service. The division issues licenses, which cost \$10.00 per year, when an application is received. Bulls are registered for public service for a \$1.00 fee when the division receives an application and a health certificate issued by a private veterinarian. Applications for license and registration are furnished by the division.

State rules require cows and bulls two years of age and over, received for slaughter, to be identified with a backtag; and sows and boars, received for slaughter, to be identified by a tattoo. This identification is needed so the animals can be traced to herd of origin if they are found to be diseased at time

of slaughter. Persons receiving slaughter cattle may sign a contract for applying backtags and are paid 18¢ by the state for each tag applied.

The packing industry is interested in a **Swine Tuberculosis Control Program**. The packers volunteer to furnish the division the name and address of the owner each time a swine carcass is passed for cooking or condemned because of swine tuberculosis. This division mails the owner informative material when one or two swine from a herd are passed for cooking, and delegates a veterinarian to consult with the owner when a herd is more extensively affected. There is no charge for the swine tuberculosis activities.

Veterinarians licensed to practice in Minnesota are furnished, without charge, applications to apply for accreditation in Minnesota. This division prepares an up-to-date list of accredited veterinarians licensed to practice in Minnesota. This list may be purchased from the state Documents Center, 117 University Avenue, St. Paul, MN 55155, for \$3.50 plus tax.

### **Export Division, (612) 296-3593**

**Dr. W. J. Mackey, division head**

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

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

For information about shipment of animals to other countries contact Veterinary Services, Animal and Plant Health Inspection Services, U.S.D.A. LL58 Metro Square, 7th and Robert, St. Paul, Minnesota 55101 (612) 725-7691. There is no fee for this information.

The division tests cattle quarantined because of anaplasmosis and arranges for a field veterinarian to conduct the tests. The laboratory testing fees are charged to the livestock owner. Tests are conducted approximately 30 days after the quarantine is established or by arrangement.

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

The division tests swine quarantined because of pseudorabies and arranges for a field veterinarian to conduct the tests. The laboratory testing fees are charged to the livestock owner. Tests are conducted on a schedule planned to eliminate the disease in the herd. The Export Division issues Qualified Pseudorabies Negative Herd certificates to owners of swine herds who have met the testing requirements in 3 MCAR § 2.024 Control of Pseudorabies. There is no charge for the certificate. The cost of testing the swine is paid by the producer.

Hog cholera, sheep scabies, exotic and foreign animal diseases are investi-

gated by the division, which will initiate an investigation, issue any necessary quarantines and conduct any necessary tests. There is no cost to the owner. Investigations will be scheduled as soon as a report is made by an attending veterinarian.

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

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

The Export Division registers livestock brands on cattle, horses and sheep as a means of documenting ownership. A Brand Book with annual supplements is published by the division. Fee for brand registration through 1985 is \$10. The fee for transferring a brand to another owner is \$10. Brand Books are available at \$10 plus 5% sales tax from the Documents Center, 117 University Avenue, St. Paul, MN 55155. Supplements for 1977 and 1979 are available for \$1.50 each plus tax. Brand certificates are issued within 2 working days after receipt of applications.

### **Imports and Markets Division, (612) 296-1286 or 296-2967**

**Dr. R. G. Pyle, division head**

The division promulgates rules for the importation of livestock and companion animals into Minnesota. It also issues licenses for garbage feeding establishments and permits for livestock auction markets and consignment sales.

The division provides information on requirements for importation of livestock and companion animals into Minnesota. Permits, prior to importation, are required for the following classes of livestock:

**Calves under 2 months of age**, not accompanied by dams, need the following permit information: the name and address of the person requesting the permit, the number of calves, the name and address of herd of origin and the name and address of the destination;

**Beef heifers eight to 18 months**, for feeding purposes, need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number, the age and breed of heifers, the name and address of the herd of origin and the name and address of the destination;

**Cattle from states not certified brucellosis free** need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of cattle, the name and address of the herd of origin and the name and address of the destination.

**Cattle moving before the results of the anaplasmosis test is known** need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of cattle, the name and address of the herd of origin and the name and address of the destination.

**Cattle to be tuberculosis tested** upon arrival in Minnesota need the following permit information: the name and address of the veterinarian requesting

the permit and preparing the health certificates, the number of cattle to be tested, the name and address of the herd of origin and the name and address of the destination;

**Cattle of all classes destined for dry lot feeding** premises need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of cattle in the shipment, the name and address of the herd of origin, and the name and address of the approved dry lot feeding premises.

**Cattle and swine for slaughter** at a non-inspected slaughtering establishment need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of cattle or swine, the name and address of the herd of origin, and the name and address of the destination.

For information and permits contact the Imports and Markets Division, LL70 Metro Square Building, 7th and Robert Streets, St. Paul, MN 55101, (612) 296-2967 (days), 296-2942 (nights and holidays). Permits are free. Permits are mailed on the day requested. The permit number on a health certificate issued by an accredited veterinarian of the state of origin must accompany the shipment.

The division issues permits to operate livestock auction markets, state-federal approved markets and single consignment sales. There is no fee to applicants. Applications will be mailed the same day as the request is received. Up to 5 days may be required for inspection of the sale premises to determine compliance with board rules before the permit is issued.

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

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

## **Poultry and Miscellaneous Diseases, (612) 296-3429**

**Dr. H. R. Olson, division head**

The division directs poultry disease and eradication programs. It conducts investigations of a miscellaneous group of diseases establishing quarantines when indicated. It licenses dog kennels which confine stray dogs. It issues permits to pet and mink food processors to transport carcasses and meat products for manufacturing pet and mink foods. It issues permits for operation of rendering plants. It investigates improper disposal of animal carcasses.

The division supervises the testing of poultry breeding flocks for pullorum disease, salmonellosis (paratyphoid), chronic respiratory disease of broilers and air sac disease.

The division annually authorizes persons to conduct the official pullorum whole blood plate test after they have completed a one day training course and field instructions. The course is offered every two years at no cost to the applicant. It issues operational permits to hatcheries after an annual inspection

and annual permits to out-of-state hatcheries, dealers and breeders to import poultry and hatching eggs into Minnesota. Annual permits are issued to poultry dealers who sell poultry and hatching eggs.

Information, applications and disease control program forms can be obtained by contacting the Poultry and Miscellaneous Diseases Division, LL70 Metro Square Building, 7th and Robert Streets, St. Paul, MN 55101. There are no fees for these services which will be provided as soon as possible after the request.

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

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

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

The division, after inspection, issues annual permits to pet and mink food processing plants to transport some animal carcasses and decharacterized inedible meat and carcass parts to their plants for the manufacture of pet and mink foods. The division also may authorize a veterinarian to inspect carcasses used by the plant and supervise plant sanitation. There is no fee for a permit. Applications are mailed the same day requests are received. However, up to 5 days may be required for inspection of plants and transporting vehicles before permits are issued.

After inspections, the division issues annual permits for operation of rendering plants, their trucks and collecting stations. There is no fee for permits. Applications are mailed the same day requests are received. However, up to 5 days may be required for the necessary inspections before the permit is issued.

The division investigates reports of improper disposal of animal carcasses. To report the improper disposal of an animal carcass contact the Poultry and Miscellaneous Diseases Division. There is no fee for investigations. Investigations are made promptly after receipt of report.

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

**Brucellosis Laboratory, (612) 373-1491**

**R. C. Tiller, supervisor**

This laboratory conducts brucellosis tests on serum samples from cattle, swine and other species submitted by veterinarians for livestock producers. The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. For service contact the Minnesota Brucellosis Laboratory, E-110 Diagnostic and Research Building, College of Veterinary Medicine, U of M, St. Paul, MN 55108. Veterinarians are supplied with forms to be submitted with the blood serum samples. There is no fee for the laboratory tests. Brucellosis test results are available on the day serum samples are received for some kinds of tests, for other kinds of tests 48 to 72 hours are required for results. The laboratory is a cooperative venture of the Board of Animal Health, Diagnostic Laboratory, College of Veterinary Medicine and Veterinary Services, Animal and Plant Health Inspection Services, U.S.D.A.

**Veterinary Diagnostic Laboratory, (612) 373-0774**

**Dr. H. J. Kurtz, acting director**

This laboratory provides veterinary diagnostic services on specimens and samples from diseased or dead animals submitted by animal owners or veterinarians. The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. For service contact the Veterinary Diagnostic Laboratory, E-220 Diagnostic and Research Building, College of Veterinary Medicine, U. of M, St. Paul, MN. 55108. The veterinarian referring a specimen to the laboratory completes a submission form which can be obtained from the laboratory. Fees charged depend on the services requested and usually range from \$1 to \$15. Time for completion of examinations and tests depends upon their complexity, ranging from four days for a preliminary exam to six months for complex cases. The laboratory is a cooperative project of the Board of Animal Health and the College of Veterinary Medicine, University of Minnesota.

**State Poultry Testing Laboratory, (612) 235-4340**

**Dr. L. T. Ausherman, director**

This laboratory is maintained as a cooperative venture of the Board of Animal Health and the Diagnostic Laboratory, College of Veterinary Medicine, University of Minnesota. Services offered by this laboratory are tests on blood samples and fecal swabs collected from flocks participating in poultry disease control programs; bacteriological examinations on poultry which have reacted on program tests to confirm existence of disease; and bacteriological examinations on end-products from rendering plants for presence of salmonella bacteria. They also furnish test tubes, swabs, marking pencils, test charts and shipping cartons to testing agents and hatcheries involved in poultry disease control programs. For services, supplies or forms contact the State Poultry Testing Laboratory, Highway 71 South, Box 126, Willmar, MN. 56201. There are no fees for these services. Test results and bacteriological findings are made available promptly after completion of tests and examinations.



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

5th Floor, Metro Square Bldg.  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-2388  
Lowell E. Torseth,  
executive secretary

Minnesota Statutes sections 326.02-326.15, 326.53, 609.03

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

The board administers the nine-hour qualifying test and the twelve-hour section A, professional examination - site planning and design test to those architect applicants who hold a bachelor of architecture degree from an approved 5-year architectural program; or who hold a masters of architecture degree, as the first professional degree, from an approved architectural program; or who have ten years of combined education and experience. Each year of approved education is equal to two years of qualifying architectural experience. The qualifying test and site planning and design test are administered during the second week of June each year. Preliminary requests for admission to these tests must be filed at the board office by February 10 and formal applications filed by April 10. The sixteen-hour section B, professional examination is administered during the second week of December each year to those architect applicants who have thirteen years of combined education and experience as of the date of the examination administration.

The board administers engineering and land surveying licensing examinations which are given in April and October each year. The eight-hour fundamentals of engineering examination is given to those applicants who are graduating seniors or who hold a bachelor of science degree from an approved engineering program. Bachelor of science degrees from engineering technology programs are not acceptable because they lack sufficient mathematics, basic science and engineering science coursework. An applicant who holds a bachelor of science degree from an approved engineering program and has gained four years of qualifying engineering experience subsequent to graduation from an approved engineering program is eligible for admission to the eight-hour principles and practice of engineering examination in the engineering discipline desired by the applicant. Applications for the fundamentals of engineering examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination. Preliminary requests for admission to the principles and practice of engineering examination must be submitted five months prior to the scheduled examination date. Formal applications must be submitted to the board office ninety days prior to the scheduled examination date.

The sixteen-hour uniform national examination for landscape architect applicants is given the second week of June each year. An applicant must hold a Bachelor of Landscape Architecture degree from an approved landscape architectural program and have eight-years of combined education and experience to qualify for admission to this licensing examination. Preliminary requests for admission to the uniform national examination must be filed in the board office by February 10 and formal applications submitted by April 10.

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

The board also licenses persons licensed in other jurisdictions on the basis of comity (mutual acceptance of professional standards). The out-of-state applicant must have received his or her original license based on requirements equal to or greater than Minnesota requirements at the time of original licensure. Application materials may be obtained by calling or writing to the board office. Requests are normally filled the same day as they are received. The comity application fee is \$100.00. Comity applications are reviewed upon receipt for compliance with board requirements. Architect, engineer, and landscape architect comity applicants tentatively approved are notified that they may practice their profession in Minnesota pending final board approval and license issuance. Prospective comity land surveyor applicants must pass a four (4) hour examination on Minnesota land surveying law and procedures before they may be licensed to practice.

The board renews licenses every two years. Renewal notices are mailed by May 15<sup>th</sup> each even numbered year. Licenses must be renewed by July 1 of each even numbered year. The renewal fee is \$34.00 biennially.

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



**Minnesota  
State  
Arts Board**

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

**Stephen Keating, chairman of the board**  
**G. James Olsen, acting executive director**  
Minnesota Statutes, section 139.10

The Minnesota State Arts Board consists of eleven members appointed by the governor, approved by the senate, from each of the eight congressional districts, and three at-large members. The board receives state and federal funds and it provides grants in support of arts activities throughout the state.

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

Funds are available in the following categories of grants assistance:

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**General Support** — unrestricted operating grants for arts producing and exhibiting organizations with annual budgets of \$100,000 or greater;

**Individual Artist Support** — grants for the creation of new works of art, the continuation of works in progress, or the artistic development of the individual;

**Regional Arts Council Support** — block grants awarded to regional arts councils which are used by councils to provide programs, services and grants in each of the development regions of the state;

**Sponsor Assistance** — grants for organizations which present residencies, performances, exhibitions, readings and screenings by professional artists or groups in communities and schools throughout the state.

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

All other services of the board are also available free of charge. The board currently has 10 professional staff members available to assist organizations and individuals with arts program development and referral to other resources which can provide needed expertise, services or funding. The staff will provide consultant services and review project ideas prior to the submission of a grant application. Technical assistance is also available in areas such as administration, planning, budget, promotion and publicity.

The Minnesota State Arts Board can sponsor workshops and conferences in areas of state-wide concern. These can focus on strengthening existing programs, development of new abilities in arts programs and projects and arts issues. The arts board has offered workshops and conferences in areas such as grant application writing, sponsor development.

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The following publications are available free of charge:

*The Arts Board* — the agency newsletter

*The Minnesota State Arts Board Annual Report*

*Program Information for Fiscal Years '82-'83* — detailed explanation of arts board grants assistance, application forms and instructions

Brochures and pamphlets on the Minnesota State Arts Board and the services it provides.

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The following publications are for sale at the Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

*Arts Board Rules*, 1978 — \$1.30 plus tax

*Artists Directory*, 1981 — \$3.00 plus tax

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

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

The state is also served by eleven regional arts councils. These councils provide a variety of programs and services. Each council also offers grants assistance in support of arts organizations which serve the region. The regional arts councils of Minnesota are:

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**Northwest Regional Arts Council  
Region 1**

425 Woodland Avenue  
Crookston, MN 56716  
218-281-1396

**Region Two Arts and Humanities  
Council**

**Bemidji Art Center**  
426 Bemidji Avenue  
Bemidji, MN 56601  
218-751-5447

**Arrowhead Regional Arts Council  
Region 3**

301 West St. Marie Street  
Duluth, MN 55803  
218-724-3610

**West Central Regional Arts Council  
Region 4**

Fergus Falls Community College  
Fergus Falls, MN 56537  
218-739-3356

**Five Wings Regional Arts Council  
Region 5**

611 Iowa Avenue  
Staples, MN 56479  
218-894-3233

**Southwest Minnesota Arts and  
Humanities Council (SMAHC)**

Regions 6E, 6W and 8  
P.O. Box 583  
Marshall, MN 56258  
507-537-1471

**East Central Regional Arts Council  
Region 7E**

119 South Lake Street  
Mora, MN 55051  
612-679-4065

**Central Minnesota Arts Council  
Region 7W**

405 West St. Germaine  
P.O. Box 1442  
St. Cloud, MN 56302  
612-253-9417

**Region Nine Arts Council**

410 South Fifth Street, Box 3367  
Mankato, MN 56001  
507-387-5643

**Region Ten Arts Council**

2200 Second Street SW  
Rochester, MN 55901  
507-281-4051

**Metropolitan Arts Council  
Region 11**

300 Metro Square Building  
7th and Robert Streets  
St. Paul, MN 55101  
612-291-6571

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The Twin Cities Metropolitan Arts Alliance is not affiliated with the Minnesota State Arts Board, but is a non-profit organization serving the arts. Some funds for research projects are provided by a grant from the Metropolitan Council from funds appropriated to the Minnesota State Arts Board by the Minnesota State Legislature.

The Twin Cities Metropolitan Arts Alliance serves people who live and work in the Minneapolis/St. Paul metropolitan area. It provides a program of discounts toward admission prices of performing arts groups. This program, MAT (Metropolitan Alliance Tickets) vouchers, is mostly privately funded by grants and contributions from corporations and foundations. MAT vouchers are accepted as either a full admissions or as a discount toward admission, are valid for six months from their purchase date, and are transferable. Vouchers are offered to persons in the following categories: senior citizens, teachers, union members, blue collar workers, persons served or employed by a community service program, persons served by a low income program, and the handicapped. Vouchers are sold in sets of five for \$10.00 and are worth at least \$4.00 each for a ticket at the box office of your choice (over 75 performing arts groups accept MAT vouchers). For guidelines, an application, or more information contact the Metropolitan Arts Alliance at 528 Hennepin Avenue, Minneapolis, Minnesota 55403, (612) 332-0471.

Calendar information on arts events, groups, organizations, festivals and classes in the Twin Cities metropolitan area is available from the Arts Resource and Information Center, Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis, Minnesota 55403, (612) 870-3131. Many newspapers, radio and television stations throughout the state offer calendar information about local arts events. Check your local media for more information.



## Board of Assessors

Centennial Office Building, 2nd Floor  
658 Cedar Street  
St. Paul, Minnesota 55145  
(612) 296-5040  
William E. Slavin, CAE, secretary-treasurer

### Minnesota Statutes 270.41-270.53

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

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

All assessors within the state must be either licensed certified assessors or licensed accredited assessors. These levels of licensure remain effective until Jan. 1st 1985 when two new levels of licensure become effective. Each taxing

district in the state has been assigned a level of certification that will become effective 1/1/85. The four levels effective for licensure in 1985 are; Certified Assessor, Certified Specialist Assessor, Accredited Assessor and Senior Accredited Member Assessor.

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

The certified assessor license requires one year of experience working in an assessor's office and three week-long assessor courses. It is recommended that those applying for this license do so before or at the same time as taking the courses. When they complete the third and final course for certification, those persons' names will be brought to a board meeting for consideration. This license must be renewed annually each January 1. Four continuing educational units must be earned in each 3 year period.

The accredited assessor license requires three years of experience as an assessor and three week-long courses in addition to those taken for the certified assessor license. It also requires a narrative appraisal which demonstrates the applicant's assessing work, that meets the approval of the Board of Assessors. This license must be renewed annually each January 1. To maintain an accredited assessor license an assessor must receive 5 continuing education units, which are generally equivalent to thirty hours of course work during each three year period.

To apply for a license, or for information, contact the Board of Assessors at the address listed above. Certified licenses cost \$3.00 per year. Accredited licenses cost \$5.00 per year. Applications for licenses are processed at the next regular board meeting.

Approved assessor courses for continuing education units are available. Most are given through the University of Minnesota's Department of Conferences and Institutes and are held in Earl Brown Center during August and September. Persons who are interested can obtain a booklet describing the courses and can be placed on a mailing list to receive notices about the courses.

To be placed on the mailing list, to receive a course booklet, to apply for a courses and can be placed on a mailing list to receive notices about the director, Department of Institutes and Conferences, Nolte Center, University of Minnesota, Minneapolis, Minnesota 55455.

There is no charge for being placed on the mailing list or receiving a course booklet. Tuition for assessors and deputy assessors is paid for by the state out of a \$78,000 annual tuition fund. Other persons must pay for the courses. Requests for course booklets are processed within one week. Notification indicating whether a person has been accepted for a course will be sent within about two weeks.



## Office of Attorney General

102 State Capitol Building  
St. Paul, Minnesota 55155  
(612) 296-6196  
Warren Spannaus, attorney general

### Minnesota Constitution, Article V; Minnesota Statutes, chapter 8

The attorney general is the state's chief legal officer with the duty of furnishing legal services to the other constitutional officers, as well as providing legal advice and representation for all agencies, boards and commissions within the executive branch of state government. Attorneys for the state agencies are listed with each respective agency. Attorneys from this office are assigned to the Departments of Administration, Commerce, Corrections, Education, Employee Relations, Energy-Planning and Development, Health, Labor and Industry, Natural Resources, Pollution Control, Revenue, Public Safety, Public Service, Transportation, Waste Management Board, Public Welfare. Attorneys also represent and advise many other state boards and agencies.

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

The attorney general operates a summer law clerk program for students about to enter their final year of law school. Student clerks are assigned to divisions throughout the office. The program aims to obtain the services of trained law students who can assist in litigation, agency advice and legal research; to expose the student to a wide variety of legal tasks — valuable experience which can be applied to whatever specialty is eventually pursued; and to provide students with an understanding of what the practice of law is like in a government office. The program also gives both student and office the chance to assess the suitability of a permanent staff position upon graduation. Call for more information.

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

### Antitrust Division, (612) 297-3578

**Stephen P. Kilgriff, special assistant attorney general, division chief**

The Antitrust Division investigates and conducts litigation to enforce state antitrust laws. It brings litigation to recover treble damages (three times the initial damage) for violation of state and federal antitrust laws where the state or a state agency as a purchaser was damaged. Examples of antitrust violations are price-fixing, bid-rigging and allocation of customers by competitors.

The Antitrust Division brings actions based on complaints by the public. Under certain circumstances, it can bring actions under a 1976 federal law providing treble damages to customers for violations of antitrust laws. A citizen may make a complaint by sending a letter and any supporting documents to the attorney general. The attorney general will decide on the necessary action.

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

### **Consumer Division, (612) 296-3353**

**Sue Halverson, special assistant attorney general, division chief**

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

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

- *The Garnishment Process*
- *A Consumer's Guide to Conciliation Courts in Minnesota*
- *Tenants' Rights and Responsibilities*
- *Truth in Repairs Act*
- *Summary of Minnesota Laws on Consumer Protection*
- *Protecting Yourself — A Guide For Minnesota Consumers*
- *Mobile Home Park Tenants' Rights and Responsibilities*

If a citizen has a complaint against a business, they may call the Consumer Division and request a two-page complaint form. The division will also provide consumers with copies of consumer laws.

### **Criminal Division, (612) 296-1027/1042**

**Gary Hansen, special assistant attorney general, division chief**

The Criminal Division handles criminal appeals and assists local prosecutors with criminal trials. The division helps develop and prosecute certain criminal cases, particularly those of organized and white collar crimes. The division also handles civil litigation for the Department of Corrections.

The Criminal Division answers inquiries by the public about criminal matters in general and the division's operation in particular. There are no forms or fees. All requests for information or assistance are handled as soon as possible.

### **Opinions Division, (612) 296-6480**

**Ken Raschke assistant attorney general, division chief**

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



## Office of the State Auditor

Veterans Service Building  
555 Park Street  
Saint Paul, Minnesota 55103  
(612) 296-2524  
Arne H. Carlson, state auditor

### Minnesota statutes, chapter 6

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

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

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

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

The Office of the State Auditor is required by law to make annual financial/year.

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

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



## Board of Barber Examiners

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

### Minnesota Statutes, chapter 154

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

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

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

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Examination and certificate — registered barber	\$ 48.00
Examination and certificate — apprentice	46.00
Examination — instructor	150.00
Certificate — instructor	35.00
Renewal of license — registered barber	18.00
Renewal of license — apprentice	16.00
Renewal of license — instructor	35.00
Student permit	10.00
Initial shop registration	50.00
Initial school registration	1,000.00
Renewal shop registration	10.00
Renewal school registration	200.00
Restoration of registered barber license	25.00
Restoration of apprentice license	25.00
Restoration of shop registration	25.00

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

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



## Council on Black Minnesotans

504 Rice Street  
St. Paul, Minnesota 55103  
(612) 297-3708  
Steven L. Belton, executive director

### Laws of 1980, Chapter 614, Section 187

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

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

The council operates with a two year budget of \$160,000 and a staff complement of 2.5 persons, including an executive director, research analyst and administrative secretary.

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

During the next two years beginning July 1, 1981, the council will study many different issues which may include such topics as the state set-aside program for small business; affirmative action in the executive and legislative branches of state government; the impact of legislative reapportionment on Blacks; and special program and legislative issues of Black women in Minnesota.



## Minnesota-Wisconsin Boundary Area Commission

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

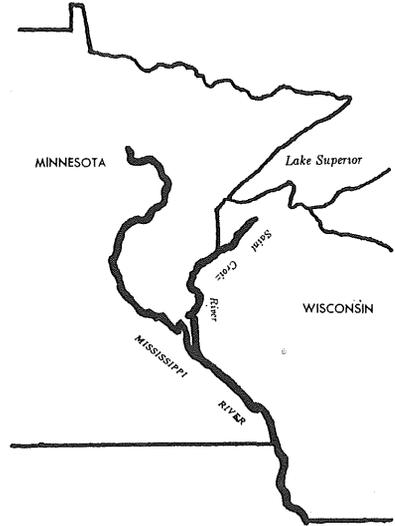
### Minnesota Statutes Sections 1.31-1.40

The Minnesota-Wisconsin Boundary Area Commission conducts studies and monitors government management of the interstate boundary portions of the St. Croix and Mississippi Rivers. Each state governor appoints five commissioners with the approval of the respective state senate.

The commission serves as chairman of the Lower St. Croix National Scenic Riverway Management Commission, a segment of the national wild and scenic rivers system which is a cooperative venture of the Minnesota and Wisconsin Departments of Natural Resources and the National Park Service.

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

For information or to request a study, contact the Minnesota-Wisconsin Boundary Commission at the above address. There are no forms or fees. Information can be obtained immediately by phone on laws and rules governing land and water uses of the St. Croix and Mississippi River Valleys. If special studies are required, the amount of time needed will depend on the extent of the request and the amount of detailed information desired.



# Board of Boxing

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

## Minnesota Statutes, chapter 341

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

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

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

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

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

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

Amateur franchise licenses are issued annually. The fees are:

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

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

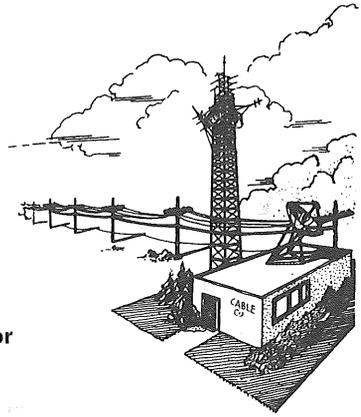
The board will investigate all complaints concerning boxing licenses. The board has the power to suspend or revoke a license.

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



## Cable Communications Board

500 Rice Street  
Saint Paul, Minnesota 55103  
(612) 296-2545  
W. D. "Chris" Donaldson, executive director



### Minnesota Statutes, Chapter 238

The Minnesota Cable Communications Board (MCCB) was established by the legislature in 1973 to promote rapid development of cable and to provide information and assistance to municipal officials, cable operators, community organizations, state and local government agencies, and individuals involved in development of cable communications throughout the state. The board develops state cable communications policy, approves cable service territories and sets municipal franchise standards and procedures to assure that cable develops with consistency and within a statewide development plan in the public interest. In order to insure effective use of the medium the board promotes both public and private programming. Currently about 140 cable systems are in operation in Minnesota serving over 300 communities.

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

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

Staff members make presentations before municipal bodies and civic organizations and also provide consultation services to municipalities on cable communications matters. The MCCB encourages activities increasing educational, governmental and community use of available local cable channels.

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

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- *CABLE TV RATES: Your Rights and Obligations*, a discussion of some of the issues, procedures and considerations involved in cable TV ratemaking. Published as an aid to municipal officials, cable company representatives, and interested citizens.
  - *Franchising Kit*, a collection of documents explaining procedures, giving sample forms of public notices, franchise models, and copies of MCCB rules for establishing cable service territories, franchising, renewing franchises, and applying for certificates of confirmation.

- *Interconnect*, a newsbulletin providing timely information on happenings in cable throughout the state. The newsbulletin reaches approximately 1,500 interested Minnesotans.
  - *Operating Cable Systems in Minnesota*, a listing of names, addresses and telephone numbers of all operating cable companies in Minnesota.
  - "Cable and Minnesota Communities" a brochure explaining cable communications in Minnesota and the role that MCCB plays in the cable communications process.
  - "*Minnesota Cable Communications and Local Self-Determination*" a practical guide for communities that want to announce their own communications needs and plan their own cable communication service.
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The MCCB is currently assembling a small library. Books and magazines pertaining to cable and related fields are available on a limited basis for short periods of time.

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

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- *Cable Communications in Minnesota*, an annual report of cable communications relating statistical data summarizing the growth patterns of cable, ownership, levels of service and costs, cable broadcast coverage, current and potential cable services. Updated annually, approximately 100 pages. Cost is \$5.00 plus 25¢ sales tax.
  - *Minnesota Code of Agency Rules, Cable Communications Board*. A listing of the rules the board has established; contains information such as classification of systems and franchise standards. Cost is \$3.60 plus 18¢ sales tax.
  - *Statewide Development Plan*, a planning and development guide for cable communications and related telecommunications facilities and services in Minnesota. A new updated publication is scheduled for a January 1982 release.
  - Prototype of an *Interconnection Study*, a consultant's recommendation on Twin Cities Metropolitan area interconnection. The reports cover three analytic requirements: Analyses of interconnect services; engineering analysis of interconnection alternatives; management and financial analysis. Cost is \$6.00 plus 30¢ sales tax.
  - *Small Market Analysis*, a report identifying unserved markets, defining and advocating experimental approaches, and rendering technical assistance in designing projects. Cost is \$4.50 plus 23¢ sales tax.
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For more information write or call the Minnesota Cable Communications Board at its office listed above.



## Capitol Area Architectural and Planning Board

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

### Minnesota Statutes 15.50

The Capitol Area Architectural and Planning Board is responsible for the architecture, land use planning and zoning administration within the capitol area of St. Paul. The board is composed of ten members: four members appointed by the governor, three members appointed by the mayor of St. Paul, and one member each appointed by the Senate and the House of Representatives. The lieutenant governor serves as chairperson.

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

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

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

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

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

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The greater of:

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

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

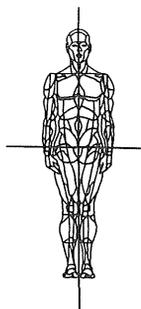
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## Board of Chiropractic Examiners

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

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



### Minnesota Statutes section 148.01-148.10

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

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

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

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

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

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

There are several fees:

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

Examinations are scheduled during the fourth weekends in January and

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



**Department  
of  
Commerce**

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

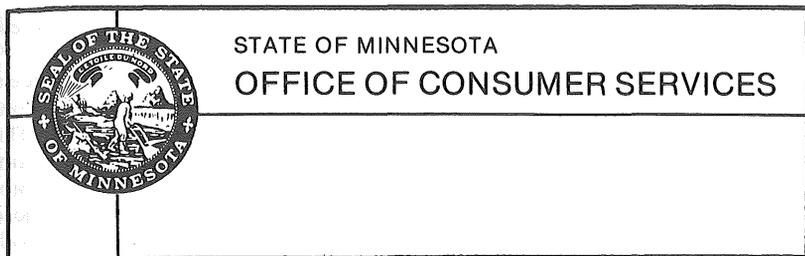
**Michael J. Pint, chairman, Commerce Commission**

**Minnesota Statutes, sections 45 (department); 45-49 (banking); 45, 60-79 (insurance); 45, 80-83, 306, 309, 332, 474, 501 (securities); 45, 325 (consumer services).**

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

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

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



**128 Metro Square Building  
7th and Robert Streets  
Saint Paul, Minnesota 55101  
(612) 296-2331  
Kris Sands, director**

**Consumer Services Regional Office  
Duluth Service Center Building  
320 West 2nd Street  
Duluth, Minnesota 55802  
(218) 723-4891  
Marilyn Krueger, supervisor**

**Minnesota Statutes, chapters 45.15-45.17 and 325**

The Office of Consumer Services provides a mediation service for consumers experiencing a problem in the marketplace, represents the interest of residential utility consumers before the Public Utilities Commission, develops and maintains consumer-related research and education material, advocates the consumers' point of view before the legislature and to the governor, and licenses and regulates the cosmetology industry.

The agency has written the following consumer education brochures: "Office of Consumer Services Fact Sheet", "Evaluating Energy Savings Products", "Buying a New Car", "Buying a Used Car", "Minnesota's Three-Day Cooling Off Period", "How to Shop: A General Guide", and "Conciliation Court." In addition, the agency receives a variety of consumer materials from other state and federal agencies such as the Minnesota Energy Agency, the Consumer Product Safety Commission and the Department of Agriculture, as well as pamphlets from a number of non-governmental groups. All of these publications will be sent upon request at no charge, but quantities may be limited.

The agency maintains permanent offices in two locations. Individuals seeking information or wishing to file a consumer complaint may contact either office.

**Complaint Mediation Unit, (612) 296-2331**

**Robert Marcroft, investigation supervisor**

The Complaint Unit provides an information and referral service for consumers who have questions about consumer laws or problems. The unit also provides a no-charge mediation service to people who have encountered specific consumer problems which they are unable to resolve on their own.

The office attempts to resolve complaints by negotiating with the consumer and the business, and the normal disposition of complaints is completed within 45 days. If an investigation indicates a pattern of consumer fraud, a civil suit

may be initiated against the business under the provisions of Minnesota Statutes, sections 325F .68-.70, which are enforced by the agency.

Investigators from the unit also visit 24 communities around the state once a month under a "circuit rider" program which enables non-metropolitan consumers to discuss their problems directly with a member of the staff. The towns visited by the circuit riders are: Albert Lea, Alexandria, Austin, Brainerd, Bemidji, Detroit Lakes, Fairmont, Fergus Falls, Grand Rapids, Hibbing, International Falls, Little Falls, Mankato, Marshall, Moorhead, Moose Lake, Pine City, Pipestone, Red Wing, Rochester, St. Cloud, Virginia, Willmar, and Winona.

Consumers can learn the schedule date and time for the circuit riders, obtain consumer education brochures, or request a complaint form by contacting either the Saint Paul or Duluth office. Requested materials are usually sent within one day.

#### **Residential Utility Consumer Unit, (612) 296-6504**

##### **Leonard A. Nelson, manager**

The Residential Utility Consumer Unit was created within the Office of Consumer Services by the 1978 legislature to represent the particular interests of residential utility consumers. When publicly-owned gas, electric, or telephone companies file for rate increases with the Public Utilities Commission, this unit researches and analyzes material relevant to the rate increase request. The unit may legally intervene in the rate proceedings to assure that any rate increase granted to the utility is justified and that the rate structure does not place an unfair burden on residential consumers.

A nine-member citizen Board of Residential Utility Consumers is appointed to advise the director of the Office of Consumer Services on utility matters.

The Utility Unit represents the residential class as a whole in rate proceedings and does not handle individual consumer complaints against utilities. Complaints of that nature should be directed to the Department of Public Service at (612) 296-7126.

#### **Cosmetology Unit, (612) 296-8456**

##### **Paula Stenlund, supervisor**

The 1981 Legislature abolished the Board of Cosmetology and transferred all exam, licensing, and regulatory functions to the Office of Consumer Services. Copies of the statute and rules related to cosmetology are available at the Documents Center, Department of Administration, 117 University Avenue, St. Paul, Minnesota 55155. (612) 297-3000.

The Cosmetology Unit issues cosmetology licenses to qualified applicants on the basis of examinations administered by the unit or to out-of-state applicants on the basis of reciprocity. The unit also inspects beauty shops and cosmetology schools throughout the state.

A nine-member Minnesota Cosmetology Advisory Council representing consumers and segments of the cosmetology industry is appointed by the governor to advise the director of the Office of Consumer Services.

The examinations for operator and manicurist are given at least monthly. The examination for senior instructor is given at least every three months.

Examination dates and sites vary from month to month. Contact the unit for information regarding the current schedule.

As of July 1, 1981 licensing and exam fees were as follows:

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Senior instructor new license and renewal	\$10.00
Junior instructor new license and renewal	10.00
Operator new license and renewal	10.00
Manager-operator new license and renewal	10.00
Shop new license	25.00
Shop renewal	15.00
Schools new license and renewal	250.00
Manicurist new license and renewal	10.00
Exam for operator and manicurist	31.00
Exam for senior operator and manicurist	25.00

Fee payments should be made by cashier's check or money order.

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Requests for license applications should be directed to the Cosmetology Unit. These requests are usually filled on the day received. Applications for examinations should be submitted at least two weeks prior to the date of the examination. Applicants can expect a wait of up to three weeks before receiving notification of examination results.

The Cosmetology Unit receives and investigates complaints of statutory violations and consumer complaints relating to cosmetology matters. The unit has the power to revoke and suspend cosmetology licenses. For information or to make a complaint, contact the Cosmetology Unit.

### **Administrative Services Division, (612) 297-2752**

**Kathleen Lilly, personnel director**

This division provides financial and administrative management and personnel and data processing services to all divisions of the Department of Commerce and the Occupational Boards housed with Commerce. The division is also responsible for coordinating licensing activities of the divisions.

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### **Insurance Licensing, (612) 296-7904**

**Maureen Mahoney, supervisor**

This section processes all applications for insurance agent licensing:

Resident license fee	\$15.00
Non-resident license fee	\$15.00
Qualification fee	\$15.00
Amendment fee	\$ 3.00
Appointment fee	
for domiciled companies	\$ 5.00
for foreign (Non-Minnesota) companies	\$ 3.00

For additional information about fees, call 296-7904.

**106 / Commerce**

Effective January 1, 1982, examinations are administered statewide through Educational Testing Service of Princeton, N.J. The examination fee is \$20 per test for scheduled tests and \$35 for walk-in testing. Call 296-6208 for test sites or to receive an application.

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**Real Estate Licensing, (612) 296-9458**

**Eileen Sutliff, licensing clerk**

This section processes all applications for real estate salespersons, brokers and corporations:

New salesperson license fee	\$65.00
New broker license fee	\$90.00
New limited broker	\$90.00
Corporation license	\$10.00
Transfer salesperson license	\$10.00
Subdivided land license	\$10.00
Renewal fees	
Salesperson	\$10.00
Broker	\$25.00
Corporation	\$25.00
Subdivided land	\$10.00

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**Securities Licensing, (612) 296-4976**

**Debbi Krummi, licensing clerk**

This section processes all applications for agent, broker and advisor licenses:

New Agent	\$50.00
Transfer of Agent	\$20.00
Renewal of Agent	\$50.00
Broker dealer, new	\$200.00
Broker dealer, renewal	\$200.00
Investment advisor, new	\$100.00
Investment advisor, renewal	\$100.00

Fees effective 1/1/82

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**Notary Public, (612) 296-7902**

**Linda Phillips, notary clerk**

A license application and \$2,000 bond are required. The \$10.00 license is renewable every 7 years. Notaries who change county of residence must reapply for a new bond and license.

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Occupational Licensing boards housed within the Department of Commerce each issue their own licensees. Refer to each board for fees and licensing types.

## **Banking Division, (612) 296-2135**

**Michael J. Pint, commissioner of banks**

The Banking Division was created in 1909 to supervise and regulate state-chartered financial institutions which serve the citizens and business community in Minnesota. The financial institutions supervised by the division conduct business at over 1,600 locations and control assets in excess of \$14 billion. Institutions supervised include commercial banks, savings banks, trust companies, certificate investment companies, savings and loan associations, credit unions, industrial loan and thrift companies, small loan companies, motor vehicle sales finance companies, insurance premium finance companies, debt prorate companies, and safe deposit companies. Other mortgage lenders, not supervised by the division, are subject to registration and annual reporting requirements. The division conducts ongoing examinations and supervision of these institutions. The primary mission of the division is to be sure these financial institutions are operating in a safe and sound manner, complying with laws and fair business practices, and serving the public and business community as intended. The division also processes applications for new charters, mergers, branches and facilities and special applications required by statute for each type of institution.

The division's operations are fully supported by revenues generated from fees paid by the supervised institutions and licensees. The division operates with a staff complement of 82, including supervisory personnel, field examiners, and administrative support. The division is functionally divided in two units.

### **Commercial Banks, Trust Companies, Savings Banks, Investment Companies, (612) 296-2135**

**Paige Winebarger, assistant commissioner**

This section carries out the division's supervision and regulation of state-chartered commercial banks, trust companies, savings banks, and certificate investment companies. This section performs three primary, interrelated functions. Examinations of each financial institution are conducted to assess financial and managerial conditions and compliance with state law. Applications are processed for new bank charters, detached facilities, charter conversion, mergers, trust powers, debenture issues, and bank premises expenditures. Consumer complaints concerning supervised institutions are investigated.

**Commercial Banks** — State-chartered commercial banks comprise the largest segment of the division's responsibilities both in number and dollar volume of assets supervised. There were 556 state-chartered commercial banks operating in 654 locations at the end of fiscal 1980, controlling in excess of \$9.6 billion of assets. Minnesota Statutes, chapters 47 and 48 are the primary governing statutes under which the commercial banks operate.

**Trust Companies** — There are four state-chartered trust companies under supervision of the Banking Division. Each trust company receives an annual examination. There are also 15 state-chartered banks authorized to perform trust services. The trust departments are examined along with their respective banks. Minnesota Statutes, chapters 47 and 48 are the primary governing stat-

utes under which trust companies and trust departments of commercial banks must operate.

**Investment Companies** — There are three investment companies under supervision of the Banking Division. Two, Investors Syndicate of America, Inc., Minneapolis, and State Bond and Mortgage Company of New Ulm, sell face-amount investment certificates to the general public on periodic payment plans. As such, these two companies operate in accordance with the Federal Investment Company Act of 1940. The other investment company, Investors Diversified Services, Inc., Minneapolis, is the parent company of investors Syndicate of America and has not been in the business of selling face-amount investment certificates since 1970. Nevertheless, it remains under state supervision. Each of these investment companies is examined annually by the Banking Division. Investment companies in Minnesota operate primarily under Minnesota Statutes Chapter 54.

### **Consumer Credit, Credit Unions, Savings Associations, (612) 296-2135**

**James G. Miller, assistant commissioner**

This section is responsible for examination, supervision, and administration of laws relating to consumer credit companies, credit unions and savings associations.

**Industrial Loan and Thrift Companies** operate under chapter 53, Minnesota Statutes, and make direct consumer loans.

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

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

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

**Savings Associations** are mutual organizations owned by the savings members with voting rights vested in both savings and borrowing members and operate under 51A, Minnesota Statutes.

**Debt Prorate Companies** operate under the provisions of chapter 332, Minnesota Statutes, with five agencies operating at seven licensed locations.

**Insurance Premium Finance Companies** operate with licenses issued under chapter 59A, Minnesota Statutes, and offices both in and outside Minnesota. They are companies often affiliated with insurance companies who pay insurance premiums, on auto policies for example, on behalf of the insured.

**Safe Deposit Companies** operate under the provisions of Chapter 54, Minnesota Statutes. All of the licensees are savings associations of their branch offices with 19 locations throughout the state.

These licensees and chartered institutions operate at over 900 locations in the state and provide various services including consumer lending, commercial lending, mortgage lending, and depository services. Annual examinations are conducted to determine compliance with laws and prudent, safe investment of depositor funds. Depositor funds are insured by the National Credit Union

Administration for all state-chartered credit unions and by the Federal Savings and Loan Insurance Corporation for state-chartered savings associations.

The Consumer Credit, Credit Union, and Savings Association Section has a trained consumer affairs specialist to respond to individual citizen's requests for information and assistance in resolving problems relating to the supervised industries. Since May 1976 the section has also been responsible for implementation of the Conventional Home Loan Assistance and Protection Act, including registration, annual reporting, and publication of the monthly rate for conventional home loan lending. The monthly rate is available by calling the 24 hour hotline — 297-2751.

## **Insurance Division, (612) 296-2488**

**Michael D. Markman, commissioner**

The Insurance Division is responsible for enforcing state laws affecting insurance in Minnesota. Through enforcement of those laws, the Insurance Division attempts to assure that all insurers in Minnesota meet standards of solvency; rates charged for insurance are not excessive, inadequate or unfairly discriminatory; insurance policies are readable, not misleading and consistent with public policy; and violations of the insurance laws are dealt with in a timely and consistent manner.

The division assists insurance consumers with resolutions of their insurance problems, whatever they might be. It issues agent and company licenses and collects all premium taxes, fees and assessments relating to insurance.

Licenses are issued annually to all companies admitted to transact insurance in Minnesota. In 1979, 1,122 companies were licensed with assets in excess of \$558,447,859,000. Another 71 companies are approved as eligible surplus line companies providing insurance coverage when a particular type or amount of insurance is desired but not available in the state.

Each company wishing to sell insurance in Minnesota must obtain a Certificate of Authority from the commissioner of insurance prior to soliciting insurance. The financial condition, the marketing program, the company's record for servicing policyholders and claimants, and the overall quality of the company management are reviewed in detail. After satisfying requirements that the company is financially sound, plans to provide a quality product in Minnesota, and treat its policyholders and claimants fairly, the company is granted a license.

Of the 1,122 insurance companies licensed in the state in 1979, 214 are chartered in Minnesota and 908 are incorporated in other states. A statistical review of Minnesota licensed insurers for 1979 is available from the Insurance Division upon request.

**Consumer Assistance, (612) 296-2488 (metro area), 1-800-652-9747 (outstate callers only)**

**W. J. Elliott, supervisor**

This unit receives, investigates and acts upon inquiries, claims, and complaints from consumers about insurance companies, agents, adjusters, and appraisers. Consumer protection laws relating to insurance are enforced

## **110 / Commerce**

through investigations of unfair claims handling, discrimination, and misrepresentation by insurance companies, agents, and adjusters. Information materials, developed and distributed by this unit, are designed to improve consumer knowledge of insurance products and the insurance industry. For information or to register a complaint contact the Department of Commerce, Insurance Division, 500 Metro Square Building, 7th and Robert Streets, St. Paul, MN 55101.

### **Licensing, (612) 296-6205**

**Maureen Mahoney**

This unit processes all applications, administers examinations and collects fees for insurance licensing.

### **Policy Form Analysis and Rate Review**

**John T. Ingrassia, supervisor, life, health, accident (612) 296-2202**

**Donald W. Peterson, supervisor, property, casualty (612) 296-2656**

The review and approval of all insurance forms is the major function of this unit. Forms are approved after they are found to be in compliance with insurance laws including the recently approved minimum standards for readability. Property and casualty insurance rates are reviewed to make sure they are not excessive, inadequate or unfairly discriminatory. Rates used by individual accident and health insurance coverages must also be approved prior to their use.

This unit has responsibility for overseeing the statutory and voluntary functions of The FAIR Plan, the Auto Assigned Claims Plan, the Minnesota Comprehensive Health Insurance Act, and the Auto Insurance Plan. It licenses rate service organizations. It reviews and approves applications for those who wish to qualify as self-insurers under Minnesota no fault law.

### **Financial Standards, (612) 296-2630**

**Leo Flaten, audit director**

This unit performs regulatory and examination functions to protect policyholders, stockholders and the insurance buying public from unsound insurance business operations and insurer insolvencies. It conducts periodic examinations of the financial status of insurance companies to verify their solvency and compliance with Minnesota insurance laws.

### **Audits, (612) 296-2325**

**Emil Anderson, senior auditor**

This unit reviews the financial condition of all surplus lines insurers, collects premium taxes, apportions state aid to fire and police associations, and regulates 129 township mutual insurance companies.

### **Regulatory Evaluation, (612) 297-3977**

**Richard Lutenski, supervisor**

This unit oversees all of the insurance components of the workers' compensation system. It presents a staff case for workers' compensation rate

hearings; monitors and oversees implementation of statutory requirements by the Workers' Compensation Insurers Rating Association; and participates on the Board of Directors of the Workers' Compensation Reinsurance Association. This unit also provides general policy analysis of regulatory practices by the Insurance Division, including recommendations for policy changes.

#### **Workers' Compensation Self Insurance, (612) 296-2488**

**Betty Berns, insurance analyst**

This section licenses and monitors workers' compensation self-insurers, group self insurers and their third party administrators.

#### **Securities and Real Estate Division, (612) 296-2594**

**Mary Alice Brophy, commissioner of securities and real estate**

The Securities and Real Estate Division administers portions of eight Minnesota Statutes including: Securities — ch. 80A, Corporate Take-Overs, ch. 80B, Franchises — ch. 80C, Real Estate — ch. 82, Subdivided Lands — ch. 83, Social and Charitable Organizations — ch. 309, Collection Agencies — ch. 332, and the Municipal Industrial Development Act — ch. 474.

The division's primary activities are those of enforcement of the law and certain licensing and registration functions. Fees applicable for securities, real estate and subdivided land licenses are listed in the Administrative Services Division section, page 105. Copies of the above mentioned laws and related rules may be obtained at a nominal cost from the Documents Center, Department of Administration, 117 University Avenue, St. Paul, Minnesota 55155.

Requests for interpretive opinions on the applicability of the law or availability of exemptions may be submitted in writing. The division, however, does not provide private legal advice.

#### **Enforcement, (612) 296-2594**

**Gary A. LaVasseur, deputy commissioner**

The enforcement staff of 7 and 1 staff attorney investigates possible violations of the law. The division responds and reacts to consumer complaints in addition to initiating random examinations and audits of offices and records. Efforts are directed to the earliest possible detection of any fraudulent, deceptive or dishonest practices.

#### **Securities, Registration and Licensing, (612) 296-2594**

**Joan Volz, deputy commissioner**

In accordance with Minnesota law all securities (such as stocks and bonds) offered or sold in the state must be registered or exempt. The securities registration staff examines each application for its compliance with the statutes.

Anthony Bibus, examiner (notifications, real estate limited partnerships)

Mary McKenna, examiner (common stocks)

Jan Mlinar, examiner (industrial revenue bonds, unit trusts, bonds)

Brian Patterson, examiner (oil and gas partnerships, exemptions)

Jeffrey C. Wartchow, examiner (broker/dealer, securities agents, and commodities)

**Securities Licensing, (612) 296-4976**

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

**Corporate Takeover, (612) 296-6425**

**Samuel G. Crecelius, staff attorney**

The Corporate Takeover Section accepts filings for ownership information and registers corporate takeovers. Applicable definitions for Minnesota corporate takeovers are found in Minnesota Statutes, section 80B.01, Subd. 1 et seq. There is no fee for ownership filing. There is a \$100 corporate takeover registration fee and \$100 fee for a hearing request with possible additional hearing charges. Registration requires 10 days.

**Franchises, (612) 296-6328**

The franchise section reviews applications for registration of franchising. The section does not provide the names of franchisors nor make recommendations regarding investments. The Securities and Real Estate Division maintains annual reports filed on active registrations. Interpretive opinions concerning a registration are prepared by the commissioner at a cost of \$50. The time necessary to process a registration varies with the applications.

**Real Estate, (612) 296-6319**

**Barbara M. Kivisto, real estate director**

The Real Estate Section oversees the licensing of real estate brokers and salespersons, regulates the sales practice of those licensees and approves a statewide real estate education program.

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

Applications and licenses are processed by the Real Estate Section. Inquiries should be directed as follows:

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**Licensing:** (612) 296-6319  
**Education:** (course availability  
and approval) (612) 297-3374

**Education:** (extensions) (612) 296-6319  
**Complaints, inquiries:** (612) 296-2594

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**Subdivided Lands, (612) 296-2990**

**Lorraine Rowe, securities examiner**

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

qualified for an exemption those persons engaged in subdivided land sales are required to obtain a real estate broker or salesperson license in addition to a subdivided land license. If all applications are in order, a registration will require 30 to 60 days and an exemption will require approximately 20 days.

#### **Charities, (612) 296-6324**

**Kathryn Rudow, examiner**

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

#### **Collection Agencies (612) 296-6789**

**Jeanne Reynolds, securities investigator**

The office licenses and regulates collection agencies in the state. Application for licenses may be obtained by contacting the office by mail, phone or in person. There are no fees for applications. However, the fee for a license is \$200. The annual renewal fee is \$100. The applicant can expect to wait a maximum of 45 days to receive notification of license approval or denial.

The office receives and investigates complaints from the public concerning possible illegal practices by collection agencies. The office has the power to suspend and revoke collection agency licenses. To register a complaint, contact the Securities and Real Estate Division. There are no fees for this service. The consumer can expect to wait 7 to 10 days to receive notification of the action taken on the complaint.

#### **Municipal Industrial Development, (612) 296-6694**

**Bonnie Polta, examiner**

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



**Minnesota  
Community College  
System**



301 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-3990  
Dr. Philip C. Helland, chancellor

**Minnesota Statutes chapter 136**

The Minnesota Community College System grew out of the state junior college system. The state junior college board was created in 1963 and the next year the eleven existing junior colleges, then operated by local school districts, were invited to become part of the new system of two-year colleges. The system grew to today's 18 community colleges, each having completed extensive building programs. Today, all community colleges occupy their own buildings on their own campuses.

In 1973 the legislature changed the names of the state junior colleges to community colleges and the state junior college board to the board for community colleges. The eleven original colleges had a total enrollment during the 1963-64 academic year of 3,941 full time equivalent students. Full year equivalent enrollment at the 18-college system for 1980-81 was 23,294.

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

**State Board for Community Colleges, (612) 296-3356**

The board consists of seven members who are appointed for four year terms by the governor with the advice and consent of the senate. The board oversees the management, jurisdiction and control of the community college system. It determines the exact location and site of community colleges authorized by the legislature, appoints the chancellor and heads of each community college, and the necessary teachers, supervisors and all other employees. The board also prescribes courses of study, conditions of admission, fees, and tuition paid by students, graduation requirements, and other rules and regulations for the community colleges.

**Curriculum**

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

**Tuition**

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

Minnesota residents per credit, per quarter	\$15.00
Out of state resident per credit, per quarter	\$30.00
Senior citizens per credit, per quarter	\$ 6.00

Each college has descriptions of all courses and programs available. All inquiries should be directed to the college by phone or mail.

Anoka-Ramsey Community College  
11200 Mississippi Boulevard  
Coon Rapids, Minnesota 55433  
(612) 427-2600

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

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

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

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

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

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

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

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

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

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

North Hennepin Community College  
7411 — 85th Avenue North  
Brooklyn Park, Minnesota 55445  
(612) 425-4541

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

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

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

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

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

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

**CAREER PROGRAMS**

	Anoka-Ramsey	Austin	Brainerd	Fergus Falls	Hibbing	Inner Hills	Itasca	Lakewood	Mesabi	Minneapolis	Normandale	North Hennepin	Rain River	Rochester	Vermilion	Willmar	Worthington
<b>ALLIED HEALTH</b>																	
Associate Degree Nursing	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cardio Pulmonary Technology										•							
Chemical Dependency Worker							•		•								
Clinical Child Care Worker		•															
Dental Assistant										•							
Dental Hygiene										•							
Dietetic Technician							•			•							
Health Care Mid-Management																	
Long Term Care Supervision					•												
Medical Laboratory Technician			•											•			
Medical Office Assistant										•				•			
Medical Records Technician	•									•				•			
Nurses Aide							•										
Occupational Therapy Assistant	•	•					•										
Optometric Assistant						•											
Physical Therapy Assistant															•		
Practical Nursing			•			•						•					•
Respiratory Therapy										•			•				
Therapeutic Recreation Technician			•	•							•						•
<b>BUSINESS — COMMUNICATIONS</b>																	
Accounting	•		•	•	•	•			•	•	•	•	•	•	•	•	•
Agri-Business		•															•
Business Aviation					•												
Fashion Merchandising													•				
Communications (graphics)							•										
Credit Management	•																
Data Processing							•		•								
Environmental Technician		•								•							
Filmmaking					•												
Financial Management					•												
General Business Management							•				•		•				•
Hotel-Motel Management										•			•				
Legal Assistant					•					•							
Marketing (Distributive Education)	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•
Mass Media Technology													•				
Manufacturing Management										•							
Medical, Legal, Technical Secretarial			•		•	•			•	•		•					
Packaging Technology					•												
Real Estate	•			•	•	•											
Retail Operations Management										•							
Secretarial/Clerk-Typist	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Small Business Management					•												
Supervisory Management					•												
Transportation Management					•					•							
<b>PUBLIC SERVICE</b>																	
Air Traffic Control	•				•												
Child Development		•															
Corrections							•										
Environmental Analysis Technician																	
Field Naturalist Technician															•		
Fire Protection										•							
Human Services			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Law Enforcement				•	•	•	•	•	•	•	•	•	•	•	•	•	•
Natural Resources Technician															•		
Recreational Leadership										•							
Water and Wastewater Technology															•		
<b>TECHNICAL — TRADE</b>																	
Agriculture Technician						•											•
Aircraft Pilot					•												
Architectural Drafting Technology										•							
Building Inspection					•												
Civil Engineering Technology										•				•			
Construction Supervision					•					•							

	Anoka-Ramsey	Austin	Brainerd	Farquhar Falls	Hibbing	Inver Hills	Masa	Lakewood	Mesabi	Minnesota	Normanville	North Hennepin	Northland	Ramsey	Rochester	Vermilion	Willmar	Worthington
Drafting and Design					•					•								
Energy Conservation Technology								•										
Electronics Engineering Technology	•																•	
Graphic Art (Commercial Art)											•							
Mechanical Engineering Technology										•							•	
Occupational Health and Safety					•													
Small Engine Mechanics														•				
Welding							•											

**ACTIVITY PROGRAMS**

PUBLICATIONS																		
Literary Magazine	•	•				•				•	•	•		•				
Newspaper	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Yearbook								•							•			
ATHLETICS, MEN																		
Baseball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Basketball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cross Country	•								•						•			
Football	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Golf	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Hockey					•			•				•	•	•	•	•	•	•
Tennis	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Track	•	•		•					•				•	•	•	•	•	•
Wrestling	•			•			•						•	•	•	•	•	•
ATHLETICS, WOMEN																		
Basketball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cross Country	•														•			
Softball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Tennis	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Track	•		•	•									•	•	•	•	•	•
Volleyball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
FINE ARTS																		
Forensics	•		•		•	•					•			•				
Theater	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Summer Theater	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Musicals	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Instrumental Music	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Vocal Music	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
OTHER																		
Cheer Leading	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Clubs — Organizations	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Convocations	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Girls Drill or Dance															•			
Social Activities	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Student Government	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Intramurals	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•



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**MINNESOTA**



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**CORRECTIONS BOARD**

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## **(Parole Board)**

Suite 238 Metro Square  
7th & Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-2443  
Leslie R. Green, chairman

Minnesota Statutes sections 243.05, 244.05, 244.06, and 244.08

The Minnesota Corrections Board is the state's parole board and operates under two separate statutory provisions.

For persons sentenced for crimes committed on or before April 30, 1980, the board annually reviews adult offenders in custody and on parole. The board grants or denies parole based upon adjustment and behavior, conducts due process parole revocation hearings, issues warrants for the arrest of parole violators, and grants full discharges when sentences expire or as an offender's good behavior indicates.

For persons sentenced for crimes committed on or after May 1, 1980, the board has the authority to set rules for the placement and supervision of offenders serving a supervised release term, conduct due process parole revocation hearings, issue warrants for the arrest of parole violators, and give extraordinary discharges to offenders for reasons of serious health problems, senility, advanced age, or other extraordinary circumstances.

The board is composed of four members appointed by the governor with the consent of the senate to six year terms and a chairman who serves at the pleasure of the commissioner of the Department of Corrections. The board is full time and conducts hearings at all state correctional institutions.

The Mutual Agreement Program (MAP) is offered by the board to all offenders convicted of crime prior to May 1, 1980, to motivate them to become involved in rehabilitative programs at correctional facilities. The MAP program is a three party contract among the Minnesota Corrections Board, which provides an early parole date for inmates, the Department of Corrections, which provides rehabilitative programs, and the inmate who promises to do the work. Inmates are able to receive up to nine months off their length of stay through the program.

For more information about parole, the MAP program, and other board activities, contact the board.





430 Metro Square Building  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-6133  
Jack G. Young, commissioner

Minnesota Statutes, chapters 241, 242, 243 and 260

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

### **Information, (612) 296-2827**

**Daniel O'Brien, assistant to the commissioner**

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

### **Legal Services, (612) 296-3546 and 9412**

**James Bradford and Judith Menadue, assistant attorneys general**

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

### **Institution Services Division, (612) 296-2372**

**Orville B. Pung, deputy commissioner**

The division is responsible for the supervision and management of correctional institutions, including institutional health, education and chaplaincy services. The department operates eight correctional institutions including five adult, two juvenile institutions and one juvenile camp. An additional facility for adults in Oak Park Heights is scheduled to open in February 1982. Questions concerning the operation of these institutions should be directed to this division. Following is a description of each facility.

### **Minnesota Correctional Facility — Stillwater**

(formerly the Minnesota State Prison)

Box 55

Stillwater, Minnesota 55082

(612) 439-1910

Robert Erickson, warden

The Minnesota Security Facility — Stillwater, built in 1914 as an industrial prison, is a maximum security institution for the incarceration of adult male felons who have been convicted and sentenced by the district court. The average population is 1,071, capacity is 1,075 and the staff size is 482. Included in the facility's industry operation are a foundry, a sheet metal shop, machine shop, wood shop, assembly shop and an engineering and designing division. The facility also houses a farm machinery factory, and a school bus renovation plant. The Stillwater Data Processing Program which provides custom program development, software development and computer alterations, brings private industry to the institution. A wide variety of educational programs are available as well as health care, a chemical dependency program, a therapeutic community, indoor and outdoor recreational activities and a minimum security unit.

### **Minnesota Correctional Facility — St. Cloud**

(formerly State Reformatory for Men)

Box B

St. Cloud, Minnesota 56301

(612) 251-3510

William McRae, superintendent

The Minnesota Correctional Facility — St. Cloud is a maximum security institution built in 1889, remodeled and modernized, which houses younger male felons. The average population is 571, capacity is 620 and the staff size is 294. The facility offers a number of treatment programs including individual and group counseling, job counseling, drug treatment and recreation. A wide variety of educational opportunities are available and include full time high school, evening school and college courses. Vocational training is also provided in auto mechanics, auto body work, baking, barbering, carpentry, electricity, furniture finishing, graphic design, meat cutting, masonry, painting and decorating, small engine repair, upholstery and welding. Industry offers inmates employment and job experience and consists of furniture manufacturing, upholstery, metal working, printing, mattress making and manufacture of the state's license plates and tabs.

### **Minnesota Correctional Facility — Oak Park Heights**

(scheduled to open in February, 1982)

Box 10

Stillwater, Minnesota 55082

(612) 439-1910 ext. 323

Frank Wood, warden

A new 400-bed maximum security institution in Oak Park Heights, near the present Stillwater correctional facility, is scheduled to open in February, 1982.

The facility is one of the most unique correctional institutions in the country. It has a tiered construction with a hillside abutting the outside wall for most of the building. This design provides both security and energy conservation. A unique heat reclaiming system also allows substantial energy savings. The entire structure, which will house adult males, surrounds a courtyard area. The building has seven separate living units each designed for 52 inmates. It also includes a medical-psychiatric unit with 42 beds. Within each living unit, inmates will have individual securable rooms. Units will have facilities for dining, recreation, industry and self-improvement programs. Units are designed to provide a variety of programs for inmates. Industrial, educational, segregation and other units are planned. Real work experiences as well as a variety of volunteer groups and a range of visiting opportunities will be available to inmates.

### **Minnesota Correctional Facility — Lino Lakes**

(formerly the Metropolitan Training Center)

7525 Fourth Avenue

Lino Lakes, Minnesota 55014

(612) 786-2800

James Hulburt, superintendent

From 1963 when it opened, to 1978, this facility served as a state juvenile reception center and as a juvenile treatment center. In 1978 the center was remodeled and converted to a medium security facility for adult males transferred from the Stillwater and St. Cloud facilities. Five medium security cottages house inmates within a secure perimeter and four minimum security cottages are located outside the perimeter. Average population is 180, capacity for the medium security cottage is 145 and for the minimum security cottages is 80, with staff size at 134. Prior to transfer, inmates are screened for stable work and discipline records. Industry is a primary focus at Lino Lakes providing work experience in printing, assembly, metal fabrication, upholstery and wood fabrication. Complete education, treatment, recreation and health care programs are also available. A pilot program is provided at the facility for sex offenders who are serving their last nine months before release.

### **Minnesota Correctional Facility — Shakopee**

(formerly Minnesota Correctional Institution for Women)

Box 7

Shakopee, Minnesota 55379

(612) 445-3717

Jacqueline Fleming, superintendent

The Minnesota Correctional Facility — Shakopee, opened in 1920, houses females over 18 years of age committed to the state as felons by the district courts and sentenced to more than one year. Three residential cottages and a main administration building with an upper floor residential area are located on the institution's grounds. Average population is 63, capacity is 65 and staff size is 48.

Most inmates have individual rooms, although group living programs are also provided with living situations ranging from maximum security to honor status.

Industry consists of key punch and assembly work through contracts with private industry. Education ranges from high school to college level with keypunch instruction, driver training and individual tutoring also available. Recreation, counseling and volunteer programs are offered as well as health care. Individual written agreements negotiated between the institution staff and the residents set the levels of inmate responsibilities and privileges.

### **Willow River Camp**

**Willow River, Minnesota 55795**

**(218) 372-3101**

**Ralph Nelson, superintendent**

Willow River Camp is a minimum security facility which opened in 1951 as a forestry camp and which today provides a vocational/academic education program to inmates transferred from the Stillwater and St. Cloud facilities. Average population is 50, capacity is 60 and staff size is 39. Because most inmates at Willow River are paroled within seven months, special emphasis is given to development of vocational and social skills. Vocational training is provided in a specialized truck trailer repair program, machine tool operation, truck driving, welding and auto and diesel mechanics. Academic and trade skill instruction are also required as well as group therapy. Education is available from high school to college level courses. A wide variety of recreational facilities are offered.

### **Minnesota Correctional Facility — Sauk Centre**

**(formerly Minnesota Home School)**

**Box C**

**Sauk Centre, Minnesota 56378**

**Harvey Akerson, superintendent**

The Minnesota Correctional Facility — Sauk Centre is a reception, diagnostic and treatment center for juvenile offenders. Opened in 1910, the facility houses boys and girls, 12 to 18 years old. Average population is 110, capacity is 120 and staff size is 99. Juveniles are assigned to a cottage of 15 to 20 students and each has a counselor. Reports, tests and assessments are used to determine whether students should stay at the facility or be released to a group home, foster home or their own home. Curriculum includes basic education, career exploration through vocational/pre-vocational and work habit programs, and creative expression through an electives program. A wide range of recreational and community activities are available. Educational opportunities include art, photography, industrial arts, drivers education, and high school equivalency degrees. Recreational programs offer team sports and horseback riding and supervised off-grounds activities.

### **Minnesota Correctional Facility — Red Wing**

**(formerly Minnesota State Training School)**

**Box 45**

**Red Wing, Minnesota 55066**

**(612) 388-7154**

**Gerald O'Rourke, superintendent**

The Minnesota Correctional Facility — Red Wing houses delinquent boys,

12 to 18 years old in minimum security. Opened in 1867, the facility was moved from St. Paul in 1891 to Red Wing where it is situated on 200 acres of wooded land. Average population is 138 juveniles, with a capacity of 145 and staff size of 137. Juveniles are assigned to a cottage of 28 youths which split up into smaller groups for schooling and pre-vocational programs and counseling. Reports, tests and assessments are used to determine whether students should stay at the facility or be released to a group home, foster home or their own home. A wide range of curriculum is offered through the school and also the Red Wing Area Vocational Technical School including driver education, drafting, art, physical education, small engine repair, food service, greenhouse maintenance, graphic arts, auto service station work and welding.

### **Thistledew Camp**

**Box W-10**

**Togo, Minnesota 55788**

**(218) 376-3811**

**Walt Odegaard, superintendent**

Thistledew Camp, located in the George Washington State Forest in Itasca County, offers a short term, voluntary program designed to build confidence in young boys between the ages of 14 to 18. Average population is 48. Thistledew is an intensive three month treatment program directed toward involving youths in as many successful experiences as possible. Students are involved in group living, academic programs in small classes with extensive one-to-one help, and special interest classes in downhill and cross-country skiing, arts and crafts, archery, hiking, canoeing, taxidermy, driver's education and photography. Students are engaged in short, meaningful work projects and offered occupational and prevocational training in construction, occupational foods, small engines, forestry, wildlife management and plant maintenance. About a third of the time is devoted to Challenge, an outdoor educational-adventure wilderness survival program model after "Outward Bound."

**Education, (612) 296-1345**

**Alfons Maresh, coordinator**

Implementation of new vocational and academic programs and coordination of ongoing programs in the department's institutions are the primary tasks of the Education Section. The Federal Elementary-Secondary Education Act, Adult Basic Education Act, Comprehensive Employment Training Act and other sources of federal education funds are administered through this unit. The Education Section includes the Arts in Corrections Program which offers a means of self-expression for adults and juveniles. It offers classes in studio art, sculpture, painting, creative writing, drama, crafts and photography.

**Health Care, (612) 296-2157**

**Howard Johnson, director**

This unit plans, implements and coordinates medical, psychiatric and dental programs for each of the nine correctional institutions. The health care section is also responsible for supervision of the secure medical unit at St. Paul Ramsey Hospital.

## Community Services Division, (612) 296-2672

**Bruce McManus, assistant commissioner**

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

### Parole and Probation Services

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

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<b>Morrie Heilig</b> Regional Director — non-Metro East Suite 430 Metro Square Bldg. 7th & Robert Streets St. Paul, Mn. 55101 (612) 296-3549	<b>James Allen</b> Regional Director — non-Metro West Box 324, Courthouse Brainerd, Mn. 56401 (218) 829-9148
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## Community Corrections Act, (612) 296-7076

**Donald Selger, administrator**

This unit supervises the Community Corrections Act of 1973 which authorizes the commissioner of corrections to award subsidy grants to a county or group of counties for local correctional services. Services include crime prevention, probation and parole services, community corrections centers, and facilities to detain, confine and treat offenders of all ages.

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

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<b>Anoka</b> Dick Fritzke, Administrator Court Services, Anoka City Hall Anoka, Minn. 55303 (612) 421-4760 EXT. 1638 Dept. of Corrections, contact: Lee Paulson (612) 439-1910 Ex 327	<b>Blue Earth</b> Ron Wiborg, Administrator Blue Earth County Court House 402 No. 5th St. Mankato, Minn. 56001 (507) 625-9026 Dept. of Corrections contact: Bill Weber (507) 389-2418
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*Crow Wing-Morrison*

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

*Dodge-Fillmore-Olmsted*

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

*Hennepin*

Jan Smaby, Administrator  
A-2308 Government Center  
Minneapolis, Minn. 55487  
(612) 348-5242  
Dept. of Corrections contact:  
Tom Lawson 296-7019

*Ramsey*

Eugene Burns, Director  
Community Corrections  
740 American Center Building  
St. Paul, Minn. 55101  
(612) 298-4434  
Dept. of Corrections contact:  
Morrie Heilig (612) 296-3549

*Red Lake-Polk-Norman*

Larry Morris, Administrator  
600 Bruce Street, Box 624  
Crookston, Minn. 56716  
(218) 281-6363  
Dept. of Corrections contact:  
Will Najjar (218) 755-2980

*Rock-Nobles*

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

*Todd-Wadena*

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

*Washington*

Harley Nelson, Administrator  
Courthouse  
Stillwater, Minn. 55082  
(612) 439-3220, EXT. 291  
Dept. of Corrections contact:  
Leland H. Paulson  
(612) 439-1910 Ex 327

*Region 3 (St. Louis, Cook, Aitken,  
Carlton, Koochiching, Lake)*

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

*Region 6W (Swift, Lac Qui Parle,  
Yellow Medicine, Chippewa)*

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

**Community Services Support, (612) 296-7019**

**Thomas Lawson, director**

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

Project Reentry which is for offenders on work release status and Anishinabe Longhouse serving Indian male felons are operated by the department.

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Project Reentry  
 Dennis Doege, director  
 900 North Fourth Street  
 Minneapolis, Minnesota 55401  
 339-1165

Anishinabe Longhouse  
 John Poupart, director  
 1016 Newton Avenue North  
 Minneapolis, Minnesota 55411  
 521-2251

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Contracted programs provide a variety of options to meet changing demands. Following is a list of current programs on contract with the Department of Corrections. Each is a member of the Minnesota Community Corrections Association (MCCA), a private, nonprofit group of united programs which serve as alternatives to incarceration and which perform contract work with the state and county governments and private agencies. The MCCA publishes a *Directory of Community Based Correctional Services* which costs \$5.00 and includes updates. The directory contains lists of over 1,000 resources throughout the state. Copies may be ordered from the MCCA at 666 Marshall Avenue, St. Paul, Mn. 55104, (612) 292-1131.

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Alpha House  
 Gerald Kaplan, director  
 2712 Fremont Avenue South  
 Minneapolis, Minnesota 55408  
 872-8218

180 Degrees, Inc.  
 Robert Robinson, director  
 236 Clifton Avenue  
 Minneapolis, Minnesota 55403  
 870-7227

Amicus  
 Louise Stout, director  
 1009 Nicollet Avenue  
 Minneapolis, Minnesota 55403  
 348-8570

TAC Two, Inc.  
 Project Resolve  
 Reentry Services of St. Paul  
 Dick Williams, director  
 Bruce Clendenen, reentry services  
 532 Ashland Ave.  
 St. Paul, Minnesota 55102  
 292-1466

Freedom House  
 Gail Johnson, administrator  
 3020 Lyndale Avenue South  
 Minneapolis, Minnesota 55408  
 827-7384

Women Helping Offenders (WHO)  
 Farris Bell, director  
 1422 West Lake Street, Room 204  
 Minneapolis, Minnesota 55408  
 824-0741

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Hidden Ranch, Inc.  
 Jill Jackson, director  
 2728 Portland Avenue S.  
 Minneapolis, Minnesota 55404

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### Victim Crisis Centers

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

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Minneapolis Crime Victim  
Crisis Center  
Willie Bridges, coordinator  
3801 Nicollet Avenue  
Minneapolis, Minnesota 55409  
(612) 340-5400

St. Paul Crime Victim Crisis Center  
Jim Smith, coordinator  
175 Western Avenue South  
St. Paul, Minnesota 55102  
(612) 340-5400

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

Freeborn-Mower Mental Health Center  
City Center  
P.O. Box 649  
Albert Lea, Minnesota 56007  
(507) 373-1491

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

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

**Maggie Arzdorf-Schubbe, director**

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

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Harriet Tubman Shelter  
Minneapolis, (612) 827-6105

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

Southwest Women's Shelter  
Marshall, (507) 532-4604

Coalition for Battered Women  
Duluth, (218) 728-3679

B. Robert Lewis House  
Eagan, (612) 452-7288

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

Woman House  
St. Cloud, (612) 253-6900

Marilyn Brodie House  
Rochester, (507) 285-1010

Shelter House  
Willmar, (612) 235-4613

Ripley Alliance for Battered Women  
Thief River Falls, (218) 681-5557

Region IV Council on Domestic  
Violence  
Fergus Falls, (218) 739-3359

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

CADA House  
Mankato, (507) 625-7233

Sojourner House  
Hopkins, (612) 933-7433

Alexandria House  
Fridley, (612) 571-5908

Casa de Esperanza  
Minneapolis, (612) 374-2996

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

Treatment programs for men who abuse their partners are operating in the Twin Cities metropolitan area. They offer therapy and self-help groups for violent men.

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Domestic Abuse Project  
Minneapolis, (612) 874-7063

Lutheran Deaconess Hospital  
(serving the Indian community)  
Minneapolis, (612) 721-2933 ext. 325

Education for Cooperative Living  
(serving the Black community)  
Minneapolis, (612) 374-4342

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

### **Minnesota Program for Victims of Sexual Assault, (612) 296-7084**

**Peggy Specktor, director**

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

The program's community education efforts focus on the scope and nature of the problem of sexual assault. Assisting local communities in establishing programs for victims of sexual assault is an important goal of the project. For more specific information on local programs and resources and to receive printed material or films, contact the program director. One month planning time is preferred for educational and training programs. There are no forms or fees for these services.

Following is a list of sexual assault services throughout Minnesota.

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

Beltrami, Cass and Hubbard  
Counties.  
Beltrami County Task Force on  
Sexual Assault  
Box 688  
Bemidji, Minn. 56601  
218-751-4310  
Hotline 218-751-4333

Blue Earth County

Victim Assistance Program  
410 South Fifth Street  
Mankato, Minn. 56001  
Attn: Lynn Dreyer  
(507) 625-9034  
Hotline (507) 388-9321

Douglas County

Listening Ear Center  
111 17th Ave. East  
Alexandria, Minn. 56308  
Attn: Bettie Genrich  
612-762-1511  
Hotline 612-763-6638

Carver County

Carver County Program for Victims  
of Sexual Assault  
Courthouse  
Chaska, Minn. 55318  
Attn: Bonnie Wartman  
612-448-5425  
Hotline 612-448-2111

Freeborn County

Victim's Crisis Center  
Box 649  
Albert Lea, Minn. 56007  
Attn: Cheryl Reynolds  
(507) 373-2223

Clay County

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

Hennepin County

Sexual Assault Services  
Office of the County Attorney  
2000-C Henn. Government Center  
Minneapolis, Minn. 55487  
Attn: Debbie Anderson  
612-348-5397

Gay Community Services  
2855 Park Avenue S.  
Minneapolis, Minn. 55407  
Attn: Doug Elwood  
827-2821

Center for Parents and Children  
1015-7th Avenue North  
Moorhead, Minn. 56560  
Attn: Jerry Nelson  
218-233-6158

Rape & Sexual Assault Center  
1222 West 31st Street  
Minneapolis, Minn. 55408  
Attn: Avis Daniels  
612-825-2400  
825-4357 Hotline

Crow Wing County

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

Upper Midwest American Indian  
Center

1113 West Broadway  
Minneapolis, Minn. 55411  
Attn: Gene Buckanaga  
612-522-4436

Dakota County

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

Houston County

Women's Resource Center  
Rte. 2  
Spring Grove, Minn. 55974  
Attn: Sandra Krajewski/  
Madelon Wise  
507-498-5645

Itasca County

Adult Protection Council  
Advocacy Program  
Itasca County Courthouse  
Grand Rapids, Minn. 55744  
218-326-0388  
8 a.m.-5 p.m. 218-326-1034  
Information and Referral

5 p.m.-8 a.m. 218-326-8565  
Nightingale Help Phone

Itasca, Koochiching and Aitken  
Counties

Northland Mental Health Center  
215 S.E. Second Avenue  
Grand Rapids, Minn. 55744  
Attn: Peggy Metzger  
218-326-1274  
Hotline: 326-1034

Kandiyohi County

West Central Community Services  
Social Abuse Program,  
1125 SE 6th St.  
Willmar, MN 56201  
Attn: Autumn Cole  
612-235-4613

Lyon and Redwood Counties

Southwest Minnesota Sexual  
Assault Program  
P.O. Box 51  
Marshall, Minn. 56258  
Attn: Jane Koster  
(507) 532-5764

Martin County

Southern Minn. Crisis Support  
Center  
P.O. Box 214  
Fairmont, Minn. 56031  
Attn: Marijo Weichert  
507-235-3456

Mower County

Crime Victim's Crisis Center  
908 N.W. First Drive  
Austin, Minn. 55912  
Attn: Jamie Tiedemann  
507-437-6680

Nobles, Pipestone, Rock, Jackson  
and Cottonwood Counties

Southwestern Mental Health Ctr.,  
Inc.  
P.O. Box 49, 1024-7th Avenue  
Worthington, Minn. 56187  
Attn: Mary Ruthenbeck  
507-376-4141

Olmsted County

The RAPELINE Program  
913 Third Ave. S.E.  
Rochester, Minn. 55901  
Attn: Helen Monsees  
507-285-8242  
Hotline 507-289-0636

Ottertail County

Women's Crisis Center  
P.O. Box 815  
Fergus Falls, Minn. 56537  
Attn: Darlene Anderson  
(218) 739-3486  
Hotline (218) 739-3359

Polk, Pennington and Red Lake  
Counties

Advisory Board on Sexual Assault  
223 East 7th Street, Room 34  
Crookston, Minn. 56716  
Attn: Barbara Pederson  
218-281-2864

Ramsey County

Sexual Offense Services (SOS)  
65 E. Kellogg Blvd.  
St. Paul, Minn. 55101  
Attn: Marjory Singher Burton  
612-298-5898

Rice County

Victim Support Program  
Box 171  
Northfield, Minn. 55057  
Attn: Kathy Keasling  
Connie Weber, 507-645-5555  
507-645-6661 (Hotline)

Faribault Victims Support Program

P.O. Box 354  
Faribault, Minn. 55021  
Attn: Donna Miller  
507-334-2555 (also hotline)

St. Louis County  
 Aid to Victims of Sexual Assault  
 2 E. Fifth St.  
 Duluth, Minn. 55805  
 Attn: Inez Wagner  
 218-727-4353  
 Hotline 218-727-8538

Central Minnesota Rape/Crisis  
 Support Center  
 917½ St. Germain  
 Attn: Joan Pilot  
 St. Cloud, Minn. 56301  
 612-251-4357

Aid to Victims of Sexual Assault  
 Room 16, Courthouse  
 Virginia, Minn. 55792  
 Attn: Kathy Cady  
 218-749-4725  
 Hotline — outside Duluth area  
 Toll Free 1-800-232-1300

Washington County  
 Sexual Assault Services  
 7066 Stillwater Road  
 Oakdale, Minn. 55119  
 Attn: Cheryl Champion  
 612-777-5222  
 612-777-1117 Hotline

Stearns, Benton, Sherburne and  
 Wright Counties  
 St. Cloud Area Women's Center  
 Rape & Sexual Assault Crisis  
 Service  
 1900 Minnesota Blvd.  
 St. Cloud, Minn. 56301  
 Attn: Joan Pilot  
 612-252-8831  
 Hotline 612-254-4357

Winona County  
 Sexual Assault Crisis Aide  
 Women's Resource Center  
 14 Exchange Bldg.  
 Winona, Minn. 55987  
 Attn: Dottie Bellinger  
 507-452-4440

We Care Hotline 507-452-5590

**STATEWIDE**

Minnesota Migrant Council  
 Box 1231  
 35 Wilson Avenue N.E.  
 St. Cloud, Minn. 56302  
 Attn: Heladio Zavala  
 612-253-7010

**Incest Offender Treatment Program, (612) 296-7019**

**Tom Lawson, acting director**

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

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

A manual, *Incest: Confronting the Silent Crime*, is available for \$3.50. The

manual is designed to assist educators, counselors, law enforcement, medical, human services, legal personnel and others who provide services to incest offenders and their families. Call or write for the manual or other information.

**Facilities Planning and Inspection, (612) 296-7087**

**Dennis Falenschek, director**

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

**Policy Planning Division, (612) 296-3544**

**Howard J. Costello, assistant commissioner**

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

**Planning for Women Offenders, (612) 296-3525**

**Beverly Tallman, director**

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

**Juvenile Releases, (612) 296-1335**

**Jay Lindgren, executive officer**

The commissioner of corrections, who is the paroling authority for juvenile offenders, delegates this responsibility to an independent hearing officer. The officer uses a system of juvenile release guidelines in making parole decisions. In addition to determining the release of all juveniles from state correctional institutions, the officer is responsible for discharges from parole and all on-site hearings for parole revocations of juveniles. Hearing officer decisions may be appealed to a juvenile review board which is composed of three executive officers from the department's central office.

The executive officer is also responsible for acting as a liaison between the department and the various elements of the state's juvenile justice system.

**Research and Information Systems, (612) 296-5164****Gerald Strathman, director**

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

**Hearings and Appeals, (612) 439-1910****Harold Hansen, hearing officer**

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

**Interstate and Federal Compacts, (612) 296-3552****John Elholm, administrator**

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

**Management Division (612) 296-8217****Donald G. Tomsche, deputy commissioner**

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

**Correctional Industries, (612) 297-2818****Thomas Grogan, director**

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

**Training, (612) 296-0138****Jerry Andersen, director**

This section administers the employee training and development program in cooperation with the institutions' training coordinators. The section provides a

variety of in-service training for all of the department's employees, employees of counties subsidized through the Community Corrections Act and employees of non-profit community service organizations which impact upon the correctional system. The section provides pre-service training for correctional counselors which is intended to provide trainees with a general understanding of criminal justice and specific knowledge about corrections.

**Management Analysis, (612) 296-0143**

**Gordon Yurich, principal management analyst**

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

**Office Management, (612) 296-3548**

**Delbert Leaf, director**

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

**Personnel, (612) 296-3520**

**Ted Spencer, director**

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

**Fiscal Services, (612) 296-7086**

**Bruce Reddemann, controller**

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



## Ombudsman for Corrections



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

### Minnesota Statutes, sections 241.41-241.45

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

Complaints may be filed with the ombudsman by any person. Each complaint will be investigated thoroughly. If an investigation indicates that a mistake has been made, or arbitrary, unfair, or illegal action has occurred, the office will work with the appropriate officials to rectify the problem. Complaints may be filed by mail, telephone, or in person. Inquiries should be directed to the Ombudsman for Corrections office at the above address.

The ombudsman and staff make regular visits to state correctional institutions. Other programs and facilities are usually visited upon request. Complaints may be registered directly with members of the ombudsman's staff during these visits. There are no forms or fees. Complainants are contacted personally or by telephone usually within six days after the complaint is received. Most complaints are resolved in one month.



## Minnesota Crime Victims Reparations Board

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

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

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

To qualify for reparations a person must be an innocent victim of crime (or a legal dependent of the deceased victim), must report the crime to local law enforcement agencies within five days and must cooperate completely with the law enforcement agency. No reparations for property damage or loss will be paid. The first \$100 of the claim is deductible with a maximum claim of \$25,000 paid to each victim.

To request information on filing forms, contact the Crime Victims Repara-

tions Board or your local law enforcement agency. Preliminary Claim Forms and Supplementary Claim Forms are available on request from the board. These forms must be completed and returned to the board within one year of the crime. The time needed to process a claim varies with the complexity of the case itself, and payments are made in an average of one year after filing.



**Board  
of  
Dentistry**



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

**Minnesota Statutes, chapters 150A and 319A**

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

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

Current license and registration fees are:

Type of license/registration	license application fee	annual registration
Dentist	\$ 70.00	\$28.00
Dental hygienst	25.00	10.00
Registered dental assistant	15.00	6.00
Licensure by credentials — dentist	250.00	
Licensure by credentials — hygienist	70.00	
Duplicate licenses or registration certificates	5.00	

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

filed thereafter. Contact the board for more information on corporation procedures.

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

The board determines the continuing dental education requirements and enforces all other provisions of the Minnesota Dental Practice Act and rules of the board. The board will offer the names of all accredited schools of dentistry, dental hygiene and dental assisting and will help the public interpret statutes and rules applying to dentistry. The board publishes a pamphlet, "Rules of the Minnesota Board of Dentistry, Minnesota Dental Practice Act and Minnesota Professional Corporations Act," available from the Documents Center for \$2.70 plus tax. Also available from the Documents Center is "Dentists, Dental Hygienists, and Assistants Roster, 1977" for \$2.00 plus tax. There are no other fees involved for informational services. All requests are handled as soon as they are received.



## Department of Economic Security

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

### Minnesota Laws 1977, chapter 430

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

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

### Advisory Councils, (612) 296-3711

Members of the State Advisory Council to the Department of Economic Security are appointed by the commissioner to represent employers, labor and

the public. The council meets regularly and advises the commissioner on the administration of the job service and unemployment insurance programs as well as overall departmental policies and on legislative proposals affecting programs within their responsibility.

The Governor's Council on Employment and Training (GCET) advises the governor on statewide employment and training policy, program development, coordination with CETA prime sponsors, state agencies and related organizations. A Sub-committee on Youth advises the governor and legislature on youth and unemployment legislation and programs, the GCET publishes an annual report on employment and training recommendations for policies and programs, and brochures describing CETA programs. GCET meetings provide a forum for the public interested in manpower issues.

For information, or to request copies of annual reports, films, brochures, or locations of workshops and council meetings, contact David Newman, advisory council support unit supervisor, at 690 American Center Building, 150 East Kellogg Blvd., St. Paul, MN 55101, (612) 296-6073.

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

#### **Office of the Attorney General, (612) 296-3672**

##### **Peter C. Andrews, assistant attorney general**

The assistant attorney general assigned to the department advises the department and the commissioner regarding departmental legal matters and reviews drafts of department rules. In addition to representing the department in court, the office collects delinquent employer taxes and prepares overpayment prosecution cases for presentation to city and county attorneys. They provide no services directly to the public.

#### **Veterans Employment Service, (612) 296-3665**

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

The Veterans Employment Service is headed by a representative of the U.S. Department of Labor who provides advice on all matters relating to the employment of veterans. The representative evaluates the services provided veterans, helps area office veterans employment representatives improve these services and advises the state economic security commissioner about veterans affairs.

#### **Deputy Commissioner's Office, (612) 296-3711**

##### **David A. Johnson, deputy commissioner**

The deputy commissioner reviews policies, programs and plans for the department in the specific areas of labor relations and affirmative action. The office also coordinates the statewide CETA (Comprehensive Employment and Training Act) program and the Minnesota Occupational Information System.

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

**James Haynes, director**

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

**Statewide Comprehensive Employment and Training Act (CETA)  
Coordination Office, (612) 296-6050**

**Richard Hokanson, acting director**

The Statewide CETA Coordination Office prepares recommendations for consideration by the commissioner and/or the Governor's Council on Employment and Training concerning employment and training programs in Minnesota. The office develops procedures for the more effective delivery and coordination of employment and training services within the state; this includes the development of demonstration programs to increase the coordination of services between Minnesota CETA prime sponsors and state agencies. In addition, the office designs programs to serve groups with special employment and training needs, such as displaced homemakers, older workers, youth, and unemployed handicapped persons. The office is also responsible for staffing the Governor's Council on Employment and Training (GCET).

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

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

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

**John Cosgrove, coordinator**

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

**Labor Relations Office, (612) 296-3662**

**Charles Seefeldt, director**

The Labor Relations Office serves as the key policy advisor to the commissioner and the management staff in the areas of personnel administration including labor relations.

**Affirmative Action Committee, (612) 296-1823**

**Linda St. Sauvern, affirmative action officer**

The Affirmative Action Committee monitors, advises and assists the commissioner and the affirmative action officer in their efforts to carry out the department's affirmative action plan.

**Job Service Division, (612) 296-3625**

**Charles Routhe, assistant commissioner**

The Job Service Division administers employment related programs for the department throughout Minnesota. This service is a labor exchange affiliated with the state/federal Job Service System. Through its statewide network of no-fee offices, Job Service of Minnesota offers a wide array of services aimed at matching qualified applicants with available jobs. It serves both job seekers and employers by providing job referrals and placement, employment and career counseling, vocational testing, technical assistance to employers, labor market statistics and data on employment trends.



As a participant in federal programs administered by the United States Department of Labor, Employment and Training Administration, special services are provided for veterans, the mentally and physically handicapped, minority groups, migrant workers, youth, older workers and the economically disadvantaged.

Job Service of Minnesota operates a statewide Job Bank System offering daily job openings available at local offices. The Job Bank allows applicants to select positions for which they are qualified from a list of openings in a particular geographic area by use of a film viewer.

Employment services are defined in detail in the sections that follow. For these services and for job information, contact the local Job Service office nearest you.

**Field Operations Branch, (612) 296-3627**

**Ray Conley, director**

The Field Operations Branch of the Job Service Division supervises the operation of 33 full-service area offices and 39 satellite or sub offices. A full-service area office provides all job placement services, as well as unemployment insurance, while a satellite or sub office brings a more limited number of

employment services to a neighborhood, school or small community. For information or to receive a specific service, contact the Job Service office nearest you.

\*Asterisk denotes an office operates one or more satellite or sub office(s). Call area office for location and schedule. Additional information may be obtained by contacting the director of field operations, 390 North Robert Street, St. Paul, 55101 at (612) 296-3627.

**Albert Lea Area Office**  
Serving Freeborn County.  
Paul Ehlers, manager  
916 S. Broadway  
Albert Lea, Mn. 56007  
(507) 373-3951

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

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

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

**Austin Area Office**  
Serving Mower County.  
Marian Hanson, manager  
105 Eleventh Ave. N.E.  
Austin, Mn. 55912  
(507) 433-0555

**Ely Area Office**  
Serving N.E. St. Louis and N.W. Lake Counties.  
Elton Olson, manager  
30 S. First Ave. E.  
Ely, Mn. 55731  
(218) 365-3177

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

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

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

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

**Fergus Falls Area Office**  
Serving Otter Tail, Wilkin, Grant and  
Traverse Counties.  
Richard Long, manager  
125 W. Lincoln Ave.  
Fergus Falls, Mn. 56537  
(218) 739-7560

**\*Grand Rapids Area Office**  
Serving Aitkin and Itasca Counties.  
Fred Heinz, manager  
310 N.W. Third St.  
Grand Rapids, Mn. 55744  
(218) 326-6669

**Hibbing Area Office**  
Serving W. Central St. Louis and  
Itasca Counties.  
Roy Skramstad, manager  
Mesabi Mall  
Hibbing, Mn. 55746  
(218) 263-3644

**Hopkins Area Office**  
Serving Part of Hennepin, Carver,  
Anoka and Scott Counties.  
Duane R. Henke, manager  
135 Shady Oak Road S.  
Hopkins, Mn. 55343  
(612) 935-5521

**International Falls Area Office**  
Serving Koochiching County.  
Robert Frederickson, manager  
407 Fourth Street  
International Falls, Mn. 56649  
(218) 283-9427

**Little Falls Area Office**  
Serving Morrison, Todd and Wadena  
Counties.  
Arlynn Zobroski, manager  
1215 First Ave. N.E.  
Little Falls, Mn. 56345  
(612) 632-5427

**\*Mankato Area Office**  
Serving Blue Earth, Waseca,  
LeSueur and Nicollet Counties.  
Theodore Waknitz, manager  
709 N. Front St.  
Mankato, Mn. 56001  
(507) 389-6723

**Marshall Area Office**  
Serving Lyon, Lincoln, Redwood  
and Pipestone Counties.  
J. George Senden, manager  
107 E. Main St.  
Marshall, Mn. 56258  
(507) 537-6236

**\*Minneapolis Area Office**  
Serving Hennepin County.  
John Marcy, manager  
309 Second Ave. S.  
Minneapolis, Mn. 55401  
(612) 341-7300

**Montevideo Area Office**  
Serving Chippewa, Yellow Medicine,  
Lac Qui Parle, Big Stone and Swift  
Counties.  
Paul Ehlers, manager  
123 S. First St.  
Montevideo, Mn. 56265  
(612) 269-8819

**\*Moorhead Area Office**  
Serving Clay and Becker Counties.  
B. David Aho, manager  
Townsite Center  
810 Fourth Ave. So.  
Moorhead, Mn. 56560  
(218) 236-2191

**\*Mora Area Office**  
Serving Kanabec, Isanti, Pine, Mille  
Lacs and Chisago Counties.  
Mary Groeschner, manager  
100 S. Park St.  
Mora, Mn. 55051  
(612) 679-3611

**New Ulm Area Office**  
Serving Brown, Sibley and  
Watsonwan Counties.  
Steve Genrke, manager  
1200 S. Broadway  
New Ulm, Mn. 56073  
(507) 354-3138

**Owatonna Area Office**  
Serving Steele County.  
Fred Strom, manager  
1929 S. Cedar  
Owatonna, Mn. 55060  
(507) 451-5774

**Red Wing Area Office**

Serving Goodhue and part of  
Wabasha County.  
Allen Tuomela, manager  
116 Broad St.  
Red Wing, Mn. 55066  
(612) 388-3526

**\*Rochester Area Office**

Serving Olmstead, Dodge and part of  
Fillmore County.  
Gary D. Sherman, manager  
107 Fourth St. S.E.  
Rochester, Mn. 55901  
(507) 285-7315

**St. Cloud Area Office**

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

**\*St. Paul Area Office**

Serving Ramsey, Dakota and  
Washington Counties.  
L. Michael Ryan, manager  
155 E. 7th Street  
St. Paul, Mn. 55101  
(612) 296-8718

**Thief River Falls Area Office**

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

**Virginia Area Office**

Serving N.W. & E. Central St. Louis  
County.  
Stuart A. Murray, manager  
505 W. 12th Ave.  
Virginia, Mn. 55792  
(218) 749-3123

**\*Willmar Area Office**

Serving Kandiyohi, Meeker, Renville  
and McLeod Counties.  
Richard Swenson, manager  
2015 S. First Street  
Willmar, Mn. 56201  
(612) 235-3222

**Winona Area Office**

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

**Worthington Area Office**

Serving Nobles, Rock, Murray,  
Cottonwood and Jackson Counties.  
William F. Horak, manager  
511 Tenth Street  
Worthington, Mn. 56187  
(507) 376-3116

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**Staff Services Branch, (612) 296-3609**

**Merle Kinvig, director**

The Staff Services Branch provides training and technical assistance for Job Service area offices under the Field Operations Branch. This includes providing instructions for new programs required by the Employment and Training Administration of the U.S. Department of Labor.

**Applicant Services Section, (612) 296-6609**

**Guy Flanagan, chief**

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

**Counseling** to assist job applicants in assessing present and potential job qualifications and to align them to occupational requirements to help make the appropriate vocational selection;

**Services** to veterans, handicapped, youth and older workers;

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

**Job Corps** for youth 16 to 21 years old who are out of work or school, are from low-income families, and need a change of environment and personal help to develop their talents, self-confidence and motivation; and

**Career Information** on such topics as how to prepare resumes and prepare for job interviews.

For information about services, contact your nearest area office.

**Employer Services Section, (612) 296-0708**

**Don Buckner, chief**

The section provides staff services, training and technical assistance to the statewide network of Job Service area offices in placement, employer relations and special employment programs. It plans, develops and coordinates communications with employers, unions and community agencies so they will have a working knowledge of the services available at their Job Service office.

The section develops strategies and procedures to assure optimum use of programs to match workers to jobs. Job market investigation is conducted for the U.S. immigration Service for each job offer submitted by employers seeking certification for admission of alien workers into this country. It manages several placement programs designed for special groups. The Job Tax Credit program gives tax credit to employers who give jobs to people in seven targeted groups: disadvantaged, Vietnam era veterans, the disabled, youth, veterans, those in cooperative school programs and ex-felons. The Cooperative Placement Program is an agreement between the Dept. of Employee Relations and the Job Service Division in which 17 job classifications in state service are tested in the field by the Job Service offices. The Trade Readjustment Assistance program provides specialized employment assistance in job hunting and relocation for those people who are unemployed as a result of foreign imports.

Testing services are also provided in both aptitude and performance so employers are guaranteed of receiving capable employees. The section uses tests validated by the Equal Employment Opportunity Commission. Consulting services are offered to the professional staff of schools, colleges, welfare agencies and other non-profit community organizations. Test research is provided for development of tests for new occupational groups, and validation of existing tests when used for minority groups.

**Manpower Operations Data System (MODS) Section, (612) 296-3704**

**Geoffrey Green, chief**

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

**State Work Incentive (WIN) Program, (612) 296-4471**

**Mary Zierdt, chief**

The WIN program provides services and opportunities to help Aid-to-Families-with-Dependent-Children (AFDC) recipients obtain employment at an adequate wage. Work Incentive Program (WIN) registrants are provided with training, education and work experience to prepare them to utilize their full potential in a job. Services are provided by staff who have WIN responsibilities in job service area offices. The WIN program is open to eligible applicants in 53 of 87 Minnesota counties which participate in the program. Applicants may register for the WIN program in the participating area offices nearest them.

**Special Services Section, (612) 296-3389**

**Richard Reinhardt, chief**

The Special Services Section is responsible for division contracting, the self appraisal system, all division training, the Minnesota Data Practices Act, the Monitor Advocate Program, the division's Equal Employment Opportunity/Affirmative Action Program, and the Migrant and Seasonal Farmworkers Unit.

**Migrant and Seasonal Farmworkers Unit (612) 296-8746**

**George Howell, migrant labor specialist**

The Unit provides support for programs relating to migrant workers including specialized job placement services and interstate recruitment for migrants. It also coordinates departmental activity with other agencies, public and private, involved with migrant programs.

**Monitor/Advocate, (612) 296-4296**

**Norman McGraw**

The Monitor/Advocate investigates complaints against the Job Service Division, assists the public in referral of employment-related complaints, and monitors job service operations to ensure that migrant and seasonal workers receive the services due them. For information, or to file a complaint contact the Monitor/Advocate at 390 N Robert Street, St. Paul, Mn. 55101.

**Management Analysis Section, (612) 296-3229**

**Lloyd Julson, principal management analyst**

The Management Analysis Section studies and analyzes problems relative to management functions to achieve better organizational efficiency and effectiveness in supplying services to the public.

**Training and Community Services Division, (612) 296-3885**

**Mary Jo Richardson, assistant commissioner**

The Training and Community Services Division addresses the needs of low-income and unemployed Minnesotans through the administration of five programs. They are; Balance of State Comprehensive Employment and Training Act, Office of Economic Opportunity, Low Income Energy Assistance Program and the Weatherization Program.

**Balance of State (BOS) CETA Office, (612) 296-6056**

**Rick Hokanson, director**

The Comprehensive Employment and Training Act (CETA) is a federal program through which unemployed and working poor persons are offered job training and temporary employment to aid them in finding permanent jobs in business and industry.

Funding for CETA programs is made by the United States Department of Labor to the governor as the state's prime sponsor. The funds support programs administered by the Balance of State's 14 service centers, participating Community Action Agencies and other specially designated program operators.

Information on available services, eligibility, program needs and performance is available from the BOS office, 690 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101, telephone (612) 296-6050 or local service centers.

CETA offers people one or more of the following services to help them move into the labor force:

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

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

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

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

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

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

Entry requirements for CETA's programs vary from service to service, but generally a person who is not working, or who is working but has an income that falls below certain guidelines, qualifies for CETA's help. Other programs

are for specific groups: youth, migrant farmworkers, veterans and others. Local CETA offices help people determine if they qualify. An employer with one or more bona fide job openings may request a CETA on-the-job training contract. CETA can pay the employer up to half the wages of the enrollee to compensate for the costs of on-the-job training.

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

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

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

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

Private industry councils, primarily representing business and industry, have separate funds to design (and if they wish, operate) employment and training programs that improve CETA's usefulness to them.

The Governor's Council on Employment and Training seeks to coordinate CETA with other employment and training programs throughout the state and advises the governor on state employment policies.

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

The Balance of State Office provides administrative services for 14 outstate Comprehensive Employment and Training Act (CETA) service centers providing employment and training services. This office offers information on the services available to eligible individuals in the BOS and data concerning services delivered to areas or population groups in the BOS. For program information contact the Balance of State CETA Office, 690 American Center

Building, 150 East Kellogg Blvd., St. Paul, (612) 296-6050. There are no forms or fees. Most requests can be handled immediately.

The 14 outstate CETA service centers offer on-the-job and classroom training and work experience. The centers also provide job-related supportive services including funds to overcome employment barriers such as lack of housing, medical care, tools, transportation and living costs; counseling; job development to find the employment opportunity that will satisfy the eligible individual's capabilities and needs; special programming for youth, ex-offenders, minority groups and other population groups that require special help.

More information may be obtained by contacting the Balance of State, Office of the Director, 690 American Center Building, 150 East Kellogg Blvd., St. Paul at (612) 296-6056. Forms are available from the offices. There are no fees. There is no waiting time for the initial interview in any of the CETA centers. Within a week after the initial interview, the individual is notified of acceptance or rejection by the program. Once an individual's needs are defined, the length of service will vary to fit those needs.

On-the-job training pays private employers to train or retrain eligible individuals. Work experience provides temporary employment with public and non-profit agencies at minimum wage. Eligible individuals are unemployed or underemployed. A person must meet the economic guidelines of the Department of Labor. For information or to receive a specific service, contact the CETA service center in your region:

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**Crookston CETA Center**  
 Serving Polk, Red Lake and Norman  
 Counties  
 Rodger Coauette, supervisor  
 P.O. Box 626  
 Highway 75 S. and Minnesota Street  
 Crookston, MN 56716  
 (218) 281-5135

**Marshall CETA Center**  
 Serving Lincoln, Lyon, Redwood  
 and Pipestone Counties  
 Ron Labat, supervisor  
 P.O. Box 245  
 Woitalewicz Building  
 700 N. 7th Street  
 Marshall, MN 56258  
 (507) 537-7166

**Fairmont CETA Center**  
 Serving Martin, Faribault and  
 Watonwan Counties  
 Steve Erbes, supervisor  
 P.O. Box 32  
 932 E. 10th Street  
 Fairmont, MN 56031  
 (507) 238-4214

**Montevideo CETA Center**  
 Serving Big Stone, Swift, Lac Qui  
 Parle, Yellow Medicine and  
 Chippewa Counties  
 Orlo Andrist, supervisor  
 P.O. Box 675  
 1319 Grove Avenue  
 Montevideo, MN 56265  
 (612) 269-5561

**Mankato CETA Center**  
 Serving Blue Earth, LeSueur and  
 Waseca Counties  
 Karen Korman-Halter, supervisor  
 P.O. Box 3145  
 709 N. Front Street  
 Mankato, MN 56001  
 (507) 389-6073

**Mora CETA Center**  
 Serving Pine, Mille Lacs, Kanabec,  
 Chisago and Isanti Counties  
 Joyce Belford, supervisor  
 P.O. Box 4  
 47 North Park  
 Mora, MN 55051  
 (612) 679-4511

**New Ulm CETA Center**  
 Serving Brown, Sibley and  
 Nicollet Counties  
 Leigh Heilman, supervisor  
 P.O. Box 696  
 1200 S. Broadway  
 New Ulm, MN 56073  
 (507) 359-2031

**Owatonna CETA Center**  
 Serving Rice, Steele, Freeborn  
 and Mower Counties  
 Jane Saunders, supervisor  
 1929 S. Cedar  
 Owatonna, MN 55060  
 (507) 451-8906

**Rochester CETA Center**  
 Serving Dodge, Olmsted, Goodhue  
 and Wabasha Counties  
 Bonnie Grussing, supervisor  
 1200 S. Broadway  
 Rochester, MN 55901  
 (507) 285-7286

**St. Cloud CETA Center**  
 Serving Benton, Stearns, Sherburne  
 and Wright Counties  
 Richard Furcht, supervisor  
 P.O. Box 1433  
 2700 First Street N.  
 St. Cloud, MN 56301  
 (612) 255-4262

**Thief River Falls CETA Center**  
 Serving Kittson, Roseau, Marshall  
 and Pennington Counties  
 Raymond Beauchamp, acting supv.  
 P.O. Box 507  
 318 N. Knight Avenue  
 Thief River Falls, MN 56701  
 (218) 681-7350

**Willmar CETA Center**  
 Serving Meeker, Kandiyohi, Renville  
 and McLeod Counties  
 Gary Erickson, supervisor  
 P.O. Box 550  
 2015 S. First Street  
 Willmar, MN 56201  
 (612) 231-5173

**Winona CETA Center**  
 Serving Winona, Fillmore and  
 Houston Counties  
 Jim Sula, acting supervisor  
 P.O. Box 803  
 58 E. Fifth Street  
 Winona, MN 55987  
 (507) 457-2003

**Worthington CETA Center**  
 Serving Murray, Cottonwood, Rock,  
 Nobles and Jackson Counties  
 Julie Johnson, acting supervisor  
 P.O. Box 704  
 511 Tenth Street  
 Worthington, MN 56187  
 (507) 376-3113

**State Economic Opportunity Office, (612) 296-5740**

**Beverly Gleeson, director**

The State Economic Opportunity Office was established under Public Law 93-664 and the Governor's Executive Orders 11, 124, 125 and 160. The office mobilizes anti-poverty resources in Minnesota by advising the governor, the legislature, and regional and national Community Services Administrations on poverty related matters in order to provide needed services, develop alternative delivery systems, formulate policy and provide technical assistance to Community Action Agencies and other state agencies serving low income people.

The office is funded by the Community Services Administration and the state to function in a planning, advocacy and technical assistance role on behalf of low-income Minnesota residents. It serves in the areas of energy, housing, economic development and human services. The office administers grants,

monitors programs, conducts studies for new projects and plans those projects in selected areas related to low-income people.

The office contains a Poverty and Manpower Resource Center to assist in its functions and to supply information to Community Action Agencies and other state and private agencies serving low income people. The center is located at 690 American Center Building, 150 E. Kellogg Boulevard, St. Paul, Minnesota 55101. The State Economic Opportunity Office is located at 390 N. Robert Street, St. Paul, Minnesota 55101.

### **Low Income Energy Assistance Program, (612) 297-2591**

**R. Jane Brown, director**

The Low Income Energy Assistance Program is authorized under the Crude Oil Windfall Profit Tax Act of 1980 and Minnesota Laws, Chapter 579. Federal funds are administered through the U.S. Department of Health and Human Services. The purpose of the program is to provide assistance to eligible low income households, especially the elderly and handicapped to offset the rising costs of home energy that are excessive in relation to household income.

The office administers the federal and state funds through 51 subgrantees, mainly community action agencies and county social service centers. Responsibilities of the office include developing program policy and procedures, providing training and technical assistance to local program delivery agencies and monitoring agencies for compliance with governing regulations and rules. The office collects, analyzes and reports statewide program data and presents an annual report to the legislature on program operations. The office is located at 690 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101.

### **Weatherization Program Office, (612) 296-5752**

**Alan Chapman, director**

The Weatherization Program Office was established to be the grantee at the state level for all U.S. Department of Energy (DOE) funds and Minnesota state legislative appropriated weatherization funds. The Weatherization Program Office handles all grant responsibilities incumbent on the department as a DOE grantee and, at the discretion of the governor, provides information and assistance to the state legislature with the objective of enacting and amending legislation and developing weatherization projects for the benefit of low-income persons.

The Weatherization Program provides energy audits for dwellings of eligible homeowners and renters to determine the need for corrective measures to reduce heat loss. Eligibility includes those households where the gross income for the previous 12 months is at or below 125 percent of the U.S. Office of Management and Budget poverty income guidelines, priority being given to the elderly and handicapped. The program is administered by 26 Community Action Agencies, three County Commissioner Boards and eight Indian Business Committees. The state office or local agencies may be contacted for further information.

**Unemployment Insurance Division, (612) 296-3567****Barbara Beerhalter, assistant commissioner**

The Unemployment Insurance system provides payments to eligible unemployed workers to help ease the financial burden while looking for new employment. The benefits are financed by payroll taxes collected from state employers.

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

Currently the highest level of benefits is \$177.00 per week for a maximum of 26 weeks, or a total benefit of \$4,602.00. Benefit levels are re-computed each year during the first week of July. It is possible to extend the number of weeks the claimant receives benefits to 52. This would happen if the claimant received income which would be deducted from the weekly benefit amount. The most common sources of these offsets are Social Security, part-time employment and retirement benefits. Checks are mailed to claimants except in rare instances.

**Commissioner's Representatives****Edward Moret, (612) 296-3697****Philip Franklin, (612) 296-8788****Robert Kenny, (612) 296-7895****Ralph Moore (612) 296-3366****Theodore Miksza, (612) 296-1457****William Brown (612) 296-8702**

The Commissioner's Representatives hear appeals of decisions of the appeals tribunal (Appellate Office) of cases tried under the unemployment insurance programs, and the Work Incentive Program disqualification proceedings. Decisions of the Commissioner's Representatives on benefits and employer tax rate matters may be appealed to the Minnesota state supreme court. Decisions on employer liability matters may be appealed to state district court. For information, see the appeal operations sections.

**Unemployment Insurance Program Development Office, (612) 296-3568****James M. Connolly, director**

The Unemployment Insurance Program Development Office is responsible for the planning, budget management, evaluation and training, procedure development and data processing liaison functions of the Unemployment Insurance Division. The office participates in the policy development and management functions of the unemployment insurance program for Minnesota.

**Cost Model/Budget Section, (612) 296-3714****Nicholas Schmit, supervisor**

The Cost Model Section prepares the annual Unemployment Insurance Plan

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of Operation and UI Budget, and monitors all activities to assure the division stays within all budget restraints.

### **Unemployment Insurance (UI) Evaluation and Analysis Section, (612) 296-3574**

**Michael Fratto, supervisor**

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

### **Appellate Branch, (612) 296-3749**

**Miles Porter, director**

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

### **Appeals Operations Section, (612) 296-8778**

**Mavis Gerber, chief**

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

### **Benefits Branch, (612) 296-3642**

**Eugene Sampson, director**

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

### **Central Benefits Section (612) 296-3644**

**Walter Lundeen, chief**

The Central Benefits Section processes all claims for unemployment insurance and determines benefit duration, amount, and eligibility for the program. The benefits section administers the following programs: Disaster Unemployment Insurance which provides temporary benefits to persons out of work due to a disaster as declared under the Disaster Relief Act of 1974; Unemployment Insurance programs that cover most employees in private industry, non-profit

organizations, state and local units of government, federal employees, former military personnel and persons under the UC Interstate programs; training payments under the CETA and WIN programs received by persons while in CETA and WIN training programs; and Trade Readjustment Allowances and other assistance available for workers whose unemployment is certified by the U.S. Department of Labor as caused by increased imports of foreign made goods. For forms and assistance in filing petitions (available to groups of three or more workers or their recognized union or other duly authorized agents), contact your area Job Service or Unemployment Insurance Office.

### **UI Metro District Operations, (612) 296-3642**

**Donald Murphy, district supervisor**

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

### **UI Field Advisors**

**David Erickson, Northwest**

**(612) 296-8730**

**Roger Ellis, Southeast**

**(612) 297-2176**

**Terrance Clark, Northeast**

**(612) 296-8730**

**Patrick Glassman, Southwest**

**(612) 297-2176**

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

### **Tax Office, (612) 296-3736**

**Richard Yurek, director**

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

#### **Tax Accounting Section, (612) 296-3736**

**John P. Thomas, director**

The Tax Accounting Section determines employer liability and maintains employer accounts for unemployment insurance taxes, including employer account numbers, address files, quarterly tax and payment reports, benefit charges and rates. For information about employer taxes, contact the section at 390 North Robert Street, St. Paul, Mn. 55101.

#### **Field Auditing Section, (612) 296-3736**

**James Janssen, chief**

The Field Auditors provide technical information to employers concerning unemployment insurance taxes, tax rates, benefit charges and claimant matters. They also conduct audits of employers payroll records for proper pay-

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ment of unemployment insurance tax. Field auditors are located in 19 cities around Minnesota. For information or assistance, contact the section at 390 North Robert Street, St. Paul, Mn. 55101.

### **Investigation Section, (612) 296-3761**

**James Eichten, chief**

The section investigates claimants for violation of unemployment insurance regulations, searches for benefit overpayments and initiates prosecution in detected claimant and employer fraud cases. For information covering unemployment insurance fraud, contact the section at 390 North Robert Street, St. Paul, Mn. 55101.

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

**Edwin O. Opheim, assistant commissioner**

The primary goal of the agency is the vocational rehabilitation of physically, mentally and emotionally handicapped persons in Minnesota. These persons are served by 35 field offices located throughout the state. Services include orientation to the Vocational Rehabilitation (VR) Program, assignment of a counselor, counseling and guidance, vocational evaluation and diagnosis, medical evaluation, vocational training, job placement and follow up.

The delivery of services begins with an introduction to the VR program after which the individual is assigned to a counselor to formulate an individualized plan with the maximum involvement of the client and the fullest utilization of community resources.

The Disability Determination Section of the division adjudicates claims for disability insurance and supplemental security income benefit programs under sections of the Social Security Act. The Vocational Rehabilitation Division has offices at 350 Space Center Bldg., St. Paul, Mn. 55101.

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

**Mary Shortall, director**

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

The activities of this office include: specialized program consultation and direction to management and field staff regarding client service functions; developing and coordinating cooperatively funded agency programs; monitoring and evaluating agency programs, outcomes of client services and the sustaining of client benefits during the delivery of service, conducting research to identify client needs and to explore methods of improving services and increasing the effectiveness of agency programs; and preparing the state plan for vocational rehabilitation.

**Rehabilitation Resources Office, (612) 296-5628****Marvin O. Spears, director**

The Rehabilitation Resources Office maintains cooperative relationships with private vocational rehabilitation facilities, sheltered workshops, work activity centers and independent living programs in Minnesota. The office provides assistance in program development, consultation, technical assistance, grants administration, program certification and other activities designed to enhance these programs. The office administers the state support funds for long-term sheltered workshops and federal funds for independent living centers.

**Disability Determination Services Office, (612) 296-4554****Robert M. Sternal, director**

The Disability Determination Services Office (DDS), under contract with the Social Security Administration, receives and examines individual applications for social security disability benefits and supplemental security income. The applications are received from the district offices of the Social Security Administration. Medical and other records are acquired by DDS in order to determine the extent of disability as it relates to the claimant's ability to engage in gainful employment. The disability examiners make referrals of potential vocational rehabilitation clients to the vocational rehabilitation agency. There is no charge for these services. The office is located at 460 Metro Square Building, St. Paul, MN 55101.

**Client Services Office, (612) 296-5622****William Niederloh, director**

The Client Services Offices is responsible for the direct delivery of the full range of vocational rehabilitation services to eligible clients on a statewide basis. The state is divided into seven service delivery areas: central, east metropolitan, west metropolitan, northeast, northwest, southeast and southwest. Within each area, there are DVR field offices housing counselors and support staff necessary to provide services to clients. There is no charge for the services considered usual and necessary for each individual rehabilitation program. Following is a listing of DVR field offices:

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**CENTRAL AREA****Cambridge Field Office**

Serving Chisago, Isanti, Kanabec and Pine Counties.

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

**St. Cloud Field Office**

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

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

**St. Cloud Cooperative Vocational  
Rehabilitation Program**

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

**Willmar Field Office**

Serving Kandiyohi, Swift and Yellow  
Medicine Counties.  
Robert Neessen, supervisor  
3rd Floor, Canard Center  
200 S.W. 4th Street  
Willmar, Mn. 56201  
(612) 235-0707

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**WEST METROPOLITAN AREA**

**Anoka Field Office**

Serving Anoka County.  
Bob Leonard, supervisor  
D-62 Professional Bldg.  
950 Highway #10-Suite 101  
Spring Lake Park, Mn. 55432

**Minneapolis Southwest Field Office**

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

**Minneapolis North Field Office**

Serving North Hennepin County.  
James Ross, supervisor  
1315 Penn Avenue North  
Minneapolis, Mn. 55411  
(612) 341-7160

**Minneapolis Northeast Field Office**

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

**Minneapolis Northwest Field Office**

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

**Minneapolis South Field Office**

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

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**EAST METRO AREA**

**Hastings Field Office**

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

**Mendota Field Office**

Joanne Ciccarelli, supervisor  
Wentworth Office Center #105  
33 East Wentworth Avenue  
West St. Paul, MN 55118  
(612) 297-2623

**Metro Square Field Office**

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

**Metro Workers' Compensation Office**

Phil Slotvig, supervisor  
University Park Plaza  
2829 University Avenue S.E.  
Suite 208  
Minneapolis, MN 55414  
(612) 341-7526

**Roseville Field Office**

Jack Stoehr, supervisor  
 Roseridge Office Bldg., Rm. 101  
 1611 W. County Rd. B.  
 St. Paul, MN 55113

**White Bear Field Office**

Eugene Spott, supervisor  
 3148 Century Avenue North  
 Lincoln Square Center  
 White Bear Lake, MN 55110

**NORTHEAST AREA****Duluth Field Office**

Serving Lake, Cook and Southern St.  
 Louis Counties.  
 Robert Lundahl, supervisor  
 Suite 437, Arrowhead Place  
 205 W. 2nd Street  
 Duluth, Mn. 55802  
 (218) 723-4698 (TTY)

**Grand Rapids Field Office**

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

**Moose Lake Cooperative Vocational  
Rehabilitation Program**

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

**International Falls Field Office**

Serving Koochiching and Lake of the  
 Woods Counties.  
 Robert Congrage, supervisor  
 Rainy River Community College  
 South International Falls, Mn. 56679  
 (218) 283-3436

**Virginia Field Office**

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

**NORTHWEST AREA****Bemidji Field Office**

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

**Crookston Field Office**

Serving Polk, Norman and  
 Mahnommen Counties.  
 Lil Bridgeford, supervisor  
 Hillview Offices  
 Highway 75 So. & Minnesota Street  
 Crookston, Mn. 56716  
 (218) 281-1946

**Brainerd Field Office**

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

**Fergus Falls Field Office**

Serving Becker, Grant, Otter Tail,  
 Pope, Stevens, Traverse and Wilkin  
 Counties.  
 E. William Casey, supervisor  
 Lincoln Centre, Suite 3  
 125 W. Lincoln  
 Fergus Falls, Mn. 56537  
 (218) 736-5658

**Fergus Falls Cooperative Vocational Rehabilitation Program**

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

**Moorhead Field Office**

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

**Thief River Falls Field Office**

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

**Wadena Field Office**

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

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**SOUTHERN AREA**

**Austin Field Office**

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

**Faribault Field Office**

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

**Red Wing Field Office**

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

**Rochester Field Office**

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

**Rochester Cooperative Vocational Rehabilitation Program**

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

**Winona Field Office**

Serving Houston and Winona  
Counties  
Scott Streater, supervisor  
58 E. 5th Street  
Winona, Mn. 55987  
(507) 457-2198

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**SOUTHWEST AREA****Mankato Field Office**

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

Dennis E. Johnson, supervisor  
709½ South Front Street  
Mankato, Mn. 56001  
(507) 389-6511 (TTY)

**Marshall Field Office**

Serving Lyon, Lincoln, Redwood and Murray Counties.

Richard Tillemans, supervisor  
107½ East Main Street,  
Box 168  
Marshall, Mn. 56258  
(507) 537-7280

**St. Peter Cooperative Vocational Rehabilitation Program**

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

Jeanne Witty, supervisor  
100 Freeman Drive  
St. Peter, Mn. 56082  
(507) 931-3000

**Worthington Field Office**

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

James House, supervisor  
923 5th Avenue  
Worthington, Mn. 56187  
(507) 372-2149 (TTY)

The Client Services Office is also responsible for special service units for the deaf and hearing impaired known as Regional Service Centers (RSC). Their purpose is to assist hearing impaired persons in using available community services. RSC's will be located in 8 communities, and will provide statewide coverage. The following RSC's are currently in operation:

Regional Service Center  
for the Hearing Impaired  
Joseph Weber, coordinator  
709½ South Front Street  
Mankato, MN 56001  
(507) 389-6517 Voice and TTY

Regional Service Center  
for the Hearing Impaired  
Sharon Lassila, coordinator  
Suite 437, Arrowhead Place  
205 W. Second Street  
Duluth, MN 55802  
(218) 723-4962 Voice,  
(218) 723-4961 TTY

**Program and Management Support Division, (612) 296-3700****Michael Wold, assistant commissioner**

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

**Management Analysis Office, (612) 296-6777****Joseph Bianchi, chief**

The Management Analysis Office conducts special management studies in the area of procedures, methods and departmental organization and develops

the department's program budget. This office offers no direct services to the public.

**Audit Coordination Office, (612) 296-7922**

**Marvin McNeff, supervisor**

The Audit Coordination Office contracts with public accounting firms for independent audits of programs funded by the Comprehensive Employment and Training Act (CETA), Community Services Administration (including fuel assistance programs), Department of Energy (including weatherization programs) and Health and Human Services (including fuel assistance programs). Much of the client and administrative work of these programs is subcontracted with local governments and small businesses. Other responsibilities include coordination of audit and grant and contract management activities.

**Personnel Services Office, (612) 296-0194**

**Sandra Fletcher, director**

The Personnel Services Office provides the department with position classification, employee compensation, recruitment of department employees, performance evaluations and such other services as may affect persons during their employment in the department.

**Financial Services Office, (612) 296-3965**

**John Burns, director**

The Financial Services Office provides service to the department in the areas of budgeting, contract and subgrant encumbrance, invoice payment, payroll and financial reporting.

**Administrative Services Office, (612) 296-3689**

The Administrative Services Office provides service to the department in the areas of purchasing, building management, office services, cashier, leasing and inventory control.

**Information Services Office, (612) 296-6582**

**John P. Wirig, director**

The Information Services Office manages the operation of the data processing system used by the department. This office provides no services directly to the public.

**Research and Statistical Services Office, (612) 296-6545**

**Rudolph Pinola, director**

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

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

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

**John Tazuell, supervisor**

The Management Information and Operational Analysis Section develops and maintains Job Service and Unemployment Insurance program activity reports. It also provides special disaster related unemployment information required by the U.S. Department of Labor for federal aid.

**Labor Market Studies Section, (612) 296-3716**

**Richard Johnson, supervisor**

The Labor Market Studies Section develops industry and occupational employment estimates and conducts the annual salary survey of Minnesota industry. Additionally, it develops and publishes information on trends in occupations, job openings and labor turnover by occupation and industry, used by guidance counselors in high schools and colleges and other employment personnel.

**Unemployment Insurance and Income Maintenance Studies Section,  
(612) 296-3744**

**Alfred Hauwiler, supervisor**

This section conducts research on the financing of unemployment insurance and special studies on benefit adequacy, coverage and eligibility needs of the program.

**Economic Conditions and Industry Studies Section (612) 296-4087**

**Charles Cline, supervisor**

The Economic Conditions and Industry Studies Section makes estimates of the labor force size in Minnesota and its counties, together with estimations of special labor market areas that are reported to the federal government. The section develops and publishes projections of industry and occupational employment. It also publishes statistical pamphlets used in affirmative action planning and collects data for special studies on industry structure and employment.

**Regional Labor Market Information System Section, (612) 296-3682**

**Medappa Chottepanda, supervisor**

The Regional Labor Market Information System Section coordinates the work of six regional labor market information centers that produce and make available labor market information to users in each area. Centers are located in Duluth, St. Cloud, St. Paul, Rochester, New Ulm, and Moorhead.

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

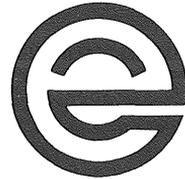
**Richard Williams, Sr., director**

The Public Information and Education Office is responsible for internal communications, program support materials, media relations, public information and special campaigns. The office distributes informational materials and serves as a central point for public inquiries about agency services.



## **Minnesota Department of Education**

**Capitol Square  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-6104  
John J. Feda, commissioner**



**Minnesota Statutes, chapter 121**

**State Board of Education, (612) 296-2358**

**Patricia A. Weber, president**

The State Board of Education sets policies for public schools and vocational-technical institutes. The nine-member board directs the Department of Education which serves the public and vocational-technical schools, and implements board policies. The governor appoints board members, one member from each congressional district and one at-large member. The board elects the commissioner of education who is executive officer and secretary of the board and chief administrator of the Department of Education.

**Equalization Aid Review Committee, (612) 296-2358**

**Commissioner of the Department of Education, chairman**

This committee coordinates school aid determinations between the departments of revenue and education. The committee consists of the commissioners of education (chairman), administration (vice-chair), revenue (secretary) and agriculture, with staff provided by the Department of Revenue. The committee sets the real value of all property within a school district in order for local units of government to have a fair tax base on which to levy their share of the state aid payments to education. Currently the local units of government levy a tax of 21 mills on all real property. During fiscal year 80-81 the state contributed to local tax levies to bring the per pupil payment up to \$1,365.

The property determination is made by comparing the assessors value of property to the sale prices of property within a school district. This ratio is then divided into the assessors value of the property to determine the real taxable value of property.

**Interagency Resource and Information Center, (612) 296-6684****Patsy Tupper, director**

The library provides literature and computer searching, file development, reference and retrieval services for employees in the Department of Education, the Higher Education Coordinating Board, the State Planning Agency and the State University Board. Service is also provided to the Division of Vocational Rehabilitation of the Department of Economic Security. The public may use library materials, but materials are not taken from the library.

**Office of Employee Relations, (612) 296-3377****Donn H. Escher, director**

The office manages personnel services, labor relations, affirmative action and staff development for the department. Because of the 1980 changes in the Public Employment Labor Relations Act (PELRA) the office no longer handles employee complaints, but acts on behalf of the management of the department. Employees with complaints should contact their union representative.

Personnel services, which normally are provided by the Department of Employee Relations, are provided by this office. The office recruits, tests, scores and sets up eligible lists for selection of employees. It posts vacancies and develops seniority lists. Performance evaluations are also conducted, as well as job audits, reclassifications, individual training, help for employees with personal problems, and training of new managers in management procedures.

The office works with labor organizations and engages in new contract negotiations, the fair and equitable administration of existing contracts, and the training of staff in contract provisions. The department's Affirmative Action program ensures equal employment opportunity for all employees and fair hiring practices that comply with state and federal law. Staff development is also managed by this office, encouraging employees to continue their development and to improve their effectiveness and efficiency.

**Office Planning and Evaluation, (612) 296-9297**

The Office of Planning and Evaluation provides the Department of Education with internal and external planning and evaluation capacity. In addition, the office also provides technical assistance to local school districts and the Educational Cooperative Service Units in the areas of planning and evaluation.

**Management, (612) 296-2414****E. Raymond Peterson, associate commissioner**

Management serves internal department activities as general interpreter of state laws and board rules for the department. It also reviews, on a continuous basis, educational laws and rules to determine impact, and develops and disseminates uniform interpretations of such laws and rules to Department of Education personnel, local school administrators, and other education officials throughout the State of Minnesota.

## **Education Statistics Section, (612) 296-2400**

**Michael J. Lovett, director**

The Education Statistics Section provides information and analyses to state officials, school district personnel, the legislature, the public and the U.S. Office of Education concerning school financing and staffing, public and non-public school enrollments, education statistics, demographic trends, and various aspects of laws and rules pertaining to education.

The section prepares or cooperates with other sections in preparing:

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

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

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

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

*Minnesota Public School Enrollments*, a description of the reasons for school enrollment change, including projections of enrollments for each Minnesota school district through 1984-85.

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

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

For information about these publications, contact the Education Statistics Section, 737 Capitol Square Building. Single copies of the following publications are available free upon request: *School District Profiles*, *The Condition of Education*, *Paying for the Public Schools*, and *Minnesota Public School Enrollment*. Other publications may be purchased through the Department of Administration, Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

## **Office of Legislative Relations, (612) 296-3271**

**John Ostrem, supervisor**

The office serves as the department's liaison with the state legislature, Minnesota's congressional delegation, the governor's office, other state and federal agencies, and school districts. The office also assists in the development of the governor's biennial school aids budget recommendations, drafting legislation for the State Board of Education, and monitoring legislation for the department and the governor.

The office works with the U.S. congressional office and federal agencies to develop education programs, and review documents and proposals submitted to the federal government through the department. The office provides information on federally supported education programs to the Department of

Education, local school districts and other agencies and organizations involved in education.

The office will answer specific questions on available education programs. For information on the application procedures, contact the Office of Legislative Relations, 751 Capitol Square Building. There are no forms or fees. Inquiries are handled as soon as possible.

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

**James Lee, director**

The Public Information/Publications Section provides publications on the activities of the department and policies of the State Board of Education. It informs the news media and the public of state and local education news and assists department and education-related agencies on editorial and audio-visual projects.

The section publishes a newspaper, *Education Update*, during the school year, which is distributed free to public schools and contains state education policies and educational practices in the schools. This publication is available free to nonprofit education related agencies. Others may subscribe for \$7.50 per year through the Documents Center, Department of Administration, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

For information, contact the Public Information/Publications Section, 810 Capitol Square. There are no forms.

**Office of Administrative Services, (612) 296-8418**

**George W. Fortmeyer, director**

This office manages all financial affairs for the department. The office handles the acquisition of all services, supplies and equipment and provides word processing, mail handling, and copy services. It also provides other management services such as policy and procedures development and management analysis.

**Fiscal Services Unit, (612) 296-6253**

**Ed Wilkins, supervisor**

The Fiscal Services Unit processes all budget and fiscal documents, maintains all accounting records for state and federal purposes, and disburses all payments for employees, vendors and school aids.

**Office Services Unit, (612) 296-3309**

**Ardelle Krech, supervisor**

The Office Services Unit provides purchasing, mail handling, office copying and other internal administrative support services for the Department of Education.

**Word Processing Unit, (612) 296-6312**

**Bev Sorenson, supervisor**

The unit provides word processing services for the staff of the education department.

## **Division of School Management Services, (612) 296-8420**

**Ronald J. Laliberte, assistant commissioner**

The Division of School Management Services provides assistance and direction to local school districts to aid them in the development and maintenance of non-instructional services necessary to support the educational program of the districts. The division is responsible for child nutrition, financial accounting, information systems, transportation, facilities and state aid programs for local educational agencies. The division also performs the "Review and Comment" for school facility construction.

## **District Organization Section, (612) 296-1382**

**Randy Johnson, director**

### **Review and Comment**

Minnesota law requires that all school construction projects with a cost in excess of \$400,000 and all projects that involve a state capital loan be reviewed by the commissioner of education. There are no forms or fees. The required information is contained in Minnesota Statute 122.90. The Review and Comment statement is provided to districts within 60 days of receipt of the information and must be published in the district's legal newspaper before the referendum or call for construction bids.

### **Pairing, Dissolution and Attachment, Detachment and Annexation, Consolidation**

Information and technical assistance are provided to persons engaged in school district planning as it relates to alteration of school district boundaries. State and regional maps of school district boundaries as well as historical records of school district boundary changes are maintained. There are no fees. The time required varies with the service requested.

### **Nonresidency**

Information and assistance are provided to superintendents and citizens with regard to changes in legislation which affect the eligibility of students to attend school in a district other than their district of residence. There is no fee, but there is an application form should it be necessary for the family to appeal to the State Board of Education for approval of nonresident attendance. The family is notified of the board's action within 60 days of receipt of the application.

### **Maximum Effort School Aid**

Assistance is provided to those school districts who wish to apply for a state capital loan. On behalf of the commissioner of education and the State Board of Education, on-site visits are made to determine the need to replace facilities as well as to study alternatives to the proposed construction. Applications for a capital loan are made between October 1 and June 1 of the following year; the board makes a recommendation at its regular meeting after 30 days receipt of

the application; and the commissioner of education acts on the board recommendation on approximately January 1 or July 1.

### **Child Nutrition Section, (612) 296-6986**

**Charles L. Matthew, director**

The Child Nutrition Section administers the school lunch program, school breakfast program, special milk program, nonfood assistance program, food distribution program, and the child care food program.

The school lunch and school breakfast programs are primarily federally funded. The U.S. Secretary of Agriculture prescribes each fiscal year reimbursement adjustments based on the consumer price index. Free and reduced-price meals are made available to eligible students based upon current family income and family size guidelines that are revised and published annually. For eligibility requirements and information, contact the Child Nutrition Section, Ninth Floor, Capitol Square Building.

The special milk program offers federal cash reimbursement for each half pint of milk served under the program. Children eligible for free meals are eligible for free milk each day over and above the milk that is included as part of the meal. The current rate of reimbursement for the special milk program is at least 5¢ per half pint served. The free milk served to eligible children is reimbursed at the average dairy cost. For information or eligibility requirements, contact the Child Nutrition Section. Forms used include:

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- |                     |                     |
|---------------------|---------------------|
| 1. Form ED-01234-03 | 4. Form ED 00048-02 |
| 2. Form ED-00103-04 | 5. Form ED 00049-02 |
| 3. Form ED-01494-02 |                     |
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There are no fees. Processing applications requires 30 days.

The nonfood assistance program assists the state through grants-in-aid for needy schools and child care institutions in purchasing equipment used in food service programs where such programs do not exist, and updates present facilities of existing programs. Both public and private nonprofit or tax-exempt schools and institutions which exhibit high concentrations of poverty-level children in specific buildings are eligible to receive funds for the purchase of equipment. For information or eligibility requirements, contact the Child Nutrition Section at its above address and telephone number. The form used for schools is Form ED-00078-02. There are no fees. Processing applications requires 30 days.

The food distribution program provides donated foods to help schools and other agencies improve the diets of school children and other needy persons and increase the market for domestically produced food acquired under surplus foods, or support programs. Eligible participants include local education agencies operating nonprofit lunch programs, agencies participating in the child care food programs, summer food service programs for children, Indian women and children on reservations, summer camps operated by nonprofit organizations and institutions for the elderly. For information, contact the Child Nutrition Section. The form, application-agreement for use of USDA donated foods, must be completed by all participants except school districts and nonpublic schools participating in the school lunch/breakfast program and

sponsors of the child care food program. They are automatically included in the food distribution program. There are no fees. Processing requires 30 days.

The child care food program offers grants-in-aid for food service programs in nonresidential child care institutions. Eligible participants include private non-profit institutions or public institutions such as child day-care centers, family day-care homes, settlement houses or recreation centers providing day-care services. For information, contact the Child Nutrition Section. Forms used include:

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1. ED-01583-01	5. ED-01588-01
2. ED-01586-01	6. ED-00061-03
3. ED-01587-01	7. ED-01563-01
4. ED-01176-03	

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There are no fees. Processing applications requires 30 days.

### **Education Data Systems Section, (612) 296-2751**

**Chuck Coskran, director**

The Education Data Systems Section provides electronic data processing services to the Department of Education. The section analyzes the development of new computer based systems; offers technical support of the on-going computer based systems; develops a data element dictionary and a catalog of forms for school district reporting; organizes data collection for the federal government; and reviews and approves computer budgets and plans of school districts. It will provide information to the public on computer systems in the schools and any programs developed by the section. For information, contact Education Data Systems, 803 Capitol Square Building. There are no forms or fees. Processing simple information requests requires a maximum of one week.

### **Pupil Transportation Section, (612) 296-2839**

**Gerald J. Pavek, director**

The Pupil Transportation Section administers pupil transportation laws and rules and a federally funded pupil transportation safety program. The section processes annual transportation reports from school districts to determine eligibility for the State Aids Section to calculate and pay the aid earned on a quarterly basis; develops and revises school bus minimum safety standards and operating rules; and conducts school bus driver, supervisor, mechanic and attendant training. The section deals with school districts and private contract operators, but also provides related information directly to the public.

### **School Facilities Planning and Operation Section, (612) 296-2275**

The School Facilities Planning and Operation Section provides information to the public school districts, legislators and others regarding facilities planning and operation of physical plants.

**Facilities Planning Unit, (612) 296-2288****Floyd E. Erickson, supervisor**

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

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

**Facilities Operation Unit, (612) 296-2272****William R. Lavelle, supervisor**

The Facilities Operation Unit promotes efficient operation of school physical plants. This unit provides consulting services to school districts for improvement in the management of physical plant operation and maintenance. The unit collects, organizes and disseminates information for efficient energy utilization. The unit recommends to the state board changes in standards that result in improved efficiency. The unit organizes and implements inservice workshops for school district operating personnel.

For information or assistance contact the unit at the Department of Education. Forms are provided. There are no fees. The time required varies depending on the service requested. Most information requests are answered within a week.

**School Financial Management Section, (612) 296-3384**

The School Financial Management Section provides uniform financial accounting and reporting standards (UFARS) to be used by all school districts, Area Vocational Technical Institutes (AVTI's), educational service cooperative units, special education and vocational educational cooperatives and other joint powers agencies (co-ops) serving elementary, secondary and post secondary pupils within the Minnesota public school system. Local tax levy limitations are computed for all districts and AVTI's with local taxing authority. School districts and other reporting units are required to make an annual financial report to the section.

Reports on school districts' financial accounting, financial condition and levy limitations are made available in summary form annually to the school districts, the public and the legislature. Special requests for data on individual districts may be answered as time allows. For information, contact the School Financial Management Section.

Forms used by the school districts include:

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1. Form ED-00111 (Levy Limitation and Certification)
  2. Form ED-00119 (School Tax Report)
  3. Form ED-01612 (UFARS Annual Financial Data Release)
  4. Form ED-00110 (School Revenues and Expenditures Budget)
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There are no fees charged for informational services. All annual financial reports and budgets are due each August 15. Information requests are handled as soon as possible.

### **State Aids Section, (612) 296-8127**

**Gary P. Farland, director**

The State Aids Section is responsible for various phases of providing the major funding to local educational agencies. It provides assistance to policy-makers in deciding funding formulas, makes analytical reports regarding aid allocations, and is responsible for the actual distribution of all major state aids. These state aids include foundation, transportation, vocational, nonpublic, special education, agricultural school credit, capital expenditure equalization, abatement, adult program, G.E.D., community education, teacher mobility, emergency and various minor aids, including educational aids to nonpublic school students. It also computes and distributes all funds paid to AVTIs, including foundation, capital, debt and categorical. For further information, contact the section at 915 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101.

### **Operations, (612) 296-2774**

Operations consists of the Division of Instruction, Division of Special and Compensatory Education, Division of Special Services and the Division of Vocational-Technical Education, the Minnesota School for the Deaf, and the Minnesota Braille and Sightsaving School.

### **Residential Schools Section, (507) 334-6411**

**Carl Johnson, director**

The Minnesota School for the Deaf and the Minnesota Braille and Sight Saving School provide comprehensive programs in academic and social learning. These residential schools serve hearing and visually handicapped school age children who cannot be served by their resident school districts.

Children for whom residential school placement is deemed appropriate are referred to the admission and discharge committees of the schools by the student's resident school district.

Application forms may be obtained by contacting: Minnesota School for the Deaf, Faribault, Minnesota 55021. There are no fees charged to the family. The time for placement in the schools varies with each individual case.

### **Division of Instruction, (612) 296-7834**

**Gerald L. Kleve, assistant commissioner**

The Division of Instruction provides leadership and technical assistance in

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

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

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

### **Community Education Section, (612) 296-2587**

**Lawrence E. Erie, manager**

The section provides assistance for the development and operation of local community education programs including adult education, adult basic education and general education development components. The section encourages local school districts to set up community education programs and make school facilities available for use by the entire community. Community education financial aids are reviewed and approved by this section.

Any school district that levies at least \$1.00 per capita for 1981-82 is eligible for 65¢ per capita match, or \$5,000, whichever is greater. For 1983 the minimum financial aid will be the same. However, all districts in community education may levy at the local level up to \$3.40 maximum. To qualify for financial aid, a district must have an advisory council on community education that is cross representative of the school district. In addition, they must have a certificate of compliance meeting annually between the school board and other governmental units in the school district to discuss mutual ways of cooperation. For more information on financial aids in community education contact the section manager.

### **Adult Continuing Education Unit, (612) 296-6130**

**Donald A. Petersen, specialist**

The unit provides assistance and funding to school districts for evening school and continuing education programs — public day or evening programs which are established for persons over 16 years of age not attending full-time elementary or secondary schools and which qualify students for a high school diploma, equivalency certificate, or academic achievement. Financial aid of 90% of the teachers salaries, not to exceed \$8,000 per teacher, is available to approved programs.

The GED test is a group of five tests in writing skills, social studies, science, reading skills and mathematics that establishes high school competency. The GED tests are offered to individuals who have not graduated from high school and who wish to obtain a secondary school equivalency certificate. Tests are offered at approved GED testing centers located throughout Minnesota. A list of approved centers is available from this unit free of charge.

**Adult Basic Education Unit, (612) 296-4053**

**Robert O. Gramstad, supervisor**

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

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

**Floyd Keller, manager**

The Elementary and Secondary Education Section provides program direction to maintain goal clarification in general and academic instruction in local school districts. The section also aids the Department of Education, ECSUs, professional education associations, teacher education institutions, community based groups and other state agencies in conceptualizing major issues in curriculum and instruction, developing and evaluating instructional strategies, and identifying and disseminating instructional materials.

**Media Unit, (612) 296-6114**

**Robert Miller, supervisor**

The Media Unit aids in the planning and evaluation of school district media facilities and programs. The unit provides in-service training and technical aid to improve public schools' media facilities. The unit prepares guides, manuals, bibliographies, lists of materials; produces and duplicates audiotapes, videotapes, slides, filmstrips and transparencies; and distributes films and filmstrips. The Media Unit works with local school districts, the Department of Education and education agencies. The federally funded program to improve libraries and learning resources, ESEA Title IV-B, is administered by this unit.

**Reading Unit, (612) 296-4058**

**Alton Greenfield, supervisor**

The Reading Unit provides program direction, leadership services and coordination for the improvement and upgrading of reading for all children, youth, and adults in Minnesota. Services include technical assistance, resource materials, planning information and leadership to local schools and Educational Cooperative Service Units to improve the quality and effectiveness of the reading/learning process. The unit also provides assistance in the development, identification, and evaluation of new materials. The unit works with teacher preparing institutions in developing programs for reading personnel, reviews the present licensure programs, and cooperates with reading-related organizations and projects to improve reading and related services.

**Basic Skills Unit, (612) 297-2657****Patricia Moran, supervisor**

The Basic Skills Unit provides a program of leadership, technical assistance and training in basic skills instruction (reading, writing, listening, computing, and speaking) on a regional basis to those school districts and non-public schools who choose to participate. The technical assistance and training provided by the unit includes program assessment, program planning, implementation, inservice in basic skills instruction, assessment of pupils' needs, curriculum selection, developing an understanding and application of instructional management, program evaluation and assistance in meeting the PER regulations.

**Program Specialists**

The Program Specialists provide information on curriculum and instructional services. Each of the following areas is served by a program specialist who is available for school visitations, curriculum conferences and workshops. Contact the following numbers for the specific service desired:

Art	(612) 296-4074	Environmental Education	(612) 296-4069
Music	(612) 296-4075	Education for the Gifted	(612) 296-4072
Science	(612) 296-4071	Communications	(612) 296-4077
Mathematics	(612) 296-4070	Modern Foreign Language	(612) 296-4073
Social Studies	(612) 296-4076	Nutrition Education	(612) 296-0192

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

**Pupil Personnel Services Section, (612) 296-4080****Reynold Erickson, manager**

The Pupil Personnel Services Section provides consultative services to Minnesota schools in the fields of counseling, guidance, testing, psychological services, career education, and health services. In addition, the section administers the pre-school health and developmental screening program and the child abuse program.

Resource persons are available to lead workshops or speak on any of the above topics. Published resource materials are available for classroom guidance activities and professional counselor use. Assistance is provided local schools in preparing Title IV C ESEA applications relating to counseling, career education and other pupil personnel or guidance programs.

Information and forms for pre-school screening programs are mailed to all Minnesota schools. There are no fees for services of the section. Publications are free to Minnesota schools as supplies last, but individuals or other institutions must purchase them from the Documents Section, Department of Administration. Most information requests are available immediately by telephone. On-site visits will be arranged.

**Division of Special and Compensatory Education, (612) 296-7020****Wilfred Antell, assistant commissioner**

The Division of Special and Compensatory Education manages education

programs and approves and disburses federal and state aids for the handicapped, educationally disadvantaged, migrant, Indian and limited English proficient students.

### **Special Projects, (612) 296-4900**

**Mary Lynne McAlonie, manager**

The manager of Special Projects directs specific division-wide projects and manages the Bilingual Education and Migrant Education units.

### **Bilingual Education Unit, (612) 296-1060**

**Jessie Montaño, supervisor**

The Bilingual Education Unit assists districts to assure the availability of appropriate educational opportunities for limited English proficient students. The unit administers state and federal aids and provides technical assistance and inservice training to districts serving limited English proficient students. For information on programs and funding, contact the Bilingual Education Unit, 8th floor Capitol Square Building. There are no fees. All requests are answered as soon as possible. Forms used are:

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ED-01405-04/ (F70-2)	Application for Refugee/Entrant Grant Application
ED-01307-03	Program Application — Education for Limited English Proficient Students Act
ED-01333-03	Home Language Questionnaire-Primary Language by Grade school level tabulation of Home Language Questionnaire forms ED-01336-02 through ED-01341-02
ED-01581-02	Education Progress Report
ED-01613-01	End-of-Year Report. Minn. Education for LEP Students Act

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### **Migrant Education Unit, (612) 296-0326**

**Peter Moreno, supervisor**

The Migrant Education Unit provides special educational programs to children of migratory agricultural workers.

The unit reviews applications from LEAs for federal funding to provide programs to migrant children. Approximately 15 programs operate each summer in the areas of the state where migrant workers settle. One urban and approximately nine rural school districts provide special educational services during the regular school year for children of migrant families who have settled out of the migrant stream in the last five years.

By special arrangement with certain school districts in Texas the Migrant Education Unit provides a secondary credit exchange program between Minnesota and Texas for secondary age migrant students who attend evening

classes so they can accumulate credits for graduation. Forms used are: F24-41 (3-76) Migrant Student Enrollment Form and F-24-55 (9-75) Application for Grant (LEA).

There are no fees. For information on programs in your area contact the migrant education unit.

### **Indian Education Section, (612) 296-6458**

**Mildred K. Mueller, manager**

The Indian Education Section administers a scholarship program, an adult basic education program, the American Indian language and culture education programs, coordinates the work of the Indian scholarship committee, the task force on American Indian language and culture education and assists school districts, tribal groups, local Indian education committees, and community groups in developing Indian education programs.

The section provides post-secondary financial assistance and career counseling to all Indian persons who are  $\frac{1}{4}$  or more Indian and have a high school diploma or hold a G.E.D. certificate. Eligible applicants receive scholarships from the Minnesota Indian scholarship program, Basic Education Opportunity Grant, Education Opportunity Grant, tribal sources, Bureau of Indian Affairs, or private funds.

For information or an application form contact either:

Joe Aitkin, Scholarship Officer  
Minnesota Department of Education  
State Service Center  
1705 U.S. Hwy. 2 West  
(218) 755-2926

Indian Education Center  
303 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-6458

There are no fees. Scholarship applications are usually processed within a month. The following forms are used for scholarship application:

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ED 00287-04	Basic Application/School Year _____ Indian Scholarship Assistance Program — prepared by applicant
ED 00284-03	Permission to receive grades, blood quantum report and transcripts — prepared by applicant
ED 00288-01	High School Seniors with Indian Ancestry — prepared by High School counselors
ED 01312-01	Invoice for post-secondary schools — prepared by business officer Instructions for invoice — prepared by scholarship office

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The section provides adult basic education classes in Minnesota Chippewa Tribal areas, Red Lake and Sioux communities. Aides recruit Indian persons in need of basic education.

Instructors teach classes on an individual basis to help Indian adults achieve literacy, basic skills or GED's.

For information on adult basic education, contact:

Indian Education Section  
816 Torrey Building  
Duluth, Minnesota 55802

Indian Education Section  
800 Capitol Square Bldg.  
550 Cedar Street  
St. Paul, MN 55101

Adult basic education requires the use of the Aid/Instructor Work Record form. There are no fees. Adult Basic Education is available from fall to spring.

The Indian Education Section provides assistance for LEA's or participating schools which provide programs under the American Indian Language and Culture Education Act. Contact the Indian Education Section, 303 Capitol Square Building for more information. There are no fees. Applications are available in the fall if funds are allocated. The following forms are used, all prepared by the applicant:

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

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### **Special Education Section, (612) 296-4163**

**Wayne Erickson, manager**

The Special Education Section develops standards and reviews applications from local school districts for approval of programs and budgets for special education programs for handicapped children. The section determines the amount of special state aid and federal funds to be allocated to these programs.

The section reviews all special education programs proposed by school districts. If the section approves the project, then state or federal funds are paid to the school district for salaries of staff, equipment, supplies and materials to assist in defraying costs. Applications for state and federal funds are acted upon annually within timelines specified by law.

The section also provides school officials and parents with information on the availability, types and location of special education programs. They provide school districts with consultation and technical help in developing special education programs. For information contact the section. Consultation on special education programs usually requires one to three months lead time when staff resources are available.

### **ESEA Title I Section, (612) 296-2181**

**Jack W. Hanson, manager**

The Title I Section approves projects proposed by local school districts. Minnesota school districts receive allotted funds after programs are approved. Programs must be designed to aid children whose needs are greatest. Upper grades and high school projects are approved after needs of younger children are met.

The section provides assistance on developing program proposals. Title I project applications are written in April and May by local school districts.

For information on developing programs, local school districts may contact:

Department of Education	Sidney A. Felber
Title I Section	Title I Area Director
8th Floor, Capitol Square	2522 26th Street
St. Paul, MN 55101	Slayton, Minnesota 56172
	(507) 836-8591

Department of Education  
Title I Area Director  
State Services Center  
1705 U.S. Highway 2 West  
Bemidji, Minnesota 56001  
(218) 755-2928

The section provides application forms. There are no fees. Information can usually be provided immediately. Program approval requires one to three months.

### **Office of Monitoring and Compliance, (612) 297-2843**

**Robert J. Wedl, manager**

This office conducts compliance monitoring of special education, Title I, migrant education, educational programs in state institutions for the handicapped (P.L. 89-313) and educational programs in correctional facilities (P.L. 89-750). It investigates complaints received from parents, teachers or other interested parties which allege that a public school is not complying with a mandatory special education, Title I or Migrant Education law or rule. It also conducts administrative reviews of local special education due process hearings which are appealed to the commissioner.

There are no fees and no special forms are required. Complaint decisions are rendered within 60 days and administrative review decisions within 30 days. For information contact the Office of Monitoring and Compliance, 303 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101.

### **Division of Special Services, (612) 296-5061**

**Gregory J. Waddick, assistant commissioner**

The Division of Special Services exists to perform assessment, developmental, licensing, and school personnel functions. Additionally, it is responsible for managing the public library system of the state, and contributing to achievement of equal educational opportunity.

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

**William McMillan, director**

This section is responsible for conducting educational assessment testing of elementary and secondary pupils. Testing typically occurs at grades 4, 8 and 11

and results in statewide reportage in major curricular areas. The section provides test booklets, answer sheets and scoring services at cost (currently about \$1.20 per student per subject). Tests are offered in reading, social studies, science, math, computer literacy, music, art, secondary reading, writing, and personal skills (health maintenance and career development). About 250 school districts use the section's services each year. The section conducts regional workshops in the use of these testing materials, and their evaluation and application of test results in curriculum planning. The section also coordinates and conducts the local assessment or "piggyback" option, which provides local school districts with data and processes for local evaluation and curriculum planning.

**Development Section, (612) 296-5076**

**Gayle H. Anderson, manager**

The Development Section promotes educational change by distributing state and federal grants to school districts for new, innovative educational programs. Grants are awarded on a competitive basis. The section also promotes linkage between locally administered CETA and education programs.

**Equal Educational Opportunities Section, (612) 296-5020**

**Archie L. Holmes, manager**

The Equal Educational Opportunities Section provides technical assistance in race and sex desegregation to local school districts and monitors districts for compliance with state and federal laws prohibiting discrimination. The section provides technical assistance to school districts in developing programs to end discriminatory practices in educational programs and in problems related to compliance with laws prohibiting discrimination.

**Institutional Licensing Section, (612) 296-2626**

This section performs the functions of supervising veterans training, private vocational school licensing, and North Central Association accreditation.

**School Personnel Licensing and Placement Section, (612) 296-2046**

**George B. Droubie, manager**

This section is responsible for licensing teachers and administrators at the pre-school, elementary and secondary levels. It is also responsible for improving the pre-service and in-service training of Minnesota teachers and administrative personnel.

License fees are:

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Original Application	\$35
Renewal Application	35
Limited Permit Application	35
Endorsement Application	35
Placement Bureau Enrollment	25

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

The section operates the State Education Placement Bureau which matches licensed Minnesota teachers with teaching jobs. A free vacancy listing service is provided to school districts including public, private and parochial schools and Minnesota Community Colleges. The listing is published biweekly and is sent to teachers on a subscription list. To be placed on the list teachers must fill out an Application for Placement Services form and pay \$25. This entitles a subscriber to receive the weekly vacancy listing from Oct. 1 to Sept. 30. The listing varies in length from 2 to 22 pages.

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

### **Minnesota Information Network for Educators (MINE), (612) 296-8033**

**Roy Tally, director**

The Minnesota Information Network for Educators provides individualized information services to teachers, administrators, school boards and specialists in the public schools for the purpose of program development and improvement.

### **Office of Public Libraries and Interlibrary Cooperation (OPLIC), (612) 296-2821**

**William G. Asp, director**

The Office of Public Libraries advises librarians, library trustees and government officials on the organization of libraries. It also operates the Faribault Library for the Blind and Physically Handicapped. It provides published information on libraries, answers inquiries on library service, makes state and federal grants to improve Minnesota public library services, and makes grants for multicounty/multitype library cooperation. OPLIC has a library of books, periodicals and audiovisual materials relating to library services and organization. The office provides technical assistance on library services, management, planning and organization. To request information or assistance, contact the Office of Public Libraries and Interlibrary Cooperation (OPLIC) at 301 Hanover Building, 480 Cedar Street, St. Paul, Mn. 55101.

### **Division of Vocational Technical Education, (612) 296-3995**

**Mary Thornton Phillips, assistant commissioner**

The Division of Vocational-Technical Education manages the vocational-technical education programs in the state. The division also develops and evaluates programs for vocational-technical education under the Minnesota State Plan for Vocational-Technical Education and CETA.

### **Fiscal Accounting and Logistical Support, (612) 297-3462**

**Robert M. Madson, director**

This activity is concerned with the fiscal and logistics of the Vocational Division. Special activities may include contacts with outside agencies and

maintaining an accurate status of fiscal and logistics. This position reports directly to the assistant commissioner of vocational education.

**Adult Section, (612) 296-6516**

**Sharon Grossbach, manager**

The Adult Section manages vocational-technical education programs and services for upgrading and retraining adults who are unemployed or underemployed. It also provides management training for small business operators, farmers and farm veterans. It provides a direct educational service to communities and citizens by operating programs for electrical utilities, fire and rescue departments, wastewater treatment plants and water treatment centers. Apprenticeship-related training programs and home-study programs are also provided by the section.

**Coordinator of Funding, (612) 296-5707**

**Robert M. Anderson,**

The Coordinator of Funding works with organizations and agencies such as the Upper Great Lakes Regional Commission seeking additional funding for vocational-technical programs in northern Minnesota. Projects funded through the commission attempt to raise the economic levels of the area through developments in education and industry.

**Equipment Utilization, (612) 296-2421**

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

**Post Secondary Section, (612) 296-3387**

**Rosemary T. Fruehling, Manager**

This section manages programs in Agriculture, Business and Office, Service and Home Economics, Health, Industrial, Marketing and Distributive Education, Technical, CETA, Teacher Education, and Sex Equity. Programs are reviewed regularly and the assistance and technical advice is provided to the post secondary area vocational technical institutes.

The training aspects of the Comprehensive Employment and Training Act (CETA) also fall under post secondary. Under CETA, the section works with prime sponsors and the Department of Economic Security Statewide CETA Coordination to provide vocational and related training for unemployed and underemployed Minnesotans. They supervise and evaluate CETA programs in addition to maintaining fiscal accountability of CETA funds.

**Secondary Unit, (612) 296-3306**

**J. Thomas Strom, manager**

The Secondary Unit manages vocational-technical education programs within the state's school districts and cooperative centers. They supervise explora-

tory and pre-job experiences for high school students, including cooperative educational programs. The unit also provides leadership for secondary vocational education student organizations.

**Special Needs, (612) 296-5707**

**Hal Birkland & Lloyd Petri**

The Special Needs Unit provides supervision, guidance and evaluation of vocational-technical programs and services established for the disadvantaged and handicapped. They also coordinate a minority recruitment and counseling system which is organized on a regional basis.

**Operational Services, (612) 296-2421**

**Melvin Johnson, manager**

This section prepares the system-wide budget and provides current and long-range planning for the state's vocational-technical educational system. It develops new programs and updates current ones based on Minnesota manpower supply and demand data, and develops research projects at local education agencies. It provides professional development, follow-up analysis, state plan coordination, management information, and industry-labor liaison. Consultants work on special projects in areas such as chemical dependency, jobs for new industries, bilingual education and increasing women's awareness of nontraditional jobs.

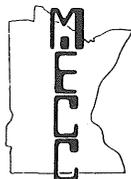
The section offers information to the public through pamphlets, brochures and displays available from the section. Questions made by telephone will be answered. There are no forms or fees. All requests are handled immediately. This section also serves special populations with special needs.

**Program Review Unit, (612) 296-3316**

The Program Review Unit provides evaluation and state accreditation to the public vocational-technical institutes, secondary centers, high school vocational programs, and adult education programs. The unit also evaluates CETA vocational offerings. For more information, contact the unit, fifth floor, Capitol Square Building. There are no forms or fees and all requests are handled as they are received.



**MINNESOTA  
EDUCATIONAL  
COMPUTING  
CONSORTIUM**



2520 Broadway Drive  
St. Paul, Minnesota 55113  
(612) 376-1122  
Dale Schneiderhan, executive director

Minnesota Statutes 471.59

The Minnesota Educational Computing Consortium (MECC) is an organization created by the four public educational systems in Minnesota to coordinate

and provide computer services to students, teachers and educational administrators throughout the state. MECC was officially established in July, 1973, when the University of Minnesota, the State University System, the Community College System and the Departments of Education and Administration signed a joint powers agreement. This agreement created the organization as well as established its basic goals and objectives. The joint agreement was revised and again approved in 1976 and 1981. MECC headquarters occupies computer space in the University of Minnesota Computer Center in Lauderdale and at the Hennepin Square Building in Minneapolis. Field service offices are maintained in Marshall, Moorhead, St. Cloud and Virginia for services staff. MECC publishes an organizational newsletter entitled *DATALINE* and a technical newsletter entitled *USERS*. MECC's Documentation Center makes available materials ranging from diskettes of microcomputer programs to extensive curriculum guides that can be used to help implement computer use in the classroom. The center sells courseware, computer programs, and related user support materials to educational users throughout the country.

The MECC organization is structured to include three divisions: Instructional Computing Services; Management Information Services; and Special Projects.

### **Instructional Computer Services Division, (612) 376-1105**

**Kenneth Brumbaugh, director**

The Instructional Services division provides and coordinates instructional computing activities throughout Minnesota. This includes managing and operating the statewide timeshare computer network, providing for the acquisition of selected microcomputer equipment and supporting the use of instructional time-sharing and microcomputers in the educational process. There are a variety of application modes on both large and small computers ranging from the drill and practice programs designed for skill improvement to simulated historical events that involve the learner and extend understanding. At present, approximately 2000 computer terminals and 2500 microcomputers are located across the state in most public schools. The MECC user community has access to the largest general purpose instructional timesharing network in existence, utilizes more microcomputers per capita than any other state, and receives extensive courseware support and in-service training.

### **Management Information Services Division, (612) 376-1600**

**Douglas LaChance, director**

The Management Information Services division (MIS) performs tasks related to the development and implementation of management information or administrative data processing services for elementary, secondary, and vocational school districts. Comprehensive and flexible software has been developed and is being maintained to support school district management in the areas of payroll, personnel, finance, and student services. Presently, MIS provides support services for school districts through seven regional computer centers located in Moorhead, Duluth, St. Cloud, St. Paul, Roseville, Marshall, and Mankato. The MIS staff serves regional staffs while the regional staff serves the school districts in the use of computer services. School districts

submit their data to the regional centers either by terminals through the use of telephone lines or by courier service. The school district data is processed at the regional center and returned to the district in the form of paychecks, financial summaries, student support aids, and are used in the management of the school district.

### Special Projects Division, (612) 376-1106

**Richard Pollak, director**

The division assists in securing funds for member systems who are interested in exploring and examining the computer as an educational tool. Research projects designed to explore a wide range of hypotheses related to computer use in education are conducted by the division. Primary support for recent research has come from the National Science Foundation and the National Institute of Education. Innovative investigations provide for future design, development and implementation of technology supported education. Developmental activities within the division are designed to produce new applications of the computer in education. Development projects have focused on a range of computer delivery systems including microcomputers. Current activities include major studies in computer literacy and videodisc. Evaluation studies are conducted to learn more about the use of computers in education and to measure the impact and effectiveness of computer based systems. Each year evaluation findings from a variety of computer-related projects are disseminated to educators interested in the use of the computer in education.



## Board of Electricity

Griggs Midway Bldg. Room N-191  
1821 University Avenue  
St. Paul, Minnesota 55104  
(612) 297-2111  
**John Quinn, executive secretary**

Minnesota Statutes sections 326.241 through 326.248

The board promulgates rules for licensing electricians and electrical contractors and inspects new electrical installations. The board conducts examinations for ten classes of electrician's licenses. Each class has specific pre-examination qualifications. Examinations are conducted monthly. To receive specific license qualifications, application forms or testing locations, contact the board.

License and examination fees are:

	exam fee	license fee (original & renewal)
Class A master	\$25.00	\$35.00
Class B master	\$25.00	\$20.00
Master elevator constructor	\$25.00	\$35.00
Class A journeyman	\$25.00	\$10.00
Class B journeyman	\$25.00	\$10.00

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Elevator constructor	\$25.00	\$10.00
Maintenance	\$25.00	\$10.00
Lineman	\$25.00	\$10.00
Installer A & B	\$25.00	\$10.00

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Upon receiving a passing grade and paying for the licensing fee, a renewable license will be issued for two years.

The board issues electrical contractor's licenses. Contact the board to request application forms. The board will issue an electrical contractor's license after an applicant has submitted the following:

- an application form;
- a \$2,000 electrical contractor's bond (performance bond)
- a certificate of insurance showing public liability and property damage insurance as specified by statute;
- evidence that the applicant is a licensed master electrician or that the firm employs a licensed master electrician; and
- a license fee of \$75.00 per year.

When forms are properly filed, a license may be issued effective the day received.

The board maintains a file of licensed electricians and electrical contractors in the state. The complete file cannot be sent to an individual, but questions regarding specific persons or firms will be answered. Information regarding licensing laws and procedures is also available upon request. To receive this information contact the board.

The board inspects new electrical installations throughout Minnesota except in cities of the first class (St. Paul, Minneapolis and Duluth) or any other city which by ordinance establishes its own inspection department. The latest edition of the national electrical code is used as the minimum required for electrical work in the state. Electrical work must be installed by a licensed contractor, although a homeowner may install wiring on his or her property if it is inspected for code compliance.

The person or firm performing the electrical work must file a request for inspection that includes the inspection fee when or before beginning installation of the national electrical code is used as the minimum required for electrical work in the state. Electrical work must be installed by a licensed contractor,

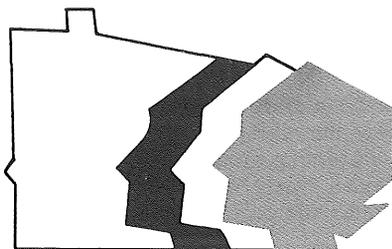
Inspection fees are based on the ampere capacity of the electrical service being installed and the ampere capacity and number of circuits installed. The board can tell a person the exact fee required. Inspection forms cost 50¢ and copies of the electrical code cost \$8.66 (tax included). Both are available from the board's office.

There are 46 contract electrical inspectors who work for the board. The name, address and telephone number of the inspector in your area may be obtained from the board. If electrical work is done and a state inspector does not arrive to examine the work, a complaint of possible statute violation should be made to the board by contacting the board.



## Department of Employee Relations

3rd Floor Space Center Building  
444 Lafayette Road  
St. Paul, Minnesota 55101  
(612) 296-2616  
Barbara L. Sundquist, commissioner



Minnesota Statutes, chapters 16.86, 43, 43A, 179.61-179.76, 260.311 and 355.

The department is the central personnel staff agency for the executive branch of state government. In this capacity the department directs and coordinates a comprehensive personnel management/labor relations program for the classified and unclassified civil service. The overall mission of the department is accomplished through a centralized human resource management system which embodies a set of laws, collective bargaining agreements, rules, policies, procedures and equal opportunity and merit principles which control the acquisitions, development and management of human resources in the executive branch.

In 1980, the legislature assigned some additional functions to the department, which were previously performed by the Personnel Board, which was abolished. These functions involve approval of individual salaries up to 20 percent over the department head salaries in extraordinary circumstances and establishment of unclassified positions or unclassifying previously classified positions. These positions are deputy or assistant heads of agencies or director level positions not specifically established by law. The incumbents of these positions are appointed by and report directly to the agency head appointed by the governor or by a board appointed by the governor.

### Special Assistant Attorney General, (612) 296-7960

**Andrea Mitau Kircher**

The department is represented by a special assistant attorney general in all legal matters which arise primarily from the department's responsibilities and authority under Minnesota Statutes, chapter 43A, the State Civil Service law, and chapter 179, the Public Employment Labor Relations Act.

### Policy Analysis and Planning, (612) 296-4349

**Patrick Halvorsen, manager**

This office manages policy analysis and development activity for the department, finalizes the development of agency goals and objectives, functions as the agency's legislative liaison, conducts internal organizational development study activities, functions as a designated officer in certain employee grievance proceedings and conducts special projects having statewide impact.

## **Administrative Services Division, (612) 296-6538**

**Richard Thorkee, manager**

This division provides statewide services in test administration, certifies eligible candidates to operating agencies and maintains the statewide payroll processing system. The division also provides centralized personnel, office management, and accounting services within the department, maintains the statewide central personnel files and provides word processing and mail services.

The **Payroll Unit** processes employee appointments and changes in the personnel records of all state employees and certifies to the Finance Department that all state payrolls are in compliance with Minnesota Statutes, Rules of the Department of Employee Relations, bargaining agreements and total compensation plans established pursuant to Minnesota Statutes Section 43A.18 relating to appointments and rates of pay.

The Administrative Services Division, in conjunction with the Departments of Finance and Administration, administers the Statewide Positive Time Reporting System. The new bi-weekly time reports and request for leave and overtime slips are available at Central Stores, Department of Administration. Any questions regarding the Positive Time Reporting System should be directed to the agency personnel office or the administrative services manager of this department.

## **Equal Opportunity Division, (612) 296-4600**

**Catherine M. Warrick, state director**

This division has the broad responsibility of ensuring that the state of Minnesota as an employer is in full compliance with federal and state Equal Employment Opportunity and Affirmative Action laws, rules, and regulations. It establishes rules, guidelines, and administrative procedures and monitors all of the state's executive branch agencies for compliance with the state's affirmative action program.

The principal clients of the division are the state agencies and particularly their affirmative action officers or designees. The division provides technical services to the agencies regarding 1) goals and timetables for achieving equity, 2) assessment of adverse impact in any of the agencies' personnel policies or practices, 3) writing of the annual affirmative action plans, 4) establishment of affirmative action committees and internal grievance procedures, 5) design of action steps and monitoring procedures for achieving and maintaining a representative and balanced work force, and 6) internal training of agency personnel with respect to EEO/AA. The division provides training for affirmative action officers and designees in carrying out their responsibilities at the agency level.

The division is responsible for providing quarterly information to the state agencies regarding their current work force composition and approves and monitors the annual affirmative action plans which the agencies must develop. The division annually reports on the state's progress in affirmative action and sets program objectives for each fiscal year.

## Personnel Bureau

**Richard C. Brainerd, deputy commissioner (612) 297-2859**

This bureau is responsible for examination, recruitment and selection, classification, compensation, employee benefits, training and development, planning/information, social security, and developmental programs.

### **Recruitment & Examination Division, (612) 296-2616**

**Julie Vikmanis, manager**

This division publishes and distributes listings of state service positions open for application, recruits job applicants, receives applications, develops and administers job-related examination procedures in compliance with federal guidelines, and refers successful applicants to state agencies with vacancies. Upon request, the division also advises regional development commissions, personnel policies and procedures and assists counties and municipalities in screening candidates for positions.

The *Minnesota Career Opportunities* bulletin lists positions open for application to the general public as well as to current employees of the state of Minnesota. It is published bi-weekly and distributed to recruiting and referral agencies. All classes currently open for application are also listed on the Job Bank at each area Job Service Office.

The department does not maintain a mailing list for individuals. *Minnesota Career Opportunities* bulletins and applications may be obtained by calling the numbers listed below or by writing to the department's address. Applicants may also dial (612) 297-3180 to hear a recorded message listing the titles of the positions open for application in the bi-weekly bulletins. No fees are charged.

The department has a state-wide, toll-free **Helpline** to provide information on application, examination, referral, and selection processes within state service. The number for Minnesota residents inside the Twin Cities metropolitan area is 296-6700. The toll-free number for Minnesota residents outside the Twin Cities metropolitan area is (800) 652-9747. Any calls through toll-free numbers will first be answered by the capitol switchboard operator; callers should then ask for the Department of Employee Relations.

This division also provides examining services to local jurisdictions such as entry and promotional level police and fire positions, dispatcher, clerical, and maintenance positions. Written guidelines on testing services and procedures for city and county representatives are available upon request and referral of candidates for county probation officer positions.

A copy of the public notice must accompany requests for entry police officer tests. All requests for county probation officer referrals or tests must be made in writing to the department.

The basic fee is \$50.00 plus \$1.00 for each person taking a written test. If less than five candidates are tested for entry level police officer, the fee is \$10.00 per person. Eligible lists will normally be mailed to the jurisdiction within two weeks of the return of test materials. County probation officer examinations are administered in St. Paul only.

**Classification Division, (612) 296-6685**

**Michael Koebnick, manager**

This division maintains a position classification system for state government. The division groups state positions into classes by nature of work, level of difficulty and responsibility and recommends salary range assignments based on internal relationships among classes of positions. The division also collects data on classification systems of other states. The division collects and analyzes economic data and prepares support material for legislative review and approval. The division provides no direct services to the general public.

**Compensation and Benefits Division, (612) 296-2642**

**James W. Fritze, assistant commissioner**

**Compensation, (612) 296-8272**

**Ed Peetz, manager**

This division develops and administers competitive salary and benefit programs for state of Minnesota employees. The division collects and analyzes economic, benefit and salary data in order to identify current compensation practices and trends. This information is used to develop salary/benefit plans and policies covering both unionized and non-unionized state employees. Salary and benefit administration information, training assistance and policy guidance is provided to state agency managers and personnel officers in implementing these programs. The division provides no services directly to the general public.

**Benefits, (612) 296-2796**

**Clements Oliver, manager**

This division advises the Commissioner of Employee Relations on the selection and administration of employee insurance plans. The division informs state government employees of the benefits, costs, and availability of insurance programs. The division interprets insurance contracts with state agencies and personnel. The division investigates claim problems, supervises the payments of premiums, and assures proper settlement of a claim. The division provides these services to state employees. For information contact the division. There is no fee charged.

**Training and Development Division, (612) 296-2380**

**Mark L. Sundquist, manager**

The division coordinates the statewide system of training and development activities and administers training policy consistent with state law and personnel rules. This includes agency training plans, standards and reports, pre-service training programs and management development requirements. The division also offers state and local government agencies direct training, services and resources to help them meet their staff development needs. These include an ongoing curriculum of more than 30 training courses and an audio

visual library of equipment and materials. The division also provides technical assistance to state agencies in management development, training and performance appraisal.

Internships designed to provide a work experience to upper division and graduate students are available.

**Personnel Planning and Information Services Division, (612) 296-3210**

**Bruce C. Briese, manager**

This division maintains an information system which provides statistics required for personnel research and human resource planning for the Department of Employee Relations, other state agencies and the legislature. Availability is limited by computer files, program retrieval capability and data privacy statutes.

For information, all requests should be in writing, stating as precise as possible the information required. All requests should include a telephone number in the event it is necessary to seek a clarification of the request.

Charges for information may include the actual cost of computer time required to produce it, as well as costs for programmer/analyst services. Estimates will be provided. Information on hand will be provided free, subject only to the cost of making copies. A blank magnetic tape must be provided if the information is requested on magnetic tape.

**Social Security Division, (612) 296-2808**

**Harry Groschel, director**

This division administers federal social security coverage for all state and local governmental employees. The division negotiates the required social security agreements with federal authorities as directed by state law. It is responsible for collecting social security contributions, receipts of properly completed wage reports, and serving as liaison between the political subdivision and federal social security administration.

Requests for information concerning social security coverage for local governmental employees should be addressed to the Social Security Retirement Division. The handling of benefit claims is not a function of this division but is a responsibility of district and branch social security offices.

**Developmental Programs and External Relations, (612) 296-3095**

**Pearl Mitchel-Jackson, assistant commissioner**

This program provides for the initiation, coordination, approval and monitoring of special programs, and short term program management of special projects. The program monitors flextime and variable work schedules, coordinates the state Job Sharing program, manages the Career Executive Service program, approves the placement of interns in state agencies and coordinates the department's internal affirmative action activity.

**Labor Relations Bureau, (612) 296-2516**

**James W. Geissner, deputy commissioner, state labor negotiator**

This bureau negotiates collective bargaining agreements between the state

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and sixteen (16) exclusive representatives of state employees. The bureau reports to the legislative commission on negotiation of these contracts and testifies to obtain the approval of the commissioner on negotiated/arbitrated bargaining agreements. The bureau assists state agencies in resolving the grievances of exclusive representatives against the state and represents the state in bargaining agreements. The bureau assists state agencies in resolving the grievances of exclusive representatives against the state and represents the state in interpretation of all collective bargaining agreements between the state and exclusive representatives and provides state management personnel with training in labor relations matters.

Employment: 20 Largest Departments  
July 1, 1981

Department	Full-Time Classified	Full-Time Unclassified	Full-Time Total	Grand Total
Public Welfare	6,123	47	6,172	7,371
Transportation	4,437	13	4,450	4,982
Economic Security	2,276	8	2,284	2,470
State Universities*	1,430	0	3,274	3,892
Corrections	1,427	30	1,457	1,565
Natural Resources	1,387	105	1,492	2,758
Public Safety	1,097	526	1,623	1,776
Revenue	824	7	831	924
Administration	742	13	760	878
Education	642	12	654	738
Health	632	13	645	719
Agriculture	454	7	461	688
Community Colleges*	439	0	1,292	1,838
Pollution Control Agency	272	17	289	314
Veterans Affairs	230	4	234	259
Commerce	200	12	212	244
Labor & Industry	183	5	188	198
Zoological Gardens	149	4	153	248
Energy, Planning & Development	135	15	150	249
Finance	105	6	111	116
All Others	1,109	771	1,884	2,469
Employee Relations	89	8	100	245
Total	24,293	1,615	28,616	34,696

\*Full-Time Total Does Include Faculty.

State of Minnesota Executive Branch Employment by Bargaining Unit — July 1,

1981

Bargaining Unit & Number	Classified		Unclassified		Trainees		Faculty		Full-Time	Grand
	Full-Time	Total	Full-Time	Total	Full-Time	Total	Full-Time	Total	Total	Total
No. Unit Assignment	0	0	0	0	1	6	0	0	1	6
201 — Law Enforcement	202	202	496	496	0	0	0	0	698	698
202 — Craft, Maint, Labor	2,560	2,584	38	40	0	0	0	0	2,598	2,624
203 — Service	1,786	2,774	128	233	0	0	0	0	1,914	3,007
204 — Health Care Non-Prof	2,908	3,491	0	6	0	0	0	0	2,908	3,497
205 — Health Care Prof	357	459	0	2	0	0	0	0	357	461
206 — Clerical-Office	4,632	5,526	38	156	0	0	0	0	4,670	5,682
207 — Technical	2,271	2,581	23	193	0	0	0	0	2,294	2,774
208 — Correctional Guards	640	679	2	5	0	1	0	0	642	685
209 — State University Instr	0	0	0	0	0	0	1,524	1,702	1,524	1,702
210 — Community College Instr	0	0	0	0	0	0	736	856	736	856
211 — State University Admin	0	0	0	0	0	0	162	199	162	199
212 — Prof Engr Supv	646	646	4	8	0	0	0	0	650	654
213 — Hlth Treatment Prof	62	68	1	2	0	0	0	0	63	70
214 — General Prof	4,455	4,641	141	319	0	0	0	0	4,596	4,960
215 — Professional St Res Instr	214	247	0	0	0	0	0	0	214	247
216 — Supervisory	2,272	2,295	32	43	1	1	0	1	2,305	2,340
217 — Confidential	586	619	13	29	3	3	0	3	602	654
218 — Excluded-Work Time	21	929	2	430	2	2	61	359	86	1,720
219 — Severed MS 179.74.12	114	125	29	29	0	0	0	0	143	154
220 — Excluded-Managerial	525	527	278	289	0	0	213	232	1,016	1,048
221 — Excluded-All Other	42	51	390	599	3	4	2	4	437	658
<b>TOTALS</b>	<b>24,293</b>	<b>28,444</b>	<b>1,615</b>	<b>2,879</b>	<b>10</b>	<b>17</b>	<b>2,698</b>	<b>3,356</b>	<b>28,616</b>	<b>34,696</b>

State of Minnesota  
Executive Branch Employment  
July 1, 1981

Occupational Group	Classified		Unclassified		Trainees		Faculty		Full-Time Total	Grand Total
	Full-Time	Total	Full-Time	Total	Full-Time	Total	Full-Time	Total		
Manager	525	527	278	289	0	0	213	232	1,016	1,048
Supervisor	2,742	2,772	73	105	0	0	0	0	2,815	2,877
Professional	5,633	6,020	344	546	0	0	2,485	3,124	8,462	9,690
Technical	3,312	3,630	25	290	0	0	0	0	3,337	3,920
Office	4,591	5,603	51	261	0	0	0	0	4,642	5,864
Craft	857	865	24	27	0	0	0	0	881	892
Operative	1,794	1,843	3	5	0	0	0	0	1,797	1,848
Labor	337	1,241	15	97	0	0	0	0	352	1,338
Service	4,502	5,943	615	998	10	17	0	0	5,127	6,958
(None)			187	261	0	0	0	0	187	261
Total	24,293	28,444	1,615	2,879	10	17	2,698	3,356	28,616	34,696

Source: Department Roster derived from statistical tapes — Management Information Services Division

## Representatives of Associations and Unions Representing State Employees

Unit	Association or Union	Representative	Address and Phone Number
Law Enforcement	A Joint Certification: a) Mn State Patrol Troopers Assn.	Floyd Minnick President	504 South 11th Olivia, Minnesota 56277 612/523-1755
	b) Mn Bureau of Criminal Apprehension Agents Assn.	Duane Luttring President	Rt 2, Box 32 F Big Lake, Minnesota 55309 612/263-3875 or 507/451-8230
	c) Mn Conservation Officers Assn.	Robert Wilhelm President	Box 485 Deer River, Minnesota 56636 218/246-8462
Craft, Maintenance and Labor	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Robert Currie Director	236 East Plato Boulevard St. Paul, Minnesota 55107 291-1020
Service	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Robert Currie Director	236 East Plato Boulevard St. Paul, Minnesota 55107 291-1020
Health Care Non-Professional	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Robert Currie Director	236 East Plato Boulevard St. Paul, Minnesota 291-1020
Health Care Professional	Minnesota Nurses Association	Geraldine Wedel Asst. Executive Director	1821 Griggs Midway Building Room North 377 St. Paul, Minnesota 55104 646-6676
Clerical — Office	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Robert Currie Director	236 East Plato Boulevard St. Paul, Minnesota 55107 291-1020
Technical	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Robert Currie Director	236 East Plato Boulevard St. Paul, Minnesota 55107 291-1020
Correction Counselor	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Robert Currie Director	236 East Plato Boulevard St. Paul, Minnesota 55107 291-1020
State University Instructional	Inter-Faculty Organization / Mn Education Association	Frank Conroy Executive Director Dave Simpson President	41 Sherburne Avenue St. Paul, Minnesota 55103 227-9541 Ext. 216
Community College Instructional	Community College Faculty Assn. / Mn Education Assn.	James Durham President Ralph Chesebrough Executive Director	41 Sherburne Avenue St. Paul, Minnesota 55103 227-9541 Ext. 271
State University Administrative	Mn State University Assn / Administrative & Services Faculty (affiliated with Teamsters Local No. 320)	Jack Mogelson Business Representative	3001 University Avenue S.E. Minneapolis, Minnesota 55414 331-3873
Professional Engineering Supervisory	Mn Government Engineers Council	Duane Luoto President	555 Park Street St. Paul, Minnesota 55103 227-2316
Health Treatment Professional	Association of Institutional Dentists	Dr. Kenneth Miller	137 Hartman Circle Minneapolis, Minnesota 55432 571-1829
General Professional	Mn Association of Professional Employees (MAPE)	Robert Mooney President	41 Sherburne Avenue St. Paul, Minnesota 55103 227-6457 or 1-800-652-9721
Professional State Residential Instructional	State Residential Schools Education Association (affiliated with Minnesota Education Association)	Judy Schaubach President	2034 Gernentz Lane Red Wing, Minnesota 55066 388-7268
Supervisory	Middle Management Association	Gene Aune President	P.O. Box 6686 St. Paul, Minnesota 55106 739-7725



## Public Employment Relations Board

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

Minnesota Statutes, section 179.72

The Public Employment Relations Board promotes consistent and orderly labor relations between public employers and public employee organizations by assisting in the resolution of disputes arising under the Public Employment Labor Relations Act.

Decisions rendered by the board establish guidelines which are policy-setting in nature and lend interpretation to the statute under which public employment labor relations activities in the state are conducted. The board's submission of lists of arbitrators enables public employers and public employee organizations to participate in the arbitration process to resolve disputes relating to the interpretation of a labor-management contract and to achieve finalization of a contract unresolved via the negotiations and mediation process.

The board is made up of five members: two represent public employees, two represent public employers, and one represents the public at large. The board is part-time in nature and employs a full-time executive secretary.

The board administers an appeals process whereby matters relating to unit determinations, fair share fee challenges, and the statutory definitions of "supervisory," "confidential," "essential," and "professional" employee are heard and decided. This involves review of the record established before the director of the Bureau of Mediation Services, hearing of oral argument from parties to an appeal, board deliberations, and issuance of the board's decision. An appeal must be filed within 10 days of the date of the director's determination.

The board maintains a roster of qualified arbitrators from which lists of arbitrators are provided to parties. Lists of arbitrators are furnished both in grievance arbitration matters and in the arbitration of unresolved issues stemming from an impasse in contract negotiations as referred by the Bureau of Mediation Services.

The board administers a process providing for the independent review of grievances of individual public employees, where no other procedure for such review exists.

Appeals, requests for arbitrator lists, and requests for independent review must be filed by letter, the procedures for which are outlined in the board's rules. Persons who wish to apply for the position of arbitrator must file an application and appear before the board for an interview. Copies of the board's rules and regulations and arbitrator applications may be obtained from the board's office. Persons may call, write, or stop in the office for these materials.

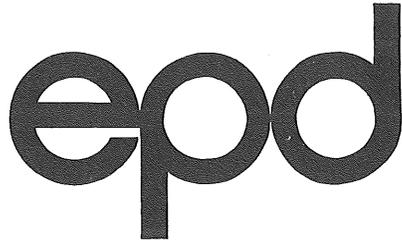
The board has established the following fee schedule for copies of its documents: hearing transcripts cost 50¢ per page and all other documents cost 25¢ per page.

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



## **Department of Energy, Planning and Development**

**101 Capitol Square Building  
550 Cedar Street  
Saint Paul, Minnesota 55101  
(612) 296-2007  
Kent E. Eklund, commissioner**



**Minnesota Statutes, section 116J.01-116J.04**

The Department of Energy, Planning and Development was created in July, 1981 with the merger of the Department of Economic Development, the State Planning Agency, the Crime Control Planning Board and the Minnesota Energy Agency. All of the programs and functions of these state agencies have been incorporated into the new department.

**Commissioner's Office, (612) 297-2997**

**Joseph E. Sizer, deputy commissioner**

The department promotes an environment needed for economic expansion and diversification of all the ventures that comprise the state's complex economy — from agriculture to mining, tourism to advanced technology, forestry to manufacturing. It studies Minnesota's energy use and needs, energy conservation and alternative energy development, and provides information on energy to the public. The department also studies planning issues of broad scope and proposes policies and programs to the governor and the legislature to plan growth and development in Minnesota. And the department promotes the state's tourism industry, recreation areas and attractions available to vacationers and travelers.

### **Business and Community Development Division, (612) 296-4039**

**Wes Cochrane, assistant commissioner**

The major organizational units managed by this division are the Offices of Business Development and Community Development. Business development programs include the Small Business Finance Agency, the Bureau of Business Licenses, the Small Business Assistance Center and marketing assistance, international trade development, business and community contact, and grants and loans including area redevelopment, Indian business loans and aid to community development corporations. Community Development programs include the Governor's Rural Development Council, parks and recreation grants, local government services, and policy development and analysis for local governments and intergovernmental affairs.

**Special Projects, (612) 296-4039**

**Dana Weber Young, coordinator**

The Business and Community Development Division establishes project

teams that cross program lines to meet the individual needs of development projects. In addition to administering special projects, the coordinator marshalls the appropriate state, federal and private funding sources needed to carry out local development projects.

**Office of Business Development, (612) 296-6616**

**M. Jean Laubach, director**

**Small Business Finance Agency, (612) 297-3547**

The Minnesota Small Business Finance Agency was created by the 1980 legislature (Minnesota Statutes, chapter 362.50) to implement a loan program that assists and encourages the establishment, maintenance and growth of small business in Minnesota. The program works in cooperation with cities, towns, counties and private or public lenders to provide adequate funds on sufficiently favorable terms. The program also seeks loans to reduce to a manageable level the costs of pollution control and waste disposal resulting from the operations of small businesses.

A small business is defined by the U.S. Small Business Administration as any industrial or commercial activity, except: banking or other financial service; real estate brokerage, management, sale, ownership, or leasing; legal, medical, dental, accounting, engineering, or any other professional or consulting service; furnishing recreational or athletic facilities; and serving food or beverage to be consumed on or adjacent to the premises where they are sold.

Business loans may be made for land, building, machinery and equipment. The agency does not finance any working capital requirements. It may finance up to 90% of the project up to \$1,000,000. Qualifying applications will be coupled with others so the agency can issue a large tax-exempt bond to raise proceeds. The pollution programs carry the guarantee of the U.S. government on the principal and interest of the loans. A company must meet all the requirements of the U.S. Small Business Administration to qualify for the guarantees.

The agency also has a direct placement of tax-exempt bonds in the amount of \$100,000 for companies with 20 or fewer employees, revenues of \$1,000,000 or less for the preceeding fiscal year, and not dominant in its field of operation. The client's bank originates the loan, processes it through the agency and purchases the paper for it's bank portfolio.

**Business Information Program, (612) 296-5011 or statewide toll-free 1-800-652-9747**

**Charles A. Schaffer, supervisor**

This program operates the Bureau of Business Licenses, the Small Business Assistance Center and the International Trade Section.

The Bureau of Business Licenses was created by the 1981 legislature to provide a centralized office for business license applicants and the general public to obtain comprehensive licensing information and assistance. Business licenses are those licenses, permits, certifications, registrations and other forms of approval issued as a condition of doing business in Minnesota. The bureau does not provide information on occupational licenses, motor vehicle, aviation and motorcraft licenses, and amateur sporting licenses including hunting and fishing licenses.

The bureau provides a number of services at no charge. The bureau publishes a free directory of the major business licenses of Minnesota state agencies. It provides comprehensive information on the number and kind of licenses required for a business venture, the agencies which issue them and the affirmative burdens imposed on applicants. The bureau will also provide opinions from licensing agencies on their use of discretion in issuing licenses, and the potential issues and difficulties in obtaining licenses based on a review of a potential applicant's business concept at an early stage in its planning. Master application procedures for obtaining related and similar licenses from different licensing agencies of the state are available, as well as consolidation of hearings involved in obtaining multiple licenses and information on related licensing requirements of federal and local governments.

The **Small Business Assistance Center** provides general information and referral services to small businesses, including socially or economically disadvantaged business persons. The center makes referrals to sources of specific assistance, increasing awareness of the wide range of services already available to small businesses and helping small businesses to fully utilize these programs. The center provides information on the state "Set Aside" program, offered through the Procurement Division of the Department of Administration. The program ensures socially and economically disadvantaged businesses an opportunity to sell their goods and services to the state. Under the law, 20% of all state purchases, including construction, are to be offered first to small businesses. Fifteen percent of that 20% is to be offered to small businesses owned and operated by persons who are socially and economically disadvantaged.

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

The **International Trade** staff work to strengthen the state's economy primarily by helping Minnesota businesses expand sales in new markets abroad and by assisting foreign industries in locating their new American subsidiaries in Minnesota. One goal of the international trade section is to make more widely known the comparatively inexpensive services and free assistance available to prospective exporters by local export management companies, international banks, foreign freight forwarders, foreign credit and risk insurance groups, government agencies and others.

To help exporting Minnesota manufacturers, the section fosters sales of Minnesota goods in world markets in a variety of ways. These include contact with the manufacturers, microfilmed catalog exhibitions introducing Minnesota products to prospective customers abroad, holding free "How to Export" seminars throughout the state, and by publishing an "Exporter's Assistance Guide" designed specifically to meet the needs of the Minnesota business person. For more information call (612) 296-5012.

**Business Services Program, (612) 296-5010**

**Michael Mulrooney, supervisor**

The Business Services Program is the major marketing function used to encourage business growth in Minnesota. Marketing efforts are conducted on the state, national and international levels. The program encourages job creation and investment through the formation of public-private partnerships between communities, industry, and state government. It also administers grants and loans to businesses.

**Business and Community Contact** serves as the state central resource for information businesses need when they are considering expansion or relocation. This information includes business and environmental regulations, economic data, financing, and other information companies use to make decisions on whether to begin manufacturing, expand or relocate. A complete inventory of information is maintained on industrial properties and site locations in Minnesota communities.

The program staff serve as a liaison between industry and communities to aid in construction, financing, and other aspects of project development. Program staff serve as representatives for communities lacking an industrial development staff of their own. The staff regularly meets with industry to discuss plans for expansion or relocation and trains volunteer organizations in communities in developing efficient and effective methods of marketing their cities to expanding industries.

The **Grants and Loans** activity, (612) 296-0622, of the program administers financing mechanisms that benefit both businesses and communities by helping them meet their economic goals with technical assistance or direct financial aid. The **Area Redevelopment Administration** provides loans to assist new and existing businesses for the purpose of purchasing land, buildings, machinery, and equipment. A loan can be made directly to a business, a local development corporation or an area redevelopment agency in a community or county.

The program also administers the **Revolving Loan Fund**, created in 1980 through a combination of state and federal funds. This low interest business loan program is aimed at designated counties throughout the state that meet certain criteria. Through the use of the loan funds can be provided to either new or existing businesses for the purchase of land, construction of buildings, and for the purchase of machinery and equipment. The maximum state participation is 20% of the total project cost or \$250,000, whichever is less. The balance of the financing must come from the private sector, the applicant and/or other public agencies.

**Indian Business Loans**, (612) 297-2286, are provided to individual Minnesota Indians and organizations. Applicants must be of at least 25% Indian ancestry and be an enrolled member of a non-based band or tribe to qualify for a loan. Loans are made to profit businesses and can finance up to 25% of the total project cost. Funds must be used for long-term financing and cannot be used to repay or consolidate existing liabilities.

The program also provides assistance to community development corporations. Organizations in socio-economically disadvantaged areas are eligible to receive planning, administration and venture capital grants from state funds through the program.

## **Office of Community Development, (612) 296-2102**

**Leland Newman, director**

The office is responsible for conducting research into urban and rural problems and providing information to local governments and interested parties on solutions to urban and rural problems. It does this through the activities of the following four programs and in cooperation with other state agencies.

### **Parks and Recreation Grants, (612) 296-4705**

**Jeff Hanson, supervisor**

The program administers federal and state grants to local units of government for the acquisition and development of parks and outdoor recreation facilities. The program seeks to develop ballfields and game fields, large outdoor game courts, picnic areas, campgrounds, swimming beaches, nature areas, boat access and hiking, bicycling, and ski-touring trails. Also administered by this program is a special grant program for units of government in outstate metropolitan counties to acquire and develop parks, trails, conservatories, zoos and other special use facilities of regional significance. It advises units of government regarding application procedures, evaluates and processes grant applications, and conducts on-site inspections of proposed parks and facility improvements.

### **Local Government Services, (612) 296-2103**

**Ron Kaliszewski, supervisor**

The program provides information, training and technical assistance to local units of government to improve their management practices and planning skills and make the best use of federal grants-in-aid. The program provides seminars, slide/tape shows and workshops for local government officials and employees on such topics as downtown improvement, growth management, zoning, capital improvements financing, and other subjects. A publication listing resource materials is provided free of charge by stopping in at the office or by calling or writing. This program administers the state land use planning grants to cities, counties, Indian tribes and towns, and also the "701" planning grants which are available to cities, counties, regional development commissions and towns. In addition, this program is the state clearinghouse for review of all applications from units of local and state government for federal grants and loans.

### **Policy Development and Analysis, (612) 296-8953**

**J. Fonkert, supervisor**

The program conducts research and policy analysis in local government affairs and intergovernmental relations. The research often results in recommendations for improving the structure and operation of the state-local government system in Minnesota. Findings and recommendations are disseminated to state policy-makers and local officials through a variety of information and research reports. *Fiscal Overview of Minnesota Local Government* is a free annual publication. The program also coordinates activities of other programs in the office related to policy development and intergovernmental relations.

**Governor's Council on Rural Development, (612) 296-2395**

**Shirley M. Rutherford, director**

The council examines problems of rural Minnesota. Established by executive order, the council is made up of twenty-nine members representing thirteen regional development districts, three post secondary educational systems and thirteen state and federal agencies. In addition to providing a forum for addressing rural issues, the council sponsors an annual Rural Youth Institute in rural leadership training and conducts a work program directed at rural development with funds derived from the state's investment of the Rural Rehabilitation Revolving Fund.

**Tourism Division, (612) 296-5027**

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

The Division of Tourism coordinates the state's tourism marketing activities. The division works with chambers of commerce, regional and local tourism groups as well as statewide tourism associations to further develop the tourism potential of the state of Minnesota. Staff people work to develop programs in areas of advertising, publications, information services, grants, promotions and package tours.

The tourism industry is a 2 billion dollar industry in Minnesota, providing jobs for more than 130,000 Minnesotans and contributing \$130 million in tax revenue. The tourism industry is comprised of resorts, hotels, motels, campgrounds and other attractions. In addition, the economic benefits of tourism touch on a wide variety of other businesses such as clothing and sporting goods stores, gas stations, bait shops, restaurants and other service facilities.

Through the Minnesota Tourist Information Center publications are distributed that provide a wide range of travel information and opportunities. Some of the publications include maps, accommodation listings, events, camping, skiing and snowmobiling information, fall color tours and many more. Specific publications are: "Minnesota Vacation Guide," "Fall Color Tours and Events Calendar," "Winter Snowmobile Trails and Events Calendar," "Winter Skiing — Downhill & Cross Country — and Events Calendar," "Spring/Summer Calendar of Events," and the "State Highway Map." In addition, major chambers of commerce, tourism bureaus, vacation areas and convention centers provide the center with other publications, including guides for resorts, motels, hotels and campgrounds. All are available free by calling the center at (612) 296-5029 in the St. Paul/Mpls. metropolitan area, or by calling toll free from other parts of Minnesota at 1-(800) 652-9747.

Other locations for tourist information, maps and publications are Department of Natural Resources' Trails and Waterways Division, the Department of Transportation's Map Store, the Department of Administration's Documents Center, and the Minnesota Historical Society's Museum Shop. See their entries for more specific information.

The division publishes a monthly newsletter *Tourism News*, which is mailed to approximately 6,000 tourism businesses and organizations. In addition, the

**Tourist Information  
Center  
(612) 296-5029  
Statewide toll-free  
1-800-652-9747**

division annually conducts a statewide tourism conference in December to discuss trends in the industry. The division also periodically holds seminars throughout Minnesota.

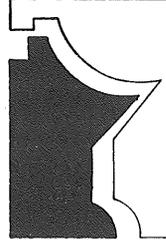
Generally, there are no forms or fees required for copies of publications or services of the division. If materials are on hand, requests for vacation information are fulfilled as soon as possible, (usually in five working days). Requests made in person are handled immediately. Appointments are preferred if an interview with division staff is required.

### **Planning Division, (612) 296-2007**

**550 Cedar Street — 100 Capitol Square Building  
St. Paul, Minnesota 55101  
Robert F. Benner, assistant commissioner**

**Program Review, (612) 296-3698**

**Tom Harren, supervisor**



Program reviewing helps eliminate conflict and duplication among the programs of state agencies and to help insure effective and efficient use of federal funds in Minnesota. This involves regularly reviewing the programs of state agencies and providing assistance in plan development; helping to improve the use of federal grants-in-aid by state and local governments; and providing meaningful and useful information to the governor, the legislature, state agencies and local governments regarding the use of federal funds in the state.

### **Office of Human Resource Planning, (612) 296-3865**

**Dean Honetschlager, director**

**Human Resources Policy and Research, (612) 296-3865**

This unit works to improve the effectiveness of education and human service programs in public assistance, social services, employment, health and corrections. It implements directives issued by the governor and the state legislature and responds to trends influencing the public. The unit focuses on issues involving many state agencies and problems which arise from the fragmented and decentralized nature of decision making about human resources. The unit assists policy bodies in making resource allocations and improving their planning and management. It conducts policy studies, develops planning and management assistance materials, provides technical assistance, coordinates planning efforts among state agencies and develops data sources and information which supports interagency, cross-program and intergovernmental planning and management.

The following publications are available free on request while supplies last:

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*The Condition of Education: Facts and Issues about Minnesota's Public Schools (1977).*

*Human Services: A Guide to County Planning and Decision Making — A Reference for Human Service Administrators and Planners (1979).*

*Public School Educators in Minnesota — Final Summary Report (1979).*

*Supplementary Sources of Funding Human Services (1980).*

*Minnesota Elderly in the 1990's — Final Report (1980), 70 pages.*

Four other publications on the elderly in Minnesota are available from the Documents Center for the following prices:

*Changing Minnesota Elderly — Demographics*, \$2.99 plus tax

*Economic Status of Minnesota Elderly*, \$7.15 plus tax

*Energy Policy and the Elderly*, \$3.68 plus tax

*Examination of Volunteerism Among the Elderly in Minnesota*, \$2.29 plus tax

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**Health Planning, (612) 296-2407**

**John Dilley, supervisor**

This unit plans and develops health delivery systems for the state. This includes the development of primary health care services, particularly in rural or economically depressed areas, medical groups practices, health maintenance, and other systems for providing health services. Other areas of planning are disease prevention, public health education and the training of physician assistants. The unit oversees seven local health systems agencies around the state through the Statewide Health Coordinating Council. This council reviews applications from the health systems agencies for planning grants and funds available through the federal Public Health Services Act.

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**Minnesota Health Systems Agencies**

**Agassiz Health Systems Agency**  
31 South Third Street, Box 129  
Grand Forks, North Dakota 58201  
(701) 746-0441

**Health Systems Agency of  
Western Lake Superior**  
424 West Superior Street  
202 Ordean Building  
Duluth, Minnesota 55802  
(218) 727-8371  
Felix Serecik, executive director

**Min-Dak Health Systems Agency**  
1721 South University Drive  
Fargo, North Dakota 58102  
(701) 280-0002  
Barbara Caspers, executive director

**Central Minnesota Health Systems  
Agency**  
113 Division Street  
Sauk Rapids, Minnesota 56379  
(612) 253-2930  
Gerald Wantulok, executive director

**Metropolitan Health Board**  
7th & Robert Streets  
300 Metro Square Building  
St. Paul, Minnesota 55101  
(612) 291-6351  
Malcolm Mitchell, director

**Minnesota Health Systems Agency Six**  
P.O. Box 156  
Redwood Falls, Minnesota 56283  
(507) 637-3575  
Bjorn Larsen, director

**Southeastern Minnesota Health Systems  
Agency**  
2200 S.W. 2nd Street,  
Rochester, Minnesota 55901  
(507) 285-0900  
Gwen Crawley, executive director

**Developmental Disabilities, (612) 296-4018**

**Colleen Wieck, Ph.D., supervisor**

This office develops and coordinates programs to promote the availability and quality of services for persons with developmental disabilities (substantial life-long handicapping conditions manifested before age 22). Mandated by U.S. Public Law 95-602, these activities focus on education, coordination and technical assistance and are carried out in conjunction with the Governor's Planning Council on Developmental Disabilities. Funding source is the U.S. Department of Health and Human Services and a portion of the annual allotment is available for demonstration grants targeted at respite care, regional coordination, policy research, training, and technical assistance.

**Office of the State Demographer, (612) 296-2557**

**R. Thomas Gillaspay, state demographer**

The office prepares population projections and annual population estimates, and designs and tests research methods to develop demographic data. The office has prepared several publications which are available free on request.

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*Population Estimates for Minnesota Counties, Cities & Townships*, published annually.

*Median Income Estimates for Minnesota Counties*, published annually.

*Faces of the Future, 1977*, 36 pages, analysis of projections for the state in education, labor force, income, households, transportation, criminal justice and elderly.

*Age Estimates for Minnesota Counties: 1975.*

*Revised Population Projections for Minnesota Counties.*

*How Many Workers?: Projections of the Minnesota Labor Force 1977-1990.*

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In addition, a series of reports on the demographic and labor force characteristics of the Minnesota population have been generated from the Minnesota Household Survey conducted in April 1977. To order these free publications contact the office at the Capitol Square Bldg., Room 101, 550 Cedar Street, St. Paul, MN 55101.



**(612) 296-3133**

**Thomas Green, supervisor**

The Crime Control Planning Board is a statewide criminal, juvenile justice planning and research agency with a membership of 19 individuals including citizens, courts, corrections, law enforcement and elected officials. The board develops recommendations for the governor and the legislature on ways to improve the criminal and juvenile justice systems in Minnesota. The board provides assistance to state and local agencies in identifying criminal justice problems and designing programs to resolve these problems. The board pro-

vides assistance with and awards funds for juvenile justice programs through the Federal Juvenile Justice and Delinquency Prevention Act and the State Youth Intervention Program. In addition, the board produces research and evaluation reports concerning criminal and juvenile justice in the state of Minnesota and maintains a clearinghouse of information on this subject.

While most services are provided directly to local governments and criminal justice officials, the board will answer all requests for information on criminal justice programs, crime in Minnesota, the operations of Minnesota criminal justice agencies, and federal assistance programs. To obtain this information, contact Michael McMahon, Clearinghouse Manager at 612/296-4756.

### **Environmental Quality Board (EQB), (612) 296-2723**

**Shirley Dougherty, administrator**

The EQB is composed of the top officials of six state agencies: agriculture; energy, planning, and development; health; natural resources; pollution control; and transportation. In addition, there is a representative of the governor's office and five citizens appointed by the governor. The board promotes cooperation between state agencies on environmental matters by serving as a forum for coordinating discussions regarding significant environmental issues faced by the state. Additionally, the board is responsible for administering the Environmental Review, Permit Coordination, Critical Areas, and Power Plant Siting Programs.

### **Program Analysis and Review, (612) 296-2139**

**Tom Rulland, supervisor**

To ensure that proposed activities are adequately reviewed for their effect on the environment, this program administers the state's environmental review process which includes the preparation of Environmental Assessment Worksheets (EAWs) and Environmental Impact Statements (EISs). The EAW help determine whether the action is major enough and has potential environmental impacts significant enough to warrant preparation of the more exhaustive EIS. The program staff provides technical assistance to those involved in the process. The program staff has information on the types of actions requiring environmental review. The program publishes the "EQB Monitor," a bi-weekly bulletin providing notice of activities which could affect the environment. Call or write to be placed on the subscription list.

This section also provides interagency coordination, program analysis, and short-term project management of special environmental issues assigned to the EQB. Staff responsibilities include solid and hazardous waste studies, uranium mining studies, selected public information programs, governor's environmental report, water resources programs, and technical review of state and federal impact statements.

### **Environmental Permit Coordination, (612) 296-3617**

**Charles Hawkins, coordinator**

The program provides services to help the public with the many government requirements for the use of the state's air, land, and water resources. Services

provided by the unit include the master application program and the environmental management information center. The master application procedure is an optional procedure by which all state natural resource permit processing is coordinated through a single office. The procedure includes a single joint hearing on all state permit requirements. The services of the unit are provided free of charge, however, the applicant pays the cost of three newspaper notices.

**Critical Areas Program Planning, (612) 296-2686**

**Rand Kluegel, coordinator**

The program, under the authority of the 1973 Critical Areas Act, provides a procedure for planning and managing an area to protect important natural, cultural, scientific or historical resources while allowing compatible development to take place. Local government units within the critical area are provided with interim rules to protect the area until the local governments develop their own rules. Financial and technical assistance can be provided to local governments for the development of critical area plans and regulations.

**Power Plant Siting, (612) 296-2878**

**George Durfee, supervisor**

The section processes applications from electrical utilities for large electric power plant sites and high voltage transmission line routes. A public advisor from the Environmental Quality Board assists the public in participating in the siting and routing processes. The section has developed and maintains mailing lists of interested citizens and groups as part of its effort to ensure broad based public awareness of the siting and public hearing processes. To be placed on these mailing lists, or for information on sites or routes, contact the section at the Environmental Quality Board listed above.

The section also undertakes research related to siting and routing issues. The results of these studies may be viewed by the public at the section's offices. Published reports are distributed to interested groups and citizens.

The EQB also appoints a Power Plant Siting Citizen Advisory Committee to provide advice on matters related to routing and siting. Persons interested in becoming members should contact the section supervisor.

The EQB has a public advisor to advise and assist the public in the process of siting power plants and high voltage transmission lines. The advisor works with individuals or groups telling them about the siting and routing process and advising them on how to effectively participate in it. For information and assistance, contact the EQB public advisor at (612) 296-9923.

**Office of Physical Planning and Data Management, (612) 296-1209**

**Alan Robinette, director**

**Land Management Information Center, (612) 296-1208**

**Les Maki, supervisor**

The center was created in 1977 to provide land use and natural resource information to land managing agencies within state and local units of govern-

ment, the Regional Development Commissions, and other interested individuals.

The center serves as a first-stop referral source for information on state mapping and air photo programs, plus information on computerized data bases dealing with the state's natural resources. The Information and Data Exchange (INDEX) is a computerized catalog housed at the center that provides information on Minnesota environmental resources data collections, publications, maps, research projects, and technical resource people. The center houses and maintains the Minnesota Land Management Information System (MLMIS). This computerized data bank of the state's natural resources has data available at various scales. Information from either computer file is available to anyone at the cost of producing the requested maps, charts, tables or graphs.

To assist training in the use of available natural resource data, the center has developed several slide/tape shows, and obtained several other shows developed by federal agencies. The shows may be viewed in the center's office during normal office hours or they may be borrowed for outside use by written request to the center.

The center has published a variety of documents dealing with the MLMIS computer system and the state's mapping and air photo programs. A detailed publications list, complete with ordering information, can be obtained from the center. Some publications of the center are available from the Documents Center, Department of Administration. The center publishes two newsletters — a monthly one-page update of the center's activities and a quarterly newsletter of mapping and remote sensing activities in Minnesota. Both newsletters are free and available to public agencies and interested individuals by contacting the center.

### **Physical Planning, (612) 296-2633**

**Roger Williams, supervisor**

The section conducts and coordinates programs for improving state, regional, and local decision-making processes for determining the best use of land in the state. It also conducts short-term research projects for the governor and legislature. The section conducts statewide planning for trails and reviews development plans for outdoor recreation.

### **Energy Division, (612) 296-5120**

**150 East Kellogg Blvd. — 980 American Center Building  
St. Paul, Minnesota 55101**

**Michael Murphy, director; James H. Main, deputy director**

The Minnesota Energy Agency is scheduled to merge with the Department of Energy, Planning and Development on March 1, 1982. At that time an assistant commissioner for energy will be appointed, but offices and telephone numbers will remain the same.

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

**Office of Fiscal and Administrative Services, (612) 296-8276**

**Mary M. Elverum, director**

This office provides the fiscal and administrative services for the agency.

**Fiscal Services, (612) 296-8491**

**Terry Marvin, manager**

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

**Administrative Services, (612) 297-2329**

**Nancy Hall, manager**

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

**Office of Personnel Services, (612) 297-2202**

**Colleen Naughton, director**

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

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

**Ronald Visness, director**

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

**District Heating and Biomass Programs, (612) 296-9096**

**Ron Sundberg, manager**

This group promotes district heating, industrial cogeneration, and use of alternative fuels for generating electricity. They also search for ways to use Minnesota's timber and wood residues, special energy crops, crop residues, waste materials, and innovative energy storage technologies. The activity provides free fact sheets describing projects the Energy Division has funded and also federal projects done in the state. Fact sheets cover projects on solar, wind, digesters, earth sheltered buildings, energy storage, biomass and alcohol fuels.

**State Solar Program, (612) 296-4737**

**John Dunlop, manager**

The state solar group promotes the commercialization of direct solar energy (both active and passive) through technical assistance, public information, and legislative initiatives. In addition, they are also the agency's focal point on wind, hydro-power and alcohol fuel.



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

**Communications Services, (612) 296-5769**

**Dorothy Dahlenburg, director**

The office is responsible for communicating the energy division's programs and policies to the public and encouraging Minnesotans to conserve traditional energy resources and adopt cost effective alternative energy sources.

**Publications and Media Services, (612) 296-9082**

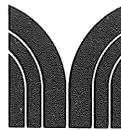
**Dorothy Dahlenburg, acting manager**

This group provides news media liason, public information through radio, television, newspaper and audio-visual messages, writes informational materials, and edits written materials from all division offices. This program also publishes the magazine *Energy Review*, which contains reports on energy division projects and major energy issues. There is no charge for the *Review*. To subscribe, call the program office listed above.

**Energy Information, (612) 296-1732**

**Dixie Diehl, manager**

This program operates the Energy Information Center, a toll-free telephone information service for residential energy users. This group also distributes pamphlets on energy conservation and use of alternative energy resources in residences. Pamphlets are available in alternative energy uses on wind, wood, passive solar, solar hot water heating, solar space heating, alcohol fuels, biomass, and methane generation. In energy conservation the center offers materials on home energy auditing, ceiling



**Minnesota Energy Agency  
Energy Information Center**

980 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101

(612) 296-5175 • Twin Cities  
1-800-652-9747 • Statewide toll-free

and wall insulation, cooling your home, new home design, heating systems, windows and doors, caulking and weatherstripping, tax credits and financing and price projections. Other publications available cover topics on fuels, industrial energy conservation, community energy planning, and materials for energy education for children in grades K through 12. A bibliography of over 150 publications is also available. For free pamphlets, manuals and other materials for individuals, groups or businesses, call the Energy Information Center.

### **Conservation, (612) 296-9098**

**John Armstrong, director**

The Conservation Support group carries out division-wide administrative functions, coordinates program planning, conducts detailed program evaluations and oversees project management and review.

### **Education and Library Program, (612) 296-8492**

**Jackie Lind, manager**

This program informs and educates the public and teachers about the sources and uses of energy and the ways in which persons can conserve energy. The **Energy Division Library** serves as a research tool for the agency's staff and the public. Technical information is available from the collection's 10,000 books and documents, 70,000 microfiche and 220 periodicals, most dating from 1976 to the present. Although books may not be taken out, the collection may be used for reference during regular working hours, 8 a.m.-4:30 p.m. Monday through Friday. Limited xeroxing is available. The library participates in the MINITEX inter-library loan system. To contact the library, call Donna Slamkowski at 296-8902.

The agency's education program works closely with the Department of Education and the state's other education systems to provide energy information to all teachers and students.

The **Elementary and High School Program** provides teachers with free curriculum materials and use of audio-visual materials on a free loan basis. An updated bibliography of energy materials is sent periodically to each school in the state. A quarterly teacher newsletter, "Energy Collector," 4-6 pages, is mailed free to each school and to individual educators on the mailing list. Staff will give workshop presentations and also sponsor workshops through the Department of Education and colleges. The program assists teachers in finding others in the state who are doing energy activities. The Educational Cooperative Service Units are assisting in this networking effort. This activity also works with the Department of Education, utilities, and energy suppliers in implementing a mini-grant program to fund classroom energy projects.

The **Adult and Post-secondary Education Program** works with the University of Minnesota, the state universities, community education programs, community colleges, vocational-technical institutes, and private colleges to encourage a cooperative effort in energy education programming. Education needs for the state have been assessed and priorities developed with grants awarded to institutions to encourage these efforts.

A newsletter "Energy Source", 4-6 pages, and a directory of energy contact people in the institutions are mailed free to interested educators. Curriculum

materials are available in areas such as energy efficient homes, woodburning, energy code training, auditor training, solar workshops, and industrial/technical training. Projects underway include a state Adult-Post-secondary Energy Education Conference, and pilot testing the new Building Operators Energy Management Training Program, developed by the Department of Education.

The Duluth Energy Resource Center receives support through this activity. This center, housed in the Duluth Public Library and maintained through leadership from the Duluth AVTI, is supported by many segments of the community. It provides the public with on-site energy information, brochures, and workshops.

**Community and Special Services Program, (612) 296-8899**

**Karen Martin, manager**

The Community and Special Services activity provides on-site technical assistance to local governments in community energy planning and management. Upon the request of a local governmental unit (city, county, or Regional Development Commission), an outreach worker will provide up to 15 days of on-site time in the community in one or more of the following areas: conducting community energy research, assisting in the formation of volunteer energy awareness committees, assisting in identifying and using resources for planning and implementing conservation and other energy programs, and developing city energy plans and policies. Activities range from sponsoring awareness activities like energy fairs, to modifying ordinances in order to permit earth-sheltered housing. Examples of community programs that have been implemented through this program are conservation programs for residential units through the use of home audits, promotion of bicycling, ride-sharing and vanpooling, working with Chambers of Commerce to promote conservation in the commercial/industrial sector, and making land use plans more energy-efficient through the addition of wind, solar access, and earth-sheltering provisions. Conservation in government operations is stressed through the promotion of operations and maintenance improvements in buildings, fleet management, street lighting improvements, and the implementation of an energy accounting system for the governmental unit. Services are free, but it is expected that the local government will provide in-kind staff time and support services.

**Commercial and Institutional Programs, (612) 296-9081**

**Kevin Halbach, manager**

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

**Technical Services Program, (612) 296-4353**

**Joe Ball, manager**

The Technical Services group carries out technically oriented conservation programs of statewide impact related to new buildings and industrial energy use. The industrial program group works with the private sector to develop and implement technical education programs, stimulate conservation efforts

through public recognition programs, and provide outreach to individual businesses. The new building design and construction programs group works to improve the level of efficiency in new construction through modification of the building code, demonstration programs and efficient building education programs aimed at the many varied audiences in the state influencing the energy efficiency of new construction.

**Analysis and Residential Programs, (612) 296-0257**

**Frank Altman, manager**

The Analysis and Residential Programs group conducts technical policy analysis related to the development of conservation programs, and legislation. These analyses include cost benefit studies, conservation reports, recommendations, and legislative background papers. All studies, reports and papers are available free to the public by calling or writing the program manager. The activity is also responsible for the development and management of residential energy conservation programs. These programs include the Minnesota Energy Conservation Service, the Home Energy Disclosure Program, the Superinsulation Demonstration Program, and the Enforcement of Mandatory Energy Standards.

**Data and Analysis, (612) 296-7457**

**Richard Wallen, director**

The office collects, compiles and analyzes energy statistics and certifies the need for any new large energy facility to be built in Minnesota. It also administers the federal petroleum allocation program in Minnesota and has primary responsibility for the agency's emergency response in times of shortages.

**Certificate of Need, (612) 296-7502**

**David Jacobson, manager**

The Certificate of Need program analyzes applications for certificates of need for large energy facilities such as power plants, high voltage transmission lines, coal storage and transshipment facilities, oil storage facilities, pipelines for gas and liquid energy products, liquefied natural gas storage facilities, underground natural gas storage, oil refineries, facilities designed to convert any material into combustible fuel, nuclear fuel processing facilities, and nuclear waste storage or disposal facilities.

The activity holds public hearings concerning applications for large energy facilities. Based on the hearing records, the director of the Energy Division makes the final decision on the application. Application procedures and contents are specified by Minnesota Energy Agency rules, chapters 5-11 (refer to the *MCAR-Minnesota Code of Agency Rules*). These rules are available from the Documents Center, Department of Administration.

**Data Systems, (612) 296-8282**

**Linda Limback, manager**

This program collects energy data and designs and maintains computer systems to store and process the data. Minnesota's natural gas, electricity, and

prime petroleum suppliers provide information on about 1,000,000 transactions per year dealing with transmission and distribution of energy, energy production and storage, and large consumer statistics. This information is stored in the Regional Energy Information System (REIS). Data on petroleum deliveries, building energy surveys and engineering audits is stored by the activity for use in later computer models to forecast petroleum deliveries or to assess Minnesota's public schools, local government buildings, and major private buildings for energy conservation potential.

**Forecasting, (612) 296-5783**

**Ernesto Venegas, manager**

This program assesses the economic impact of various energy policies upon Minnesotans and forecasts fuel demand and fuel prices. Fuel forecasting and impact analysis models have been developed that link the state's economy and population. Various studies have been prepared by the Forecasting Activity and are available to the public free of charge. No forms are necessary and requests are handled immediately. Also available is a free list of studies and reports in stock.

**Fuel Allocation Activity, (612) 296-1732**

**Dixie Diehl, manager**

The activity handles emergency allocation of petroleum products and propane. The emergency allocation program is available to fuel distributors and users unable to obtain fuel from their normal supplier. A fuel distributor or user should contact the city or county fuel coordinator to request emergency fuel allocations. Form FEA-P106 is used for the request. There are no fees. The activity provides the name and location of the local fuel coordinator in your area. Processing emergency allocation requests takes from two hours to two days, depending on the clarity and urgency of the request, whether an appeal to the federal level is required, and the state's overall fuel supply situation.

The activity also manages the state's Set-Aside program through which 3% of gasoline and 3% of propane and 4% of middle distillates shipped into the state are allocated to deal with hardship cases. Monthly petroleum reports are kept along with refinery fuel oil inventories. Information is then provided to county and municipal energy coordinators and contact is maintained with wholesalers and retailers.

**Policy Analysis, (612) 297-2335**

**David Buller, manager**

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



## Environmental Conservation Library (ECOL)

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

### Minnesota Laws of 1971, chapter 864

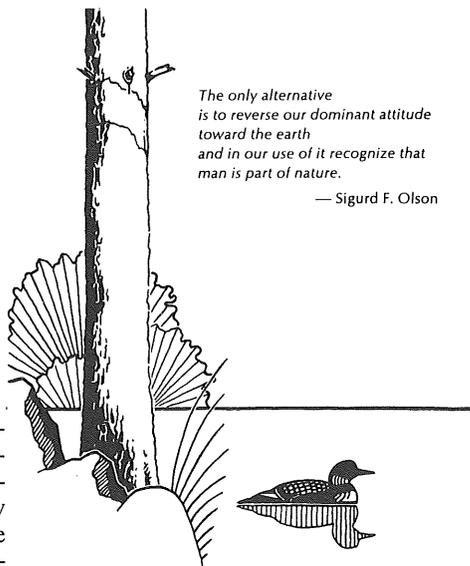
Designated as a state center for environmental information by the Minnesota Legislature in 1971, the Environmental Conservation Library (ECOL) is supported jointly by the state and the Minneapolis Public Library and Information Center. ECOL supplies information on natural resources and the impact of civilization's actions on them, with special emphasis on Minnesota and the Upper Midwest.

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

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

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

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



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

— Sigurd F. Olson



## Ethical Practices Board



41 State Office Building  
St. Paul, Minnesota 55155  
(612) 296-5148  
Mary Ann McCoy, executive director

### Minnesota Statutes, chapter 10A (Ethics In Government Act)

Established in 1974 by the Ethics in Government Act, the Ethical Practices Board administers programs providing disclosure of political campaign registration and reporting of candidates for legislative and statewide constitutional offices and elective judgeships, registration and reporting of lobbying activities, personal economic interests of certain public officials at the state level, and public financing of candidates for legislative and constitutional offices who appear on the general election ballot.

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

The board has the authority to make administrative rules, issue advisory opinions, promulgate reporting forms, investigate complaints, audit filed documents, subpoena records and individuals and institute court actions to enforce the statute, impose late filing fees, and make legislative recommendations. The board is required to prepare summaries of filed reports, preserve records, provide for public inspection and duplication of records, prepare and supply forms required by the Hennepin County Disclosure Law (Laws 1980 Chapter 362), and report annually to the governor and legislature on its activities.

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

Copies of the Ethics in Government Act, administrative rules, annual and summary reports, brochures describing each of the board's programs, advisory opinions, and findings, as well as notices, agendas, and minutes of board meetings are available free of charge from the board.

### Campaign Finance Disclosure, (612) 296-1721

The Ethics In Government Act requires every candidate, political committee or fund to register with the board within 14 days after raising or spending more than \$100 per year to influence the nomination or election of candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative and elective

judgeships (supreme court, district court, and county court). Registration forms and handbooks are provided by the board. There is no registration fee.

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

Copies of registration statements and reports of receipts and expenditures of legislative candidates filed with the board are provided to each county auditor within a legislative district within 72 hours of receipt by the board. Copies of statements and reports provided to county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

### **Public Financing, (612) 296-1721**

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

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

Tax Credit Agreements provided by the board must be signed by a candidate or officeholder to allow a contributor to claim a tax credit. A list of those candidates who have signed a Tax Credit Agreement is available from the board.

### **Economic Interest Disclosure, (612) 296-5148**

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

Candidates must file a statement of economic interest within 14 days after filing for office. Statements must be filed by appointed public officials within 60 days of accepting the office. Public officials required to file statements of economic interest are listed on page 10. In addition, statements must be filed on or before April 15 each year, unless the public official has previously filed a statement in that calendar year. Individuals who no longer are public officials are required to file statements covering the period in which they served as public officials. Forms are provided by the board automatically to individuals required to file. There is no filing fee.

Copies of statements by legislative candidates filed with the board are provided to each county auditor within a legislative district within 72 hours of receipt by the board. Copies of statements provided to county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

**Conflict of Interest Disclosure, (612) 296-1720**

The board administers provisions of law by which public officials may remove themselves from decision making when the decision would substantially affect their financial interests or those of a business with which they are associated. If a potential conflict of interest occurs, a conflict of interest form must be filed by the public official with the board and the immediate superior of the public official, or if a legislator, with the presiding officer of the house in which the legislator serves. Forms are available from the board. There is no filing fee.

**Lobbyist Registration and Reporting, (612) 296-5615**

The board administers a system of lobbyist registration and reporting of lobbying disbursements by individuals who seek to influence legislative or administrative actions by communicating with or urging others to communicate with a public official. The definition of a public official includes legislators; constitutional officers and their chief deputies; members, chief administrative officers or deputy chief administrative officers of state boards and commissions which have rule making power; commissioners, deputy and assistant commissioners of major state departments (Minnesota Statutes chapter 15.01); individuals of the executive branch with rule making power; heads and deputies of certain state agencies; hearing examiners, attorneys in the office of the attorney general, certain legislative employees; members and chief administrative officers of metropolitan agencies. A list of public officials is available from the board.

Any individual who is paid or authorized to spend money to lobby and who spends in excess of five hours in any month or more than \$250 in a calendar year for lobbying purposes must register with the board within five days. Registration forms are available from the board. There is no registration fee. Registered lobbyists must file reports of lobbying disbursements quarterly. Disbursement forms are provided automatically to registered lobbyists.

A list of registered lobbyists and the associations they represent is issued annually by the board and is available for \$5.20, prepaid, from the Documents Center, 117 University Avenue, St. Paul, Mn. 55155. Three supplements to the list are available in April, July and October. Annually, the board publishes a summary of lobbying disbursements by associations or individuals represented by a lobbyist. Copies are available free of charge from the board.

**Representation Disclosure, (612) 296-5148**

The board administers provisions of law which require a public official, who represents a client in a contested case hearing for a fee, before a state board, commission, or agency to publicly disclose participation in the action within 14 days after participating in the hearing by filing a form with the board. Representation disclosure statement forms are available from the board. There is no filing fee.

**Advisory Opinions, (612) 296-1720**

Any individual or association seeking to guide his or its own conduct may request an advisory opinion from the Ethical Practices Board regarding an interpretation of the Ethics In Government Act, adopted rules of the board, or

Laws 1980 Chapter 362 (Hennepin County Disclosure Law). The board must issue an advisory opinion within 30 days of receipt unless a majority agrees to extend the time. Individuals and associations are encouraged to express opinions to staff and members of the board about any pending advisory opinion and may appear at board meetings. Advisory opinion requests are published in the *State Register* and distributed to the public. The board publishes approved advisory opinions in the *State Register*. Copies are available from the board. Compilations of advisory opinions are published seasonably and are available free of charge from the board. An advisory opinion lapses the day the regular session of the legislature adjourns in the second year following the date of the opinion.

### Complaints, (612) 296-1720

Any individual or association may file a complaint with the board about an alleged violation of the Ethics in Government Act.

The board notifies and provides a copy of the complaint to the individual or association about whom the complaint has been filed. Except to his attorney or other counsel, no individual who files or is the subject of any written complaint shall disclose to any other individual any information concerning the complaint or investigation. Investigations and audits of complaints are conducted in confidence. Meetings concerning any complaint, investigation, or audit are confidential and are not open to the public. When the board reports a public finding of probable cause or no cause to believe the law has been violated, the matter becomes public along with any materials as determined by the board. The board publicly directs a finding of probable cause to the appropriate law enforcement authorities.



## Executive Council

2nd Floor Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155  
(612) 296-3862  
James J. Hiniker, Jr., executive secretary

### Minnesota Statutes, chapter 9

The Executive Council consists of the governor, lieutenant governor, attorney general, secretary of state, state auditor and the state treasurer. The commissioner of the Department of Administration acts as executive secretary.

The Executive Council performs a number of specific administrative duties, including the designation of state depositories, the approval or disapproval of mineral leases, the extension of timber permits, cancellation of uncollectible accounts and the sale and disposal of certain state lands. It also acts as a calamity board and may grant emergency relief in certain cases and may expend and borrow not more than \$1,000,000 during any fiscal year to cover emergency or disaster situations.

The Executive Council usually meets every other month. In order for the Executive Council to consider any given item, a request must be received by the executive secretary 2 weeks prior to the meeting date. An original and 10 copies of the request, including appropriate documentation, are needed.



**Department  
of  
Finance**

**309 State Administration Building  
St. Paul, Minnesota 55155  
(612) 296-5900  
Valdis Vikmanis, acting commissioner**

**Minnesota Statutes, chapter 16A**

The Department of Finance administers the financial affairs of the state including all accounting and control functions. It provides staff support to the governor's office and state agencies. It also develops policies and procedures necessary to all financial, budget, and accounting systems.

The department coordinates the development of biennial budgets submitted by the various state agencies and assists the governor in the preparation of biennial budget recommendations to the state legislature. The department also reviews, approves, and monitors annual operating budgets for all state agencies.

The department operates a uniform statewide accounting system, operates the central payroll system, manages the state's cash balances, issues state bonds, and provides financial controllers for all state agencies. It also provides economic analysis, revenue forecasts and expenditure projections.

**Economic Analysis Section, (612) 296-5631**

**Harold Lofgreen, state economist**

The Economic Analysis Section analyzes economic factors as they affect the state's financial affairs. The section serves the biennial budget process by providing revenue and expenditure projections, and assists during state bond sales to insure that state bonds are sold at minimum cost. They prepare periodic statements of the state's revenue position, develop financial forecasts, and provide economic analysis to other units of government. This section reports directly to the commissioner.

**Debt Management Section, (612) 296-4195**

The Debt Management Section manages state banking activities related to collection of state revenues. This is accomplished by the placement of bank accounts through a bidding process. The section also sells state general obligation bonds to underwriters. Banks which have not participated in the depository bidding process and wish to be included on the eligibility list should contact this section. Bond buying firms and banks desiring to be included on mailing lists for the official statement in the next bond offering may also contact this section. This section reports to the deputy commissioner.

## **General Support**

### **Administrative Management, (612) 296-5901**

**Barton Nelson, director**

The General Support Section provides all internal administrative services to other sections of the department. Services include accounting, budgeting, payroll personnel, procurement, space utilization, communications, copier services, office equipment and clerical services.

### **Internal Audit, (612) 296-5925**

**Curt Heywood, director**

The Internal Audit section conducts audits and reviews within the Department of Finance. On occasion, limited reviews are conducted in other state agencies.

### **Financial Systems Support Section, (612) 296-5600**

**James H. Stavsvick, director**

The Financial Systems and Support Section provides development and maintenance services for the computerized statewide accounting, payroll and biennial budget systems. They schedule the production of financial reports and provide information about the systems to participating state agencies through procedure manuals and training programs. This section prepares all manuals for the state's financial systems and the *Statewide Accounting Tips (SWAT)* newsletter to assist agency personnel in their use and understanding of the state's accounting systems. This section also provides a basic training course on the statewide accounting system and CRT operator training for state employees.

### **Budget and Control, (612) 296-5904**

#### **Controller Services, (612) 296-4846**

**Theodore Spiess, director**

The Finance Agency Controllers provide technical advice and assistance to agencies in carrying out their budgeting, accounting, and financial reporting responsibilities. The controllers also monitor the budgeting and accounting activities of state agencies to insure that funds are spent in accordance with legislative appropriations and state fiscal policy. They assist agencies in the development of program type biennial budgets, review the final budget requests, and make certain budget recommendations based on state budget policy.

### **Operations and Budget Support, (612) 296-8371**

**Charles Bieleck, director**

The Budget Support Section manages the annual budget and biennial budget processes. The section controls the entry of all annual budget data into the

statewide accounting system. They also control the entry of all budget data into the state's computerized biennial budget system and assemble and print the biennial budget proposal. Responsibilities also include budget position control, development and negotiation of the statewide indirect cost plan, and the review and approval of fees. This section answers inquiries from all sources on matters related to state expenditures as well as the state's budget process. Specific financial information concerning a state agency should be requested directly from that agency.

### **Local Assistance Budgeting and Analysis Section, (612) 296-5618**

**Ron Hackett, director**

This section provides a comprehensive approach to the budgeting of aids to local units of government. This section insures that state aids, including education aids, aids to local units of government, credits to taxpayers and pension contributions, are analyzed and budgeted as an integrated functional expense of state government.

### **Financial Operations, (612) 296-1701**

**114 State Administration Building**

**St. Paul, Minnesota 55155**

**Geraldine Benting, assistant commissioner**

### **Statewide Accounting Operations, (612) 296-5903**

**Roy S. Muscatello, director**

The Statewide Accounting Section provides a centralized, computer based accounting system that serves as the accounting base for all state agencies. The system provides fiscal information to accounting and management personnel, performs audit functions, receipt and expenditure accounting and reconciles cash and investments with the records of the state treasurer and State Investment Board.

The section processes all state warrants for signature and releases the warrants for mailing. If a payee has questions concerning a payment received, the person should contact this section at 296-5900. This section also operates the Lost and Forged Warrant Unit, (612) 296-2742. If a vendor or an individual has not received a state warrant due him or her, the person should contact the paying state agency to determine if the warrant may have been lost in the mailing process. The paying state agency will notify the unit that a payee has not received a warrant. If it is found that the warrant is still outstanding or has been redeemed through forgery, the paying agency will be contacted and will prepare and forward the required affidavit to the payee. Upon receipt of the signed, notarized affidavit, the Lost and Forged Warrant Unit will prepare a duplicate warrant. The duplicant warrant will be mailed within seven days in the case of a lost warrant and after up to 120 days in the case of forgery. If at any time the original warrant is found it should be returned to the Finance Department, Lost and Forged Warrants Unit, immediately.

**Central Payroll Section, (612) 296-6497**

The Central Payroll Section operates the computerized state central payroll system. The section collects employees' payroll data and produces a biweekly payroll for state employees. The section also operates the United States Savings Bond program for state employees requesting payroll deduction. If state employees have questions concerning payroll records or payroll warrants, they should contact the payroll clerk in the department in which they are employed. Payroll services are provided only to employees of the state of Minnesota. The Central Payroll Section is located in Room 113, Centennial Office Bldg., 658 Cedar Street, St. Paul, Mn. 55155.

**Financial Reporting Section, (612) 297-2429**

**Rosalie Greeman, director**

The Financial Reporting Section publishes an annual financial report which provides financial information on all state funds. The information provided presents the state's financial position and the fiscal results of state operations in accordance with generally accepted accounting principles. This section also manages the state's cash flow system.



## **Governor's Council on Fire Prevention and Control**

3300 University Avenue S.E.  
Minneapolis, Minnesota 55414  
(612) 376-3535  
Antona Richardson, secretary

**Executive Order #79-6, February 26, 1979**

The Governor's Council on Fire Prevention and Control has operated under various titles and executive orders since its initial establishment by statute in 1969. It was created to encourage the development of improved fire protection for the people of Minnesota.

The council is composed of 22 people, seven members from state agencies and 15 appointed by the governor representing a variety of fire service organizations, the general public, the private sector and local government units. The council meets quarterly at various locations in the Twin Cities. Meetings are open to the public. Persons wishing to be placed on the agenda or to make a presentation should contact the council secretary.

The council coordinates the efforts of existing fire protection delivery systems at state, federal and local levels. It advises the governor, commissioner of public safety and other state agencies and political subdivisions on the development, administration, and scope of fire protection research, fire prevention and control. The council monitors the needs of Minnesota's fire suppression and control services, and encourages the development and provision of education and training programs for firefighters and the general public. It is Minnesota's principal contact with the United States Fire Administration for application and receipt of federal funds.



**Office  
of the  
Governor**



130 State Capitol (mailing address)  
St. Paul, Minnesota 55155  
(612) 296-3391  
Albert H. Quie, governor

**Minnesota Constitution, Article V**

The governor is elected by the people for a four-year term which begins on the first of January of an odd numbered year. The governor must be 25 years old, have resided in the state at least one year and be a United States citizen.

As Minnesota's chief executive officer, the governor is responsible for the administration of state government, the proposal of biennial budgets, appointments, proposal and review of legislation and the preparation of comprehensive long range plans for state growth. Every two years, the governor submits a proposed budget to the joint legislature. The governor also makes two "State of the State" addresses to joint sessions of the legislature during his term within three weeks after the inauguration and again in the second half of the term for the following biennium. These major speeches serve to inform the legislators of the general condition of Minnesota, and provide a means for the governor to outline his present and future goals. In addition, the governor is able to deliver special messages to the legislature as necessary, and on extraordinary occasions, the governor may call a special session of the legislature to complete necessary work of a regular session or consider emergency actions between sessions.

As administrator, the governor appoints agency heads and commissioners, approves departmental budgets and controls policies regarding hiring, purchasing and travel.

The governor proposes legislation, some of which is drafted by the departments and agencies of the executive branch. The governor reviews all laws passed by the legislature and either approves a bill by signing, or vetoes a bill by returning it to the legislature with objections. A two-thirds vote in each legislative body is required to pass a bill over the governor's veto. When the governor does not sign a bill passed in the final three days of a legislative session within 14 days after adjournment, he exercises a pocket veto and the bill does not become law.

The governor appoints more than 1500 citizens to positions on Minnesota's approximate 175 boards and commissions during his four-year term. The terms of such appointments vary from two to six years. The 1978 Open Appointments Law established procedures that enable any citizen to apply for such a position through the secretary of state's office. A 15-member Governor's Appointments Advisory Committee reviews the applications, interviews candidates and makes recommendations to the governor. As determined by statute, the senate confirms most, but not all, such appointments.

By virtue of the office, the governor is an ex officio member of the State Pardon Board, the Executive Council, the State Board of Investment, and the Land Exchange Board. He is also the presiding officer of the Legislative Advisory Commission.

The governor must safeguard the health and safety of the citizens of Minnesota. He fills vacancies which occur in municipal, district and supreme court judgeships by appointment that does not require senate confirmation. The gov-

ernor issues extradition papers, restores civil rights to felons and commissions notaries public (approximately 5,500 each year). The governor is the commander-in-chief of the military forces in Minnesota. He may call out such forces as necessary to execute the laws, suppress insurrections, repel invasion, and for other emergencies, such as natural disasters.

The governor's office operates to assist the public with matters concerning state government and its agencies by either resolving the issue directly, or by referring the person to the appropriate office for assistance.



## State Council for the Handicapped



208 Metro Square Building  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-6785 — Local  
1-800-652-9747 — Statewide Toll-Free  
Richard L. Ramberg, executive director

### Minnesota Statutes, 256-481

The State Council for the Handicapped (originally known as the Minnesota Commission for the Handicapped) was created by the state legislature in 1973. It is composed of 30 members appointed by the governor to four-year terms as well as non-voting ex-officio representatives from state departments and agencies dealing with issues of importance to people with disabilities. The council has a full-time staff to carry out its day-to-day activities.

At least half the appointed members must be disabled themselves or the parents or guardians of disabled persons. There must be at least one member from each of Minnesota's eleven development regions, and twenty must be from the general public and ten from service-providing organizations.

The council advises the governor, the legislature and service-providers about services, programs and legislation necessary for people with physical, mental or emotional disabilities. It also gives to the general public and disabled people information about disabilities and about services, programs and legislation currently in effect which can assist disabled people in resolving problems they have encountered. Finally, it encourages inter-agency coordination and improvement of services and programs.

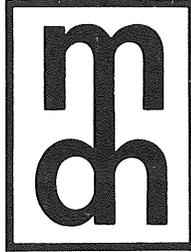
Two specific activities which the council has undertaken in carrying out its mandates are: providing information to recipients of federal financial assistance about how they can best comply with their obligations under Section 504 of the Rehabilitation Act of 1973, and giving technical assistance to the public, architects, building officials, contractors and builders concerning the accessibility provisions of the state building code.

To increase council effectiveness in providing information, the council publishes a monthly newsletter which is available to interested persons without charge. Also, the council maintains a toll-free information line so that Minnesotans living outside of the Minneapolis-St. Paul area can call for information or assistance at no cost to themselves. The council prefers telephone or written

inquiries, but in-person requests are also accepted. For information or assistance, contact the council. There are no fees or forms for council assistance. All requests are handled as soon as possible.



**Department  
of  
Health**



717 Delaware St. S.E.  
Minneapolis, Minnesota 55440  
(612) 296-5221  
George R. Pettersen, M.D., commissioner

Minnesota Statute 144

**Commissioner's Office, (612) 296-5460**

**Duane Johnson, deputy commissioner**

The Department of Health is the state's official health agency. It develops and maintains an organized system of programs and services for protecting, maintaining and improving the health of citizens. The commissioner of health, who is the head of the department, is governor-appointed.

**Bureau of Administration, (612) 296-5391**

**Thomas Maloy, assistant commissioner**

The administration bureau provides health information and statistics, personnel, accounting and internal administrative services to the department.

**Vital Records Services Section, (612) 296-5316**

**Frederick King, section chief**

Vital records services maintains a statewide file of birth, death and fetal death certificates. To request a birth or death certificate contact the Vital Records Service Section at the Department of Health. There is a \$3.00 fee for these certificates. Two free brochures entitled "Original Birth Certificates: New Law, New Rights, Adopted Persons, Birth Parents" and "Answers to Your Questions About Adoption" are available free from the Department of Public Welfare, Adoption Unit, St. Paul, Mn. 55155, (612) 296-3740.

**Mortician, Funeral Director and Funeral Establishment Licensing,  
(612) 296-5491**

**Eugene M. Larson**

This office licenses all morticians, funeral directors and funeral establish-

ments. For the licensing of cemeteries see the Department of Commerce, Securities Division. In order to obtain a mortuary science license (formerly embalmer and funeral director's license), certain requirements must be met. The license to practice mortuary science is then issued by the commissioner of health upon recommendation of the committee of examiners in mortuary science. Reciprocal licensing agreements have been made with most states having equal scholastic requirements. For information and forms for registration and licenses, contact the Department of Health, (612) 296-5491. Fees are as follows:

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examination fee	\$25.00
trainee registration fee	10.00
reciprocity exam fee	75.00
License renewal fees:	
mortician	\$25.00
funeral director	25.00
establishment permit	35.00
Penalty Fees:	
mortician	\$10.00
funeral establishment	10.00

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The office has also produced "A Time For Choices," a consumers' guide to the purchase of funeral services. The pamphlet is available free of charge through the Health Education Section of the Health Department.

#### **Health Education and Information Section, (612) 296-5272**

##### **Davis Mills, M.P.H., section chief**

The Health Education and Information Section encourages people to stay healthy by providing them with information on good health practices. The section provides information, consultation and assistance in the planning, use and evaluation of programs and materials for public health education and information. The section helps health professionals determine what kinds of information and education will help change the health behavior, knowledge and attitudes of specific groups of people.

This section administers the Health Education Risk Reduction grant sponsored by the Centers for Disease Control in Atlanta. The grant was developed to take an organized approach to health risk reduction and health promotion efforts throughout the state.

The section provides free health information to schools, health programs and the public in the form of pamphlets, films, news releases and radio spots. Any state resident can get a literature and film catalog through the department's headquarters in Minneapolis.

The section also operates a Refugee Education Resource Center at 1821 University Avenue, Suite 340-S Griggs-Midway Bldg., St. Paul, MN 55104. The center collects and catalogs health education materials (print and audio-video) that have been produced in Southeast Asian languages. Some materials

are for use in teaching refugees about health and the American health care system. Others are aimed at American health providers and give historical and cultural perspectives about the various refugee groups in Minnesota: Cambodian, Hmong, Laotian and Vietnamese.

The center provides some materials in quantity to agencies and organizations serving refugees, while some audio-video and reference works are provided on a loan basis. In-service education programs to staffs of health agencies and institutions are also available and focus on the refugees' health problems and on cultural aspects that affect their use of American health care systems. The center is also available to work with the refugee self-help groups in Minnesota to acquaint them with American health care and offer education to their members. For more information contact the director, Don Hedman, at (612) 297-3834.

**R. N. Barr Library, (612) 296-5240**

**Lynne Siemers, Librarian**

The library provides information and reference service to department employees, Community Health Service agency staffs, public health nurses, school nurses, other state employees and public health professionals. Students and the public may use the materials, but may not check them out. Photocopying machine is not available. The library is open 8:00-4:30, Monday through Friday.

**Minnesota Center for Health Statistics, (612) 296-5353**

**Paul Gunderson, Ph.D., director**

The Center for Health Statistics is developing a state health information system which will provide health program information for planning and evaluation as well as for the identification of health problem and service needs. The center routinely issues publications and statistics pertaining to phenomena associated with birth, the family, leading causes of disease and death, and the health status of Minnesota communities. The center also manages the technical aspects of all electronic data processing for the department.

To request statistical information concerning the health of Minnesota's population, contact the Center for Health Statistics, Requests Unit, at the department's address. No special request forms are required and fees are not charged for staff services. However, the requestor may be required to assume the cost of electronic data processing. Special requests may take from two weeks to a month or more to process.

**Grants Management, (612) 296-5471**

**Fred G. Goff, section chief**

Grants Management is responsible for the administration of the department grants and subsidy program in accordance with state and federal laws. In addition, grants management provides technical assistance and advice to applicants and recipients involved in developing local community health services programs.

**District Office Services, (612) 296-5471****Fred G. Goff, section chief**

The department maintains eight district offices (Duluth, Bemidji, St. Cloud, Fergus Falls, Marshall, Mankato, Rochester, Minneapolis) to inform, assist and maintain contact with local governmental units, health agencies, professional and business associations, and the general public. District personnel provide administrative, fiscal and program advice and assistance on development and maintenance of community health service programs. The district offices and representatives are:

William Heisenfelt  
1705 U.S. Hwy. 2 W.  
State Services Center  
Bemidji, MN 56601  
(218) 755-3820

John D. Blohm  
Box 1065  
Social Sciences Bldg.  
SW State University  
Marshall, MN 56258  
(507) 537-7151

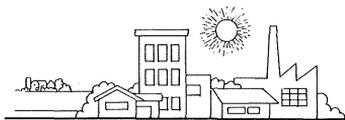
LeMar J. First  
Box 38  
1848-3rd St. N.  
St. Cloud, MN 56301  
(612) 255-4216

200 North 50th Ave. W.  
Duluth, MN 55807  
(218) 723-4642

Eric Anderson  
1220 4th Ave. S.W.  
Rochester, MN 55901  
(507) 285-7289

Rodney Church  
Box 3047  
75 Navaho Ave.  
Mankato, MN 56001  
(507) 389-6025

Robert Poyzer  
Box 675  
Fergus Falls Hospital  
Grounds Bldg. 4-C  
Fergus Falls, MN 56537  
(218) 736-6922

**Office of Community Development,  
(612) 296-5480****Margaret Sandberg, interim director**

The office of community development directs and coordinates the organization of the community health services system throughout the state. Local communities inventory services, identify needs and set local health priorities, and the department provides funding, technical assistance and guidance in support of these county and multi-county community health service programs.

This office facilitates the development of community health services by providing a variety of support documents such as standards and guidelines, and by providing technical assistance and consultation to the Department of Health staff and local community groups.

"Health Happenings," a free monthly listing of health related seminars, conferences and training sessions is available through this section. To be put on a mailing list or to place an item in this publication, call the Community Development Office. Items must be received by the 20th of the month before publication.

## **Bureau of Health Services**

### **Community Services Division, (612) 296-5581**

**Jerry R. Nida, M.D., division director**

The Community Services Division provides programmatic technical assistance and support to local boards of health and administers primary preventive health, early detection and treatment programs. These programs are directed toward people of all ages.

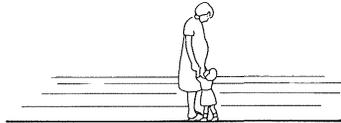
### **Public Health Nursing, (612) 296-5431**

**Frances Decker, section chief**

Public Health Nursing provides consultation and technical assistance to community health services agencies, nursing services and school health nurses in the broad areas of community health nursing and home health care services.

### **Maternal and Child Health Section, (612) 296-5265**

**Ronald Campbell, M.D., section chief**



The section focuses on improving the health of mothers and children. In addition to the following unit activities the section offers services relating to parenting, prenatal and perinatal health care, adolescent health concerns, hearing and vision screening and child abuse.

**The Family Planning Unit, (612) 296-5285**, administers a statewide system of family planning services through grants and contracts with local private and public agencies. Family planning is voluntary planning and action by individuals to attain or prevent pregnancy. Family planning services include public information, outreach, counseling, contraceptive methods, infertility diagnosis and treatment, medical/laboratory work, referral and follow-up. Approximately \$1 million is available yearly through this unit to agencies throughout Minnesota for family planning services. Staff members will respond to requests from agencies interested in providing any family planning service component. The unit offers technical consultation, training, films, pamphlets, a bibliography and will research information not at hand.

**The Human Genetics Unit, (612) 296-5269**, provides counseling to families and individuals concerned about genetic diseases upon referral by a physician. There is no fee for counseling. Laboratory studies regarding specific genetic diseases are available and a fee of \$200 is charged for this service, except in special financial circumstances. The unit provides consultation to physicians, nurses and other professionals.

**The Nutrition Unit, (612) 296-5280**, offers training, information and individual consultation to nutritionists, dietitians and other health professionals throughout the state. In addition, the unit promotes and administers the U.S. Department of Agriculture food supplement program for Women, Infants and Children (WIC). Local agencies and non-profit organizations with ongoing health services for mothers, infants and children are eligible to apply for annual funding cycles that run from Oct. 1 to Sept. 30. Applications must be submitted by Aug. 1 prior to the funding period. Information and assistance in preparing applications can be obtained from the unit.

**Dental Health Services, (612) 296-5287**, provides advice and information to health professionals, schools and agencies. Current efforts focus on promoting fluoride dental rinse programs in schools where significant numbers of students do not have the benefit of fluoridated water at home.

**The Comprehensive Child Health Screening Unit, (612) 296-5286**, works with the state departments of public welfare and education to promote and guide health and developmental screening services for children in community settings. It provides specialized training for nurse screeners and monitors and evaluates screening programs.

#### **Services for Children with Handicaps Section, (612) 341-7560**

**Richard Nelson, M.D., section chief**

This section administers state and federal funds for the diagnosis, treatment and rehabilitation of handicapped children. Any physically handicapped child under 21 years of age who lives in Minnesota is eligible for diagnostic evaluation without charge. Three hundred clinics are held throughout the state each year. For information about clinic locations and dates contact this section at 2829 University Avenue S.E., Suite 840, Minneapolis, Mn. 55414. Total or partial subsidy of the cost of treatment and rehabilitation is available. Eligibility depends upon the financial status of the parents or guardian. Approximately \$5.6 million is available each year.

The section also administers special state appropriations to help individuals over 21 years of age pay for treatment of hemophilia and cystic fibrosis, and to assist children in need of the growth hormone somatotropin.

#### **Division of Environmental Health, (612) 296-5320**

**Roger L. DeRoos, Ph.D., M.P.H.,  
division director**



#### **Water Supply and General Engineering Section, (612) 296-5330**

**Gary L. Englund, section chief**

The section establishes and enforces standards for the protection of the health and safety of Minnesotans through the state and federal safe drinking water acts. Its jurisdiction includes any water system service with more than 15 connections or 25 people per day.

The section reviews and approves submitted plans for public water systems and inspects water systems upon completion. Any supplier of community wa-

ter for public use, such as municipalities and governmental units, must submit proposed plans of public water works systems to the section for approval.

Final inspections are provided for special projects upon completion, such as pump houses, wells and modifications for treatment plants. The plans must be submitted by an engineer registered by the state of Minnesota.

For information, necessary forms, or to request an inspection, contact the department's Engineering Unit, (612) 296-5227. There are no fees for plan reviews or inspections.

All water well contractors, who drill both private and public water wells, must be licensed by the section. To become licensed, a person must have three years experience in well drilling and pass a written examination given by the state. Persons may drill their own well without being licensed by the state provided the rules of the department are followed.

For information and license application forms contact the **Ground Water Quality Control Unit**, (612) 296-5338, at the department's address. Fees are:

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fling fee (required for qualification to take test)	\$50.00
initial license fee	50.00
renewal	50.00
additional rigs after the first	5.00
penalty fee after Jan. 31	10.00

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The section offers a mandatory training program necessary for certificate renewal for operators of municipal or public water systems. For training information contact the department's Engineering Unit, (612) 296-5517. The average fee for an 8-hour training program is \$10.00 and 20-hour programs usually cost \$45.00.

The section administers the program for certifying public water supply operators. For information regarding the requirements for certification, contact the **Water and Wastewater Operator Certification Council**, (612) 296-5517. Fees for certification are:

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application for examination	\$15.00
issuance of certificate	15.00
re-examination resulting from failure to pass exam	15.00
renewal of certificate (every three years)	15.00
replacement of certificate	5.00
reinstatement or reciprocity certificate	20.00

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The section enforces soil absorption, sewage disposal, swimming pools and natural bathing places, and non-community water systems standards. For information or the necessary review forms contact the department's Engineering Unit, (612) 296-5330. There are no fees.

The section licenses all plumbers working in communities with populations in excess of 5,000. To be licensed, a person must pass a written examination usually given in March and September each year by the health department. To qualify for the examination, four years experience is needed for journeyman and five years for a master's license. For application forms and information

contact the General Engineering Unit, (612) 296-5328. Examination and license fees are:

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master's bond filing fee	\$25.00
per year, concurrent with license	
exam: masters	25.00
journeyman	25.00
license: masters	40.00
journeyman	15.00
licenses must be renewed annually	

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The section licenses water conditioning contractors and installers servicing single family units in communities with populations in excess of 5,000. Written examinations are offered at the convenience of the applicant in the Department of Health building. For application forms and information contact the General Engineering Unit, (612) 296-5328. Examination and license fees are:

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contractor's bond filing fee	\$25.00
per year, concurrent with license	
exam: contractor	25.00
installer	10.00
license: contractor	25.00
installer	10.00
licenses must be renewed annually	

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The section publishes three quarterly newsletters: "Waterline" for water utility operators. "Catch Basin" for licensed plumbers, water conditioning installers and contractors, and "The Minnesota Groundwater Newsletter" for people in the well drilling industry. The newsletters are all free. To be placed on the mailing list contact the section at (612) 296-5517.

**Hotels, Resorts and Restaurants Section, (612) 296-5335**

**M. Frederick Mitchell, section chief**

The Hotels, Resorts and Restaurants Section licenses and regulates establishments serving food and beverages including lodging facilities such as hotels, motels, resorts, boarding and lodging establishments, mobile home parks and recreational areas. The major purpose of this program is to prevent foodborne disease outbreaks.

Information about licenses is available, including special instructions for the construction of new food and beverage establishments. For information and license applications contact the Hotel, Resorts and Restaurants Section, at the Health Department.

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The annual license fees for lodging facilities are based on the following schedule (effective 1980):

number of sleeping rooms, units and/or cabins:	annual fee:
1-18	\$23.00
19-35	45.00
36-100	60.00
100 and over	75.00

The annual license fees for beverage services are based on the number of employees working in each establishment as follows:

number of employees:	annual fee:
1-4	\$21.00
5-18	36.00
19-28	54.00
29-35	75.00
36 or more	90.00
limited or temporary food service	15.00

Annual license fees for food service is also based on the number of employees working in each establishment as follows:

number of employees:	annual fee:
1-4	\$21.00
5-18	36.00
19-28	54.00
29-35	75.00
36 or more	90.00
limited or temporary food service	15.00

Mobile home park/camp site annual fee schedule:

primary license (first license issued to park or camp); is \$50.00 for each 50 sites:	
2-50 sites	\$ 50.00
51-100 sites	100.00
annual license (year round over 6 months): \$10.00 for each 10 sites with a maximum of \$300.00:	
2-10 sites	\$10.00
11-20 sites	20.00
seasonal license (6 months or less): \$7.50 for each 10 sites or fraction thereof with a maximum of \$225.00:	
11-20 sites	\$15.00

Complaints concerning facilities will be investigated by the section. To register complaints contact the Hotel, Resorts and Restaurants Section.

To be registered as an environmental health specialist/sanitarian, an individual must provide evidence of receiving at least a baccalaureate degree in environmental health or a related field, completing one year of supervised related employment, and completing the required examination. The biennial registration fee is \$30.00.

**Occupational Health Section, (612) 296-5332****Darrell Anderson, section chief**

The Occupational Health Section is concerned with recognizing and controlling job-related health hazards, as well as assisting the Department of Labor and Industry with the enforcement of occupational health standards by testing and measuring potentially hazardous occupational health conditions. The section handles inquiries about industrial health problems, primarily concerning toxic materials, noise problems and generally unsafe work environments. For information contact Occupational Health Section at the Health Department.

**Radiation Control Section, (612) 296-5323****Alice Dolezal, section chief**

The Radiation Control Section registers all sources of ionizing radiation (such as x-rays) in the state. These approximately 9,000 sources include x-ray machines, radioactive materials, etc. Scheduled inspections of medical, dental, veterinary, industrial and educational facilities using these sources are conducted on a routine, continuous basis every three to four years. The section regulates the transportation of radioactive materials in the state and is a primary responder to emergencies and accidents involving radiation. For registration information contact the Radiation Control Section. Fees are:

x-ray machine	1st unit	\$ 30.00
x-ray machine	additional unit up to 16th unit	\$ 10.00
radium source	all sources at facility	\$100.00

**Analytical Laboratory Services Section, (612) 296-5300**

The Analytical Laboratory Services Section performs physical, chemical, bacteriological and radiological examinations of air, water, waste water, sludge, sediment, soil and tissue samples. The ability to make these analytical measurements is essential to the standard-setting and compliance-monitoring activity of state and federal environmental control programs. Fourteen such programs (including occupational health; health risk assessment; hotels, resorts and restaurants; water supply; and radiation control) depend on the section for laboratory support. In addition, the Minnesota Pollution Control Agency and the Minnesota Department of Transportation utilize laboratory services provided by the section.

**Environmental Field Services Section, (612) 296-5335****Charles Schneider, section chief**

The Environmental Field Services Section inspects licensed food, beverage and lodging establishments on an unscheduled annual basis for the department. The section also inspects and issues permits to children's camps and inspects migrant labor camps and public water supplies.

**Health Risk Assessment Section, (612) 296-5352**

**David Gray, section chief**

The Health Risk Assessment Section provides expert consultation for department programs and other state agencies concerning human health impacts of environmental exposure to physical or chemical agents. Examples include: St. Louis Park creosote contamination, 2,4-D used in forestry management in northern Minnesota, mercury contamination of fish in northern Minnesota and effects of high voltage transmission lines.

**Bureau of Health Services**

**Division of Disease Prevention and Control, (612) 296-5212**

**Andrew G. Dean, M.D., M.P.H., division director & state epidemiologist**

The prevention, investigation and control of communicable and chronic diseases are responsibilities of this division. The division identifies health problems in population groups by surveys, case reports and other data collection systems. It develops methods for the control and prevention of health problems, and provides technical expertise as well as active program promotion. The division assists local agencies in investigating disease outbreaks and in establishing measures to control these outbreaks. Related activities include statistical and research studies to identify patterns of occurrence of diseases and unusual clusters of cases of disease. These studies help to identify causes or sources of disease so that control methods can be devised.

The division has developed guidelines for public awareness, public education, community screening, and for making referrals to treatment or for follow-up to assure long-term compliance. These guidelines are available for use by local agencies, voluntary organizations and health professionals. Division staff further support these local activities by providing them with consultation and technical materials. Statistical data are made available to identify risk populations and measure impact of control activities.

**Acute Disease Epidemiology Section, (612) 296-5414**

**Michael Osterholm, Ph.D., chief**

This section maintains surveillance of acute disease occurrence in order to detect disease outbreaks. The section conducts epidemiologic investigations of disease problems and reports to the public findings and control/prevention measures. Consultation services are provided free to local health agencies, physicians, nurses and clinics. Statistical information is available from this section, but copying services and research are not provided. This section provides assistance to the Epidemiologic Field Services section in acute disease control measures.

**Chronic Disease Epidemiology Section, (612) 296-5216**

**Alan Bender, D.V.M., Ph.D., chief**

This section conducts investigations of specific chronic diseases including a description of the epidemiology of these conditions in Minnesota and develop-

ment of appropriate surveillance techniques and control methods. The section assists in the design of surveillance programs and identifying risk factors (causes) for chronic diseases.

#### **Acute Disease Programs Section, (612) 296-5237**

##### **Diane Peterson, chief**

This section operates programs developed to control acute diseases.

The **Tuberculosis Unit, (612) 296-5208**, investigates all cases of tuberculosis and their contacts in order to control the disease and to prevent others from contracting it. The unit provides advice and assistance to physicians and furnishes certain types of drugs to infected persons without charge for treatment of the disease.

The **Venereal Disease Unit, (612) 296-5203**, provides laboratory services to physicians and to public and voluntary agency clinics for the diagnosis of gonorrhea, syphilis and other sexually transmitted diseases. The unit investigates cases of venereal disease and their sexual contacts to ensure prompt treatment and control of the spread of the diseases, and provides public and professional education.

The **Immunization Unit, (612) 296-5237**, promotes and assists community and school programs in immunizing children. It also maintains a surveillance system to identify outbreaks of the immunizable diseases, particularly rubella and rubeola, so that they may be quickly controlled; promotes public education; trains immunization clinic personnel and volunteers; purchases vaccines in bulk to reduce costs for local clinics and physicians; furnishes equipment; and provides some supplies for the convenience of community immunization projects.

#### **Chronic Disease and Health Promotion Section, (612) 296-5589**

##### **Michael Moen, M.P.H., acting chief**

This section operates ongoing programs developed to control chronic diseases whose causes have been identified. The section works on the epidemiologic analysis and control of hypertension, heart disease, diabetes, cancer and other chronic diseases. In addition, the section works with the legislature, public media, community programs, and private industry in order to successfully implement health promotion/risk reduction programs designed to prevent chronic diseases.

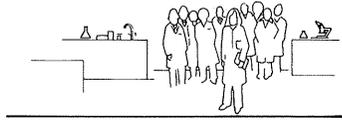
#### **Epidemiologic Field Services Section, (612) 296-5414**

##### **John Washburn, chief**

This section serves as the principal contact for this division with local health agencies and the physician community. The section conducts professional education through seminars, courses, and literature distribution. The section also publishes a monthly "Disease Control Newsletter" for physicians, nurses and public health workers. The newsletter is free and interested persons can call the section to be placed on the mailing list.

**Division of Medical  
Laboratories, (612) 296-5241**

**C. Dwayne Morse, Dr. P.H., director**



The medical laboratories provide bacteriological, parasitological, mycological, virological, serological, cytogenetic and metabolic testing services necessary for the prevention and control of infectious, chronic and genetically determined diseases in the state. These services are offered through the following sections:

Section	Section Chief	Telephone
Microbiology	John McCullough	(612) 296-5251
Serology	James Anagnost	(612) 296-5245
Virus and Rickettsia	Robert Siem, Ph.D.	(612) 296-5258
Cytogenetics/Metabolic Screening Laboratory	Lloyd Boyd	(612) 296-5257

These sections provide testing which extends and supplements medical laboratory services of hospitals, clinics, other medical laboratories and local health units throughout the state. They provide reference and confirmatory testing using sophisticated methodology not generally available in routine clinical laboratories. They offer a continuous program of studies, research and investigation to maintain and improve the quality of medical laboratory services.

There is a handling fee of \$3.00 per specimen for certain specimens submitted to the Medical Laboratories Division. Information concerning this handling fee and its collection and on obtaining specimen kits for submitting specimens can be obtained by calling office manager Dorothy Pasket, (612) 296-5210.

The medical laboratories also act as a referral center for special specimens to be submitted to the Center for Disease Control, U.S. Public Health Service, in Atlanta, Georgia. It is required that all specimens of this nature be submitted through the Division of Medical Laboratories, Minnesota Department of Health.

The Medical Laboratories Division also operates a clinical laboratory improvement program. Included are a uniform, statewide proficiency program and training and consultation activities for 387 hospital, clinic and other medical laboratories throughout the state. A variety of self-study laboratory oriented slide tape programs are available on loan from this program. The program also publishes a quarterly newsletter, the "Medical Lab Forum." These services are available to medical laboratorians and others interested in laboratories in the state. To subscribe to the free newsletter, call (612) 296-5243.

**Bureau of Health Resources, (612) 296-5569**

**James Brunsgaard, assistant commissioner**

**Division of Health Systems, (612) 296-5440**

**Janet G. Brodahl, director**

**Technical Consultation and Training Section, (612) 296-5447**

**Marlene J. Deschler, section chief**

The Technical Consultation and Training Section provides consultation and educational services to health care providers in relation to federal requirements for certification. Areas include nursing, physical and occupational therapies, medical records, sanitation, social services, diet, pharmacy, patient's rights, patient care planning and utilization review.

**Engineering Services Section, (612) 296-5451**

**Hans P. Larsen, section chief**

The Engineering Services Section reviews and approves construction plan drawings and specifications for new health care facilities, for additions, and for remodeling. It inspects the completed projects to assure that they qualify for state licensing and are in compliance for federal certification. The section also provides consultation to health care providers, architects, engineers and contractors.

Plans for projects that have already received a certificate of need must be submitted by the facility or its representative before construction begins.

For information or to request a consultation, contact the Engineering Services Section at the department's address. There are no forms or fees. Consultations should be scheduled as far in advance as possible.

**Survey and Compliance Section, (612) 296-5420**

**Clarice U. Seufert, section chief**

The Survey and Compliance Section licenses and conducts inspection of all health care facilities throughout the state. Unannounced inspections are made annually. Under a cooperative agreement, the state fire marshal's office inspects the facilities for fire safety standards.

All health care facilities must be licensed annually. For information, contact the Survey and Compliance Section at the department's address. Base license fee is \$50.00 annually plus a charge of \$2.00 per bed in the facility. Fees are renewable annually upon notification by mail from the section.

Every spring, the section publishes a directory of Minnesota's licensed and certified health care facilities. The directory is alphabetized by county and town, and contains the names, addresses and telephone numbers of all facilities, as well as type of ownership, administrators' names, and number of licensed beds. It sells for \$5 plus 20¢ tax (prepayment is required) and may be obtained by contacting the Documents Center, Department of Administration, 117 University Avenue, St. Paul, 55155, (612) 297-3000.

**Quality Assurance and Review Section, (612) 296-5295**

**Marian Lewis, section chief**

The Quality Assurance and Review Section conducts an annual on-site evaluation of the care received by each medicaid patient residing in a long term health care facility (nursing home) to assure that appropriate levels of services are being received according to state guidelines.

**Planning and Resources Control Section, (612) 296-5365**

**Kent E. Peterson, section chief**

The Planning and Resources Control Section maintains the statewide hospital rate review system, regulates health maintenance organizations (HMOs), receives and investigates complaints about HMOs, and reviews and processes applications for certificate of need for construction or expansion of health care facilities. The staff of this section ensures that eligibility standards are met for federally funded construction and modernization projects, collects data and reports to the legislature on hospital malpractice claims. To obtain information about health care facilities which are required to provide a certain amount of uncompensated care to fulfill their Hill-Burton obligation, contact this section at the department's address. A free pamphlet describing the Hill-Burton program is available by calling (612) 296-5444.

**Minnesota Hospital Rate Review System, (612) 296-5572**

The Hospital Rate Review Program annually reviews and comments on the costs and charges of all Minnesota's acute care hospitals. Information concerning hospital budgets can be obtained by contacting this program at the department's address.

**Emergency Medical Services Section, (612) 296-5281**

**James Stoffels, section chief**

The Emergency Medical Services Section regulates and licenses more than 300 ambulance services. Its staff develops and administers the state plan for emergency services, including all of the program components for the improvement of the statewide emergency medical services system. They also process complaints against ambulance services. The section has developed a statewide radio communications plan.

To obtain a license or other information, or to register a complaint, contact the Emergency Medical Services Section at the department's address.

The section registers emergency medical technicians. To be registered as an emergency medical technician, an individual must complete the 81-hour basic emergency care course, pass both a written and a practical examination and submit the \$11 biennial registration fee.

**Minnesota Office of Health Facility Complaints, (612) 296-5562**

**Arnold Rosenthal, executive director**

Minnesota Statute sections 144A.51-144A.55

The Minnesota Office of Health Facility Complaints, directly responsible to

the commissioner of health, receives and acts upon complaints about licensed health care facilities in Minnesota, as well as reports of maltreatment of vulnerable adults (patients in any such facilities). Licensed health care facilities include hospitals, nursing homes, boarding care homes and supervised living facilities. Actions relating to such facilities of any division, official or employee of a state or local government agency or any health care provider may be investigated.

The office assists residents of health facilities in enforcing their rights under Minnesota law. The office cooperates with other agencies to assure that the complaint will be handled by the agency with the appropriate jurisdiction. The office will respond to any complaint, anonymous or identified. Personnel of the office can enter any health facility at any time to investigate a complaint and will issue correction orders to health care facilities when violations are found. This service is offered to residents of Minnesota.

To register a complaint, write or call collect the Minnesota Office of Health Facility Complaints at the Department of Health. There are no forms or fees. A complaint may be resolved in a matter of days or weeks depending on its complexity. However, matters involving a potential hazard to patient/resident health or safety are acted upon immediately.

The office distributes two free brochures: one describes the office, and the other, titled "Looking for a Nursing Home," assists in nursing home placement. The office prepares an annual report for the legislature and the commissioner of health.



## Office of Administrative Hearings

310-4th Avenue S.  
Summit Nat'l Bank Building  
Administrative Offices — 4th Floor  
Hearing Rooms — 3rd Floor  
Minneapolis, Minnesota 55415  
(612) 341-7600  
Duane R. Harves, chief hearing examiner

Minnesota Statutes, sections 15.0411-15.052 and 176

The Office of Administrative Hearings is an independent state agency which conducts both rulemaking hearings (a legislative-type hearing where an agency seeks to adopt a rule which will apply to many people) and contested case hearings (a trial-type hearing where an agency seeks to take an action in regard to specific persons) under the Minnesota Administrative Procedure Act. The office also conducts all hearings under the Minnesota workers' compensation law. The office conducts hearings for other state agencies with the exception of the Minnesota Municipal Board, the Corrections Board, the Unemployment Insurance Program in the Department of Economic Security, the Bureau of Mediation Services, the Workers' Compensation Court of Appeals, the Minnesota Tax Court, the Board of Pardons, and the Public Employees Relations Board. The office is also authorized to contract with cities, counties or other political subdivisions to conduct hearings.

The office employs 13 full-time hearing examiners and 19 full-time workers' compensation judges who conduct hearings, ensure that all parties to a case are treated fairly, and issue hearing examiner reports or workers' compensation judge orders. The chief hearing examiner is the administrative head of the office. Persons wishing to request a hearing must first make the request to the affected agency when the hearing is conducted under the Administrative Procedure Act and to the commissioner of the Department of Labor and Industry when the hearing is conducted under the Minnesota workers' compensation law. The cases are then referred to the Office of Administrative Hearings.

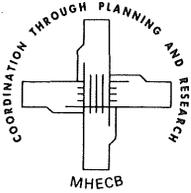
All hearings are open to the public. Each agency of state government maintains a mailing list of persons who wish to be notified of upcoming rulemaking hearings. Notice of rulemaking hearings must also be published in the *State Register* at least 30 days prior to the hearing. Any person attending a rulemaking hearing may offer oral or written testimony that may influence the recommendation of the hearing examiner and the final decision by the agency. Inquiries about procedure can be directed to the hearing examiner assigned to the hearing. A brief description of the hearing process and rulemaking procedure can be found beginning on page 1. Following Administrative Procedure Act hearings, hearing examiners prepare reports consisting of findings of fact, conclusions and a recommendation which is filed with the agency. The agency then makes a final decision after reviewing the record. Hearing examiner reports may be reviewed at the Office of Administrative Hearings or at the Legislative Reference Library. Following workers' compensation hearings, the compensation judge issues a final order which is appealable to the Workers' Compensation Court of Appeals. Copies of reports or orders may be obtained from the office for the cost of reproduction. Inquiries about the date of hearings or their current status may be directed to the office.

The office is also responsible for the preparation of the verbatim transcript of all hearings conducted. These transcripts are prepared by employee court reporters or by court reporters from the private sector who serve the office under a contract. Transcripts are also prepared from audio magnetic recording devices. Transcripts of all hearings conducted may be obtained through the office for a fee which is established on an annual basis by the office after approval by the Department of Finance in cases where state employees have prepared the transcript. In all other instances, transcripts can be purchased directly from the court reporter.

The office also has two hearing rooms on the 4th Floor of the Space Center Building, 444 Lafayette Road, St. Paul, and an office in Duluth on the 7th Floor of the new State Service Center with a full time compensation judge and a court reporter.



# Higher Education Coordinating Board



400 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-3974  
Clyde R. Ingle, executive director

## Minnesota Statutes chapter 136A

The Higher Education Coordinating Board conducts planning for all post-high school education in Minnesota and coordinates the state's post-secondary education systems which include the University of Minnesota, the state universities, community colleges, area vocational-technical institutes, and many private-controlled schools. In addition, the board administers several state and federal higher education programs, including Minnesota's student financial aid programs.

The board is composed of 11 voting members appointed by the governor, with the advice and consent of the senate, for four year terms. There is one member from each of the state's eight congressional districts and three at-large members. Also sitting on the board are the chancellors of the State University System and the Community College System, the commissioner of the Dept. of Education, the president of the University of Minnesota, and the executive directors of the Private College Council and the Minnesota Association of Post Secondary Schools. Meetings are held once a month in the capitol area and are open to the public. Call (612) 296-9665 for specific meeting locations.

## Communications Office, (612) 296-9684

### Phil Lewenstein, manager

This office prepares news releases and meeting notices for the board and manages communications between the media and the board about the board's financial aid programs. The office also prepares the board's biennial report submitted to the legislature and publishes a newsletter, "Mhecb report." Both are available by contacting the office.

## Financial Aid Division, (612) 296-5715

### H. James Leskee, director

The Financial Aid Division administers the following student financial aid programs for Minnesota students.

## State Scholarship and Grant-in-Aid Programs

State scholarships and grants ranging from \$100 to \$1,400 are awarded to Minnesota residents who attend or plan to attend an eligible institution of learning as a full-time student. Eligible institutions include the state universities, the University of Minnesota, community colleges, public area vocational-technical institutes, private colleges and universities, private technical schools, schools of nursing and related health professions and private vocational institutions.

Grant awards are made solely on the basis of financial need, and awards cannot exceed one half of a student's need. Scholarship winners are chosen on the basis of high school rank but must also show financial need to actually receive a monetary award. A state scholarship or grant award combined with a federal grant award may not exceed 75 percent of a student's need. Initial scholarship and grant awards may be renewed. To apply for a scholarship or grant-in-aid, contact the board.

Students who wish to receive an award must complete the Family Financial Statement — Minnesota edition, which includes the Minnesota Scholarship and Grand-in-Aid application. Forms may be obtained from high school guidance counselors, financial aid offices at post-secondary institutions and from the board. The submission of one form assures the applicant of consideration for both the state scholarship and grant-in-aid programs. The same form also may be used to apply for a federal Basic Educational Opportunity Grant and aid from many institutions.

Fees are charged for application forms. The Family Financial Statement costs \$6.00 to process for the first school receiving a copy of this form (at the student's request) and \$3.00 for each additional school. If the Family Financial Statement is processed and returned with errors, they must be corrected. The correction costs \$4.00 for the first school receiving a copy of this corrected form (again at the student's request) and \$3.00 for each additional school. The application deadline each year is determined by the board. It cannot be earlier than February 15. Students are notified of awards in late spring or early summer.

### **Minnesota Student Loan Program**

Under this program, eligible undergraduate students may receive loans of up to \$2,500 per year and may borrow a maximum of \$12,500 while in school; however, first year students borrowing directly from the state may not apply for more than \$1,500 at one time nor borrow more than one-half the estimated cost of their education for the year. Graduate and professional students may borrow \$5,000 per year or a total of \$25,000 including undergraduate borrowing. Virtually any Minnesota resident enrolled at least half-time in an eligible institution in Minnesota or in another state is eligible. Students whose family adjusted gross income is \$30,000 or more must undergo a financial need test to determine if they are eligible. Most post-secondary institutions are eligible.

Applicants should first try to find a participating private lending institution — the family's bank, a credit union or savings and loan association. Loans are made at the discretion of the private lender, and the student is responsible for repaying the loan. Students unable to obtain loans from private lenders may apply to the state program. Application forms are available from private lenders and from financial aid offices at post-secondary institutions. They also may be obtained from the board.

There are no fees for application forms; however, there is an annual interest charge of 9% on student loans. Most students qualify for interest benefits, and the federal government will pay the interest while the student is in school. The applicant is required to pay an insurance premium of up to 1% per year which is deducted from the loan amount. Also, the borrower must pay a 5% fee that is deducted from the loan and is used to help cover interest costs to the government. Repayment on the principal of the loan begins six months after the

student leaves school. A student may apply any time during the year but should allow 8 to 12 weeks for processing.

### **Minnesota Work-Study Program**

The work-study program enables students to earn money for school by working an average of 15 hours a week for \$600 to \$1,000 a year. The board allocates state work-study funds among post-secondary education institutions based on a formula set by the legislature. All Minnesota public post-secondary institutions and most private ones participate. To be eligible for the work-study program, students must attend an institution on a full-time basis and demonstrate financial need. Students will be employed either in a post-secondary institution, in a non-profit, non-sectarian agency located in the state, or at the residence of a handicapped person or person over 65 years of age.

To apply for the work-study program, students should contact the institution they attend or plan to attend. Forms are obtained from the educational institution the student attends or plans to attend. There are no fees for this service. The financial aid director of each school will give the student an estimate of the time it takes for applications to be processed.

### **Minnesota Veterans' Dependents Student Assistance Program**

The Minnesota Veterans' Dependent Student Assistance Program provides tuition assistance to dependents of prisoners of war or persons missing in action after August 1, 1958. Most Minnesota post-secondary education institutions are eligible for the program. Students must apply for assistance at the financial aid office of the school they attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

### **Minnesota-Wisconsin Reciprocity Program**

Under the Minnesota-Wisconsin Reciprocity Program, out-of-state tuition charges are waived for students choosing to attend a post-secondary education institution located in the neighboring state. The program covers virtually all students: full time, part time, undergraduate, graduate and professional. All University of Wisconsin System Schools and Center System institutions are eligible. All Minnesota public post-secondary institutions are eligible.

Information can be obtained from the institution the student attends, or by mailing or phoning the board. Application forms are available at all Minnesota high schools and eligible post-secondary institutions. They also may be obtained from the board. Applicants for reciprocity in an area vocational-technical institute should apply to the director's office at the nearest Minnesota AVTI. There are no fees for this service. Applications for each academic term should be submitted by the last day of that term and applications *will not* be processed retroactively. A student who wishes to participate in this program for the entire academic year must apply before the end of fall quarter or semester. Students will receive the results of their applications approximately four weeks after applying.

### **Minnesota-North Dakota Reciprocity Program**

Under the Minnesota-North Dakota Reciprocity Program, out-of-state tuition charges are waived for students attending an eligible public institution in

the neighboring state. The program includes virtually all students: full time, part time, undergraduate, graduate and professional. Area vocational-technical schools are not included in this program.

To find out which institutions of higher learning in North Dakota are included in the reciprocity program, contact the board. Applications are available at all Minnesota high schools and eligible post-secondary education institutions. They may also be obtained from the board. There are no fees for this service.

Applications must be filed no later than the date on which fees are assessed by the institution for the applicable term. Applications received and approved after the term ends are not retroactive. Only one application per year is required. Students will be notified of the results of their applications approximately four weeks following receipt of the applications.

### **Minnesota-South Dakota Reciprocity Program**

Under the Minnesota-South Dakota Reciprocity Program, out-of-state tuition charges are waived for students attending an eligible public institution in the neighboring state. To find out which institutions of higher learning in South Dakota are included in the program, contact the board. Applications are available at Minnesota high schools and eligible post-secondary education institutions. They also may be obtained from the board. There are no fees. The application deadline for each academic term is the last day of scheduled classes for that term, at the institution the student attends and applications *will not* be processed retroactively. Students will receive the results of their application about six weeks after they apply.

### **Part Time Grant Program**

The Part Time Grant Program awards are made to part-time students pursuing programs or courses leading to a degree, diploma or certificate. The amount of the award is based on the student's need, but cannot exceed the cost of tuition and fees for a comparable program at the University of Minnesota. Recipients of part-time grants are selected by the school the student attends.

To apply for a part-time grant the student should contact the institution he or she attends or plans to attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

### **Nursing Student Grants**

A program of grants for nursing students provides grants that range from \$100 to \$1,400 and are administered according to conditions of the state grant-in-aid program. Eligibility requirements are similar to the grant-in-aid program; however, an applicant must be enrolled as a full-time student in a nursing education program (either licensed practical nurse or registered nurse program) in an eligible college or vocational school. For more information, or to apply for a grant, contact the board. Forms are available from the board and individual schools. For processing the Family Financial Statement there is a fee schedule mentioned at the beginning of this entry. Applicants are notified of any awards within three to four months after their application is received.

### **AVTI Tuition Subsidies**

A program of tuition subsidies is offered to Minnesota residents attending public area vocational-technical institutes. Any Minnesota resident who attends a public AVTI and who is not receiving a state scholarship or grant is eligible to apply. All 33 public area vocational-technical institutes in Minnesota are eligible to participate.

Awards are based on the applicant's financial need. The subsidy provides between 5 and 75 percent of the student's tuition depending on his or her financial need. The subsidy provides for a reduction of tuition until the end of the fiscal year or completion of the student's program, whichever occurs first. Eligible students may reapply each fiscal year. Recipients are selected by the institute.

To apply the student should contact the financial aid office at the area vocational-technical institute he attends or plans to attend. For more information, contact the board. Application forms should be obtained from the area vocational-technical institute the student attends or plans to attend. There are no fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school. A student attending an area vocational-technical institute may delay tuition payments for the period of enrollment during which his or her application for a subsidy is being processed. If the application is being denied and the student promptly withdraws from school, tuition will be forgiven.

### **Policy Planning and Research Division, (612) 296-9679**

**Robert Rustad, director**

The Policy Planning and Research Division conducts long-range planning for Minnesota post-secondary education. It identifies issues, analyzes and evaluates alternative policies, and develops recommendations for state policy. The division collects and studies information about the financial conditions of post-secondary education and the financing of post-secondary education. It analyzes budget requests and appropriations for the University of Minnesota, the State University System, the State Community College System, and the state's public area vocational-technical institutes.

The division also collects and analyzes information on post-secondary education enrollments in the state and forecasts demographic trends and enrollments. It develops and maintains an information system for post-secondary education in Minnesota. This service is not offered directly to the public; however, citizens interested in obtaining information may contact the board.

The division administers the Minnesota Post-High School Planning Program. Under the program, guidance, testing and information are provided to assist high school students in making career plans and decisions regarding post-secondary education or work. The program is offered at high schools in the state and is administered to all eleventh grade students who desire to participate. A \$4.25 fee is assessed to students who take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test component in order to qualify for a National Merit Scholarship. Test scores are used for admission and placement purposes at many colleges. In some cases a \$3.50 fee is assessed to students who complete the Career Planning Program, a new component of the program.

The testing part of the program is administered in the fall and a plans and background survey is administered in the spring. Results are given to the student during the junior and senior years, and with the student's permission, results are sent to Minnesota post-secondary institutions. More information can be obtained by calling the division.

### **Program Planning and Coordination Division, (612) 296-9672**

**Susan Powell, director**

The Program Planning and Coordination Division reviews instructional programs in the state and makes recommendations to the board and administers several state and federal post-secondary education programs.

The division evaluates instructional program proposals submitted to it by post-secondary institutions and submits its recommendations to the Higher Education Coordinating Board. This service is not offered directly to the public; however, citizens interested in obtaining information on instructional programs in the state may contact the board.

### **Minnesota Inter-Library Telecommunications Exchange (MINITEX)**

The Minnesota Inter-Library Telecommunications Exchange (MINITEX) program makes most of the state's library resources available to the public. Persons who have information needs that cannot be met by their own library have requests transmitted to the MINITEX central office (University of Minnesota, Wilson Library). MINITEX staff locate and retrieve the material from over 150 libraries and prepare it for delivery.

Information about the MINITEX program and names of participants can be obtained by contacting the MINITEX Office, Wilson Library, University of Minnesota, Minneapolis, Mn. 55455, (612) 376-4649 or (612) 376-3926. Forms are available at all participating libraries. There are no fees for this service. Persons can expect to wait 48 hours to receive requested materials.

### **Private College Contract Program**

The Private College Program provides grants to private institutions that enroll Minnesota citizens. This service is not offered directly to the public. For more information, contact the Minnesota Higher Education Coordinating Board.

### **Private Institutions Registration Program**

The Private Institutions Registration Program registers and regulates private institutions which offer courses and programs to Minnesota citizens. Information about registered institutions is available to the public. Contact the board at (612) 296-9672 for information or assistance. There are no fees for public information or assistance.

### **Undergraduate Instructional Equipment Program**

The federal Title VI Undergraduate Instructional Equipment Program grants are awarded to institutions either for laboratory and other special equipment or television equipment for closed-circuit direct instruction. The coordinating

board reviews and ranks applications of Minnesota institutions. The U.S. Office of Education awards the grants based on the coordinating board's recommendations. This service is not offered directly to the public. For more information, contact the board.

### **Academic Facilities Program**

The Federal Academic Facilities Program awards federal funds to Minnesota institutions as matching grants to expand or improve facilities. The board reviews, validates and ranks applications for grants according to a state plan and U.S. Department of Health, Education and Welfare regulations and forwards recommendations to the federal government. Availability of funds is contingent upon congressional appropriations. This service is not offered directly to the public. For more information, contact the board.

### **Optometry and Osteopathy Contracting Program**

The board administers a program of optometry and osteopathy contracting. It contracts with schools located outside the state to assure that a limited number of seats will be available to Minnesota residents seeking to pursue professional studies leading to degrees in these fields. The program does not provide direct financial assistance to students. While the program guarantees admission to a limited number of seats, the student still is obligated to pay tuition and fees charged by the school.

Any Minnesota resident who is accepted into an optometry or osteopathy program at any of the schools with which the state has signed a contract is eligible to apply for one of the spaces. Applicants must agree to practice optometry or osteopathy in Minnesota for a period of not less than three years. The board reviews the list of applicants and submits to each contracted institution a list of those students eligible to occupy contract seats. The schools then select and match candidates with seats available during the regular admissions process. Students interested in applying for a contract seat may obtain information and applications from the coordinating board.

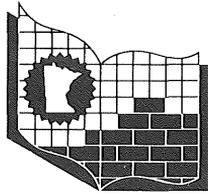
### **Administrative Services Division, (612) 296-9696**

#### **Arlon Haupert, director**

The division prepares and manages the budget for the board, personnel services, agency administrative support and fiscal management of the State Student Loan Program.



## Minnesota Higher Education Facilities Authority



278 Metro Square Building  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-4690  
Joseph E. La Belle, executive director

### Minnesota Statutes 1974, Sections 136A.25 to 136A.42

The Minnesota Higher Education Facilities Authority assists non-profit, private colleges, universities and professional schools which need loans for new construction, remodeling or refinancing of indebtedness of existing buildings. The authority acts as the agent for these higher education institutions by securing loans for them at a lower interest rate than might be directly available for the schools. The loans must be financed by the sale of revenue bonds by the authority. The school then signs a lease with the authority to pay rent in the amount needed to repay the authority's debt.

Applications for loans may be made by any Minnesota non-profit, non-sectarian, private college, university and/or professional school. The application procedure is first to submit a preliminary letter of application describing the institution, the nature of the proposed project, the cost of the project and how the institution hopes to finance the repayment of the borrowed funds. When a preliminary application is approved by the authority it gives the institution an application manual to guide it in preparing a formal application. When the application and the exhibits are complete, the executive director, the bond counsel and fiscal consultant each review the documents and prepare recommendations to the authority board. If the authority approves the formal application, a financial program and various legal documents are prepared and when approved by representatives of the institution and the authority, a sale date is set for issuing tax-exempt revenue bonds.

A fee of \$1,000 must accompany the submission of the formal application. For further information or assistance contact the Minnesota Higher Education Facilities Authority.



## Minnesota Historical Society



Administrative Office & Headquarters  
690 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-2747  
Russell W. Fridley, director

### Minnesota Statutes, chapter 138

The Minnesota Historical Society (MHS) was chartered by the 1849 Minnesota territorial legislature to collect, preserve and interpret Minnesota history,

and is the oldest institution in the state. The society receives funds from the Minnesota legislature, memberships, gifts and endowments. It is not a state agency, although it performs certain state functions and is the official custodian of the state's history.

One of the largest in the United States, the Minnesota Historical Society is a nationally recognized leader in the field of state and local history, directly serving more than three-fourths of a million people each year. The resources of the society are available to the public. Museum displays and exhibits, both in the society's headquarters and at its historic sites, help depict the story of Minnesota from prehistoric times to the present. County and local historical societies are encouraged and promoted through a field services program that provides technical assistance to 250 county, local, regional and other historical societies in Minnesota.

The society's services are carried out by six divisions: administration; archives and manuscripts; education; historic sites, field services, and archaeology; libraries and museum collections; and publications and research. The divisions operate from four offices at four principal locations: the Main Building, 690 Cedar Street adjacent to the State Capitol, St. Paul; the Business Office and Research Center, 1500 Mississippi Street, St. Paul; the James J. Hill House, 240 Summit Avenue, St. Paul; and Fort Snelling. In addition the society operates historic sites throughout the state.

All divisions are open to the public weekdays from 8:30 A.M. to 5:00 P.M.; exhibits areas and the Museum Shop are also open Sundays from 1:00 P.M. to 4:00 P.M. The Research Center is open Saturdays from 9:00 A.M. to 1:00 P.M.

The society has three collections of research material at its main building: Reference Library, which consists of 400,000 printed books and pamphlets, periodicals, microfilms, maps, and other documents; Newspaper Library, which houses 3,000,000 slides, prints, lithographs, films, video and tape recordings, phonograph records, paintings, and 150,000 photographs dating from the 1840's to the present. The libraries are open to the public Monday through Saturday 8:30 A.M. to 5:00 P.M. Mail and phone inquiries are answered: Reference Library, 296-2143; Newspaper Library, 296-2152; Special Libraries, 296-2489. The collections are non-circulating; photo reproductions are available for a small fee.

Additional research material is located at the society's Division of Archives and Manuscripts, 1500 Mississippi Street, St. Paul, where holdings comprise approximately 70,000 linear feet. More than 6,000 collections of personal records and papers include diaries, letters, account books, reminiscences, scrapbooks, minutes, and similar material. The State Archives includes records of the governors and other executive, judicial, and legislative branches of state government.

## **Administration Division**

**Business Office, (612) 296-0334**

**John J. Wood, deputy director of operations**

The office, located at 1500 Mississippi Street, St. Paul, MN 55101, provides accounting services, contract coordination, shipping and receiving, membership services, and runs the society's bookstores and museum shops.

Choice selections of Minnesota books, prints, and gifts that relate to the state's colorful past are offered at the society's museum shops in the Main Building, at the Ramsey House, the Mille Lacs Indian Museum, the Lindbergh Interpretive Center, and at the Fort Ridgely Interpretive Center. Book and gift sales areas are also in operation at various historic sites managed by the society. In each shop are found quality souvenirs and gifts, many of them unique handcrafted articles, that represent Minnesota's Indian citizens, immigrant groups, pioneer life, and artists and craftsmen of yesterday and today.

**Society Membership, (612) 296-0332**

**Lucille Dario, membership secretary**

Membership in the society is open to all through several membership classifications from individual (\$15.00) and family (\$20.00) to company and corporate patrons. Members receive a bonus print from reproductions of historical paintings; *Minnesota History* an award-winning quarterly journal of illustrated articles, book reviews, reports on the society's collections, and notes on many aspects of the state's colorful history; *Minnesota History News* a bimonthly newsletter for members only, with short features, news of the society, that alternates with the *MHS Calendar of Events*; *Roots*, one of the finest local history magazines for young people, available only with family membership, issued three times a year and including a teachers' guide; a 25% member discount at the society's bookstores; and reduced rates for and invitations to society-sponsored tours, lectures, exhibits, the Annual History Conference, institutes, and other events throughout the year.

**Program Office, (612) 296-2747**

**Nina M. Archabal, deputy director for program**

The deputy director for program coordinates the society's activities in a wide range of educational programs, research, publications, information, conferences, tours, exhibits and libraries.

The society's efforts to bring Minnesota history to the people encompass other significant special projects.

The Public Affairs Center, emphasizes the institution's interest in regional politics and government. It provides research grants to selected scholars, publishes a series of books and pamphlets, collects relevant manuscripts, and prepares collections for public use. The center is administered jointly by three divisions of the society. A free pamphlet on the center is available on request, and a published guide to its collections may be purchased.

The Annual History Conference, a day-long event, is held each fall. It offers sessions on a wide range of topics focusing on research of Minnesota interest. Lectures, panel discussions, and slide programs feature both nationally and locally known historians.

"Adventures in History" Tours takes hundreds of Minnesotans to historic places in the state and throughout the world each year. Members of the society receive special discounts on the cost of these popular travel adventures.

Documentary films on Minnesota's past, produced by the society, have won several major awards. Among them are *The Timekeeper*, *Last of the Jacks*, and *Building Yesterday*. All may be rented through the Speakers Bureau and Film Service by calling (612) 296-3984.

**Women's Organization of the MHS, (612) 296-2747**

**Ardene Flynn, administrative assistant to director**

The Women's Organization of the Minnesota Historical Society is an independent body that serves as an auxiliary to the society, sponsors tours and seminars, and provides volunteer guides at the governor's residence. Membership is open to everyone interested in promoting the enjoyment of the state's history and the work of the society. Dues are \$5.00; membership in the MHS is encouraged but not mandatory. Send memberships or inquiries to WOMHS, 826 Osceola Avenue, St. Paul, MN 55105, or call 296-2747.

**Information Office, (612) 296-2747**

**Dorothy Gimmestad, information officer**

The office serves as the society's contact with the media providing public information, publicity and promotion about society programs. The office also prepares "Minnesota History News," a bimonthly newsletter for membership which alternates with the "MHS Calendar of Events." Questions that cannot be answered by the general information line are referred to this office.

**Archives and Manuscripts Division, (612) 296-6980**

**Sue E. Holbert, state archivist**

The collections of the Division of Archives and Manuscripts contain over 55,000 linear feet of materials. The manuscript sources document the life of Minnesota, its people, politics, businesses, and organizations. The Minnesota State Archives are the official historic records of the territory and the state. The archives also care for the records of the Great Northern and Northern Pacific railway companies that include history of much of the northwestern United States. And the Minnesota census records and indexes are an aid to family historians.

Much of the primary source material available to historians, researchers, and scholars is found in this division, located at the Research Center, 1500 Mississippi Street, St. Paul, MN 55101. Holdings comprise approximately 24,000,000 items in more than 6,000 collections and include diaries, letters, account books, reminiscences, scrapbooks, minutes, and other materials largely unpublished. The bulk of the material dates from the establishment of the Minnesota Territory in 1849.

The State Archives hold the official, noncurrent, and historically valuable records of the governors, other executive officers, state agencies, judicial and legislative branches of state government, and some local governments. These records begin in 1849 and total about 22,000 linear feet.

The personal papers of politicians, fur traders, diplomats, farmers, businessmen, soldiers, housewives, labor activists — people from all walks of life — and the records of churches, businesses, unions, political parties, social clubs, and other organizations provide information on a multitude of subjects. Collections relating to labor, politics and government, the co-operative movement, 19th-century family life, conservation and the environment, and business and industry are especially rich. Notable among the latter are the extensive records of the Northern Pacific and Great Northern railroads.

Reference and photocopying services are offered by this division. Some of the major collections have been microfilmed and are for sale or available on interlibrary loan. Pamphlet guides to microfilm editions and to the society's manuscripts and the centers' holdings are also available.

Bus shuttle service is provided weekdays from 690 Cedar Street to 1500 Mississippi Street, departure at 9:00 a.m. and return at 4:00 p.m.

The patron reading room at the State Archives, 1500 Mississippi Street, is open to the public Monday through Friday 8:30 a.m. to 5:00 p.m., and on Saturday from 9:00 a.m. to 1:00 p.m. Minimal information may be handled by phone or by mail.

### **Education Division, (612) 296-0107**

**Rhoda Gilman, assistant director for education**

The society's resources are brought to both school children and the general public through a variety of educational programs. Schools, historical agencies, and community organizations throughout the state and region use the division's circulating photographic exhibits, slide sets, videotapes, and films, which offer vivid images of Minnesota's past.

The division also provides tours of the Historical Society Building and schedules tours of the Minnesota State Capitol on the hour, free of charge, all year round, Monday through Friday, 9 a.m. to 4 p.m.; Saturday 10 a.m. to 3 p.m.; Sunday 1 p.m. to 3 p.m. Call 296-2881 for more information, and a free catalog of educational services and prices of rental materials. The division is located in the James J. Hill House, 240 Summit Avenue, St. Paul, MN 55102.

### **Educational Materials, (612) 296-1055**

**Ellen Green, editor of curriculum materials**

The division publishes *Roots*, a magazine for intermediate students, three times a year, a *MHS Calendar of Events*, published bi-monthly and occasional other publications. It also produces multimedia curriculum units for elementary and secondary students in an effort to provide schools with informative and colorful classroom materials on Minnesota history.

### **Continuing Education Programs, (612) 296-3247**

**Nordis Heyerdahl-Fowler, public programs associate**

The division offers several non-credit and for-credit adult education courses throughout the year and coordinates courses offered by other divisions of the society. Classes are offered on a quarterly basis and some are held in cooperation with the University of Minnesota Extension Department. Class titles include "The Fur Trade: New Perspectives," "Minnesota Railroad History: An Inside Look," and "Minnesota Historic Preservation Process." Classes are listed in the *MHS Calendar of Events*.

### **Teacher Education Program, (612) 296-3252**

**Maureen Otwell, teacher education associate**

The program offers a statewide series of workshops that give teachers back-

ground information about Minnesota and assistance with curriculum development. The Minnesota History Workshop is offered three times a year for varying credit at the graduate level for upper elementary and secondary teachers as an introduction and review of MHS materials. Each class has a different thematic focus. Three Saturday Teacher Days are held, one each in the fall, winter and spring. These half-day workshops detail the MHS collections' teaching materials available to instructors. Three Curriculum Development Workshops, lasting a half day, are designed to generate curriculum that teachers can take back to the classroom. Topics include: "The Frontier Experience," "Biography as History," and "The Fur Trade."

The teacher education associate will go out to school districts and do in-service training at local schools. Two workshops available are Teaching Minnesota History: Resources and Approaches, and Local History Resources as Classroom Materials. Consulting services are also provided to individual teachers, including designing research projects that use the MHS collection. Classes offered by the program are for credit with the University of Minnesota, and non-credit for which recertification or renewal credits can be arranged. Call or write for more specific information.

#### **Exhibits, (612) 296-3830**

##### **Nicholas Westbrook, curator of exhibits**

The division plans and produces the imaginative and informative exhibits found in the third floor galleries of the main building at 690 Cedar Street. In the last three years the division has developed traveling photographic exhibits available to other groups around the state and region. The unit also provides hour long history programs at the museum, teachers' workshops, and the Historic Sites Program. Special Tuesday programs called "Have Lunch With a Historian" are held at the Landmark Center in downtown St. Paul from noon to 12:45 p.m. These programs are sometimes cosponsored with the Ramsey County Historical Society, the Science Museum of Minnesota, the Northwest Architecture Archives, and other groups. Call the society to arrange for an exhibit visit or for more information.

#### **Speakers Bureau and Materials Rental, (612) 296-3984**

##### **Trish Grafstrom, program services manager**

The public may rent films, slides and video tapes from the division. Some films currently available are "The Last Log," "Drive on the Little Fork," "Prairie Fire," "The Riddle of the Runestone," "Minnesotanos Mexicanos," and "From the Bottom Up" (about Minnesota underwater archeology). Most films are under a half hour. Films are sent out U.P.S. to renters and rent for \$10.00. Return postage must be paid by the renter. Videotapes and slide/tape sets rent for \$5.00.

About 60 speakers are available through the Speakers Bureau on a sliding scale fee basis arranged with each speaker. Speakers' topics include "Christmas in the 19th Century," "Gravestone Art in Minnesota," "Minnesota Immigrant Communities," "Folklife," "The Depression," "Starting Your Family Tree," and "The Value of Oral History." Call for a Speakers Bureau brochure or a list of materials that can be rented from the division.

## **Libraries and Museum Collections Division, (612) 296-2150**

**Lila J. Goff, assistant director**

The MHS libraries contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps, and other published sources about Minnesota life and Minnesota people. The Reference Library has a rich genealogy collection, works on American and Canadian history (especially the Upper Mississippi Valley and Great Lakes regions), local histories, and the major collection of Minnesota publications. The Newspaper Library has the most complete set of Minnesota newspapers and the Audio-Visual Library holds over 100,000 photographs about Minnesota, plus prints, tapes, and paintings. Printed flat maps of Minnesota are housed in the Map Library.

The libraries at 690 Cedar Street are open to the public Monday through Saturday 8:30 a.m. to 5:00 p.m., except for the Map Library which is open only Monday through Friday. Mail and phone inquiries are answered. Call the libraries at the following numbers: Reference Library, 296-2143; Newspaper Library, 296-2152; Special Libraries, 296-2489; Map Library, 296-4543. Photo reproductions are available for a small fee.

The museum collections at 1500 Mississippi Street, St. Paul, are non-circulating and can be viewed only by appointment.

### **Reference Library, (612) 296-2143**

**Patricia Harpole, chief librarian**

The rich resources of this department consist of over 400,000 printed books, pamphlets, periodicals, microforms, and documents and more than 3,000,000 issues of approximately 6,500 newspapers.

The society's reference library contains the nation's major collections of official and unofficial Minnesota publications, as well as important works in American and Canadian history with emphasis on the Upper Mississippi Valley and the Great Lakes areas, books of travel in America, works on ethnic groups with a significant collection on the Scandinavian element, publications of state and local historical societies, and extensive holdings on local genealogy and biography.

Its newspaper archives range from the first issue of the first paper published in Minnesota in 1849 to those that came off the presses this morning. In many instances the papers preserved by the Society are the only surviving copies. Current Minnesota newspapers are collected and microfilmed at the rate of 35,000 issues per year in the hope of preserving a complete record of Minnesota's community newspapers and a representative sampling of its specialized press. The library is located at 690 Cedar Street in St. Paul.

### **Special Libraries Department, (612) 296-2489**

**Bonnie Wilson, head**

An impressive collection of photographs, maps, slides, prints, lithographs, films, video and audio tape recordings, phonograph records, paintings, and historical maps is preserved in this department.

**Audio-Visual Library, (612) 296-1273****Tracy Baker, assistant librarian**

As the best visual collection on Minnesota in existence, this library is heavily used by authors, publishers, researchers, news media, genealogists, collectors, and people from all walks of life who are interested in everything from acrobats to zoos. Over 100,000 photographs dating from the 1840s to the present as well as about 22,000 maps are cataloged and available for viewing at no cost. Photocopies may be purchased for a nominal fee. The growing oral history collection housed in this library preserves on magnetic tape the candid recollections of a cross section of Minnesotans. Brochures describing the audio-visual collections are available on request. The library is located at 690 Cedar Street, St. Paul.

**Museum Collections Department, (612) 296-0149****Marcia Anderson curator**

The society maintains collections all across the state at historical sites and at its main building. These popular collections contain three-dimensional artifacts from Minnesota's past, ranging in size from tiny buttons to carriages. Most of the collections remain in storage, but many of the items may be viewed by appointment with the collections staff and by visiting displays in the Main Building and at historic sites operated by the society. The collections are continually used by scholars, researchers, authors, publishers, collectors, donors, school groups, special projects, and other museums. Reference service is offered.

Outstanding among the largest collections are those relating to lumbering, railroads, Indians, fur trade, costumes, toys, agricultural equipment, and domestic handicrafts.

The museum collections are housed at 1500 Mississippi Street in St. Paul and can be viewed by appointment only. Call for more information. Bus shuttle service is provided weekdays from 690 Cedar Street to 1500 Mississippi Street, departure at 9:00 a.m. and return at 4:00 p.m.

**Publications and Research Division, (612) 296-2264****Jean Brookins, assistant director**

The Minnesota Historical Society Press is the oldest book publisher in the state and reaches readers of all ages with reliable, attractive publications. Its publications have won many national awards, and a number are considered the most authoritative standard references on their subjects.

The society's publications are sold at all MHS Museum Shops, at most of its historic sites, and at bookstores throughout the nation. A substantial mail order operation carries them to all fifty states and over a dozen foreign countries. A *General Catalog* containing prices and ordering information on all printed materials is available by writing or phoning the society.

The society annually publishes a limited number of color prints or black and white reproductions and about a dozen books and pamphlets covering a wide range of subjects — study aids, archaeology, the fur trade, exploration, military history, politics, Indians, historic sites, and numerous others. On the grow-

ing list of authors are Theodore C. Blegen, William W. Folwell, Charles A. Lindbergh, Grace Lee Nute, Eric Sevareid, and many more scholars and historians.

*Minnesota History*, the society's quarterly magazine sent to all members and to leading libraries throughout the United States, Canada, and Europe, continues to garner compliments and awards as an outstanding journal in the local history field. The magazine offers an annual monetary prize for the best article published during the year — a competition open to all writers.

Recent publications include *The Red River Trails*, *The Northern Expeditions of Stephen H. Long*, *Minnesota's Boundary With Canada: Its Evolution Since 1783*, *Saving Quetico-Superior*, *F. Scott Fitzgerald in Minnesota*, *Women of Minnesota*, *Ojibway Indians Coloring Book*, *Historic Resources in Minnesota*, interpretive booklets on historic sites, a major survey of Minnesota ethnic groups, important studies in prehistoric archaeology, and guides to the society's collections. The total number of society titles now available exceeds 150.

### **Field Services, Historic Sites and Archaeology Division, (612) 726-1171**

**Donn Coddington, assistant director**

The division operates the state's 23 historic sites, conducts archeological excavations, assists in the identification of artifacts and sites, manages the state historic marker program and helps locate, preserve and interpret local history for communities across the state. The division's offices are located in Building 25, Fort Snelling, MN 55111.

### **Archaeology Department, (612) 726-1171**

**Robert Clouse, head**

The Archaeology Department is a service unit of the Minnesota Historical Society. Although primarily working in the interpretation of state owned historic and prehistoric sites, numerous services are offered to the public.

During the field season, group tours are given of available excavation sites. "Behind the scenes" tours are also provided of the archaeological laboratories on a scheduled basis. Lectures and illustrated talks are presented to the interested public reaching nearly 1000 persons annually. Assistance is provided to individuals, county historical societies, and governmental units in the identification of artifacts, sites, and their importance in the understanding of our past.

Further assistance is provided through the artifact conservation laboratory. Staff provide technical assistance to individuals and agencies for the preservation of particular artifacts. Under certain circumstances the laboratory undertakes conservation of particularly significant items.

Contract archaeology programs are also a part of services performed. Cultural resource surveys are conducted for state agencies and other units of government.

### **Grants Management Office, (612) 727-2550**

**Henry Harren, chief**

This office manages federal preservation grants and historic preservation

funds from the state grants program. No individual or corporate grants are made. Grants are primarily for county, local or regional historical societies and non-profit organizations that have specific research projects. Grants for facilities require that the property be listed on the National Register of Historic Places to qualify. Grants are limited in the area of interpretation, but more readily available for the preservation of artifacts and property. State and federal fiscal budgets determine the number and amount of grants. Applicants should call for more information.

**Field Services Department, (612) 726-1171**

**David Nystuen, director**

The Field Services Department of the Minnesota Historical Society provides technical assistance and advice to the county, local, and special interest historical societies in Minnesota, covering all areas of operation from organizations and funding to interpretation and programming. The Field Services Department also manages the state historic marker program. The department has lists of historical markers. Available at most public libraries in the state are two books on state historic monuments and markers, *History Along the Highways*, published in the late 1960s, and *History Along the Highways Supplement*, published in the mid 1970s.

Services and information on Minnesota history are also available to state agencies, county and local municipalities and private citizens.

The department publishes a monthly newsletter, "The Interpreter," mailed to all historical societies and libraries in Minnesota.

Workshops and special programming are also scheduled around the state to provide information and assistance in promoting and preserving history.

**State Historic Preservation Office, (612) 296-9068**

**Dennis Gimmestad, acting asst. state historic preservation officer**

Staff members of the State Historic Preservation Office, (James J. Hill House, 240 Summit Avenue, St. Paul, MN 55102) locate, record, photograph and help preserve additional historic sites. Over 800 Minnesota historic sites and districts have been placed on the National Register of Historic Places. Through its field services programs, the division also assists over 250 regional, county, and local organizations in their efforts to preserve and interpret local history and recommends local historical projects for state and federal grants-in-aid.

**Historic Sites Department, (612) 726-1171**

**John Ferguson, head**

Since 1958, Minnesota's centennial year, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Twenty-six important landmarks are now preserved and operated by the society through gift, purchase by the state, and cooperative agreements. These include significant sites related to agriculture, ancient man, American Indians, the fur trade, politics, transportation, the decorative arts, and military history. The society serves the public by making it possible for visitors to

have direct contact with the past through its historic sites program. Public historic sites offer visitors an exciting opportunity to learn about history where it happened. At most of the sites listed below visitors will find exhibits, guided tours, demonstrations of skills and crafts, and book sales areas.

## Minnesota Historic Sites

### Alexander Ramsey House

A 15-room French Second Empire mansion designed by Monroe Sheire, built in 1872 from Mendota limestone by Alexander Ramsey, Minnesota's first territorial governor, the state's second governor, two term U.S. senator, and secretary of war under President Rutherford B. Hayes. 265 South Exchange Street, St. Paul, MN 55102. Open the beginning of March through December 31. Weekdays, 10 a.m. to 4 p.m.; weekends, 1 to 4:30 p.m. Closed January and February. Admission charge. (612) 296-0100.

### Birch Coulee Battlefield

Site of 31-hour siege of 170-man unit which suffered the heaviest military casualties of the 1862 Dakota (Sioux) Indian Uprising. One mile north of Morton off U.S. Highway 71 on Renville County Highway 2. Open daily from May 1 through September 30. Admission free. (507) 697-6321.

### Comstock House

Built in 1883 and served as the home of Solomon G. Comstock, a leading political figure and entrepreneur of the upper Red River Valley for over 60 years, and his daughter, Ada Comstock, the first dean of women at the University of Minnesota and president of Radcliffe College from 1923 to 1943. 506 Eighth Street South, Moorhead, MN 56560. Open from Memorial Day through September 30, weekends, 1 to 5 p.m. Open all year for groups with reservations. Admission charge. (218) 233-0848 or (218) 233-1772.

### Forest History Center

Authentically reconstructed turn-of-the-century logging camp with fire tower and ranger's cabin tell of man's life in the forests of Minnesota from prehistoric times to the present. Accessible from State Highways 169 and 2 at Grand Rapids. Open daily from May 15 through October 15, 10 a.m. to 5 p.m. Open daily from October 16 through May 14, 12 to 4 p.m. Other times for groups with reservations. Admission free. (218) 327-1782.

### 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 and civilian refugees against heavy odds in two battles that turned the tide of the 1862 Indian Uprising. Fort Ridgely State Park, off State Highway 4, 7 miles south of Fairfax. Open daily from May 1 through October 15, 10 a.m. to 5 p.m. Admission by state park sticker or daily fee. (507) 426-7888 or (507) 426-7469.

### Grand Mound and Interpretive Center

The largest prehistoric burial mound in Minnesota stands at the junction of the Rainy and the Big Fork rivers, allegedly built by the Laurel Indians, a Middle Woodland people who lived in the upper Great Lakes latitudes from 200 B.C. to A.D. 800, its origin like over 10,000 other mounds in Minnesota is still enshrouded in mystery. On State Highway 11, 17 miles west of International Falls. Open daily from May 1 through October 31, 10 a.m. to 5 p.m. Open Saturdays and Sundays from November 1 through April 30, 10 a.m. to 5 p.m. Other times for groups with reservations. Admission free. (218) 279-3332.

**Harkin Store**

Alexander Harkin's General Merchandise Store, social and commercial center of West Newton in the Minnesota River Valley, where farm families could buy a pound of coffee for 35¢, trade butter and eggs for flour and sugar, pick up mail at the store's tiny post office, or obtain a favorite patent medicine. On Nicollet County Highway 21, 8 miles northwest of New Ulm. Open daily from May 1 through September 30, 10 a.m. to 5 p.m. Admission free. (507) 359-9729 or (507) 697-6321.

**Historic Fort Snelling**

Built from 1819 to 1825 on a commanding bluff above the Mississippi and Minnesota rivers, the fort served for 30 years as the center of government policy and administration and a haven for travelers and others who sought protection and society at this gateway to the wild Northwest frontier. St. Paul, MN 55111. Accessible from State Highways 5 and 55. Open daily from June 6 through September 7, 10 a.m. to 5 p.m. Open May, September, and October, weekdays, 9 a.m. to 4:30 p.m.; weekends, 10 a.m. to 5 p.m. Admission charge. (612) 726-9430.

**Jeffers Petroglyphs**

Set in the prairieland of the Little Cottonwood River Valley are nearly 2,000 rock carvings representing human figures, weapons and animals, some made perhaps as long ago as 3,000 B.C. and others as recently as the 18th century. At junction of U.S. Highway 71 and Cottonwood County Highway 10, turn east on 10 for 3 miles, turn south on County Highway 2 for 1 mile. Open daily from May 1 through Labor Day, 10 a.m. to 5 p.m. Open September and October for groups with reservations. Admission free. (507) 877-3647 or (507) 678-2311.

**Lac Qui Parle Mission and Fort Renville**

Replica of adobe chapel built in 1841 by Protestant missionaries and Dakota women which contained what is believed to be the first church bell used in Minnesota, near Joseph Renville's stockaded fur post at "the Lake that Speaks." Accessible from Chippewa County Highway 13, off U.S. Highway 59, 8 miles northwest of Montevideo. Open daily from May 1 through September 30, 10 a.m. to 5 p.m. Admission free. (507) 697-6321.

**Lindbergh House and Interpretive Center**

Built in 1906 by C.A. Lindbergh, distinguished lawyer and outspoken Minnesota congressman, and home of Charles Lindbergh, Jr., famous aviator who made the first solo flight from New York to Paris in 1927. Charles A. Lindbergh State Park, 2 miles south of Little Falls on Lindbergh Drive. Open daily from May 1 through October 31, 10 a.m. to 5 p.m. Open November 1 through April 30; Saturday, 10 a.m. to 5 p.m.; Sunday, 12 to 5 p.m. Other times for groups with reservations. Admission free. (612) 632-3154.

**Lower Sioux Agency Interpretive Center**

Scene of the first organized Indian attack in the Dakota War of 1862 and the culmination of a century in which the Dakota saw their hunting grounds reduced and the fur trade decline as white settlers established farms. On Redwood County Highway 2, 9 miles east of Redwood Falls. Open daily from April 1 through October 31, 10 a.m. to 5 p.m. Open November 1 through March 31; Saturday, 10 a.m. to 5 p.m., Sunday, 12 to 5 p.m. Other times for groups with reservations. Admission free. (507) 697-6321.

**Meighen Store**

Remains of a Minnesota ghost town that once thrived as the center of Forestville since 1858. but whose three mills, two hotels, two stores, a furniture

factory, wagon shop and tavern were doomed after the railroad passed it by in 1868. Forestville State Park. From Preston take U.S. Highway 16 east for 9 miles, turn south on Fillmore County Highway 5 for 4 miles, turn east on County Highway 12 for 2 miles. Open daily from May 1 through October 31, 9 a.m. to 5 p.m. Admission by state park sticker or daily fee. (507) 765-3309.

#### **Mille Lacs Indian Museum**

Named "Mde wakan" — spirit lake or wonderful lake — by the Dakota (Sioux) and the center of their forest homeland until 1745 when they were driven out by the Ojibwa (Chippewa) who established their own villages in this area and where their descendants still live. On U.S. Highway 169 on southwest shore of Mille Lacs Lake near Onamia. Open daily from May 1 through September 30, 10 a.m. to 5 p.m. Other times for groups with reservations. Admission charge. (612) 532-3632.

#### **Minnehaha Depot**

One of the oldest depots in Minnesota, called "The Princess" by railroad men because of its small size and Victorian design, the depot was built in the mid 1870's in "carpenter gothic" featuring gingerbread ornamentation made possible by the recently invented jig-saw and precut dimensional lumber. Minnehaha Park, on Minnehaha Avenue near 49th Street East, Minneapolis. Open from Memorial Day through Labor Day, Sunday afternoons only 1 to 5 p.m. Admission free. (612) 726-1171.

#### **Minnesota Historical Society**

The society's headquarters, housing exhibit space, libraries for maps, newspapers, reference materials and audio-video materials, and a book and museum shop, was built using stone from various parts of the state between 1915-1917 on a Renaissance style design of Clarence A. Johnston, Sr. of Waseca, MN. 690 Cedar Street, St. Paul 55101. Across from the Minnesota State Capitol. Open year round. Monday through Saturday, 8:30 a.m. to 5 p.m.; Sunday, 1 to 4 p.m. Admission free. (612) 296-6126.

#### **Minnesota State Capitol**

Designed by Cass Gilbert, built between 1896 and 1902 and considered one of the most splendid and inspiring state capitols in the country, it is praised by architects and artists for its exterior, huge marble dome, self-supporting stairway, and magnificently decorated interior. Aurora and Park Avenues, St. Paul 55101. Accessible from I-94, Marion Street exit. Open year round. Tours on the hour. Daily, 9 a.m. to 4 p.m.; Saturday, 10 a.m. to 3 p.m., Sunday, 1 to 3 p.m. Admission free. Reservations required for groups of 10 or more. (612) 296-3521.

#### **North West Company Fur Post**

Authentically reconstructed six-room stockaded wintering post built by a fur trader and a small crew of voyageurs, who in 1804 had canoed up the Snake River to trade with the Chippewa Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1½ miles west on Pine County Highway 7. Open daily from May 1 through October 15, 10 a.m. to 5 p.m. Open April and October for groups with reservations. Admission free. (612) 629-6356 or -7385.

#### **Oliver H. Kelley Farm**

Homestead of Oliver H. Kelley, founder of the National Grange, the Patrons of Husbandry, in 1867, an organization that promoted agricultural education, social and cultural opportunities for farmers which evolved into a forceful, nation-wide, populist movement against "extortionate and oppressive" practices by the railroads. On U.S. Highway 10, 2½ miles east of Elk River. Open

daily from June 1 through October 31, 10 a.m. to 5 p.m. Open November 1 through April 30; Saturday, 10 a.m. to 5 p.m.; Sunday, 12 to 5 p.m. Other times for groups with reservations. Admission free. (612) 441-6896.

**Split Rock Lighthouse**

Born out of the infamous November gale of 1905 that wreaked havoc on the great ships of the quixotically booming iron ore industry, this isolated landmark on a harsh promontory overlooking Lake Superior was commissioned in 1910. Split Rock Lighthouse State Park, on U.S. Highway 61, 18 miles northeast of Two Harbors. Open daily from May 15 through October 15, 9 a.m. to 5 p.m. Other times for groups with reservations. Admission by State Park sticker or daily fee. (218) 226-4372.

**Upper Sioux Agency**

Established by the federal government in 1854 as a center for instructing the Dakota (Sioux) Indians in the farming methods of white settlers, the agency was nearly destroyed in the 1862 Indian Uprising by Indians angered with frequent food shortages, delays in annuity payments, and dissension between farmer and nonfarmer. Upper Sioux Agency State Park, on State Highway 67, 9 miles south of Granite Falls. Open daily from May 1 through Labor Day, 10 a.m. to 5 p.m. Admission by state park sticker or daily fee. (612) 564-4024 or (507) 697-6321.

**W. H. C. Folsom House**

Overlooking the scenic St. Croix River Valley, a rare Minnesota example of the Greek Revival architecture built in 1855 by Folsom, an enterprising Maine lumberman, with 300 acres of landscaped grounds that include a garden of native Minnesota wild flowers. Government Road, Taylors Falls 55084. Open daily from Memorial Day through October 15, 1 to 4:30 p.m. Admission charge. (612) 465-3125.

**W. W. Mayo House**

Reflecting the modest circumstances of a mid-19th century country doctor, this small Gothic-style house was built in 1859 by William Worrall Mayo, who practiced medicine there for nearly five years before moving to Rochester, where he and his two sons, William J. and Charles H. Mayo, later established the world-renowned Mayo Clinic. 118 North Main Street, Le Sueur 56058. Open daily from Memorial Day through Labor Day, 1 to 4:30 p.m. Open weekends in May, September and October, 1 to 4:30 p.m. Other times for groups with reservations. Admission charge. (612) 665-3250 or -6965.

**James J. Hill House**

Completed in 1891, the craggy, massive, almost primitive style of Henry Hobson Richardson, then one of the most creative forces in American Architecture found a form to fit the rugged personality of the "Empire Builder," with 63,000 square feet of living space including 32 rooms, 13 bathrooms, 22 fireplaces, and a 100-foot reception hall. The James J. Hill House, a National Historic Landmark, was acquired by the society in 1978 and is being restored. It eventually will provide first-floor public meeting rooms, a gallery of changing art exhibits, and restored areas interpreting the mansion's history. The upper floors are used as office space by the society and will not be open to the public. Guided tours are offered to the public from 10:00 a.m. to 4:00 p.m. on Wednesdays and Saturdays and to school groups on Thursdays. Reservations at (612) 297-2555. Admission charge.



STANDARD  
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# Minnesota State Horticultural Society



161 Alderman Hall  
University of Minnesota-St. Paul  
St. Paul, Minnesota 55108  
(612) 373-1031  
Glenn H. Ray, executive secretary

Minnesota Statutes, chapter 37.03; Laws of Minnesota 1976, chapter III, Section 3, Subdivision 1(a).

The Minnesota State Horticultural Society was founded in 1866 by pioneer leaders in Minnesota dedicated to developing the art and science of horticulture in the severe, and hitherto unfamiliar, northern climate. It was their conviction that horticulture was "vital to the prosperity of the state, and the welfare of the people." The society's principal objective is "to collect, condense, and collate information relative to all varieties of fruits, flowers, and other horticultural productions, and dispense the same among the people." The society's membership is open to any interested person. The society currently has more than 9,500 members, about half of whom are members of the nearly 300 local garden clubs throughout the state which are affiliated with the society.

The society publishes the *Horticulturist* nine times a year. First published in 1873, this journal carries articles written by experienced amateur gardeners as well as university and other professional horticulturists, with emphasis on information specifically for the northern gardener. The *Horticulturist* is free to members, yet is sold to the general public for \$1.25 per copy.

A library of more than 2,000 volumes is maintained by the society in its offices and is open to the public. Only members may borrow books and they may do so via the mail. A library of 2" by 2" slides is also maintained for loan to members only.

An annual statewide public meeting featuring workshops and informational sessions is conducted by the society. Through its district and local organizations, the society conducts similar educational sessions in all sections of the state. The society also sponsors an annual plant show at the Minnesota State Fair.

The horticultural society assists local garden clubs with organization and program planning, supports public gardens and other civic landscaping projects, assists in the establishment of long term horticultural programs or institutions such as the Minnesota Landscape Arboretum and the University of Minnesota Horticultural Research Center, and provides speakers and other program material for community organizations. The cost for a speaker varies with the group and the distance the speaker must travel.

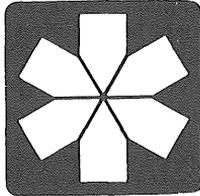
Minnesotans who make notable contributions to state horticulture are honored through the society's annual awards. The society also sponsors the Minnesota Heritage Tree Program which identifies Minnesota trees of outstanding size and/or historical significance. The horticultural society instructs and certifies judges for horticultural shows, and provides information on rules for horticultural exhibition.

To obtain these services, more information, or to join the society contact the

society. Membership fees are \$8.00 a year, or \$6.00 a year for a member of an affiliated organization. A life membership is \$175. A family membership is \$10.00 a year. Special contributing memberships are also available.



**Minnesota  
Housing  
Finance  
Agency**



333 Sibley Street  
Suite 200, Nalpak Building  
St. Paul, Minnesota 55101  
(612) 296-7608  
James J. Solem, executive director

**Minnesota Statutes, chapter 462A**

The Minnesota Housing Finance Agency (MHFA) was created by the state legislature in 1971 for the purpose of providing “. . . sanitary, decent and safe residential dwellings at prices or rentals which persons and families of low and moderate income can afford.” MHFA has developed a variety of housing assistance programs for low and moderate income residents of Minnesota, which are funded primarily through the sale of tax-exempt bonds. The nature of those bonds enables MHFA to make below market interest rate loans to qualifying applicants for the construction, rehabilitation and/or mortgage financing of single and multifamily housing. The Minnesota State Legislature provides the other basic source of funding for MHFA programs. Appropriations have been made for a number of purposes, including the maintenance and improvement of Minnesota’s existing homes; the increase of homeownership opportunities for low income people; the development of new techniques in housing design and construction; the promotion of energy conservation; and enhancement of the ability of Indians, handicapped people and large families to meet their housing needs.

A financially self-supporting state agency, MHFA maintains the ability to repay its bond holders from the revenues generated by its finance operations.

It should be noted that financing availability under MHFA programs has been limited by a cut-back in state appropriations, by federal legislation restricting the sale of tax-exempt bonds for housing and by currently high interest rates. For current information concerning financing availability and terms contact MHFA staff at the telephone numbers listed.

**Home Improvement Programs, (612) 296-7615**

**Mary Tingerthal, director**

The Rehabilitation Loan and Home Improvement Loan Programs are designed to assist low and moderate income homeowners in the rehabilitation of existing homes.

**Rehabilitation Loan Program, (612) 296-1250**

**Kathy Anderson, supervisor**

The Rehabilitation Loan Program makes up to \$6,000 available to a qualifying applicant for the purpose of making basic repairs to an existing home. To be eligible for a rehabilitation loan, an applicant must: 1) own and occupy the property, of no more than two units to be improved, 2) have an annual adjusted gross income of \$6,000 or less, and 3) have assets, excluding the value of the house to be improved, of no more than \$25,000.

Two types of loans are available. An applicant who cannot afford any monthly payments will receive a deferred loan, which does not require monthly payments, but which must be repaid if the improved property is sold, transferred or otherwise conveyed within 10 years of the date of the loan. An applicant who has the ability to make a small monthly payment may receive a flexible loan, which will be made at a very low interest rate and which must be repaid in regular monthly payments. Some applicants may receive a combination of these two types of loans.

MHFA contracts with community action agencies, public housing authorities, and other public agencies for the processing of rehabilitation loan applications. Contact the MHFA for a list of processing agencies, to which application is made, or for further information on the program.

**Home Improvement Loan Program, (612) 296-7615**

**Jim Cegla, supervisor**

The Home Improvement Loan Program provides reduced interest rate loans to assist low and moderate income homeowners in the rehabilitation of their homes. The program offers interest rates from three to eleven percent, depending on the applicant's annual adjusted gross family income, which may not exceed \$18,000. The maximum loan amount for a dwelling is \$15,000 for a term of not more than 15 years. Improvements may be made on homes with up to four dwelling units which are owned and occupied by the applicant.

Energy conservation improvements and other permanent improvements that encourage the stabilization and upgrading of existing homes and neighborhoods generally qualify under the program. Acceptable improvements include additions, interior remodeling, exterior work, plumbing, heating and electrical improvements.

The MHFA contracts with financial institutions and public housing agencies for the origination and processing of loans. Applications for an MHFA loan should be made directly to one of these participating lenders. Please contact your local lender or the MHFA for further information on the program.

**Rental Rehabilitation Loan Program, (612) 296-7615**

**Diane Sprague, coordinator**

The Rental Rehabilitation Loan Program provides loans to owners of rental properties, which are primarily occupied by low and moderate income renters, for the purpose of making energy conservation and other repairs. The program offers loans at an interest rate of 11%. The maximum loan amount is \$37,500 or \$7,500 per unit, whichever is less, for a term of not more than 15 years. There is no limit on the number of dwelling units in the structure.

Loan proceeds must be used to finance energy conservation improvements which are necessary to bring the structure into compliance with state energy conservation standards for rental properties. For buildings which are more than 15 years old, improvements other than the energy conservation improvements may also be financed provided that the energy standards are met.

The MHFA contracts with financial institutions and public housing agencies for the origination and processing of loans. Application for a rental rehabilitation loan should be made through the public housing agency in your area. Please contact the MHFA for a list of participating agencies or for further information on the program.

### **Home Mortgage Loan Program, (612) 296-7613**

**Michael Haley, director**

The Home Mortgage Loan Program provides financing to low and moderate income residents of Minnesota for the purchase of new or existing housing at below market interest rates. Applicant eligibility is based upon annual adjusted gross family income, and the applicant must establish the fact that he or she is a reasonable credit risk, with financial ability to repay the loan. Both the maximum purchase price for new and existing homes and the maximum annual adjusted gross income for eligibility under this program are set by guidelines prior to each program phase.

Private financial institutions contract with the MHFA for the processing of mortgage loans, which may be made for owner-occupied property of one or two dwelling units.

The legislature has also appropriated funds, the Housing Assistance Fund, for use with the Home Mortgage Loan Program to make housing more affordable. Guidelines of any supplemental program to be developed with these funds are announced with each phase of the Home Mortgage Loan Program. For more information, contact MHFA Home Mortgage Loan staff.

### **Vietnam Era Veterans Downpayment Assistance Program, (612) 296-7613**

**Eleanor Whiting, coordinator**

The Vietnam Era Veterans Downpayment Assistance Program provides 10% of the purchase price up to \$4,000 in downpayment assistance to eligible Vietnam era veterans or veterans' dependents who are buying their first home. The veteran should have served some time between August 5, 1964, and May 7, 1975. A veteran's dependent is the unmarried, surviving spouse of a Vietnam era veteran.

The applicant must plan to reside in the home and must be a Minnesota resident. Both the maximum purchase price for new and existing homes and the maximum annual adjusted income for program eligibility are available from MHFA.

The assistance is in the form of an interest free loan that is to be repaid when the veteran no longer occupies the property. Applications are taken by the Veterans Service Office in the county in which the house is located. Further information may be obtained by contacting MHFA or a county Veterans Service Officer.

## **Indian Housing Programs, (612) 296-9824**

**Ramona Jones, Indian/rural housing specialist**

Through contractual arrangement with MHFA, three tribal organizations — the Minnesota Chippewa Tribe, the Red Lake Band of Chippewas, and the Minnesota Sioux Tribe — have established low interest housing loan programs to serve Indians both on and off the reservation. Financing is available for the construction, purchase, and/or rehabilitation of single and multifamily dwellings. Funds appropriated by the state legislature are committed on a revolving loan basis, which provides for the reinvestment of monies for the ongoing operation of programs. Mortgage and rehabilitation loans are provided at the same terms and using the same eligibility criteria as those established by regular program guidelines (see Home Mortgage Loan Program and Home Improvement Loan Program entries). Interest rates are determined by tribal organizations, subject to MHFA approval, and have generally been between 3.5% and 5%. Loan application should be made to the tribal organization, which makes initial determination of eligibility.

Funds have also been appropriated by the state legislature for urban Indian housing programs to serve Indians in Minneapolis, St. Paul, the seven county metropolitan area, and the cities of Duluth and Rochester. The programs, which must demonstrate innovative methods of providing housing for urban Indians, may involve the construction, purchase, or rehabilitation of housing. The Minneapolis Housing and Redevelopment Authority and Little Earth of United Tribes have contracted with MHFA to deliver an Urban Indian Housing Program in Minneapolis. Housing programs to serve urban Indians in other areas will be implemented, pending proposal development. Organizations or agencies interested in developing a proposal for the delivery of an urban Indian housing program in any of those designated areas should contact MHFA staff.

Indians residing in Minnesota are eligible to apply for assistance through MHFA's tribal and urban Indian housing programs, without regard to tribal affiliation.

## **Innovative Housing Loan Program, (612) 296-7615**

**Mary Tingerthal, director**

The Innovative Housing Loan Program provides loans to non-profit sponsors of innovative projects which involve the construction or rehabilitation of single family or multifamily housing units. To be eligible, an applicant must be: (1) a partnership, joint venture, corporation or association not operating for profit, or (2) a housing and redevelopment authority. The project must be innovative; that is, it must involve the use of equipment or materials or a method of design, construction, marketing or financing, which is not generally in use in the housing industry or of which the public is not generally aware.

Loans made through the Innovative Housing Loan Program are interest-free. The repayment period is generally two years or less. Plans for permanent financing of the project must be submitted along with the application. Applications are accepted on an ongoing basis as long as funds are available. For additional information and application materials, contact the program director.

## **Multifamily Development Program, (612) 297-3294**

**Marvin J. Tero, director**

Under the MHFA Multifamily Development Program, mortgage loans are made for the construction or substantial rehabilitation of multifamily housing intended primarily for low and moderate income renters. There are tenant income limits and rent limits for most of the units in MHFA financed multifamily developments, which are eligible to receive federal rent subsidy. Under the Section 8 Housing Assistance Payments Program, eligible tenants pay no more than 30% of their adjusted income for rent. The federal government makes up the difference between the tenant's contribution and the total rent of a unit.

Interim and permanent mortgage financing may be made available to eligible housing sponsors, either limited dividend or non-profit. A limited dividend sponsor may be in the form of a general or limited partnership, corporation, joint venture or trust. The sponsor and members of the development team should have sufficient experience to assure MHFA of the successful completion and operation of the development.

Application for residency in an MHFA financed multifamily development must be made to the apartment management agent. For more information concerning the location of MHFA financed developments, or to initiate the development application process, contact MHFA Multifamily Development staff.

## **Residential Group Home Program for the Developmentally Disabled, (612) 296-9953**

**Kathryn Beebe, coordinator**

The Residential Group Home Program for the Developmentally Disabled provides permanent mortgage financing for community-based, non-institutional residences housing a maximum of 16 developmentally disabled individuals. Eligible residents are mentally and/or physically developmentally disabled individuals as defined by Public Law 95-602, "Developmental Disabilities Assistance and Bill of Rights Act." Residences are licensed by the Minnesota Departments of Health and Public Welfare and meet need determination requirements of the State Planning Division of the Department of Energy, Planning and Development.

Non-profit sponsors are eligible for up to 100% permanent mortgage financing. To obtain additional information concerning this program or to initiate the mortgage application process, contact MHFA staff.

## **Fair Housing and Equal Opportunity, (612) 296-5602**

**Charles Williams, director**

The Fair Housing and Equal Opportunity Division is involved in all MHFA operations, both external and internal, to assure that low income, moderate income and protected class persons have access to MHFA programs, projects and employment opportunities.

Staff are involved in affirmative action programs that insure contract compliance by monitoring all developments under construction to assure equal employment opportunity. To assist in equal opportunity recruiting, staff main-

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tains special programs to inform protected class persons of job opportunities within the MHFA and positions created by companies which do business with the MHFA. Staff also act as community liaison with special interest groups, serving as MHFA's handicapped coordinator, maintaining a resource bank of protected class groups, and conducting training and information sessions for agency programs.

In affirmative fair housing marketing, staff monitors and approves all fair housing plans to assure non-discriminatory rental procedures by management agents in multifamily developments, prepares and implements an affirmative marketing plan for single family housing program, and provides liaison between MHFA and housing oriented groups.

### **Research and Information, (612) 296-9798**

**Riva Lee Nolley, director**

The Research and Information Division assists MHFA staff in several areas: (1) the development of policies and programs, (2) the formulation of systems for allocating MHFA resources, (3) the monitoring and evaluation of MHFA performance in meeting identifiable housing needs, throughout the state, and (4) the development and maintenance of ongoing program information systems. The division conducts research on various housing issues and prepares MHFA publications, which are generally available free of charge. For more information contact MHFA staff.

### **Finance and Accounting, (612) 296-8839**

**Robert Sonnek, director**

This division provides financial data to the MHFA's management for internal decision-making purposes, and to the investment community in conjunction with the MHFA's bond sales.

### **Legal Services, (612) 296-9793**

**Karl Herman, chief counsel**

This division provides legal services to the other divisions of the MHFA in the implementation of programs, and to the MHFA's board of directors.



## Minnesota Humane Society

529 Jackson Street, Room 223  
St. Paul, Minnesota 55101  
(612) 296-3613  
Lesley R. Zegart, executive director



Minnesota Statutes, chapters 343 and 346

The Minnesota Humane Society works for the prevention of cruelty to animals by actively investigating abuse and neglect complaints with county sheriffs, humane societies and investigators. Over 113 years old, the society was incorporated in 1869, three years after statehood. Today, the society has about 1,000 members. Animal abuse, saddle soring, dog fighting and lack of food, water and proper ventilation and shelter are investigated at horse shows, rodeos, stables, pet shops and puppy mills (commercial, high volume dog production operations). The society also works for new legislation, most recently against dog fighting, organizes district and county humane societies, aids local societies and agents in enforcing anti-cruelty laws, and prepares and distributes educational materials on the protection of animals.

The society is governed by a board of directors, made up of seven members appointed by the governor and three ex-officio members, one each from the governor's office, the attorney general's office and the Department of Education. Board meetings are held bi-monthly on the last Thursday of the month. A general membership meeting is held once a year in July.

The society investigates every complaint about cruelty to animals, even complaints made anonymously. The society can act as a law enforcement agency and start legal proceedings when necessary to resolve a complaint. The society is on call 24 hours a day for emergencies involving cruelty to animals. They prefer complaints to be made by phone. To register a complaint of mistreatment, contact the society. No forms or fees are required to file a complaint. Investigations of complaints are usually begun within 24 hours of receiving the complaint.

The society provides information and aid to communities organizing a county or district humane society. Although the community sets up the local society, the state society conducts the initial organizational meeting. The society then acts as an advisor in internal and external problems. For informational brochures and assistance in organizing a local humane society, contact the society. There are no forms or fees involved with this service.

The society recruits, trains and formally appoints volunteer investigative agents throughout the state. The society conducts training sessions when needed to train applicants, and will provide the same training to animal wardens, sheriffs' deputies, police officers, and humane society employees. After

an applicant has received training, the board of directors may authorize the applicant as an investigative agent. The agent then aids in investigating all complaints of animal mistreatment in his or her county area. For applications or requests for training, contact the society. All letters of application should include three references from non-relatives and a resume. Registration fee varies. The time needed to successfully complete an application or receive training depends on the number of applicants, and the schedules of training sessions and board meetings.

The society provides public education on the care of animals by sponsoring a number of programs. The society offers speakers and films for schools, available usually on weekdays only. There is no charge for borrowing films. Speakers are often available at no charge. Radio and television shows are aired by the society. Exhibits of posters showing actual abuse or neglect cases are available. The society also provides brochures on the cruelty statutes and other regulations which are available to the public and to the Peace Officers Training Board. The cruelty statutes brochure costs 50¢.

The society publishes a quarterly newsletter, "Caring For Their Lifetimes," used to encourage membership, tell of events and happenings throughout Minnesota and to prevent cruelty to animals. To receive a copy, call or write the society.

Memberships in the society are open to the public. To receive membership forms contact the Minnesota Humane Society. The fees for membership are all tax deductible. Fees are as follows:

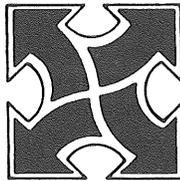
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Adult	\$5.00 per year
Children	.50 per year
Lifetime	\$100.00

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**Minnesota  
Humanities  
Commission**



Metro Square Building, LL 85  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 224-5739  
Cheryl Dickson, executive director

**Minnesota Statutes, section 138.91**

The Minnesota Humanities Commission was formed in 1971 in response to U.S. Public Law 89-209 which created the National Endowment for the Humanities and subsequently, the state humanities councils. The commission is not a state agency but performs a statewide service and function. The commission receives funds from the federal government, the Minnesota State Legislature, and donations from foundations, corporations, and individuals.

The Minnesota Humanities Commission exists to promote the understanding and appreciation of the humanities in Minnesota. The humanities include the study and knowledge of history, languages, literature, jurisprudence, ethics,

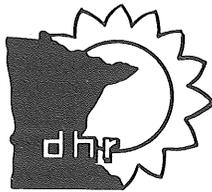
philosophy, archaeology, linguistics, comparative religion, cultural anthropology, the history and criticism of the arts, and those aspects of the social and national sciences that employ historical and philosophical approaches. The humanities are concerned chiefly with ideas, the meanings of languages, and values, and it is important to distinguish them, as bodies of knowledge, from the quantitative or value-free aspects of the social and natural sciences and the creation or performance of the fine arts. The humanities should not be confused with particular philosophies, such as secular humanism, or specific social movements, such as humanitarianism.

The commission awards grants for humanities projects for the public. Eligible projects include conferences, forums, seminars, lectures, film and videotape production, radio projects, and interpretative exhibits. Awards can be made only to non-profit groups, organizations or institutions. No awards can be made to individuals.

Grant award meetings are held quarterly, but small grants — \$500 and under — are reviewed weekly. Guidelines and grant application forms are available upon request. The commission staff is prepared to offer technical assistance to inexperienced groups and refers ineligible projects to more appropriate sources. The staff also provides assistance with applications to its parent federal agency, the National Endowment for the Humanities.



## Department of Human Rights



Bremer Tower, 5th Floor  
7th and Minnesota Streets  
St. Paul, Minnesota 55101  
(612) 296-5663  
1-800-652-9747 statewide toll free  
Marilyn E. McClure, commissioner  
or  
206 West 4th Street, Room 25  
Duluth, Minnesota 55805  
(218) 723-4616

### Minnesota Statutes, chapter 363

The Department of Human Rights enforces the Human Rights Act, a law that protects people in the state from discrimination. While the resolution of charges of discrimination is the primary function of the department, public education, aimed at eliminating and preventing discrimination, is a crucial part of the department's work.

The department was created in 1967 out of 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 (created by executive order in 1963). Minnesota was the first state in the nation to establish an executive agency with departmental status to administer its equal opportunity law.

**Public Information, (612) 296-5678 or 1-800-522-9747-toll free**

To obtain general information about the provisions of the Human Rights Act or to request speakers, brochures, the department's biennial report or other printed materials, contact the public information office by telephone or mail.

**Minnesota Human Rights Act**

Employers, employment agencies, and labor organizations are prohibited from discriminating against persons on the basis of, or requiring applicants to provide information about one's, race, color, creed, national origin, religion, marital status, sex, disability, status with regard to public assistance or age. They may not discriminate in any aspect of employment, including hiring, training, promotion, pay and benefits, condition of employment, termination or lay offs. Most charges of discrimination received by the department fall into the area of employment and the largest number allege discrimination on the basis of sex and race.

Persons selling or leasing property or housing may not refuse to sell, rent or lease property because of race, color, creed, national origin, religion, sex, marital status, disability, status with regard to public assistance, age, or familial status. Nor may banks or other financial institutions refuse loans or other financial assistance on this basis. Familial status refers to families who have minor children living with them.

Discrimination in the area of public accommodations is prohibited on the basis of race, color, creed, religion, disability, national origin, or sex. Public accommodation includes a business, accommodation, entertainment, refreshment, recreation, or transportation which offers, sells, or makes available its goods, services, facilities, or privileges.

State agencies and local governmental agencies may not discriminate against any person in access, admission, use or benefits of public services because of race, color, creed, religion, national origin, disability, sex or status with regard to public assistance.

Educational institutions may not discriminate in the use of, or benefit from their programs or services because of, race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance or disability. Nor may an educational institution exclude or expel a person or seek information about a person on this basis.

Aiding, abetting or coercing a person to engage in any practice forbidden by the law is also prohibited. Preventing or obstructing compliance with the law or the work of the department is forbidden.

Reprisals taken against persons who file charges, participate in investigations, or associate with persons of a different race, color, creed, religion or national origin are unlawful. Persons who feel they have been the victim of a reprisal may file a charge with the department.

It is an unfair practice to discriminate in the extension of credit to a person because of sex or marital status.

**Enforcement Bureau, (612) 296-5668**

**Judith Langevin, assistant commissioner for enforcement**

The Enforcement Bureau consists of three major components: intake, com-

pliance and four case processing units. Each unit is headed by a human rights enforcement officer supervisor. Case processing unit supervisors report to the case processing program director, while the supervisors of the intake and compliance units report to the assistant commissioner for enforcement. Each unit also includes a human rights enforcement officer at the intermediate level, a human rights enforcement officer at the entry level and a clerical person.

**Intake Unit, (612) 296-5663 or statewide toll-free: 1-800-652-9747**

**Susan Anderson, supervisor Northern Division, (218) 723-4616**

A person who believes s/he has been discriminated against may file a charge of discrimination by contacting the Intake Unit. Complaints must be filed within six months of the date the alleged discriminatory act took place. The complaint may be submitted in writing or in person. If possible, the charging party comes in for an interview to explain the nature of the complaint and to draw up the charge. Generally, an appointment is set up with an intake staff member. The charging party is questioned about the alleged incident. If the department has jurisdiction, a charge statement is drawn up for the charging party to sign. This statement serves as a notice to the respondent that a charge of discrimination has been filed. The appointment lasts about 45 minutes.

Individuals who cannot come in to file a complaint may send a letter outlining the specific incidents. Forms will be mailed for completion and a charge will be written from the information provided on the forms. An in-person interview provides a better opportunity for the department to gather all of the necessary information than does correspondence through the mail. Bi-lingual and sign-language interpreters are available upon request at the St. Paul office.

The business hours for both the St. Paul and the Duluth offices are 8:00 a.m. to 4:30 p.m. Monday through Friday. Complaints are investigated in chronological order according to the date they are filed. The time required to investigate a charge depends upon the number of other complaints filed with the department.

When the department receives a charge of employment discrimination which alleges a violation of Title VII of the U.S. Civil Rights Act of 1964, the department also files it with the Equal Employment Opportunity Commission (EEOC) which enforces Title VII. Title VII prohibits discrimination in employment on the basis of race, sex, national origin and religion. As a result of Section 706 of Title VII, some state agencies receive funds to process charges covered by the federal law as well as by state law. The department has an annually negotiated contract with EEOC to process a designated number of jointly filed cases. EEOC reimburses the department for every closure made. EEOC also files with the department charges covered by Minnesota law and, under the work sharing agreement, processes these charges and reports its results to the department.

In addition to receiving new charges, the intake unit works with local human rights commissions throughout the state in an effort to resolve complaints of discrimination before they become formalized charges. Called the No Fault Grievance Program, this approach enables an individual to file a grievance with his/her local commission, which will assist in attempting to reach a settlement. If this no fault grievance procedure is unsuccessful, a formal charge may be filed with the department. In order to participate in this program, local commis-

sions must obtain authorization from their governing bodies. As of October, 1981, 18 out of 30 active commissions have received this authorization. The intake unit provides training to local commission members in the identification and resolution of allegations of discrimination. Except for those located in Minneapolis, St. Paul, and St. Cloud, the commissions do not have investigative or enforcement powers.

### **Case Processing Units, (612) 296-9062**

**Pamela McKinney, program director**

Once a charge has been filed and entered in the department's computerized case tracking system, the charge is referred to the case processing program director in the enforcement bureau for assignment to a case processing unit. When a unit receives a charge, it is assigned to a human rights enforcement officer for processing.

The first step for the majority of cases is the fact finding conference, a meeting between the individual alleging unfair treatment and the person against whom discrimination has been charged. A department representative convenes the conference to discuss the facts and issues. Written documents and witnesses' statements may be provided as evidence by either side. The conference convenor remains neutral as questions are directed to each party in an attempt to ascertain the facts. The parties are encouraged at the conference to consider a voluntary settlement of the charge.

If the two parties are able to resolve the issue, an agreement is drawn up and signed by each party and the commissioner. The agreement may provide the person who brought the charge with reinstatement to a job or a dwelling or back pay. If a settlement cannot be reached at the conclusion of the fact finding conference, further investigation is undertaken. This may involve interviews, requests for documents and on-site visits.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to settle the case. At this stage, however, the department representative is an advocate for the department's position that the law has been violated. If a resolution is reached, a written agreement is drawn up which includes the remedies to be provided to the charging party. Failing settlement at this point, the case is submitted to the commissioner who issues a formal complaint and notice to appear at an administrative hearing, a quasi-judicial proceeding. The department is represented at the hearing by a special assistant attorney general.

The law provides that if probable cause is not found by the commissioner, a charging party may appeal the determination. The statute details procedural requirements for filing appeals. Appeals must be submitted ten days after the charging party has been notified of the no probable cause determination. Forms are provided by the department for this purpose. A brief statement of the reason for the appeal should be given along with any new evidence. The charging party must also provide the respondent with a copy of the appeal request. Appeals are considered by an Appeals Committee composed of six members which meets monthly.

Following its review of an appealed case, the committee votes to make one of three recommendations to the commissioner: 1) reversal of a determination from no probable cause to probable cause; 2) reconsideration (which indicates that further investigation is required); or 3) reaffirmation of the determination

of no probable cause. The recommendations are submitted for review to the commissioner for final decision.

**Compliance Unit, (612) 296-5683**

**Jim Robinson, supervisor**

As a result of changes made by the 1981 legislature, firms that wish to do more than \$50,000 in business with a state agency must have an affirmative action plan approved by the Department of Human Rights before they may be a contractor. The new law applies to firms with more than 20 full time employees in Minnesota at any time during the previous 12-month period. A certificate of compliance will be issued to firms after their plans have been approved. Certificates and contracts may be revoked for a lack of good faith effort in implementing the plan.

The Compliance Unit also monitors the carrying out of affirmative action plans. In addition, the unit monitors settlements reached in connection with individual charges of discrimination and reviews affirmative action plans of contractors bidding on jobs for the Metropolitan Sports Facilities Commission. Bidders submit their plans along with their bids to the Metropolitan Sports Facilities Commission and the commission sends the plans to the department for review.

**Advisory Committee**

A 15-member Human Rights Advisory Committee meets once a month to advise the commissioner about policies and programs relating to human rights and the department. The chairperson and other members of the committee are appointed for four-year terms by the governor. Committee members also participate on the Appeals Committee of the department which reviews the appeals of no probable cause determinations brought by charging parties. The Human Rights Advisory Committee also provides advice on legislative matters as well as on community issues in which the department has a concern.

**Appeals Committee, (612) 296-5667**

**Louis Zachery, deputy commissioner and committee chair**

The Appeals Committee is a six-member group that meets once a month to consider appeals of alleged violations of the Human Rights Act. The deputy commissioner serves as chairman of the body which consists of a supervisor of a case processing unit that did not produce the case under appeal, a member of the Human Rights Advisory Committee, the program director from either the northern division or the planning division, the commissioner (ex officio), and the supervisor (without voting power) of the unit that investigated the case under appeal.

**Office of Attorney General, (612) 296-7862**

**Richard Varco, attorney**

The attorney general assigns special assistants to represent the department when a charge of discrimination goes to an administrative hearing. A case goes to hearing when departmental efforts to conciliate the issue fail. Depending

upon the outcome of a hearing, a case may go to district court or to the Minnesota Supreme Court. There are no fees charged by the department. The special assistants also provide advice on legislation, rule making, and other legal matters.

**Planning, Information and Administration Services Program, (612) 296-5667**

**Louis L. Zachary, deputy commissioner**

This program includes personnel, accounting, office management, and the Planning Division. An Appeals Committee set up to hear appeals of no probable cause determination is chaired by the deputy commissioner.

**Planning Division, (612) 296-5674**

**Barbara Stokes McCarty, program director**

The Planning Division provides the department with planning, policy analysis, research, and library services. It operates the management information system, a computerized case-tracking device. Public information is provided by planning staff. Educational programs, workshops, and staff training are also coordinated by the division. Call for more information.

**Duluth Office, (218) 723-4616**

**Edward Pelerin, program director**

The Duluth office receives charges of discrimination from persons in northern Minnesota. Once a charge has been received, it is sent to St. Paul for processing. One staff member develops educational activities with a special focus on the needs of the Indian population.

**Department Publications**

The following publications are available from the Documents Center, Department of Administration, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000 or toll free 1-800-652-9747. Copies of the *Minnesota Human Rights Act* are \$1.57 each. The Minnesota Human Rights Act as it applies to physically and mentally disabled persons, a brochure, costs \$.25 each (available in braille from the department). *Minnesota Human Rights Rules and Regulations* cost \$1.75 each plus tax.

The Human Rights Act as it Applies to Employment, the Human Rights Act as it Applies to Education, and the Human Rights Act as it Applies to Public Accommodations and Public Services are available in both Spanish and English language brochures. The Human Rights Act as it Applies to Real Property is available in English only. Other brochures are in process. The 1979-1980 Biennial Report is available free of charge from the department.



## Indian Affairs Intertribal Board

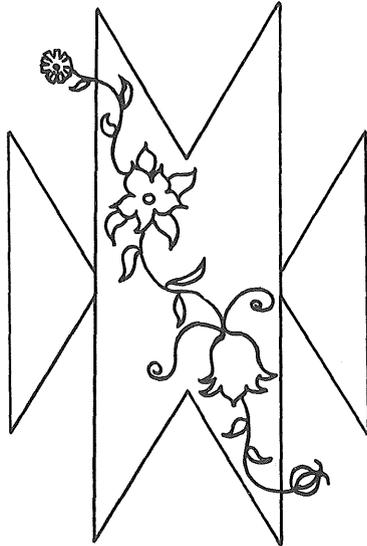
N 360 Griggs-Midway Bldg.  
1821 University Avenue  
St. Paul, Minnesota 55104  
(612) 296-3611

or

State Government Service Center  
1705 West Highway #2  
Bemidji, Minnesota 56601  
(218) 755-3825  
Roger Head, executive director

Minnesota Statutes, section 3.9222

The logo for the Indian Affairs Intertribal Board is made up of two parts. The geometric figure is the Dakota butterfly symbol of eternal life, and the woodland flowers are associated with the Ojibwa culture, used commonly on Ojibwa beadwork, leatherwork and basket designs.



The Indian Affairs Intertribal Board, created by the state legislature in 1963, is composed of the chairmen of the tribal governments of the 11 reservations in Minnesota plus two at-large members elected by the Indians who live in Minnesota but are enrolled in tribes with reservation bases outside the state borders. The majority of Minnesota Indians today are essentially members of the Dakota (Sioux) and Ojibwa (Chippewa) Nations. However, several other tribes, including Winnebagos and Oneidas, are represented within the urban Indian population.

An Urban Advisory Council, consisting of five Indian residents of Minneapolis, St. Paul and Duluth advises the board on the unique problems and concerns of Indians living in the major urban areas. The council rotates its monthly meetings between these three cities.

The Indian Affairs Intertribal Board rotates its quarterly meetings between the eleven member reservations and all meetings are open to the public. The board advises the legislature and state agencies on the nature of tribal governments, the relationship of tribal governments to the Indian people of Minnesota, and on other Indian affairs issues. Board responsibilities include assistance in resolving concerns of both the urban and reservation Indian communities. These include employment, health, education, welfare, corrections, law, housing, energy and discrimination. Although the board has no enforcement powers, it will conduct investigations. Its seven staff members operate the board's offices in St. Paul and Bemidji.

The staff assists with the development and introduction of legislation affecting the statewide Indian community, conducts workshops in Indian communities about the legislative process, advises Indian communities about state and federal legislation which may affect them, and provides advocacy services on behalf of tribal governments and their constituents. The staff also provides

technical assistance to reservations regarding the Community Development Block Program, assists state agencies in the allocation and disbursement of monies for energy related needs (i.e. weatherization, emergency fuel assistance, etc.), and helps organize community meetings and/or workshops to provide information or to solicit opinion regarding employment, housing and other issues at the request of the board or the Urban Advisory Council.

Information packets on Indians in Minnesota are provided to students by the board including a map showing location of the seven Chippewa and four Sioux reservations, a brief history of the Sioux and Chippewa and a description of each reservation, a description of early Ojibwa culture, data regarding population, economic levels, etc., of the reservations and a current events summary. This information is provided free of charge to written, phone or in-person requests. The board also publishes an annual report for the legislature, other governmental bodies, organizations and agencies. Contact the board for free copies. The board will refer unanswered questions to the appropriate resources.

Intertribal board meetings and Urban Indian Advisory Council meetings are arranged and facilitated by the staff which also maintains job opportunity files listing openings in public and private sectors. The board participates in the Governor's Internship Program in which metropolitan area college students receive a work experience dealing with critical Indian issues at a state level.

For information or aid, contact the Indian Affairs Intertribal Board at either of its addresses above. There are no forms or fees for these services. Clients may walk in any time during office hours (8:00 a.m.-4:30 p.m.). All requests are handled as soon as possible.

### **Minnesota Chippewa (Ojibwa) Reservations**

The Minnesota Chippewa (Ojibwa) Tribe of today is made up of Chippewa Indians of groups formerly described as Mississippi, Pembina, Lake Superior, and Pillager and Lake Winnebigoishish bands. In the 1800s and early 1900s, these bands had permanently located in northern Minnesota along the waters of the upper Mississippi River and along the shores of Lake Superior. In these early years the Chippewa Bands were still followers of hereditary chiefs.

Today these groups are better known as "Bands" of the reservations established for them and have adopted a representative type of government. The reservations that were established are White Earth, Leech Lake, Bois Forte (Nett Lake), Grand Portage and Fond du Lac, with the non-removal Mille Lacs Band members living in small communities primarily in the Mille Lacs Lake area. The Chippewa Indians of the six reservations organized as the Minnesota Chippewa Tribe under the Indian Reorganization Act of June 18, 1934.

A revised constitution and bylaws were adopted by the tribe and approved by the U.S. Secretary of the Interior on March 3, 1954. The revised constitution provides for the members of each of the six reservations to elect a Reservation Business Committee to govern or serve the reservation. Each Reservation Business Committee is composed of a chairman, secretary-treasurer, and three committeemen, who serve four-year terms. Elections are held every two years to fill the positions of expired terms.

The chairman and secretary-treasurer of each of the Reservation Business Committees form the 12-member Tribal Executive Committee which is then the governing body for the parent organization, the Minnesota Chippewa

Tribe. After each regular reservation election, the newly developed Tribal Executive Committee chooses a president, vice-president, secretary, and treasurer, to serve for two years or until the next regular reservation elections are held. The tribe employs an executive director who maintains an office at the tribal headquarters in Cass Lake, and who serves under the direction of the Tribal Executive Committee.

Following are brief descriptions of the six reservations of the Minnesota Chippewa Tribe.

**Bois Forte (Nett Lake) Reservation, (218) 757-3261**

**Gary Donald, chairman**

The Bois Forte (Nett Lake) Reservation is located in the northeast Minnesota counties of Koochiching and St. Louis, 40 miles south of the Canadian border. Tribal headquarters are located in Nett Lake, Minnesota 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 Dec. 20, 1881. The Nett Lake area is famous for wild rice which is reserved for the reservation members.

**Fond du Lac Reservation, (218) 879-5525**

**William Houle, chairman**

The Fond du Lac Reservation is located near Cloquet, approximately 15 miles west of Duluth, in Carlton and St. Louis counties, with tribal headquarters located in Cloquet, Minnesota 55720. Established by U.S. government treaty in 1854, the reservation has 4,213 tribally owned acres and 17,154 allotted acres. The majority of the land is forest and the balance is classed as agriculture and other types, with a few lakes and streams on the reservation.

**Grand Portage Reservation, (218) 475-2277**

**James Hendrickson, chairman**

The Grand Portage Reservation is located in the extreme northeast corner of Minnesota in Cook County with tribal headquarters located in Grand Portage, Minnesota 55605. An 1854 treaty with the U.S. government established the reservation which today has 37,390 tribally owned acres and 7,283 allotted acres. Located in one of the most scenic settings on Lake Superior, with the Grand Portage National Monument within its borders, members are active in timber harvesting, trapping, hunting, fishing and guide work.

**Leech Lake Reservation, (218) 335-2207**

**Hartley White, chairman**

The Leech Lake Reservation is located in the north central Minnesota counties of Beltrami, Cass, Hubbard and Itasca with tribal headquarters in Cass Lake, Minnesota 56633. Established in 1855 by a treaty with the U.S. government the reservation has 14,069 tribally owned acres and 12,693 allotted acres. Most of the land within the reservation is within the Chippewa National Forest,

and members work primarily in timber and construction supplemented by the harvest of wild rice, blueberries and maple sap.

**Mille Lacs Reservation, (612) 532-3358**

**Arthur Gahbow, chairman**

The Mille Lacs Reservation is located in the east central Minnesota counties of parts of Mille Lacs, Aitkin and Pine with tribal headquarters located near Onamia, Minnesota 56359. Established by an 1855 treaty with the U.S. government, the land owned by the band or held in trust by the U.S. secretary of the interior totals about 3,704 acres. Members supplement their income through timber work, harvesting wild rice and maple sap and selling native crafts.

**White Earth Reservation, (218) 983-3285**

**Darrell "Chip" Wadena, chairman**

The White Earth Reservation is located in the northwestern Minnesota counties of Mahanomen, Becker, and Clearwater with tribal headquarters located in White Earth, Minnesota 56591. An 1867 treaty with the U.S. government established the reservation which owns 56,116 acres tribally and allotted land to individual members. Timber work, construction, seasonal farm labor and a cattle ranch are the main sources of employment.

**Red Lake Reservation, (218) 679-3341**

**Roger Jourdain, chairman**

Unique among Chippewa reservations, because it was never ceded by treaty to the U.S., is the Red Lake Reservation. The Red Lake Band was the first group to organize in Minnesota under a written constitution in 1918 when a General Council was established as the governing body. Unlike the other Chippewa bands, the Red Lake Band did not accept the Indian Reorganization Act of 1934. Red Lake is a closed reservation and, therefore, was not open to homestead entries and the land has not been allotted to individual Indians.

The Red Lake Reservation is located in the northern Minnesota counties of Beltrami and Clearwater with tribal headquarters in Red Lake, Minnesota 56671. The tribe owns 636,954 acres. The band also owns scattered tracts of land extending up to the Canadian border including some of the Northwest Angle. The total area is the size of Rhode Island and encloses Lower, and part of Upper, Red Lake, a body of water that is the third largest fresh water lake within the boundaries of the U.S. All land is held communally by the Red Lake Band and is held in trust by the U.S. government. Individual members may apply for land use permits for homesites and agricultural purposes.

The Indians of Red Lake are locally governed by an eleven-member Tribal Council elected to four year terms of office. The council is the legislative body of the band and operates under a constitution and by-laws approved by the U.S. secretary of the interior and the Bureau of Indian Affairs. The Red Lake Band have their own tribal court and police force.

Members use timber holdings for the manufacture of timber into usable wood products, own and operate a large sawmill and a fishing industry, and have reclaimed 9,000 acres of wastelands now suitable for propagation of wild rice, trapping and duck hunting.

## **Minnesota Sioux (Dakota) Reservations**

Of the seven tribes of the Sioux (Dakota) nation, four known collectively as the Santee or eastern Sioux remain in Minnesota. The Mdewakanton built their villages along the lower Mississippi and Minnesota rivers, the Wahpeton and Sisseton settled in the upper Minnesota Valley, and the Wahpekute lived a nomadic life along the Cannon, Cedar, and Blue Earth rivers.

European settlement was established with the construction of Fort Snelling in 1819–24 and from then on the Santee Sioux were under relentless pressure from traders and land-hungry settlers. In 1837 they sold their claim to all lands east of the Mississippi, and in 1851 by the treaties of Traverse des Sioux and Mendota, they gave up the rest of their lands except for a narrow reservation along the Minnesota River. In 1858 half of the reservation — everything lying north of the Minnesota River — was also relinquished.

The Southern Minnesota Sioux do not have recognized chiefs, hereditary, or honorary. There are four Sioux reservations in Minnesota.

### **Lower Sioux Reservation, (507) 697-6185**

**Ann Larsen, chairwoman**

The Lower Sioux Reservation is located in Redwood County, abutting the Minnesota River, two miles south of Morton, Minnesota 56270, its tribal headquarters. This reservation came into being during the period 1887 to 1893 when the U.S. congress appropriated funds to purchase lands for the landless Minnesota Sioux. The land purchased during this period can only be assigned to those Mdewakanton Sioux who were residing in Minnesota on May 20, 1886 and their descendants. The land originally purchased amounted to 623 acres. The reservation was organized under the Indian Reorganization Act and under the provisions of that act additional acres of land were purchased. The tribal constitution and bylaws were approved in 1936 and the corporate charter was ratified by members in 1937. Today the reservation owns 1,743 acres.

The governing body is the Community Council of the Lower Sioux Indian Reservation composed of five members who are elected for a term of two years by qualified voters of the community. The committee members elect officers.

A large portion of the tribal land is cleared for agriculture and the remaining balance is timber, brush, and other types. The land is never allotted to individual members but is assigned for homesites. Some families retain original assignments of farm land and receive a crop share rental from the farming of their assignments.

### **Prairie Island Reservation, (612) 388-8889**

**Albert White, president**

The Prairie Island Reservation is located in Goodhue County on the west bank of the Mississippi River some fourteen miles north of Red Wing, with tribal headquarters in Welsh, Minnesota 55809. The Prairie Island Indians are mainly members of the Mdewakanton Band and are descendants of the Santee Sioux Indians who remained in Minnesota at the time of the removal of the main band to Nebraska after the Sioux uprising or who had subsequently returned. Lands were purchased for them in 1891 amounting to 120 acres at Prairie Island and were stipulated to be used for the landless Mdewakanton residing in Minnesota on May 20, 1886, and their descendants.

Under the Indian Reorganization Act of 1934 an additional 414 acres were purchased for other Indian residents whose names appeared on the Minnesota Sioux rolls. Under the same act the reservation was organized and they have a constitution and bylaws approved on June 20, 1936. They also have a corporate charter ratified by members on July 23, 1937.

The governing body is called the Community Council of the Prairie Island Indian Reservation and is comprised of five members elected for two-year terms.

The majority of the land is cleared as farm land. The land is assigned to eligible members for homesites only, and the balance is leased for tribal income with leasing preference going to members of the reservation.

**Shakopee-Mdewakanton Reservation, (612) 445-5655**

**Norman Crooks, chairman**

The Shakopee-Mdewakanton Reservation had been known as the Prior Lake Reservation until their organization under the Indian Reorganization Act on November 28, 1969. This area is located between Shakopee and Prior Lake, in Carver County, with tribal headquarters in Prior Lake, Minnesota 55372.

Its history parallels that of the other Minnesota Sioux as to organization and settlement. The governing body is called the Shakopee-Mdewakanton Sioux General Council composed of all persons qualified to vote in community elections. The Business Council chairman, vice chairman and secretary perform duties authorized by the General Council and are elected to a one-year term.

The tribe owns 258 acres, the majority of which is cleared as agricultural land and the balance is in timber, brush and other types.

**Upper Sioux Reservation, (612) 564-4504**

**Lillian Smith, chairwoman**

The Upper Sioux Reservation is located five miles south of Granite Falls, Minnesota 56241, location of tribal headquarters, 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 dissention 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

305 Hanover Building  
480 Cedar Street  
St. Paul, Minnesota 55101  
(612) 297-2172  
Roger I. Sell, executive director

### Minnesota Statutes, sections 16.911

The council is composed of 25 members appointed by the governor to four-year terms. These members represent both the local government environment (cities, counties, regions, school districts) and the state agencies of administration, auditor's office, education, legislative auditor and revenue. The council works to promote the effective use of automated (computer assisted) information systems. Such systems, properly developed, installed and maintained, contribute to sound internal management, more informed decision making, improved information flow within the local jurisdiction and between the jurisdiction and state and federal governments.

The council awards grants to local governments whose grant requests contribute to cost/effective automation and meet the criteria of the council's rules. The council provides educational and training opportunities to local government units in the process of automation to keep officials informed of the state of the art of automation. It also acts as an information resource to local governments contemplating automation and finally assists the commissioner of the Department of Administration in the development of guidelines for the improved use of computers by local governments.

The council operates through one standing committee, the executive committee, and subcommittees as they are needed. The executive committee provides counsel in current operational processes by reviewing budgets, addressing immediate management prerogatives and other normal administrative functions. Typical supporting subcommittees include those of data security and privacy, fiscal data and land records. These subcommittees serve the council, when needed, by reviewing relevant grant applications from local governments, developing standards for data processing, drafting rules and regulations on data security and privacy, and providing the necessary coordinating and technical support for authorized projects.

The council and its committees provide no services directly to the public. The following is a partial list of grants awarded during fiscal year 1981 by the council.

- 
- \$13,588 Government Training Service, to determine the level of need for education in the area of automation, to establish the educational materials and strategies to satisfy these needs, and to coordinate the required training seminars
  - \$20,200 Wright County, to assist in the development of a detailed design for a microcomputer based Computer Aided Appraisal System
  - \$24,538 Wayzata, to assist in the adaption of the Ortonville School District's microcomputer based financial system to the needs of a small city, as well as for the development of a Utility Billing System to run on microcomputer hardware
  - \$20,000 Minnesota Community Action Data System, to assist with the de-

velopment of a remote job entry capability so that remote CAP's can access one of the five centralized S/34 systems for processing of their financial and client tracking requirements

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Contact the Intergovernmental Information Systems Advisory Council for more information on automation development, grants and information systems.



## State Board of Investment

MEA Building, Room 105  
55 Sherburne Avenue  
St. Paul, Minnesota 55155  
(612) 296-3328  
Howard Biker, acting executive director

Minnesota Constitution, Article XI, section 8; Minnesota Statutes, chapter 11A

In 1960 the legislature created an in-house professional investment staff and gave the staff the statutory authority to invest in common stocks and other types of investments. Before 1960 these investment activities had been carried out by the Office of the State Treasurer and prior to 1960 the state did not invest in common stocks.

The State Board of Investment manages almost \$5 billion in public funds for various constituents. Over \$3.5 billion are retirement funds for Minnesota state employees, teachers, and public employees. Many other individual accounts, including the Invested Treasurers Cash Fund, three constitutionally dedicated transportation funds, the proceeds from various bond sales, and numerous endowments, welfare, and departmental accounts comprise the remaining \$1.5 billion. Of this amount, approximately \$295 million is a permanent trust fund for the benefit of Minnesota schools.

The board is composed of the governor, attorney general, secretary of state, state treasurer and state auditor, and its executive director is authorized to make all purchases and sales.

An Investment Advisory Council, composed of eleven of Minnesota's leading financial experts and the executive directors of four public pension funds, the commissioner of finance, and a retiree, advise the board and staff on general investment policy. The council meets to review and comment on the board's investment strategy and current economic conditions. The council also reviews proposed statutory changes and internal operating guidelines. The council does not advise on individual investment transactions. Meetings are held in the Twin Cities area bimonthly, are open to the public, and meeting notices are published in the Twin Cities major newspapers and the *State Register*.

The board's investments are governed by the standard of care 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 spec-

ulation, but for investment, considering the probable safety of their capital as well as the probable income to be derived therefrom" (Minnesota Statutes, section 11A.09).

The board seeks to maximize the total rate of return consistent with an appropriate level of risk. Many investments that potentially offer high returns also expose the funds to unacceptable risk. The board minimizes risk by maintaining a high quality, diversified portfolio of readily marketable securities. The portfolio includes several types of investments (stocks, bonds, and short term securities) representing various sectors of the economy, maturity dates, and geographic areas. Broad-based diversification limits the fund's exposure to unanticipated business risks and localized economic recessions.

Because the retirement funds are established to benefit employees over a long period of time, the funds' investment objectives are also long-term in nature. Investments are designed not only to produce current income, but also to increase the value of the capital over time and to generate a rising level of retirement benefits. Therefore, the board sets its objectives and measures performance in terms of total rate of return — which includes market appreciation of depreciation of the assets as well as income. As market cycles normally encompass a three to five year period, investment performance is usually analyzed over a similar time frame.

In order to achieve the long term investment goals for the retirement funds, the board maintains a balanced portfolio of common stocks and fixed income securities. Fixed income securities, such as bonds and U.S. government guaranteed mortgages, offer a predictable, steady long-term cash flow.

While the stable income provided by fixed income investments is an important component in achieving fund objectives, the board also seeks appreciation in the value of assets and increased income over the long term. Although common stocks may appear volatile in a short term analysis, over the long term a highly diversified portfolio of common stock investments has provided a total rate of return in excess of most other widely utilized types of investments.

Cash reserves of the retirement funds and the assets of short term state funds are invested in short term securities such as U.S. treasury and agency issues, repurchase agreements, commercial paper, bankers acceptances and certificates of deposit. The short term portfolio for the retirement funds represents cash flow and monies designated for future opportunities in common stocks or fixed income securities.

Though the investment strategy for the retirement funds is designed to achieve long term objectives, investment prospects are continually reviewed and assessed in relation to the present and anticipated economic environment.

The board provides no services directly to the public, but publishes an annual report each November. A limited number of copies are available by writing to the board at the above address.

### **Funds Managed by the State Board of Investment—July 1, 1981**

**Basic Retirement Funds** **\$2.2 billion**

The Basic Retirement Funds are the pension assets of currently employed participants in six major state retirement funds:

Teachers Retirement Fund	\$859 million
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Public Employees Retirement Fund	\$737 million
State Employees Retirement Fund	\$423 million
Public Employees Police and Fire Fund	\$136 million
Highway Patrol Retirement Fund	\$ 38 million
Judges Retirement Fund	\$ 3 million

**Post Retirement Investment Fund** **\$1.3 billion**

The Post Retirement Investment Fund is composed of the reserves for retirement benefits to be paid to currently retired employees by the six basic funds. Permanent post retirement benefit increases are based on dividends, interest, and net realized capital gains from the sale of equities.

**Minnesota Supplemental Retirement Investment Fund** **\$147 million**

The Minnesota Supplemental Retirement Investment Fund includes the assets of the state deferred compensation plan, supplemental benefit arrangements, various retirement programs for local police and firefighters and the unclassified employees of the state. Participants have a choice among four separate accounts with different investment emphases as authorized by law:

Income Share Account	— a balanced portfolio of stocks and bonds
Growth Share Account	— a portfolio of common stocks
Fixed Return Account	— a portfolio of bond and other debt investments
Bond Account	— a portfolio of longer maturity debt investments

**Minnesota Variable Annuity Fund** **\$ 75 million**

The Variable Annuity Program is an investment option formerly offered to members of the Teachers' Retirement Association.

**Invested Treasurers Cash Fund** **\$372 million**

The Treasurers Cash Fund is composed of tax receipts used to pay state obligations. The fund is composed of short term investments maturing within three years.

**Transportation Funds** **\$221 million**

These are funds set aside for highway and airport construction projects.

**Miscellaneous Cash Accounts** **\$321 million**

These accounts include proceeds from bond sales, debt service funds, state agency accounts, and endowment funds and trust accounts held for various educational institutions.

**Permanent School Fund** **\$295 million**

The Permanent School Fund is a trust established for the benefit of Minnesota schools. Criteria governing investments are contained in the Minnesota Constitution.



# Iron Range Resources and Rehabilitation Board



Highway 53 South  
P.O. Box 678  
Eveleth, Minnesota 55734  
(218) 744-2993  
Patrick J. McGauley, commissioner

## Minnesota Statutes, section 298.22

The Iron Range Resources and Rehabilitation Board was created in 1943 to encourage the development of the natural resources of the Iron Range and to provide vocational training and rehabilitation for residents of counties where resources have been depleted. The board operates a variety of programs to assist economic expansion in northeastern Minnesota. Funds have been allocated for projects such as wood processing, food processing, peat development, water surveys, mineral surveys, copper-nickel and topographic mapping; research projects such as chemical analysis, charcoal production, tourism surveys and industrial development surveys.

## General Support Division

**Walter J. Seeba, deputy commissioner**

The division carries on the administrative duties of the board, is in charge of personnel, maintains board equipment and buildings. It also administers the general appropriations account grants section.

## Human Resource Rehabilitation Grants Section

**Michael Gentile, grants analyst**

This section will fund up to 30%, within maximum limitations of \$75,000 of construction and remodeling costs, for innovative programs aimed at human and vocational rehabilitation of the handicapped. Any non-profit organization may apply for a grant. For further information and application forms contact the Human Resource Rehabilitation Grants Section. There are no fees. Applications will be processed within one to six months.

## Tourism Grants Section

**Michael Gentile, grants analyst**

This section will fund up to 33% in communities with populations larger than 5,000 and up to 50% in communities with populations of under 5,000, of the costs of tourism projects that are related to the Iron Range Interpretative Center. Any municipality or non-profit organization may apply for a grant. For further information and application forms contact the Tourism Grants Section. There are no fees. The application will be processed within one to six months.

## Research and Beautification Division

**Donald Grubich, division supervisor**

The division is involved in a continuing program of peat research, environ-

mental beautification, recreation trail development and grooming, publication of land ownership maps for 21 counties.

**Peat Research Section, Wilderness Valley Farm, Zim Minnesota**

**Harold Bergquist, research technician**

The section is involved in a number of peat related research projects including utilization of biomass material through gasification, peatland reclamation studies, hydrology studies, agriculture and horticultural uses for peat, sewage treatment and peat inventory. Research is being conducted at the 520 acre Wilderness Valley Farm which is owned and operated by the agency.

**Building Demolition Section**

**Ralph Potami, director**

The section will assist local government units and private individuals in the removal of dilapidated, abandoned, unwanted and hazardous structures. All requests for assistance must be directed through the local units of government in which the structure is located. Release forms are available at the coordinating agencies of these governments and is mandatory before demolition can begin. This service is provided at no direct cost to the property owners. A waiting list is used and crews are dispatched when the program reaches a given geographic area. Waiting time varies from one day to several months.

**Land Ownership Map Section**

The section produces and publishes land ownership maps for 21 counties of northern Minnesota. These maps show ownership of federal, state, county and private land ownership. For further information, or to receive maps contact the Land Ownership Map Section. Maps are free of charge. Requests for maps will be processed immediately and are usually filled the same day.

**Snowmobile Trail Grooming Section**

**Ray Svatos, trail coordinator**

The section will provide equipment and operators to northern Minnesota snowmobile clubs that maintain public trails which augment and connect with the state trail systems. For further information and application forms, contact the Snowmobile Trail Grooming Section. Services are provided at no direct cost to the snowmobile clubs. A waiting list is used and varies from one to thirty days.

**Public Information Division, (218) 254-3323**

**Richard A. Nordvold, information officer**

The division conducts an on-going program of media and public relations concerning the activities of the board and its division, administers the Anchor Lake Tourist Information Center near Eveleth and coordinates the advertising and promotional program for the Iron Range Interpretative Center and the Hill Annex Mine Tours. Public information offices are located at the Iron Range Interpretative Center, P.O. Box 392, Chisholm, MN 55719.

### Information Office Section

The section produces news releases and photographs for general media distribution, conducts a speakers bureau for public use, administers an extensive program of advertising and promotion and is responsible for the production of all publications issued by the agency.

The *Resource* is the agency's newsletter which features articles of interest concerning the activities of the agency and board. It is distributed free of charge to the general public.

The *Biennial Report* is published and submitted to the legislature by November 15th of every even calendar year. It contains the division reports of the activities of the agency during the biennium and also a complete financial report. It is distributed free of charge.

To be included on the mailing list for any of the agency publications, submit your name and address to the board's Public Information Division.

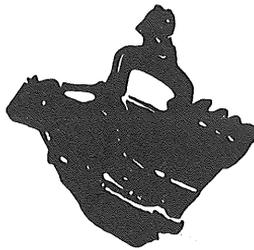
### Anchor Lake Tourist Information Center Section, (218) 744-2297

#### Peggy Larsen, travel information center supervisor

The center, located on highway 53, is operated in conjunction with a traveler's rest area operated by the Minnesota Department of Transportation. The information center assists the motoring public with tourist information, itinerary planning, highway information, travel brochures, hotel-motel-resort association materials and conducts a program of tourism promotion for northeastern Minnesota. The rest area is open 24 hours per day, seven days per week. The Tourist Information Center is open every day except Thanksgiving Day, Christmas Day and New Years Day. Hours of operation: Memorial Day weekend through Labor Day 8:00 a.m.-8:00 p.m. Winter hours: 9:00 a.m.-5:00 p.m. The Center is located at R.R.1 Box 271 A, Eveleth, MN 55734.

#### Joseph Engles, director, (218) 254-3323

The center is open to the public year around and interprets the dynamic story of the history and heritage of the people and industry of northeastern Minnesota. The center features a self-guided tour through its 34 exciting exhibits, the Hall of Geology, the Ethnic Arts Center and Oral History Library. The center encourages use of the facilities for seminars and conferences. The center grounds feature numerous picnic tables, campsites for overnight parking, nature trails and the scenic beauty characteristic of the Iron Range. The center is open daily from 9:00 a.m. to 9:00 p.m. (Memorial Day through Labor Day) and 9:00 a.m. to 5:00 p.m. the rest of the year seven days a week. Admis-



## iron range interpretative center

218-254-3323

Box 392

Chisholm, Minnesota 55719

## **290 / Iron Range**

sion is \$1.50 for adults and \$.50 for students and children. For further information or to arrange group tours, contact the Iron Range Interpretative Center, P.O. Box 392 Chisholm, Minnesota 55719.

### **Iron Range Regional Research Center Section, (218) 254-5733**

**Edward Nelson, archivist; Elizabeth Bright, librarian**

This facility provides archival storage for historical documents, publications relating to Iron Range history, government records, industry papers, personal papers of prominent Iron Range figures, research materials, oral histories and historical photographs. The center provides a large research-reading room, oral history listening room, conference rooms and classroom. The center is open to bona-fide students of history for research purposes. Hours of operation are 9:00 a.m. to 4:00 p.m. Monday-Friday. The center is located adjacent to the Iron Range Interpretative Center, Chisholm, Minnesota.

### **Taconite Area Environmental Protection Fund Division**

The division administers an extensive grants program for water, sewer, recreational and other public works programs and operates a program of mine-land reclamation.

### **Taconite Area Environmental Protection Fund Grants Section**

**Michael Gentile, grants analyst**

This section administers grants to Iron Range communities, screens applications for submission to the Iron Range Resources and Rehabilitation Board, the Legislative Advisory Commission and the governor for approval. To be eligible for the program an applying community or unit of government must be in the taconite tax relief area as defined in Minnesota Statutes 273.134. For further information and for guidelines and application forms, contact Iron Range Resources and Rehabilitation Board, P.O. Box 678, Eveleth, MN 55734.

### **Mineland Reclamation Section, (218) 247-7215**

**Orlyn Olson, director**

This section is charged with the responsibility for reclamation of inactive and abandoned state-owned minelands. The program provides no direct assistance to the public. Its address is P.O. Box 376, Calumet, MN 55716.

### **Hill Annex Mine Tours Section**

Open to the public during the summer months, the Hill Annex Mine Tour presents a unique opportunity to tour a natural ore iron mine. The 1½ hour bus tour begins at the mine clubhouse and takes the visitor past old mining company buildings, a processing plant, gigantic mining equipment as you wind to the bottom of the 600 foot deep mine. There are numerous stops along the way for picture taking. Tours are given at 10:00 a.m., 12:00 noon, 2:00 p.m. and 4:00 p.m. seven days a week from Memorial Day week-end through September. Special tours are available. For further information, contact Hill Annex Mine Tours, P.O. Box 376, Calumet, MN 55716. Admission is \$1.50 for adults and \$.75 for children.

## Department of Labor and Industry

5th Floor, Space Center Building  
444 Lafayette Road  
St. Paul, Minnesota 55101  
(612) 296-2342  
Russell B. Swanson, commissioner



Minnesota Statutes, chapters 175-178, 181-184 & 326.01-326.53

The Department of Labor and Industry is primarily a regulatory agency for the protection of rights of working people in Minnesota. It provides advisory services to employers and the general public. The department seeks to preserve the human and material resources of the state by providing safe and healthful working environments, assuring payment of legal compensation for work performed, administering apprenticeship programs and providing care and benefits for individuals suffering from occupational injuries and diseases. The department also provides general protection to the public by licensing and inspecting establishments operating with high pressure boilers and steam equipment.

### **General Support Division, (612) 296-6444**

**Gene R. Larson, administrator**

This program provides executive, administrative, personnel and fiscal management at the department level, so that the various activities may receive the direction, technical assistance, financial and human resources necessary to meet their goals and objectives.

### **Code Enforcement, (612) 296-6529**

**Dr. George E. O'Connell, assistant commissioner**

Enforcement activities consist of the following divisions: Occupational Safety and Health; Employment Standards, Regulation and Enforcement; Voluntary Apprenticeship; Boiler Inspection and Steamfitting Standards; and Information Management Services.

### **Occupational Safety and Health Division, (612) 296-6529**

The division enforces state laws that guarantee a safe and healthful workplace. The legislative purpose of the Minnesota Occupational Safety and Health Act (OSHA) of 1973 is "to assure so far as possible every working man and woman in the State of Minnesota safe and healthful working conditions, and to preserve our human resources."

**Compliance Unit, (612) 296-2116**

**Ivan W. Russell, director**

All places of employment are subject to inspection to ascertain compliance with the published Minnesota occupational safety and health standards. Any employee may file a complaint with Minnesota OSH requesting a compliance inspection of his/her employer's workplace. There are two forms, the complaint form which informs the OSH office of unsafe and unhealthy working conditions, and the discrimination form for someone who is fired due to filing a complaint about unsafe conditions. The department acts within one to two weeks after receiving a complaint. An employee can write, call or pick up forms in person at any OSH office. If violations are found, a citation will be issued and a mandatory abatement date will be specified. A monetary penalty may also be issued against the employer.

Compliance offices are located at:

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444 Lafayette Road  
St. Paul Minnesota 55101  
(612) 296-2116

70½ East Fourth Street  
Winona, Minnesota 55987  
(507) 457-2958

415 Washington Avenue N.E.  
Brainerd, Minnesota 56401  
(218) 828-2455

200 S.W. Fourth Street  
Willmar, Minnesota 56201  
(612) 231-5168  
(612) 231-5167

801 First Federal Savings Bldg.  
Duluth, Minnesota 55802  
(218) 723-4678

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**Occupational Safety and Health Advisory Council, (612) 296-6529**

This twelve-member council appointed by the governor represents the statewide community and advises the Department of Labor and Industry on matters relating to occupational safety and health. No services are provided directly to the public.

**Occupational Safety and Health Review Board, (612) 296-7958**

This three-member body appointed by the governor reviews contested citations and monetary penalties issued under the Occupational Safety and Health Act of 1973 and all final orders of the commissioner. Any employer, employee or representative of employee who wishes to contest an OSH citation may do so by notifying the commissioner of the Department of Labor and Industry within 15 days of the receipt of the citation. The board may affirm, modify or revoke a citation, penalty or contested order. To file a review of a case contact the OSH Review Board.

Copies of the rules of the Office of Administrative Hearings cost \$1.55 and the Rules of Procedure for Practice before the Governor's Occupational Safety and Health Review Board cost \$5.00 and both may be obtained from the Documents Center, Department of Administration, 117 University Avenue, St. Paul, Mn. 55155

**Consultation Unit, (612) 296-2973**

**Albert Hartman, director**

The Consultation Unit provides free safety and health consultation services to assist private employers in voluntary compliance with OSH law and standards. No citations or penalties are issued by the Consultation Unit. To request an on-site consultation, contact the unit.

**Information Management Services Division, (612) 296-4893**

**Arthur G. Gasche, director**

The division manages information resources of the department, the electronic data and word processing operations, and the compilation and dissemination of occupational safety and health, and workers compensation statistics. The division also provides statistical information regarding occupational injuries and illnesses and distributes OSHA brochures and posters to Minnesota employers.

**Employment Standards Regulation and Enforcement Division, (612) 296-2125**

**Kurt Pinke, director**

The division advises and enforces compliance of state laws relating to minimum wage, overtime, child labor, wage claims, handicapped workers, fee employment agencies and illegal use of lie detectors by employers. Persons wishing to make complaints or needing information in any of these areas may write or visit the Labor Standards Division at the department's address or call either of the following numbers:

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Fee Employment questions:	(612) 296-2125
Labor Standards questions:	(612) 296-2282
Mandatory Retirement questions:	(612) 296-9203
Prevailing Wage questions:	(612) 296-6452

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The Labor Standards Division, as a public service, addresses groups to instruct and explain the provisions of the laws relating to the division's activities. There are no fees for any of the services provided to the public. There is a specific form for each area available from the division. A complaint may be answered in a few hours or it may take over a year.

**Employment Agency Advisory Council, (612) 296-2125**

The council advises the Department of Labor and Industry on Minn. Stat. § 184.21 to 184.40 and gives advice on matters relating to employment agencies or employment counselor licensing. It provides no services directly to the public.

**Voluntary Apprenticeship Division, (612) 296-2371**

**Robert Wickland, director**

The division is the official registration agency for apprenticeship and on-the-

job training programs in the state of Minnesota and is also the recognized approval agency for federal purposes for the U.S. Department of Labor, Bureau of Apprenticeship and Training.

The division develops, reviews, revises, approves, registers and inspects apprenticeship programs and individual apprenticeship agreements with the sponsor to assure compliance with Minnesota Statute, section 178, and the Minnesota Plan for Equal Employment Opportunity in Apprenticeship. The division approves all veteran's apprenticeship and on-the-job training programs and agreements found to meet the requirements of Title 38 U.S. Code. The division provides and maintains current vital statistics on apprenticeships and on-the-job training programs for the U.S. Department of Labor, the Veterans Administration and all interested citizens of Minnesota.

For assistance in setting up apprenticeships or information, contact the Voluntary Apprenticeship Division. The division will issue complete instructions and any necessary forms either by mail or in person. The necessary forms vary with the required service. There is no fee. The division will provide services within five weeks.

#### **Apprenticeship Advisory Council, (612) 296-2371**

The council proposes occupational classifications for apprenticeship programs, minimum standards for apprenticeship programs and agreements, and advises the commissioner on policies, procedures and rulings.

#### **Boiler Inspection and Steamfitting Standards Division, (612) 296-4531**

##### **Henry Baron, chief boiler inspector**

The division is responsible for the safety of boilers and pressure vessels in the state of Minnesota. It is the primary responsibility of the division to prevent injuries, loss of life, and property damage from boiler and pressure vessel explosions or malfunctions. The division regulates the safety of boilers and pressure vessels during manufacture, installation, operation and maintenance.

Boilers and pressure vessels in the state are inspected annually either by the state's 10 inspectors, or, if the vessels are under insurance, by authorized insurance company representatives. If under insurance, these vessels are exempt from state inspection and annual reports are issued to the division from the insurance companies with recommended changes. The division issues annual exemption certificates to the owner or operator.

Boiler operating engineers must be licensed with the state in whatever classification is necessary for the type of equipment they will be working with. In order to obtain a license the applicant must pass an examination and have the number of years of service and knowledge required to take an examination in whatever category is necessary for his occupation. Licenses are renewed annually. To receive information on inspections or an application for an engineer license contact the Boiler Inspection Division. Fees and experience requirements as of Dec. 31, 1981 are:

Class of License	Required Experience	New License	Renewal License	Expired License Renewal (under 5 years)
Chief Engineer	5 years	\$20.00	\$10.00	\$15.00
First Class Engineer	3 years	15.00	10.00	12.00
Second Class Engineer	1 year	13.00	8.00	10.00
Third Class (Special)	6 months	8.00	6.00	8.00
Fourth Class (Special)	Equipment familiarity	8.00	6.00	8.00
Pilot Engineer (Boats)	30 days	8.00	6.00	8.00

Licenses which have expired less than five years prior to the date of application for renewal may be renewed without taking the examination by paying a higher renewal fee. Licenses which have expired five years or more prior to the date of application for renewal may be renewed by filing an application for a license, taking an examination and paying the new license fee.

The division examines journeymen and contractor steamfitters to determine their qualifications to install high pressure steam piping and appurtenances. Applications to take the examinations are sent out upon request and, when filled out and returned, are reviewed by the Advisory Council for Steamfitting Examinations. If approved, examinations are given and if passed, licenses granted. Fees and experience requirements as of Dec. 31, 1981 are:

Class	Experience or Training	Examination Fee	Renewal
Journeyman	4 Years	\$25.00	\$15.00
Contractor	5 Years	75.00	60.00

The division inspects high pressure steam piping and appurtenances, checking on license, material, design, workmanship and, if work is welded, the welder's qualifications. Information on license and inspection may be obtained by contacting the Boiler Inspection and Steamfitting Standards Division.

#### Advisory Council for Steamfitting Examinations, (612) 296-2193

The department of Labor and Industry appoints seven persons of whom one shall be a practical contracting steamfitter, one a practical journeyman steamfitter, and one a member or employee of the department to be known as the Advisory Council for Steamfitting Examinations.

**Workers' Compensation Division, (612) 296-6107**

**Arthur H. Anderson, assistant commissioner**

The division provides legal aid and assistance to employees with job related injuries and illnesses so all payments due under the Workers' Compensation Law are made promptly and properly. Any employee who feels he or she has a claims problem may call, write or visit any of the following Workers' Compensation Division offices:

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620 Board of Trade Building  
Duluth, Minnesota 55802  
(218) 723-4670

444 Lafayette Road  
St. Paul, Minnesota 55101  
(612) 296-6107

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There are no fees. All inquiries should include the name of the injured party, employer, social security number, date of injury, and nature of problem (insurer stopped payments, additional time lost not paid, etc.). The division does not make the payment of benefits; that is done by the insurer or the employer. The division responds to all inquiries within ten days.

**Workers' Compensation Advisory Council, (612) 296-6490**

The council presents to the legislature and the governor on or before November 15 of each even numbered year, its findings on the costs, methods of financing and the formula providing supplementary compensation to workers permanently and totally disabled prior to July 1, 1969. Its findings also list the alterations in the scheduled benefits for permanent partially disabled and other aspects of the Workers' Compensation Act.

**Rehabilitation Services, (612) 297-2684**

**Gladys Westberg, director**

This division implements the rehabilitation law of 1979, Minnesota Statutes, section 176.102, which ensures early intervention and establishment of programs that assist individuals who sustain work-related injuries or illnesses to return to gainful employment as soon as possible, to reduce long term disability and cost, and to reduce litigation in connection with work-related injuries or illnesses.

The division monitors activities of evaluations, counseling and job placement activities for disabled individuals and serves as a forum for approving rehabilitation plans, resolving disagreements and directing the payment of rehabilitation benefits and program costs when appropriate.



## Office of the Lieutenant Governor

State Capitol, Room 122  
St. Paul, Minnesota 55155  
(612) 296-2374  
Lou Wangberg, lieutenant governor

### Minnesota Constitution Article V

The lieutenant governor is first in line when a vacancy occurs in the Office of the Governor and may assume the governor's duties any time that officer is unable to perform them. The lieutenant governor represents the governor and the state of Minnesota within the state, nationally and internationally. The lieutenant governor has the statutory responsibilities of serving as chairman of the Capitol Area Architectural and Planning Board, and is a member of the Executive Council.

In order to make the office of lieutenant governor more meaningful and productive, 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, subject to his control, by filing a written order specifying such delegation with the secretary of state; provided, however, that no power, duty, responsibility, or function imposed upon the governor by the constitution shall be delegated by such written order or otherwise.

Formerly, the lieutenant governor presided over the Minnesota Senate. A constitutional amendment ratified in November, 1972, permitted the senate to choose its own presiding officer. Consequently, the duties of the lieutenant governor were changed, and he became a full time official of the executive branch.

The governor has appointed the lieutenant governor to serve as chief of staff of the combined governor/lieutenant governors' office. The following responsibilities have been delegated to the lieutenant governor by executive order: the coordination and direction of the legislative process between the Office of the Governor and both houses of legislature; development and coordination of a systematic program to preserve and enhance the relationship between the state and local units of government, and between the state and business, industry and labor; assist the governor in preparation, revision, implementation and analysis of the biennial budget; advise the governor on matters of policy and personnel; and represent the governor at public presentations and public events as designated.

The lieutenant governor has been appointed to chairman of the Governor's Council on Rural Development and to serve as a member of, or governor's liaison to, numerous boards and commissions. The office is available to assist the public with questions concerning state government and its agencies. For information and assistance, contact the Office of Lieutenant Governor.



## Lifelong Learning Center



North Hennepin Community College  
7411-85th Avenue North  
Brooklyn Park, Minnesota 55445  
(612) 425-4541, ext. 333  
June Long, program director

The Lifelong Learning Center is an inter-district information and referral service for adult education programming. The center, open to all adults 16 years or older, specializes in placements for GED or high school diploma programs, basic skills improvement in reading and math, English as a Second Language classes and entry into college or vocational school programs.

The center provides counseling services and encourages a personal interview. There are no geographic restrictions since referrals are made to classes located within or near an individual's particular community. All referrals emphasize long-term career development and vocational planning.

A brochure about the Lifelong Learning Center and what it can do for you is available by contacting the center. Also available are administrative handbooks on outreach strategies and creative volunteerism. Requests are handled the same day they are received. Interested persons may call, write or stop by the center, but a personal interview is strongly encouraged. Appointments should be made to avoid unnecessary waiting.

The center also provides information on child care/transportation facilities, financial aid information for those seeking post secondary education and reading and math testing to determine ability level. It will follow-up either by phone, mail or in-person until the individual completes his/her educational program and provides volunteer tutors who work individually with students in classes. Volunteers for the office are also accepted. To volunteer, contact the center.

The center is now funded through the Minnesota Foundation and the college and charges \$10 for its services which include the interview and any reading or math tests which may be necessary. The service charge may be waived in certain circumstances where people can show inability to pay. During 1980-81 the center helped about 300 people. The center is open to anyone in the state and tries to find the best programs for individuals in their geographic areas, but will refer people to other locations if necessary.

The center began in 1979 as a demonstration project from 309 funding under the Adult Basic Education section of the Minnesota Department of Education. At that time, the resource center was the joint venture of North Hennepin Community College and Osseo School District #279. The center is designed for the adult who has been out of high school for several years and feels he/she lacks the skills or confidence to enroll at a post-secondary institution. This new program is a collaborative effort of North Hennepin Community College and Hennepin Technical Center, North Campus.



## Bureau of Mediation Services

Summit National Bank Bldg., 2nd Floor  
205 Aurora Avenue  
St. Paul, Minnesota 55103  
(612) 296-2525  
Peter E. Obermeyer, director

### Minnesota Statutes, chapter 179

The Bureau of Mediation Services implements the state's public policy governing the collective bargaining relationship between unionized employees and their employers. Originally created in 1939, the bureau has responsibilities in the public, private, and nonprofit sectors of the state's economy. Its primary goal is to promote a stable and constructive relationship between labor and management within Minnesota. This goal is established by the Minnesota Labor Relations Act, Minnesota Statutes 179.01-179.60, the Charitable Hospital Act, Minnesota Statutes 179.35, and the Public Employment Labor Relations Act, Minnesota Statutes 179.61-179.76.

The bureau carries out the following activities in order to fulfill the state's public policy concerning the labor-management relationship.

### Selecting Employee Bargaining Representatives

The bureau determines what grouping of employees is appropriate for the purpose of collective bargaining and whether the employees within the determined grouping desire to be represented by a labor organization for the purpose of collective bargaining. The question of representation is addressed at a hearing where the petitioning labor organization and the employer provide evidence concerning what the appropriate grouping should be. If the parties do not mutually agree, the bureau determines an appropriate unit or units and identifies the employees within the unit or units, based on the hearing record. Following the unit determination process, the bureau may conduct a secret ballot election among the employees within the appropriate unit to determine whether the employees wish to be represented by the labor organization. A labor organization receiving a majority of the votes cast at the election will be certified as the exclusive representative for the employees, having the right to collectively bargain with the employer over the terms and conditions of employment.

### Mediation Services

The bureau devotes the largest commitment of staff personnel and time to mediation. This is the extension of the face-to-face bargaining process which takes place between representatives of a labor organization, acting as an exclusive representative, and the employer. When face-to-face negotiations have reached a deadlock, either party or both may request the assignment of a staff mediator. It is the mediator's responsibility to aid the parties in reaching a voluntary settlement acceptable to both. Although without any decision-making authority, the mediator seeks a settlement between the parties by suggesting alternatives, identifying crucial issues, and seeking areas of compromise from each party. The mediator is not an advocate for either party, but rather is an advocate of collective bargaining and the voluntary settlement of terms and conditions of employment by the parties themselves.

### **Fair Share Issues**

Labor organizations having the status of exclusive representative may assess public employees who are represented by the organization, and who are not members, a fair share fee which reflects the costs of representing non-member employees. Public employees who are assessed such a fee may challenge the amount under certain conditions. Although not directly involved in the fair share fee issue, public employers are required to take certain actions that are requested by bureau orders.

### **Arbitration Referral**

A vast majority of labor-management contracts contain a grievance procedure which culminates in arbitration. The grievance procedure provides the parties a means to resolve disputes over the application or interpretation of the contract. The bureau maintains a master list of arbitrators from which panels of arbitrators will be referred to labor and management representatives upon request. From the panel submitted the parties alternately strike names until a single name remains who will hear and decide the grievance.

### **Union Democracy**

The bureau will supervise union officer elections and contract ratification votes upon request and on a case by case basis.

### **Education**

The bureau offers education and information programs that cover the entire spectrum of the collective bargaining process. It offers this service specifically to representatives of labor and management, staff mediators and the grievance arbitrators. In addition, the staff mediators work on an individual basis with a variety of labor organizations, associations of employers, institutions of higher education and other mediation agencies to make understandable the mediation process.

For information and assistance, contact the bureau.



## **State Board of Medical Examiners**

Suite 352, 717 Delaware Street S.E.  
Minneapolis, Minnesota 55414  
(612) 296-5534  
Arthur W. Poore, executive secretary

Minnesota Statutes, chapters 146, 147, 148, & 319

The State Board of Medical Examiners verifies qualifications of all candidates for medical licensure, midwifery licensure, physical therapy registration, and professional corporation registry; and provides other states, state agencies and national organizations with information concerning board policies and the status of licensees. Upon request, the board will inform drug regulating agencies of the location and status of licensees. They also annually renew physician-surgeon, osteopath, and midwife licenses, physical therapy certificates,

and professional corporation registration; and develop continuing medical education (CME) requirements for the annual renewal of physician's licenses.

Twice each year, the board gives examinations to qualified medical and osteopathic candidates and issues licenses. Similar examinations are given on a monthly basis for physical therapists. For application forms and test schedules, use the address above.

Fees are as follows:

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<b>To Practice Medicine-Surgery</b>	
Examination application fee	\$125
Reciprocity and endorsement application fee	\$100
Annual registration fee	\$ 20
<b>To Practice Physical Therapy</b>	
Examination and application fee	\$ 70
Professional examination service endorsement application	\$ 15
Annual registration fee	\$ 5
<b>To Practice Midwifery</b>	
Examination and application fee	\$ 2
Endorsement application fee	\$ 1
Annual registration fee	\$ 1
<b>Professional Corporations</b>	
Registration fee—first year only	\$100
Annual registration fee	\$ 25

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The board receives all complaints regarding medical practitioners, midwives, physical therapists, and professional corporations in Minnesota. The board forwards all complaints to the attorney general's office which makes all investigations. The board has the power to revoke, suspend or condition licenses. All complaints should be made in writing.



## Metropolitan Airports Commission



6040-28th Avenue South  
 Minneapolis, Minnesota 55450  
 (612) 726-1892  
 Frank P. Befera, chairman  
 Raymond G. Glumack, executive director

Minnesota Statutes, chapter 473.601-473.679

The Metropolitan Airports Commission (MAC) has jurisdiction over an area lying within the seven-county metropolitan area and/or within a 35-mile radius of the city halls of Minneapolis and St. Paul. MAC owns and operates one major hub airport, Minneapolis-St. Paul International Airport, and a system of six reliever airports: St. Paul Downtown Airport, Lake Elmo Airport, Airlake

Airport, Flying Cloud Airport, Crystal Airport and Anoka County-Blaine Airport.

The commission consists of 11 members from the metropolitan area (a chairman and 8 commissioners appointed by the governor, and the mayors of the cities of St. Paul and Minneapolis or their designated representative). The commission is charged with the promotion and development of air transportation, the development of the full potential of the metropolitan area as an aviation center, and to provide such aviation services in an economical and safe manner with minimum environmental impact. The commission coordinates its functions with the federal government, the commissioner of aeronautics of the Minnesota Department of Transportation and the Metropolitan Council.

The commission's air carrier airport, Minneapolis-St. Paul International Airport, handled almost 10 million ticketed passengers in 1980 and is currently completing an enlargement of its passenger terminal space and parking ramp facilities as well as its baggage handling and ticketing spaces to meet increased public needs. Corporate aviation needs are served both at the St. Paul Downtown Airport (Holman Field) and the International Airport. Other general aviation needs are served at Anoka County (Blaine), Flying Cloud, Crystal, Lake Elmo and Airlake Airports. In 1980 over 1,100,000 aircraft operations took place on the MAC's system of airports, one of the largest systems in the nation in terms of operations.

The commission possesses the authority to levy 1/3 mill on the assessed valuation of the seven-county area, but currently does not exercise its option to levy this tax. The commission's most recent bond sale carried a AAA rating.

As a service to the public, the MAC publishes guides to the facilities at the Minneapolis-Saint Paul International Airport, an airport access guide for the handicapped and elderly and a guide to the parking lots at the airport. These pamphlets are free and available at the airline ticket counters and other locations in the airport terminal building. Information on airport parking availability is broadcast at 530 on the AM radio dial. A 20-minute slide presentation with sound, using 2 projectors, detailing the history, structure, financing and future plans of the commission is available free to groups. A staff member will run the projectors and answer questions. Call for more information and for availability.



## Metropolitan Council of the Twin Cities



Suite 300, Metro Square  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 291-6359 General Offices  
(612) 291-6464 Public Information  
Charles R. Weaver, chairman  
Eugene Franchett, executive director

Minnesota Statutes, chapter 473

The Metropolitan Council is the regional planning and research organization for the Twin Cities metropolitan area. The council prepares the long-range plan

for the Twin Cities area, called the *Metropolitan Development Guide*, and reviews a wide variety of development and human service-related proposals in the Twin Cities area to insure their compatibility with the development guide. The council also conducts urban research in several areas and provides technical assistance to the area's local governmental units.

The council is comprised of 17 members, all appointed by the governor. Sixteen are part-time citizen members who serve four-year terms and represent equal-population districts covering the seven-county Twin Cities area. The seventeenth is the chairman, who is full-time, appointed on an at-large basis, and serves at the governor's pleasure.

Several committees advise and assist the Metropolitan Council in its planning and development programs. These are the Advisory Committee on Aging, Arts Advisory Committee, Criminal Justice Advisory Committee, Developmental Disabilities Task Force, Metropolitan Emergency Medical Services Advisory Committee, Metropolitan HRA Advisory Committee, Metropolitan Land Use Advisory Committee, Metropolitan Health Board, Metropolitan Waste Management Advisory Committee and the Transportation Advisory Board. Persons interested in appointment to any of the Metropolitan Council's committees when vacancies occur should contact the Metropolitan Council at (612) 291-6461, or write to the appropriate committee at the council's address.

The council's development guide establishes policies for the region's growth and contains data about the region — its economic, demographic, physical and social characteristics. The guide contains the following regional plans: aviation; criminal justice; development framework (a generalized growth plan); health; housing; investment framework (fiscal plan); protection of open space; recreation in open space; solid and hazardous waste disposal; transportation; water quality management; and water resources. Copies are available to the public. Most single chapters cost \$1.50. The set sells for \$20.

The council actively encourages the public to participate in the preparation of regional plans and has developed a number of mechanisms to stimulate citizen participation in council activities. Council meetings are open to the public. The full council meets the second and fourth Thursday of the month at 4 p.m. in the downtown St. Paul offices.

Development guide plans are formulated from technical research performed by the council staff and by a public participation process. The research studies performed by the council are also available to the public, and contain data that often is valuable in private sector decision-making. Much of the data is available in published form at minimal cost.

In addition, the council collects data from other sources in the Twin Cities area and makes it available through its public information office. Persons needing planning-related information should contact the Public Information Office as a first step.

Except as noted below, the publications and services listed are available by calling 291-6464.

### **Direct-Service and Grant Program**

**Housing Assistance** — The council is predominantly a planning organization. However, it administers one large direct-service program for the public in its role as the metropolitan area housing and redevelopment authority. This is the federal Section 8 housing assistance program. Under the program, lower-

income individuals and families receive a housing rent subsidy so they pay no more than 25 percent of their income for housing. The council takes applications, determines program eligibility, and assists people in finding rental housing in the private rental market that meets U.S. Department of Housing and Urban Development (HUD) rental limits and local housing codes. More than 2,800 individuals and families are under the program. Information about the program can be obtained by calling the Metro HRA at 291-6300.

**Grant Programs** — The council also administers several grant programs. Persons interested in securing grants for local arts development should contact the program at 291-6529. Information about grants for services to elderly persons can be obtained by calling the council's aging program at 291-6304. Information about the housing rehabilitation grant and Section 8 moderate rehabilitation programs can be obtained by calling 291-6300.

### **Publications**

Publications are available to keep people informed about the Metropolitan Council. Citizens can, by request, have their names added to a mailing list to receive the following free publications:

*Metro Monitor* is an 8-page monthly newsletter summarizing council activities. It addresses the major issues the council is looking into, lists new publications and covers items of general regional interest.

*Review* is a bi-weekly 2-page publication listing council and committee agendas for the coming weeks and summarizing council activities.

Specialized Newsletters are written for special interest audiences, usually professionals in the field. Published periodically are: *911 Planning News*, *Planning Briefs*, *Developmental Disabilities Newsletter*, *Metro HRA Newsletter*, *Housing Relocation Newsletter* and *208 (Water Quality) Planning News*.

### **Special Public Service Publications**

*1981 Legislative Districts Map*, 17×22 inches, shows legislative district boundaries in Twin Cities area and legislators. Free of charge.

*Recycle It!* 1981. A consumer directory of locations to take recyclable material in Twin Cities area (paper, glass, metals, oil). Free of charge.

*Consumer's Guide to Long-Term Care: Nursing Homes and Alternative Services, 1979*. The guide contains information on services available, alternatives to nursing homes, and information about nursing homes in the region.

*Regional Government in the Twin Cities Area: An Anatomy*, introduces the public to the organization and describes its responsibilities and planning goals for the Twin Cities region. Free of charge.

*Facilities Serving Developmentally Disabled People*, 1980, 17×22 inches. Map gives locations and phone numbers of facilities such as rehabilitation centers and others in the Twin Cities area. Free of charge.

*Public Boat Launch Guide*, 1981, 17×22 inches. This map shows locations of 111 public boat launch sites in the Twin Cities area. Free of charge.

*Metropolitan Council Annual Reports to the Minnesota State Legislature*, 1981. Reports describe the council's activities during calendar years.

*Twin Cities Regional Strategy*, November 1980, by Arthur Naftalin and John Brandl, evaluates the success of the two-tiered governmental system in Twin Cities area in a national context.

*1980 Census Tracts, Twin Cities Metropolitan Area.* 17×22 inches. Map shows census tract boundaries necessary to use data from the 1980 federal census. Free of charge.

*Aerial Photo Prints.* 36×36 inches. Shows 14 square mile sections of Twin Cities. Scale is 1 inch equals 800 feet. 233 photos in all. Cost is \$1.50 per print, plus mailing.

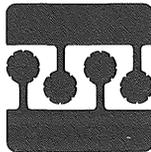
*Council Advisory Committee brochures.* Each of a dozen free brochures summarizes the responsibilities of regional commissions and advisory committees to the council. They also explain how citizens can become candidates for appointment to regional committee posts under the council's open appointment program.

**Audio-Visual Presentations.** The following automated 35 millimeter slide shows about regional programs are available for loan. The council also has speakers available to talk to groups. No honorariums are accepted. "The Twin Cities Metropolitan Area, A Region that Works" — a 12-minute slide-tape show, "The Council's Aging Program" — 13 minutes, and "Let a Thousand Flowers Bloom" — A 13-minute developmental disabilities shows.

The Metropolitan Council has many other publications including reports on criminal justice, economics of the metro area, government, health, housing, population, transportation, planning and others. Several other maps are available for 25¢ and a free list of the council's printed material is available upon request.



## Metropolitan Parks & Open Space Commission



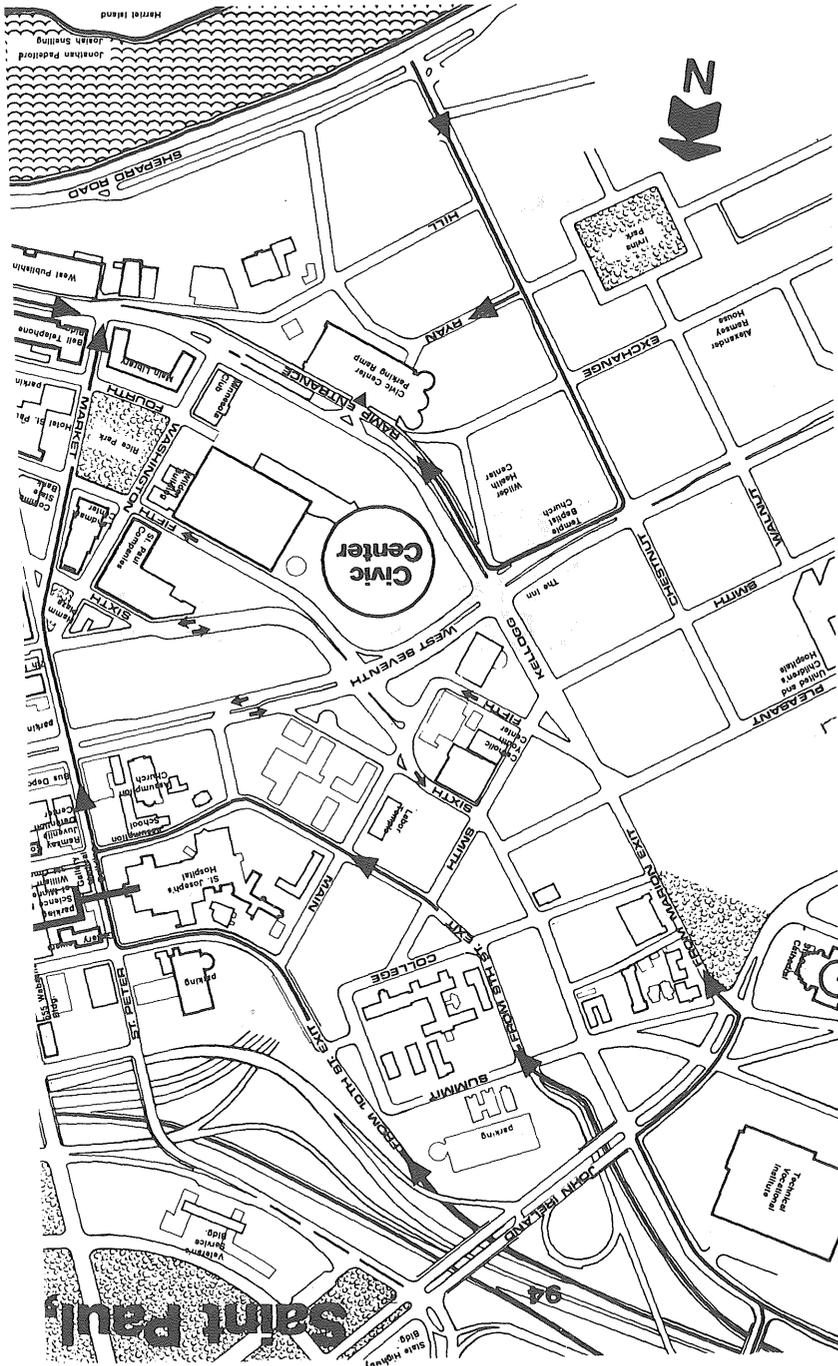
300 Metro Square Building  
7th & Robert Streets  
St. Paul, Minnesota 55101  
(612) 291-6403  
Elliott Perovich, chairman  
Robert Nethercut, director

Minnesota Statutes, sections 473.301-473.341

The commission is a nine-member group of citizens who advise and assist the Metropolitan Council in developing long-range plans and funding for adequate park and open space facilities in the region. The commission also gives advice to the council concerning grant requests from local governmental units for federal and state monies for park acquisition and development.

The guiding document for the program is the *Recreation Open Space Policy Plan/Development Guide* which defines the policy direction and identifies those sites and facilities in the metropolitan area which are deemed to be regional in nature. Regional parks are 200-500 acres in size and park reserves are 1,000 acres or more. Facilities for recreation include swimming, boating, fishing, picnicking, camping and trail activity. Regional trail corridors and special recreation use facilities are also included in the system.

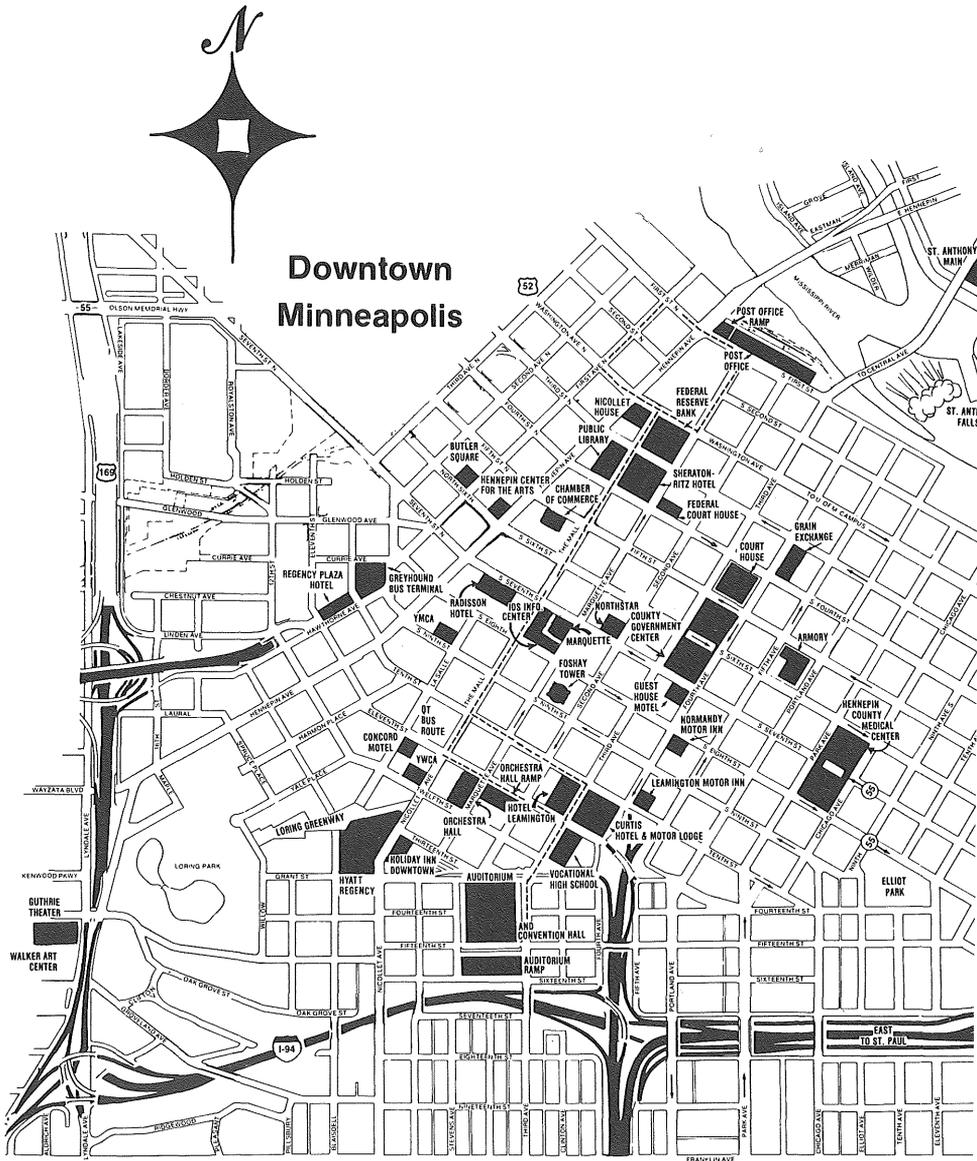
The commission has planned for a regional park system of 51 parks and park reserves, and two special use sites. The commission has provided full funding for the following regional parks to the system: Anoka County River Front in Anoka County, Cleary Lake in Scott County, Lake Minnewashta in Carver



**Saint Paul**



County, Medicine Lake in Hennepin County, Fish Lake and Eagle Lake in northwest Hennepin County, and Central Mississippi Riverfront in Maple Grove and Minneapolis. Parks that have been completed with major funding from the commission are: Coon Rapids Dam in Coon Rapids and Brooklyn Park, Long Lake/Rush Lake in New Brighton, and Bald Eagle and Otter Lakes in White Bear. Park Reserves receiving major funding from the commission



have been Rice Lake Creek Channel Lakes in Lino Lakes, Lake Elmo in Lake Elmo, and Murphy-Hanrehan in Scott County. Eight of the 51 parks and reserves are still in the proposed state.

Before the creation of the commission cities and counties were on their own in starting park programs. Since 1974 the commission has had the responsibility for park system planning and funding. Initial funding for the program came from bonds sold by the Metropolitan Council, and today it comes from the sale of state bonds. A brochure about the commission and copies of the guiding document can be obtained at the Metropolitan Council Public Information Office, (612) 296-6464.

Funding for the system has averaged about \$13.5 million per year from 1974 through 1980 and is dependent on legislative authorization. Funding for 1981-82 has been set at \$12,490,000. Grants are approved to counties municipalities and special park districts to acquire and develop regional recreation facilities.

Established by the state legislature, the commission meets on Monday afternoons twice a month. Commission members are appointed by the Metropolitan Council. Two council members nominate one resident from their two council districts, which make up one commission precinct. The council chairman nominates the commission chairman. Eight members are selected from precincts of equal population, plus the chairman who represents the metropolitan area at large. Terms are for four years. To be considered for appointment when vacancies occur on the commission, contact the office of the Metropolitan Council chairman for more information.



## **Metropolitan Sports Facilities Commission**

**400 Marquette Avenue, Suite 330  
Minneapolis, Minnesota 55401  
(612) 332-0386  
Dan Brutger, chairman  
Don Poss, executive director**

**Minnesota Statutes, sections 473.551-473.597**

The Metropolitan Sports Facilities was established by the state legislature in 1977 to operate the Metropolitan Stadium, the parking lots around the stadium, and to decide whether a new stadium should be built and, if so, what type and where. The commission also owns Metropolitan Sports Center but does not operate the sports center. Revenue for the commission comes from operating the stadium and adjacent parking lots, and from renting stadium facilities.

Background information on the new stadium is available from the commission upon request. Copies of the commission's budget are also available. An architect's report of the conceptual design study for the new stadium can be reviewed at the commission's office. The report includes drawings and designs of the new stadium facility and the seven design alternatives to the present facilities.

The commission handles complaints dealing with the administration of the stadium and adjacent parking areas. The commission also receives public opinion concerning the new stadium. Public speakers are available occasionally,

depending upon the flow of work at the time and there is no charge for a speaker.

The commission is a seven member group appointed by the governor to three and six year terms initially and three year terms thereafter. Regular commission meetings are held the 3rd Wednesday of every month in the Minneapolis Public Library and are open to the public. For more information contact the commission administrative offices listed above, or Metropolitan Stadium, 8001 Cedar Avenue South, Bloomington, MN 55420 (612) 854-4040.



## Metropolitan Transit Commission

801 American Center Building St. Paul, Minnesota 55101

150 East Kellogg Blvd., (612) 221-0939  
Bus Schedule Information: (612) 827-7733  
John Yngve, chairman;  
Camille Andre, chief administrator

*Around here,  
we take the bus.*

Minnesota Statutes, section 473.401-473.451

The Metropolitan Transit Commission (MTC) is a public agency with jurisdiction within the seven-county metropolitan area. It was created in 1967 by the Minnesota legislature. Since 1970, the MTC has owned and operated the major bus system in the Twin Cities area. The agency also has transit planning and coordinating responsibilities for the area.

The bus system has 1,016 standard buses, 41 mini-buses and 20 articulated buses. Five bus garages and an overhaul base are located in the Twin Cities. MTC buses travel approximately 103,000 miles per day on 128 routes.

Special features of the transit system include a computerized radio system that links buses to a central control center, special metered ramps that give buses easy access to Interstate 35W, reverse flow bus lanes in downtown Minneapolis, an exclusive transit way on Nicollet Mall, 104 park-and-ride lots that provide more than 4,000 parking spaces and 602 passenger waiting shelters.

In addition to bus service, the MTC offers carpooling and vanpooling services, special services for handicapped people and subscription van service in the Lake Minnetonka area.

For bus schedule and fare information, call 827-7733. Information is also available at MTC booths in the IDS Crystal Court in downtown Minneapolis and on the street level of Town Square in downtown St. Paul. To charter buses, call 827-4071. To file a complaint or commendation, call Customer Service at 827-4025. For lost and found information, call 827-4071. For carpool or vanpool information, call 297-3800. For information on TonkaMobile subscription service, call 935-3100. Transit information is available for speech and hearing impaired people via teletypewriter by calling 924-5202.

Bus fares must be paid in exact change or by using a prepaid fare item. The MTC sells tokens, 10-ride commuter tickets, monthly All You Can Ride cards and weekend passes. The items are sold at the MTC's two information booths and at many banks, department stores and other outlets. They are also available by mail. Send a check or money order including first class postage to MTC Convenience Fares, 801 American Center Building, St. Paul, Minnesota 55101. All You Can Ride cards are sold at a discount through a payroll deduction program. For information on this program, call the Marketing Department at 221-0939.

Reduced bus fares are available during off-peak hours to persons over 65 or under 18 and to handicapped people. Senior citizens may use their Medicare cards or specially endorsed driver's licenses and non-qualifying I.D. cards as identification. Youths aged 14 to 17 may receive Easy Rider identification cards from their schools. Handicapped riders using regular buses should have a Limited Mobility identification card, which may be obtained by calling 644-1119. Off-peak hours are from 9 a.m. to 3:30 p.m. and after 6:30 p.m. weekdays and all day Saturday, Sunday and holidays.

Senior citizens who meet low-income guidelines may ride free during off-peak hours. They must have a Senior Ride card, which may be obtained by completing a certification form. The forms are available at the two MTC information booths. For information on the senior ride program, call 221-0939.

Metro Mobility provides door-to-door transportation for handicapped people who are unable to ride regular buses. Metro Mobility users must be certified. Information on the service and certification forms may be obtained by calling the Metro Mobility Transportation Center at 644-1119.

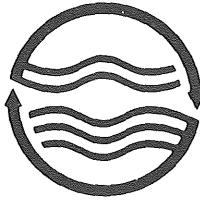
The commission is a nine-member group whose chairman is appointed by the governor. The other eight members are appointed by the Metropolitan Council. Members serve four-year terms. The commission meets on the third Wednesday of each month, and all meetings are open to the public.

The MTC publishes an annual report and a summary of its budget, which are available without charge. Copies of these publications, reports and studies published by the MTC may be obtained by calling the Community Relations Department at 221-0939. The "Twin Cities Transit Guide," which contains a map of all bus routes and information on MTC services, costs 50 cents. It is sold at the two MTC information booths and by mail. Pocket bus schedules may be obtained by sending a self-addressed stamped envelope to MTC Pocket Bus Schedules, 3118 Nicollet Avenue, Minneapolis, MN 55408.

The MTC operates a speakers bureau and an educational program for fifth and sixth grade students. Presentations may be scheduled by calling the Community Relations Department.



## Metropolitan Waste Control Commission



350 Metro Square Building  
7th & Robert Streets  
St. Paul, Minnesota 55101  
(612) 222-8423  
Salisbury Adams, chairman  
George W. Luscher, chief administrator

Minnesota Statutes, sections 473.501-473.549

The Metropolitan Waste Control Commission (MWCC) originated in the state legislature as the Metropolitan Sewer Board in 1969. It was established to centralize wastewater treatment and sewage disposal under one agency to more effectively and more economically stem water pollution. The task of wastewater treatment had previously been handled by many local units of government.

The MWCC owns and operates the wastewater treatment system in the 7-county metropolitan area. The system includes 450 miles of interceptor sewers, 59 lift stations and 14 treatment plants.

The commission provides service to suit the present needs of 101 communities. The commission constructs facilities to accommodate the future development of the communities in conformance with the Water Quality Management Development Guide/Policy Plan of its parent body, the Metropolitan Council. The system is coordinated through the comprehensive plan each community submits to the council. The council reviews the commission's capital budget annually.

The commission is regulated by the Minnesota Pollution Control Agency and the Federal Environmental Protection Agency. These regulatory bodies enforce standards for air emissions and effluent discharges at each treatment plant.

The commission board is comprised of a chairperson appointed by the governor and eight commissioners appointed by the Metropolitan Council. Commissioners serve 4-year terms and represent a geographical precinct based on the Metropolitan Council districts. Vacancies are announced and applications are accepted by the secretary of state.

The commission board meets the second Tuesday of each month in committees and the third Tuesday of each month as a full board. Meetings are held at the commission's central office and are open to the public.

The commission staff is organized into seven departments. The Administration Department oversees management of agency personnel and programs as directed by the policy-making commissioners. The Engineering Department plans and designs facilities needed in the short and long range. The Construction Department manages construction of plants, interceptors and lift stations. The Quality Control Department provides extensive laboratory services, monitors water quality in area lakes and rivers, manages the land application and composting of sewage sludge and administers an industrial waste control program. The Operations Department provides operation and maintenance of all plants and the collection system, and is responsible for flow metering. The Business Services Department administers personnel programs for approximately 750 employees, controls purchasing and inventory. The Comptroller's Department manages the commission's financial affairs.

The commission operations are funded in three ways. The primary source of funds is the user charge assessed to each community in the system. This charge is based on the volume of wastewater the community contributes to the system. The community bills residential, commercial and industrial customers within its jurisdiction. The second source of funds is the Service Availability Charge (SAC) assessed for each new sewer hook-up. The third source of funding is the industrial strength charge assessed to those industries that discharge relatively strong wastewater into the system.

The commission provides informational services directly to the public. Speakers and slide presentations can be arranged for school groups, civic and business organizations and professional forums. Several general information publications are produced each year describing the goals and progress of the commission's pollution control programs. A newsletter, the OUTFALL, carries articles concerning many different facets of MWCC activities. The general interest publications are available on request from the Public Information Office. The commission produces technical reports concerning engineering projects, water quality monitoring, treatment plant performance and finances of the agency. These reports are available for review at the central office.



**Department  
of  
Military  
Affairs**

**Veterans Service Bldg., 4th Floor  
20 West 12th St. & Columbus Ave.  
St. Paul, Minnesota 55155  
(612) 296-4662**

**MG James G. Sieben, adjutant general  
BG Leo C. Goodrich, assistant adjutant general, air  
BG Edward W. Waldon, assistant adjutant general, army**

**Minnesota Statutes, section 190.07**

The Department of Military Affairs consists of the military forces of the state of Minnesota, the office of the Adjutant General, civilians employed for administration and maintenance, and the state-owned military installations.

The Minnesota Army and Air National Guard are the organized militia of the state of Minnesota, under the command of the Governor. At the same time, National Guard men and women are members of a reserve component of the active U.S. Army and Air Force, and may be called into federal service by the President of the United States.

The Minnesota National Guard provides units that are organized, equipped and trained to function efficiently at existing strength, in the protection of life and property and the preservation of peace, order and public safety under orders of the Governor. The federal mission of the Guard is to provide units for mobilization in time of war or national emergency to augment the active army and air force.

The Adjutant General, as military chief of staff to the Governor, heads the

Department of Military Affairs and is responsible for the Guard fulfilling its state and federal missions. The Adjutant General accepts federal monies on behalf of the state of Minnesota for military forces and executes related agreements and contracts. He is the Minnesota National Guard's contracting officer for Guard construction, improvement and maintenance programs.

**Comptroller Section, (612) 296-4671**

**CW4 Thomas J. Ryan, comptroller**

The section budgets, distributes and audits all state of Minnesota funds appropriated for the Minnesota Army and Air National Guard. The section also prepares and manages federal reimbursements for certain state expenditures, provides personnel services for the department's state employees, and supervises custodial services for Minnesota's 66 armories and three air bases.

**U.S. Property and Fiscal Office Section, (612) 632-6631, ext. 331**

**Col. William S. Mahling, U.S. property and fiscal officer**

The section, located at Camp Ripley, is the funnel through which all federal money and equipment issued to the Minnesota Army and Air National Guard must pass. This section maintains all necessary records concerning receipt, disbursement and accounting of all federal resources loaned to or used by the Minnesota Guard. In a state capacity, the section is accountable for the receipt, storage, issue, maintenance and accounting of state-owned property used by the Minnesota Guard.

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**Recruiting and Retention Section, (612) 296-4676**

**CPT Elwyn L. Kropuenske, section chief**

The section supervises the Army Guard's statewide recruiting force, as well as plans, organizes and implements recruiting programs and functions directly related to recruiting efforts. Additionally, the section handles reenlistment of current Guard members, and other reserve and active component members who enlist in the Army Guard. Questions relating to enlistment benefits and procedures should be directed to this section.

**Public Affairs Section, (612) 296-4684**

**CPT Terry D. Jones, public affairs officer**

The section releases information about the department to both military and civilian media. It publishes two quarterly publications about the Minnesota National Guard, and answers questions for the public and newspeople. For information contact the Public Affairs Section at the department's address mentioned above.

**Administrative and Personnel Section, (612) 296-4040**

**LTC Gerald W. Forslund**

The section maintains Army Guard personnel records and a reference library of Army, Air Force and National Guard regulations, directives and circulars. The section is responsible for Army Guard promotions, separations and Skill Qualification Testing of Army Guard enlisted personnel. In addition, the section microfilms and stores all Army Guard permanent and historical records, and sends and receives all Minnesota National Guard teletype messages.

**Plans, Operations, and Training Section, (612) 296-4675**

**LTC John H. Cox, plans, operations and training officer**

The section budgets and manages all military school activities, provides broad training guidance to all Minnesota National Guard members, plans and programs troop units into Camp Ripley for annual and weekend training periods, responds to civilian law enforcement requests from the Governor for assistance in emergency situations, and provides planning guidance and direction for mobilization of the National Guard in state or national emergencies.

**Camp Ripley Field Training Site Section, (612) 632-6631, ext. 321**

**COL Richard L. Hayes, site supervisor**

The section operates and maintains Camp Ripley Training Site, located seven miles north of Little Falls, a facility established for training the National Guard and other military components from throughout the United States. The 53,000-acre site has accommodations to house over 11,000 troops during summer training and 2,500 for winter training. Camp Ripley is widely regarded as the top winter training site in the continental U.S.

In addition to its strictly military usage, Camp Ripley facilities are used by civic groups, such as Scouts, Civil Air Patrol units and sports clubs. In support of the state of Minnesota's economy-in-government programs, Camp Ripley has been made available to other state agencies for meetings and training courses.

**Technician Personnel Section, (612) 296-4668**

**COL Robert L. Blevins, technical personnel officer**

The section provides personnel services and management to the 1,100 federal employees of the department. The section provides information to the public about available competitive type (non-military) job positions with Minnesota National Guard. For information about job possibilities contact the Technician Personnel Section at the department's address above.

**Military Support Section, (612) 296-4093**

**LTC Duane J. Marholz, section chief**

The section develops plans for military support to civil authorities in domestic emergencies, disturbances and natural disasters. It helps state and local government officials plan the best use of National Guard personnel and equipment for community service support projects or emergency use. The section will provide information to the public about the various types of community

service and emergency programs the department is involved with. For information, contact the section at the Department of Military Affairs.

**Equal Employment Opportunity Section, (612) 296-4000**

**CPT William D. McNally, section chief**

The section supervises the Equal Employment Opportunity Program for the Minnesota National Guard. It provides for equal opportunity for applicants for technician positions (and current technicians) regardless of race, religion, sex, color, national origin or age.

**Military Architect and Engineer Section, (612) 632-6631, ext. 314 or 341**

**MAJ Wayne A. Johnson, section chief**

The section supervises the construction of all Army Guard facilities and is responsible for their maintenance and repair, with the exception of facilities at Camp Ripley. The office is the state representative of all Army and Air Guard construction contracts and distributes funds for maintenance service contracts.

**State Maintenance Office Section, (612) 632-6631 ext. 348**

**COL Lawrence R. Kiefer, state maintenance officer**

The section directly supervises Camp Ripley's Combined Support Maintenance Shop and provides technical supervision for 19 Army Guard organizational maintenance shops located across the state. At Camp Ripley, the section provides direct and general maintenance and calibration of surface Army Guard equipment. The 19 organizational shops located across the state provide unit-level maintenance on surface equipment issued or loaned to Minnesota Army Guard units.

**Army Aviation Support Facility Section, (612) 224-5670 or 296-4585**

**LTC Jerome Litschke, facility commander**

The section operates and maintains all Minnesota Army National Guard aircraft in the state. It provides helicopters for relief from floods, blizzards, fires, and other declared disasters when ordered to do so by the Governor.

**Schools Section, (612) 296-6505**

**LTC Allan Osborne, training administrator**

The section operates the Minnesota Military Academy which consists of two schools: The Officer Candidate School and the Noncommissioned Officer School. Candidates are selected from current National Guard and Army Reserve members.

**Air National Guard Section, (612) 296-4673**

**COL Joseph A. Kazek, section chief**

The section is the link between the Adjutant General and the Minnesota Air National Guard and its two air bases. Major Air Guard personnel actions—enlistments, separations, discharges—are processed by this section and all current personnel records are stored here. The section also develops policies and directives for the Minnesota Air National Guard and provides guidance in

ensuring that U.S. Air Force regulations are adhered to by all Minnesota Air Guard units. The section supervises Air Guard logistics, training, spending, operations, maintenance, recruiting and personnel.

**133rd Tactical Airlift Wing, (612) 725-5630**

**BG Robert W. Schaumann, wing commander**

Headquartered at Minneapolis-St. Paul International Airport, the 133rd Tactical Airlift Wing encompasses all Twin Cities-area Air National Guard units and three Air Guard units located in the eastern U.S. The 133rd Wing's four-engined C-130A transports have a worldwide cargo and troops airlift mission, a mission that makes the 133rd Wing an integral part of the U.S. Air Force's Military Airlift Command. Minnesota elements of the 133rd Wing possess their own medical and legal staffs, communications and electronics capability, air-crews and maintenance crews and are independent of outstate units.

The 133rd Wing also provides air traffic control service to civilian aircraft at the Anoka County Airport on weekends and civilian/military air shows that are performed in this vicinity. It also trains army and navy reservists in tower operations, installs and maintains communications and electronic equipment at numerous military installations in the United States and Canada, and occasionally supports community projects with installations of power cables, power poles and various lighting fixtures.

**148th Tactical Reconnaissance Group, (218) 727-6886**

**LTC John Spencer**

The Duluth-based 148th Tactical Reconnaissance Group, like its sister unit in the Twin Cities, includes support and service units which enable it to operate independently. Equipped with RF4 'Phantom' jets, the 148th offers low-level, high-speed reconnaissance, providing the units it supports with aerial photographs and sensor-produced intelligence. This includes all-weather, day and night photography at high or low altitudes to military air and ground forces in training for their tactical reconnaissance missions.

**47th "Viking" Infantry Division,  
(612) 296-4653**

**MG Robert G. Walker,  
division commander**

The 47th "Viking" Infantry Division, one of our nation's eight Army National Guard Divisions, is based in St. Paul and incorporates 74 of Minnesota's 89 Army National Guard units, as well as Guard units from Iowa, Illinois and New Mexico. The 47th Division contains infantry, armor, artillery, aviation, engineer and service and support units, the full complement of an infantry division.



## Minnesota Municipal Board

Suite 165, Metro Square Building  
St. Paul, Minnesota 55101  
(612) 296-2428  
Terrence Merritt, executive director

### Minnesota Statutes, chapter 414

The Minnesota Municipal Board acts on all boundary adjustments (changing the boundaries between a city and the adjacent land, city or township) and incorporations (creating a new city from a township) for local governments and citizens. The board provides advisory services to the public concerning boundary adjustments and incorporations.

The board provides assistance in understanding boundary change and incorporation statutes, advice to citizens regarding their rights in boundary change proceedings, information to citizens on proper filing procedures, and information on other state agencies that might help with questions outside the board's jurisdiction. For help in any of these matters, contact the Minnesota Municipal Board.

The board rules on boundary adjustments and incorporations of new cities. To receive the proper filing forms, contact the board at the above address. The board provides sample documents and other supporting materials needed to initiate a boundary change or an incorporation. The board also provides information relating to the factors which the board will consider in making its decision. Depending on the type of proceeding, there is a filing fee ranging from \$25.00 to \$600. All proposed boundary changes or incorporations are resolved within two years of the first hearing.



## Minnesota Department of Natural Resources

Centennial Office Bldg., 3rd Floor  
658 Cedar Street  
(612) 296-6157  
Joseph N. Alexander, commissioner

### Minnesota Statutes, chapter 84

Office of the Commissioner, (612) 296-2549  
Steven G. Thorne, deputy commissioner



The commissioner of the Department of Natural Resources (DNR) has charge and control of all the public lands, parks, timber, waters, minerals and wildlife of the state and of their use, sale, leasing or other disposition. He is also responsible for encouraging programs promoting the safe use of watercraft and firearms and has jurisdiction over the harvest of wild rice from public waters. He has jurisdiction over 65 state parks and 16 waysides, approximately

900 state-owned Wildlife Management Areas, more than three million acres of state-owned lands within state forest boundaries and 1,235 miles of recreational trails. He is also responsible for providing fire protection within the state's forested areas.

**Legal Bureau, (612) 296-3294**

**Paul Faraci, deputy attorney general**

The Legal Bureau handles all of the department's legal business. The lawyers who staff the bureau are under the supervision of the Minnesota Attorney General's Office. They provide no services directly to the public.

**Trails and Waterways Unit,  
(612) 296-6699**

**Donald M. Carlson,  
special assistant to the commissioner**

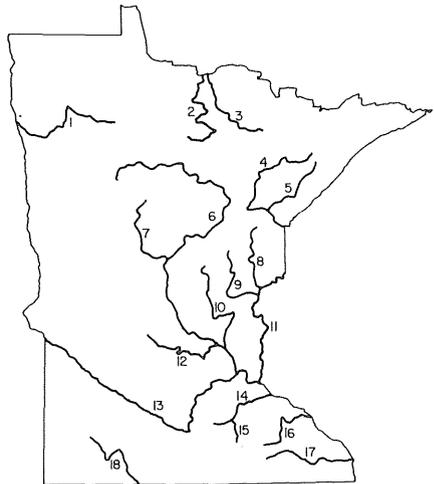
The Trails and Waterways Unit is responsible for the operations of over 2,500 miles of state park, forest and state trails, over 1,000 water access sites, and 18 designated canoe and boating routes. Through grants-in-aid funding, the unit administers 6,800 miles of snowmobile and 700 miles of ski-touring trails. In cooperation with other state agencies and in particular the DNR Information and Education Bureau, the unit publishes seven maps listing hiking, ski-touring and snowmobile trails and maps of 18 Minnesota rivers for boaters and canoeists. As a service to canoeists the unit also provides river level reporting from May 1 to October 30.

Eighteen rivers, designated as canoe and boating routes, have been mapped and are listed in the accompanying illustration. The Mississippi River is presently mapped from the headwaters at Lake Itasca to Anoka County in seven sheets, but more will be added as the river is mapped to the Iowa border and some of the northern maps are redone. Currently there are five maps of different sections on the St. Croix River starting in Trego, Wisconsin on the Namekagon River and going south to the St. Croix's meeting with the Mississippi. The Minnesota River is mapped in four sections, from Ortonville on Minnesota's western border to Fort Snelling.

Eight trail maps are available for developed trails in Minnesota. The Douglas Trail is 11 miles long and is open to hiking, bicycling, snowmobiling and horseback riding. A 48-mile Heartland Trail open for horseback riding, hiking and snowmobiling also has a 28-mile section used for bicycling. The Luce Line

**Minnesota Canoe Routes**

- |                     |                          |
|---------------------|--------------------------|
| 1 Red Lake River    | 10 Rum River             |
| 2 Big Fork River    | 11 St. Croix River       |
| 3 Little Fork River | 12 North Fork Crow River |
| 4 St. Louis River   | 13 Minnesota River       |
| 5 Cloquet River     | 14 Cannon River          |
| 6 Mississippi River | 15 Straight River        |
| 7 Crow Wing River   | 16 Zumbro River          |
| 8 Kettle River      | 17 Root River            |
| 9 Snake River       | 18 Des Moines River      |



Trail, 28-miles long, is open to bicycling, hiking and horseback riding and has 22 miles developed for snowmobiling and seven miles for cross country skiing. The Minnesota-Wisconsin Boundary Trail has 80-miles developed for hiking, horseback riding and snowmobiling. The Minnesota Valley Trail is two different trails, a state trail of 18-miles from Chaska to near Belle Plaine for hiking horseback riding and snowmobiling (more miles will be added), and two loop trails primarily for hiking and skiing, one at Carver Rapids Wayside and the other at Lawrence Wayside. There is also a 15-mile snowmobile and horse loop trail using an additional seven miles in connection with the main trail. A 75-mile North Shore Trail is open for snowmobiling and hiking, a 39-mile Sakatah Trail is open for bicycling, hiking and snowmobiling, and a Taconite Trail with 70-miles open to hiking and snowmobiling. There are more trail miles at these locations, but they are not classified as developed trails.

The Public Water Access Program has become very popular with the fishermen and recreational boaters of the state. The goal of the Public Water Access Program is to provide free and adequate access to Minnesota's lakes and rivers. The unit hopes to meet the demand on the state's water resources for all boating activities.

While most accesses have ramps for launching boats from trailers, some require carrying boats or canoes to the water. Boats 12 to 18 feet can be launched at most accesses with launch ramps. DNR accesses usually remain open 24 hours a day unless otherwise posted and are patrolled by conservation officers. There is no fee for their use. However, accesses located within a state park require a daily or annual state park sticker.

Presently, a map of the Twin Cities Metropolitan seven county area identifying the public boat launches is available through this unit.

The unit is working on a series of maps that show public water access sites in all Minnesota counties. Currently the seven county Twin City metro region and the six counties of Chisago, Crow Wing, Douglas, Itasca (in 3 sheets), Kandiyohi and Wright have been mapped.

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 on the 6th floor of the Space Center Bldg., 444 Lafayette Road, St. Paul. Mailing address is Box 52 Centennial Bldg., St. Paul, MN 55155-1679.

### **Information and Education Bureau, (612) 296-3336**

**John McKane, administrator**

The bureau provides news and information to the public concerning Minnesota natural resources and DNR programs, policies, activities and regulations. There are no fees for the various pamphlets, brochures and booklets offered by the bureau except for those booklets which are available from the Documents Section, Department of Administration. The bureau answers all requests for information as soon as possible.

### **Audio-Visual Section, (612) 296-0906**

**William Severson, coordinator**

This section provides photographic, cinematographic and limited audio-visual equipment loans for DNR personnel. Black and white photo and color

transparency files are maintained for use by department staff. In addition, the general public has access to a film loan library. For information, call (612) 296-0899 or write to the film loan library at the department's address. A catalog listing available natural resource films may be obtained from the section's film loan librarian free of charge. The section produces a thirteen-week series of television programs which are shown throughout the state on commercial television stations as a public service.

**Environmental Education Section, (612) 296-3336**

**Roger Grosslein, coordinator**

This section provides Minnesota schools with curriculum and audio-visual materials, in-service workshops, development of outdoor learning sites, and natural resource information. Areas of curriculum development include environmental education, resource management and outdoor education. An adult Hunter Education Program is available to the public.

**Information Section, (612) 296-0903 and 6522**

**Clarke Anderson, news editor**

**Karen Kelley, radio news**

This section prepares and distributes news releases to the media. Radio stations have access to taped news bulletins and feature material through an automatic "answer phone" unit which makes it possible to record a message at the station by calling a special number at the bureau.

**Publications Section, (612) 296-0900**

**Charles Wechsler, editor**

This section produces *The Minnesota Volunteer*, the official magazine of the department. This bimonthly is delivered free to 80,000 year round residents of Minnesota. Names of new subscribers are placed on a waiting list to be added to the regular mailing list on a first-come, first-serve basis. The magazine features articles on natural resources, conservation, Minnesota history and lore, fish and wildlife. The section also produces a wide variety of pamphlets, brochures, booklets, maps and other publications which are distributed free to the public and to Minnesota schools.

**Boat and Water Safety Section, (612) 296-3336**

**Kim Elverum, coordinator**

This section provides the public with safety information and education programs and coordinates the efforts of other safety agencies and groups throughout the state. The section handles the free mandatory boating and safety education program for 13-17 year olds, informational programs on boat and water safety, conducts in-service training programs for safety and enforcement personnel, collects and interprets statistical data on boat and water accidents and boating in general, and coordinates efforts with safety groups in the state. The section also publishes a free monthly Boat and Water Safety Newsletter.

**Office of Planning, (612) 296-6235**

**Vonny Hagen, assistant commissioner for planning**

The bureau is responsible for integrating departmental information, studies, recommendations and policies in order to develop and maintain thorough and long range policies for DNR. It also directs and coordinates DNR planning as it relates to other state agencies in the management and use of public lands in Minnesota. The bureau acts as a clearing house for DNR policies and identifies goals, objectives and policies of regional and state significance in outdoor recreation systems operating in Minnesota. It also prepares management plans for outdoor recreation facilities such as parks, rivers, and trails.

**Environmental Review, (612) 296-4796**

**Tom Balcom, supervisor**

This section coordinates DNR's review of documents submitted under the state Environmental Quality Board (EQB) review process, the federal environmental review process, review of other external matters needing interdisciplinary review or coordination, and review of internal plans, policies, regulations and other documents requiring departmentwide review.

**Park Planning Section, (612) 296-0730**

**Otto Christensen, supervisor**

This section develops long range comprehensive management plans to implement that part of the Outdoor Recreation Act of 1975 dealing with state park planning. These management plans assess the park's current condition and give direction to future management, development, and ownership adjustments. Draft plans are written cooperatively respecting public concerns, reviewed by resource experts and recognize economic realities. Copies of plans are distributed to local officials, libraries, the park offices or may be obtained from the DNR Division of Parks and Recreation.

**River Planning Section, (612) 296-0731**

**Paul Swenson, supervisor**

This section is responsible for implementation of Minnesota's Wild, Scenic and Recreational Rivers Program (Minnesota Statutes, chapter 104.31-104.40). Comprehensive resource analysis investigations are conducted on selected rivers. Management plans are drafted that address the future use of river lands, management of recreation use and the need for land or scenic acquisition. A computerized data base, on-site surveys and a public participation process are used to develop management plans and management options. Copies of plans and other program information are distributed to area residents, local officials and interested citizens statewide.

**Research and Policy Section, (612) 296-4892**

**George Orning, supervisor**

The section exists to develop and maintain interdisciplinary departmental

long-range policies to guide land and water resource management and use on a statewide basis. The activity also directs and coordinates multi-agency policy planning efforts assigned to the department. These are consistent with Minnesota law which directs the commissioner to maintain a long-range plan.

The program involves land and water use planning through the collection of resource information and analysis of resource issues. Such efforts permit the development of program, policy and management strategies/alternatives for long-term resource allocation and use. These alternatives enable the commissioner's office to make knowledgeable decisions relative to resource utilization and management.

**Natural Resource Data Systems Unit, (612) 296-3093**

**Bill Becker, supervisor**

The unit works with resource managers to collect and interpret information that helps them do a better job of resource management. Through the use of both computerized and non-computerized data, the unit fosters more efficient, cost effective resource administration. Information provided on resource quality, quantity, distribution, and use benefits the DNR, the Department of Energy, Planning and Development, the Department of Transportation, the Pollution Control Agency, the Environmental Quality Board, federal resource agencies, regional and local units of government, and private entities. Also, resource users, including mining, timber and drilling industries, the tourism industry and general recreators, benefit from the system in the form of the best available resource information to meet their needs.

**Resource Policy Unit, (612) 296-2773**

**Bob Djupstrom, supervisor**

The natural resource policy program accelerates the development of written instructions (policies and procedures) for the management of department programs and activities and classification of department lands. Police staff puts together task forces of agency personnel to evaluate and select alternative management approaches. This results in written instructions which guide employee actions.

**Minnesota Natural Heritage Program,  
(612) 296-9782**

**Barbara Coffin,  
coordinator**

This program, a cooperative effort between the Minnesota Department of Natural Resources and The Nature Conservancy, is a statewide inventory of rare species and unique natural areas. The inventory identifies and locates significant examples of Minnesota's plant and animal species, plant and aquatic community types, special wildlife habitats and special geologic features. The inventory creates a centralized information system useful to planners interested in conservation or development. This system will aid both the process of identifying natural areas most needing



protection and the environmental review processes that must evaluate potential impacts from alternate routing and siting decisions on public and private development projects. A brochure describing the Natural Heritage Program information system in more detail is available upon request.

## Office of Administration, (612) 296-6922

Gene Gere, assistant commissioner for administration

### DNR Regional Offices

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Region I  
Merlyn Wesloh, administrator  
Route 5, Box 41A  
Bemidji, MN 56601  
(218) 755-3955

Region IV  
Maynard Nelson, administrator  
Box 756, Hwy. 15 South  
New Ulm, MN 56073  
(507) 354-2196

Region II  
Milt Stenlund, administrator  
1201 E. Highway 2  
Grand Rapids, MN 55744  
(218) 327-1702

Region V  
John Chell, administrator  
2300 Silver Creek Rd. N.E.  
Rochester, MN 55901  
(507) 295-7418

Region III  
Roger Lorenz, administrator  
1102 Willow Road  
Brainerd, MN 56401  
(218) 828-2613

Region VI  
Karen Loechler, administrator  
1200 Warner Road  
St. Paul, MN 55106  
(612) 296-3572

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## Engineering Bureau, (612) 296-2119

John Ernster, administrator

The bureau provides engineering, architectural and landscape design, construction plans and specifications and contract administration for the department's construction projects. The bureau prepares property plats and conducts land surveys and produces numerous maps, charts, signs and displays used by other DNR units.

The bureau has on file an extensive collection of aerial photographs of Minnesota done by private companies. Photos may be xeroxed at cost, or persons may obtain a photo number from the files and be referred to the private companies that hold the negatives. The Department of Transportation also has high altitude photos of U.S.G.S. quadrangle maps for the majority of the state, most done in 1977. These photos can be reproduced on an ozalid machine, are about 20"×24", and are only for governmental agency use. The Planning Division of the Department of Energy, Planning and Development has printouts of regions where aerial mapping has been done and can tell when the photographs were last taken.

**Bureau of Field Services, (218) 327-1743****Ivan Holden, administrator**

The bureau's objective is to provide a coordinated approach to support activities for the department. A primary goal is to minimize the amount of time a resource manager needs to spend on support. The bureau provides various services to department personnel including equipment and supply purchasing, equipment fabrication (items peculiar to DNR that cannot be purchased, e.g., specialized fire fighting equipment), equipment maintenance, repair and disposal, building maintenance, repair and minor construction, coordination of new buildings, building disposal, disposition of vehicle accident cases, federal excess property acquisition and coordination of sign construction. The bureau maintains two service centers in the state:

Northern Service Center 1201 East Highway 2 Grand Rapids, Mn. 55744 (218) 327-1743	Southern Service Center 1200 Warner Road St. Paul, Mn. 55106 (612) 296-2161
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**Bureau of Financial Management, (612) 296-2188****Wayne Frankenberg, administrator**

The bureau is responsible for the internal fiscal control of the Department of Natural Resources. Project activities include position control and cost accounting, revenue accounting, budget development and management, and accounts payable. They provide no services directly to the public.

**Bureau of Land (612) 296-4097****Rodney W. Sando, administrator**

The bureau acquires land for state parks, public access, trails and for sites required for fish, wildlife and forest management purposes. Lands are acquired by various means including outright purchase, easements, leases and gifts. The bureau reviews and investigates proposed exchanges of state lands for lands held by other owners. The bureau makes recommendations to the State Land Exchange Board, the authority on all land exchanges.

The bureau maintains a record of each parcel of state-owned DNR-administered land. The bureau supervises the leasing and sale of state lands. Leasing provides the public with the use of land when the department is prohibited (by law or policy) from selling the land. State lands are sold when they are better suited for private development or are not necessary for conservation purposes.

**Records, Sales and Leases Section, (612) 296-4097****Rodney W. Rowe, supervisor**

This section keeps the ownership records (surface and mineral) for all presently owned DNR administered land plus records for those lands which have been sold. It holds auction sales of state DNR owned land better suited for

private development or not necessary for DNR purposes. The section also administers approximately 9,000 leases and permits. The administration includes legal approval, billings, collections and lease amendments.

**Acquisition and Exchange Section, (612) 296-7945**

**Merton V. Christian, supervisor**

This section handles the appraisals and purchase negotiations for all lands DNR is acquiring, through fee or easement. These appraisals are required to be documented and certified and reflect market value of land being acquired. The certified offer is presented to the landowner or his agent. This section functions only within the department and does not directly provide a service to the public. All appraisals and negotiations are based upon the willing buyer-willing seller concept. The section also handles the land exchange procedure when state land is involved.

**License Bureau, (612) 296-4507**

**Margaret Winkel, administrator**

The License Bureau distributes fish and wildlife licenses to county auditors for sale by them and their respective agents and works with all deputy registrars in the registering and licensing of boats and snowmobiles. The bureau, located at 625 North Robert Street, St. Paul, 55101, sells the above licenses in addition to state park motor vehicle entrance permits. The bureau maintains a record of all owners of boats and snowmobiles registered in the state.

The department requires licenses for the use of boats and snowmobiles within the state, harvesting wild rice, hunting, fishing, and trapping. There is a fee charged for the use of state parks and work done in public waters.

The department's License Bureau issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is provided to the department.

**Qualifications and Special Licenses**

Restricted and unrestricted license categories were done away with by the department early in 1981. In the past, persons could purchase a stamp that allowed them to fish and hunt in the Leech Lake Indian Reservation area. Now all licensees may fish and hunt in the Leech Lake Reservation area. The DNR pays the Leech Lake Indians a portion of their license receipts on a quarterly basis.

The department issues resident and nonresident licenses. To qualify as a resident, a person must be a U.S. citizen or resident alien and have maintained a legal residence in Minnesota for the 60 days immediately preceding the purchase of the license. Personnel of the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard officially stationed in Minnesota qualify as residents of Minnesota. This does not pertain to moose hunting. A nonresident who is a bona-fide full-time student at a public or private educational institution and resides in the state during the full term of the school year may obtain licenses as a resident upon proof of status as a student. A student must purchase a nonresident big game license.

Residents and nonresidents under 16 are not required to have fishing

licenses, but nonresidents must include their daily or possession catch with a licensed parent or legal guardian's daily or possession limit. Residents under 16 should contact the department for information on necessary hunting or trapping licenses. The department issues a free fishing license to any citizen of a foreign country who is attending a public, private, or parochial school in the state as an exchange student. Residents who are 65 or over do not need a fishing license but must carry proof of residency and age. Minnesota servicemen stationed outside the state and home on a furlough do not need a license to fish or hunt small game but must carry their leave furlough papers. Servicemen must purchase a federal waterfowl stamp to hunt waterfowl. Minnesota Statutes 98.47, subdivision 8 reads: "A license to take fish by angling or spearing shall be issued to any citizen of Minnesota who is blind, or is a recipient of supplemental security income for the aged, blind, and disabled, or is a recipient of social security aid to the disabled under U.S.C. Title 42, Section 146, Paragraph (i) (1) or Section 423(d) or is a recipient of workmen's compensation based on a finding of total and permanent disability, *without charge*." Also, a permanent license is issued to the mentally retarded and Minnesota veterans who have a 100% service-connected disability at no charge.

All free licenses are issued by county auditor's offices or license centers only. Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and their authorized agents, which include hardware and sporting goods stores and many resorts. Permits for the use of state parks are available at the various parks. Licenses for boating and snowmobiling are available from deputy registrar offices. Applications for permits to do work in public waters, such as vegetation control or alteration of the natural course, current, or cross section of lakes and streams, are made at the department's regional headquarters.

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**Minnesota Hunting and Fishing Licenses and Fees**  
(effective March 1, 1982)

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Type of License	Fee
There is an additional \$.75 issuing fee on all licenses except the four deer and two sportsmen licenses which have a \$1.00 issuing fee.	
Resident Senior Citizen Small Game	\$ 7.50
Veteran 100% and Total Disability Fishing	no charge
Resident Individual Fishing for Mentally Retarded	no charge
Resident Individual Fishing	6.50
Resident Combination Fishing	10.50
Resident to Spear From Dark House	7.50
Resident Whitefish, Tullibee, or Herring	3.00
Resident Dark House or Shelter	3.00
Resident Dark House or Shelter Rental	13.00
Nonresident Individual Fishing	15.00
Nonresident Combination Fishing	30.00
Nonresident Short Term Fishing — 7 Days	10.50
Nonresident Short Term Fishing — 1 Day	5.00
Resident Small Game	11.00

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Resident Deer Firearms	14.00
Resident Deer Bow & Arrow	14.00
Resident Trapping — 18 and Older	13.00
Resident Trapping — Over 13 and Under 18	3.50
Resident Beaver Trapping	2.50
Resident Individual Sportsman	16.00
Resident Combination Sportsman	20.00
Nonresident Shooting Preserve	11.00
Nonresident Small Game	39.00
Nonresident Deer Firearms	75.00
Nonresident Deer Bow & Arrow	35.00
Resident Bear	14.00
Nonresident Bear	100.00
Migratory Waterfowl Stamp	3.00
Wild Rice Harvesting	10.00
Nonresident Raccoon	100.00
Trout Stamp	3.00
Golden License	100.00
Raccoon, Bobcat, Coyote, Fox	7.50

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**Boat and Snowmobile Licenses and Park Permits**

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Canoes, Kayaks, Sailboats, Sailboards and Rowing Shells for 3 years	\$ 7.00
Boat licenses for 3 years of craft	
19 feet or less	12.00
Craft over 19 feet	20.00
Snowmobile licenses for 36 months	12.00
State Park Permit for motor vehicle and passengers from Oct. 1 to Oct. 1	10.00
for two days at issuing park only	3.00

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**Bureau of Management Systems, (612) 296-0654**

**George Roberts, administrator**

The bureau provides systems support to the various disciplines within the DNR, liaison with the state computer centers and inter-agency communications on common computer related problems. The bureau data entry staff has a primary support function for the DNR license bureau including multiple lottery requirements. In addition it supports much of the experimental and research development projects for the department systems personnel. The bureau provides no services directly to the public.

**Bureau of Personnel, (612) 296-6492**

**Robert Siefert, administrator**

The bureau provides the department with the personnel services necessary

to recruit, train and maintain its work force. Specific tasks include the recruitment, selection and placement of employees, payroll administration, employee training and development, labor relations, employee benefits services and the maintenance of employee personnel records. Publication of an employee newsletter, "DNR News & Notes," is done by the bureau and distributed to all employees as a source of information on personnel policies. Inquiries concerning job information should be directed to this office.

**Bureau of Records & Office Services, (612) 297-2433**

**Dorothy Ewert, administrator**

The bureau's activities are directed toward providing essential services and assistance to the various operational units of DNR located within the Capitol area and the metro region headquarters. It also provides information to the public. The bureau maintains the DNR reception desk, operates the mail room, dispatches the department's motor pool cars, furnishes messenger services, maintains liaison with plant management for the department and provides maintenance of copy machines. The bureau also coordinates statewide telecommunications for DNR, and records management with the state record center and the state archives.

**Enforcement Division, (612) 296-0716**

**Fredean C. Hammer, director**

The division enforces all natural resource laws in the state and regulates commercial and sport fishing, trapping, fur buying and hunting. It also serves as a guardian for small and big game, fish and migratory birds. Conservation officers manage and enforce the harvesting of Minnesota's wild rice crop, assist in the development and maintenance of public access to public waters, enforce boat and water laws, manage licensing and operation of snowmobiles, and enforce laws dealing with alterations of beds of lakes and streams. The division supervises the Firearms Safety Training Program and the Snowmobile Safety Program.

Wild animals killed by motor vehicles are also disposed of by officers. Other responsibilities include enforcement of laws and regulations on shooting reserves, aerial pollution surveillance of lakes and rivers, surveys and census work regarding moose, beaver, deer and deer yards, and pheasant counts. Enforcement of all rules, regulations and statutes within state parks, campgrounds and recreational areas under the jurisdiction of DNR are also the responsibility of the division. The division holds auction sales to dispose of furs, firearms and hunting, fishing and trapping equipment confiscated from violators of the game and fish laws.

A pamphlet outlining the duties of conservation officers is available from individual officers, regional headquarters and DNR central headquarters. Conservation officers operate from their own private homes and their addresses and



phone numbers are listed in local directories. For information on the safety programs offered by the division or for the times and locations of disposal auctions, contact the Enforcement Division. There are no forms or fees. Most requests can be handled immediately.

### **Motor Vehicle-Killed Wildlife**

Motorists who run down a deer or other wildlife are required by law to leave the animal where it has fallen unless it is blocking the road and can be dragged off to the side. Drivers are required to call a conservation officer, sheriff or highway patrolman and report the accident. When the enforcement agent arrives the driver may be offered the deer or may ask to purchase it. DNR regulations provide that the minimum price is \$5 but may be higher, depending on the size and condition of the animal and the time of year. The conservation officer has the duty of disposing of a car-killed deer and the driver does not automatically gain possession of it. The conservation officer may elect to sell it to a charitable organization or institution.

Either a check or cash may be used to make the purchase and the driver will be given a receipt, or seizure slip, on the spot if the enforcement agent is a conservation officer. The receipt or seizure slip is proof that the deer is legally in the person's possession. If the agent is a sheriff, deputy or highway patrol officer, the driver may be allowed to take the deer and will be contacted the next day by a conservation officer to complete the paper work. The conservation officer must send a check to DNR headquarters in St. Paul for the price received for the deer along with a confiscation report showing the time and date of the accident, buyer's name and other details.

Pheasants or other game birds killed on the road should be left where fallen and may be sold to the driver for not less than \$1. Waterfowl and other migratory birds, by federal law, cannot be sold but must be gathered up and disposed of by the conservation officer. If the car-killed bird or animal is to be mounted, the seizure slips must accompany the wildlife to the taxidermist and must be attached to the bottom of the mount afterward. More than 8,650 deer were killed on Minnesota roads in 1981 with the majority killed during the fall months.

### **Turn In Poachers (T.I.P)**

The division coordinates a program called "T.I.P." (Turn In Poachers) which was instigated to encourage the public to report natural resource violations. The information and the person reporting will be kept confidential. Persons reporting violations are asked to obtain as much information from observation as possible, and to report all violations as soon as possible. If an arrest is initiated, the person reporting the violation will become eligible for an award ranging from \$10.00 to \$1,000.00, depending upon the seriousness of the crime. The decision as to the amount of the reward will be determined by an impartial panel. The telephone numbers for reporting violations are: 297-3999 in the Twin Cities metro area, and statewide toll-free 1-800-652-9093. This toll free number will be available on a 24-hour basis. It is expected that this program will deter senseless waste of wildlife and be extremely beneficial to the Enforcement Division. Reward monies for the program are donations from the private sector.

**Special Investigation Unit, (612) 296-0657**

**Ray Sanbeck, supervisor**

This unit concentrates on illegal commercialization, inter-state trafficking and coordinates enforcement with other law enforcement agencies and the U.S. Fish and Wildlife Service. Investigation and enforcement is also carried out on problems dealing with public waters and littering and dumping of wastes. Incidents of wild and domestic animals' damage to public and private property are investigated, and when necessary predators are eliminated through the directed predator control program.

**Arrests and Confiscations Unit, (612) 296-4883**

**Nancy Ulm, supervisor**

This unit is responsible for the proper disposition by public auction of all nonperishable articles confiscated from violators of Minnesota game and fish laws.

A raw fur auction is held in the spring and is open only to licensed fur dealers. The firearms and sporting goods auction is held in the late summer or early fall and is open to the public. This auction is publicized in three main newspapers in the state, and is also carried by various radio stations throughout the state. A complete list of articles may be obtained by contacting this unit during the month preceding the sale.

The Arrests and Confiscations Unit also provides a summary of confiscated animals, such as car-killed, illegally taken, diseased or crippled deer, moose and bear. A summary of arrests showing a breakdown of violations and percentage of not guilty or dismissals on all game and fish, snowmobile, and watercraft laws is prepared by this unit. These summaries are available to the public by contacting the unit.

**Firearm and Snowmobile Safety Section, (612) 296-0655**

This section provides a sufficient number of trained instructors and training locations to ensure that any student between the ages of 12 and 16 who wishes to learn the safe handling of firearms and snowmobiles may do so. Six safety training specialists are located in the field, one for each DNR region plus one safety training coordinator who is located in the St. Paul office. The objective of these training programs is to provide training to a group of volunteer instructors so that they will in turn conduct classes for the eligible youth in their communities.

The Youth Firearms Training consists of at least eight hours of instruction in safe handling of firearms which includes firing on a rifle range, a field trip for teaching commonly accepted principles of safety in hunting, and providing experience in the handling of all types of common hunting firearms. Upon completion of this course, a youth receives a certificate which is used in lieu of a license to hunt small game. This certificate must also be presented if the youth wishes to procure a big game hunting license.

Snowmobile safety is taught to promote safe, courteous participation in the sport of snowmobiling. This consists of pre-season maintenance, nomenclature, proper clothing, laws, general operations and problems one may encounter while riding. Upon completion of the safety course and passing both a

written and performance test trainees receive a certificate. This certificate allows youths 12 years of age and older to operate a snowmobile on public lands and lakes which are under the control of the commissioner of the Department of Natural Resources. Between the ages of 14 to 18, youths may drive snowmobiles as an adult.

The cost for either program is \$2.00. Anyone wishing to participate should contact their local conservation officer or call the DNR, Enforcement Division. Duplicate certificates to replace those that are lost may be obtained by contacting the Safety Training Office in person or by writing and giving the complete name, address, and date of birth. The cost for a duplicate is \$2.00.

### **Division of Fish and Wildlife, (612) 296-2894**

The division manages all programs concerning fish and wildlife. The division also acquires land to be developed as Wildlife Management Areas. In cooperation with the Bureau of Information and Education it produces leaflets and pamphlets on Minnesota wildlife and fish. The division also offers maps of Wildlife Management Areas, Minnesota trout streams, and a booklet listing lakes stocked with trout.

Leaflets and pamphlets are available from the Bureau of Information and Education. Depth contour maps of lakes are available from Documents Center, Department of Administration. Copies of hunting, fishing, and trapping rules are available from the Bureau of Information and Education and are also included with the individual licenses. For more information, contact the Division of Fish and Wildlife. There are no forms or fees except for the depth contour maps. Fees for the maps are set by the Documents Center, Department of Administration at \$2.25 per map. Some larger maps cost more. Call 297-3000 for a free lake map index.

### **Section of Fisheries, (612) 296-3325**

#### **Jerome Kuehn, chief**

The section manages the state's 2.5 million acres of fishing waters for use by 2.1 million anglers. The section's field force operates from six regional and 26 area and sub-station offices. Projects include the improvement of the habitat for game fish, propagation and distribution of fishes, rough fish control and lake rehabilitation. A large survey program is maintained to provide current information on the status of the fish populations and a basis for the distribution of the management effort, and a fisheries research program to develop new management methods, improve techniques and supply the basic information for understanding of the problems.

Land acquisition by fee title or easement precedes the development of spawning areas, trout streams and rough fish control sites. Easements along trout streams also permit public fishing.

Each year about 190,000,000 fish are raised and distributed from the following facilities: 28 walleye spawning stations, 4 muskellunge spawning stations, 10 sucker spawning stations (to supply food for muskellunge rearing), 14 walleye hatcheries (7 of which also hatch sucker eggs and 4 of which also hatch muskellunge eggs), 5 trout hatching and rearing stations, 135 walleye rearing ponds, 113 controlled northern pike spawning areas, and 18 muskellunge rearing ponds.

Information on fishing, kinds of fish and other biological and physical factors present in a certain lake or stream is available and can usually be given immediately from the fisheries office in the area involved.

Applications for permits to remove rough fish in certain situations may be made by qualified groups or individuals. Applications (GF Forms 108, 109 and 112) for rough fish removal permits are made at the fisheries station in the area involved and usually take about three weeks for final action. There is no charge except for a bond which is needed in some cases.

Qualified groups or individuals may request a Fish Screen Permit to install a shutoff device in a waterway to prevent migration of fish in cases where it would be desirable to do so. Applications (GF Form 118) may be obtained at your local fisheries station. The length of time to process the application is two-three weeks and there is no charge.

Permits to transport and stock fish may be obtained at your local fisheries station by filing application GF Form 52. The length of time for processing is two-three weeks and the fee is \$5.00.

There are various applications for commercial fishing licenses and minnow dealers licenses. Information is available from the fisheries central office in St. Paul where a coordinator for these activities is located.

The following reports are available from the Documents Center, 117 University Avenue, St. Paul, MN 55155: *Key to Common Aquatic Plants*, 1974, \$2.10; and *Methods for the Study of Ponds*, 1967, \$1.05.

The following reports and guides are available from the Fisheries St. Paul office and the area and regional offices as current supplies permit. There is no charge for these publications: *North Shore Fishing Guide*, *A Guide to Lakes Managed for Trout* (booklet), *Trout Streams in Southeastern Minnesota* (map and brief information), *Guidelines for Trout Fishing in East-Central Minnesota* (booklet), *Designated Trout Lakes* (list of lakes by county with geographical description), and *Designated Trout Streams* (list of streams by county and geographical description).

Lake survey reports are available for inspection at the fisheries offices for the involved area and informational leaflets on most fish species are available for handout at the same locations.

Fisheries stations are located throughout the state as follows:

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#### DNR Region I — Northwest

Regional Fisheries Headquarters  
Route 5, Box 41A  
Bemidji, Minnesota 56601  
(218) 755-3959

Fish & Wildlife Area Headquarters  
Route 5, Box 41A  
2114 Bemidji Avenue  
Bemidji, Minnesota 56601  
(218) 755-2974

Fisheries Area Headquarters  
P.O. Box 823  
Detroit Lakes, Minnesota 56501  
(218) 847-8275

Fish & Wildlife Area Headquarters  
1221 Fir Avenue E., Box 122  
Fergus Falls, Minnesota 56537  
(218) 736-2953

**334 / Natural Resources**

Fisheries Area Headquarters  
P.O. Box 166  
Park Rapids, Minnesota 56470  
(218) 732-4153

Fisheries Area Headquarters  
P.O. Box 38  
Walker, Minnesota 56484  
(218) 547-1683

Fisheries Area Headquarters  
No Lakeshore Drive, R. R. 3  
Glenwood, Minnesota 56334  
(612) 634-4573

Fish & Wildlife Area Headquarters  
Route 1, Box 1001  
Baudette, Minnesota 56623  
(218) 634-2522

**DNR Region II — Northeast**

Regional Fisheries Headquarters  
E. Highway 2, P.O. Box 388  
Grand Rapids, Minnesota 55744  
(218) 326-0311

Fish & Wildlife Area Headquarters  
111 Golf Course Road  
Grand Rapids, Minnesota 55744  
(218) 326-0311

Fisheries Area Headquarters  
French River  
10029 North Shore Drive  
Duluth, Minnesota 55804  
(218) 525-4680

Fish & Wildlife Area Headquarters  
P.O. Box 146  
Grand Marais, Minnesota 55604  
(218) 387-2370

Fish & Wildlife Area Headquarters  
Route 8, P.O. Box 8  
International Falls, Minnesota 55649  
(218) 286-5434

Fisheries Area Headquarters  
P.O. Box 546  
Finland, Minnesota 55603  
(218) 353-7591

Fish & Wildlife Area Headquarters  
Star Route 2, P.O. Box 3710  
Ely, Minnesota 55731  
(218) 365-3230

**DNR Region III — Central**

Regional Fisheries Headquarters  
1102 Willow Street  
Brainerd, Minnesota 56401  
(218) 828-2624

Fisheries Area Headquarters  
315 Charles St., N.W.  
Brainerd, Minnesota 56401  
(218) 828-2552

Fisheries Area Headquarters  
P.O. Box 398  
Hinckley, Minnesota 55037  
(218) 384-6147

Fish & Wildlife Area Headquarters  
501 Minnesota Avenue No.  
Aitkin, Minnesota 56431  
(218) 927-2114

Fish & Wildlife Area Headquarters  
P.O. Box 158  
Montrose, Minnesota 55363  
(612) 675-3301

Fish & Wildlife Headquarters  
Route 4, Box 14 A  
Little Falls, Minnesota 56345  
(612) 632-2321

**DNR Region IV — Southwest**

Regional Fisheries Headquarters  
 Highway 15 South, P.O. Box 756  
 New Ulm, Minnesota 56073  
 (507) 354-2196

Fisheries Area Headquarters  
 P.O. Box 296  
 State Highway 7 West  
 Hutchinson, Minnesota 55350  
 (612) 897-1565

Area Fisheries Headquarters  
 P.O. Box 457  
 Ortonville, Minnesota 56278  
 (612) 839-2656

Fisheries Area Headquarters  
 P.O. Box 457  
 Spicer, Minnesota 56288  
 (612) 796-2161

Fisheries Area Headquarters  
 P.O. Box 86  
 Waterville, Minnesota 56096  
 (507) 362-8558

Fisheries Area Headquarters  
 P.O. Box 221  
 Windom, Minnesota 56101  
 (507) 831-3394

**DNR Region V — Southeast**

Regional Fisheries Headquarters  
 2300 Silver Creek Road, N.E.  
 Rochester, Minnesota 55901  
 (507) 285-7427

Fisheries Area Headquarters  
 P.O. Box 69  
 Lake City, Minnesota 55041  
 (612) 345-4219

Fisheries Area Headquarters  
 Lanesboro, Minnesota 55949  
 (507) 467-2442

**DNR Region VI — Metro**

Fisheries Regional Headquarters  
 1200 Warner Road  
 St. Paul, Minnesota 55106  
 (612) 296-3325

Fisheries Area Headquarters  
 1200 Warner Road  
 St. Paul, Minnesota 55106  
 (612) 296-2959

MDNR — Fisheries Section  
 Box 12  
 Centennial Office Building  
 St. Paul, Minnesota 55155  
 (612) 296-3325

**Wildlife Section, (612) 296-3344**

**Roger Holmes, chief**

The section carries out research and management programs affecting all state wildlife species. The formulated programs are carried out by the regional headquarters. The section acquires and develops Wildlife Management Areas, most of which are open to public hunting during established seasons. The section recommends hunting regulations, census, survey and research pro-

grams and promotes wildlife habitat protection and development on public and private lands. This section will answer any information requests concerning wildlife programs and rules. Three wildlife populations and research groups serve the Wildlife Section.

**The Farmland Wildlife Population and Research Group** coordinates and conducts all the censuses, surveys and research dealing with wildlife species occurring in the agricultural areas of Minnesota. The group conducts May and August roadside counts which are used to estimate population changes for pheasants, Hungarian partridge, cottontail rabbits, jackrabbits, mourning doves, red fox and skunk. Other census and survey projects consist of aerial deer counts, deer reproduction (examination of does killed by cars from January to June) and turkey gobbler counts.

Research projects conducted by the group consist of deer feeding studies, deer population modeling, deer mortality determinations, roadside cover manipulation, use of 10-row windbreaks for wildlife, experimental stocking of wild turkeys and the effects of trapping on muskrat populations.

The farmland wildlife group is located 5 miles south and 2 miles west of Madelia on State Trunk Hwy. 60 and Watowan Co. 109. The facility is open weekdays and the public is welcome. The area is being managed as a demonstration area for wildlife habitat practices as well as a facility to house the research staff. For more information contact the group leader, Dr. Alfred Berner, at Rte. 3, Box 127, Madelia, Mn. 56062, (507) 642-8478.

**The Forest Wildlife Population and Research Group** designs and analyzes all the census and survey data, and conducts original research, dealing with wildlife in the northern forested area of Minnesota. The group conducts deer, moose and aerial beaver censuses, surveys deer reproduction, and does ruffed grouse drumming and sharp-tailed grouse dancing ground counts.

Research projects involving the group are forest predator ecology, deer population dynamics, habitat selection by white-tailed deer, deer physiology, an experimental census of otter, and studies of deer and timber wolf interactions. In addition, the group operates a wildlife forensics laboratory in cooperation with Enforcement Field Services. The group is located in the DNR Regional Headquarters on Highway 2 on the east edge of Grand Rapids. For more information contact the group leader, Patrick D. Karns, at 1201 E. Highway 2, Grand Rapids, Mn. 55744, (218) 327-1732.

**The Wetland Wildlife Populations and Research Group** conducts surveys, censuses and research into the state's wetland wildlife. The group conducts statewide waterfowl breeding population estimates and fall distribution and abundance of waterfowl on selected areas. It bands locally reared ducks during the summer and determines the breeding populations of waterfowl on selected automobile transects and lakes. The group cooperates with the Mississippi Flyway Council and assists in a project of pre-season banding of waterfowl in the early fall and helps conduct brood counts on the Chippewa National Forest.

Current research projects involving the group are ecology and life history of the ring-necked and wood ducks, the importance and impact of small refuges on waterfowl in western Minnesota, the importance of habitat enhancement of small wetlands and studies of chemical and limnological relationships in waterfowl breeding habitats. The group also researches the distribution and chronology of diving duck harvests in Minnesota and analyzes band recovery information and the harvest components of waterfowl in Minnesota by species, sex and

age. The group is located within the DNR area complex in Bemidji. For more information contact the group leader, Robert L. Jessen, at 102 23rd Street, Bemidji, Mn. 56601, (218) 755-2973.

#### **Ecological Services Section, (612) 296-2835**

##### **Jack Skrypek, supervisor**

This section determines the effects on wildlife and fish of proposed projects affecting the use and management of lands and waters. The section investigates damage to fish and wildlife from pollution and recommends regulations governing use of chemicals (and other methods of controlling vegetation) on lands and waters where fish and wildlife would be affected. Various technical bulletins are published based on the section's findings and are available from the Documents Section, Department of Administration. The section will answer any questions concerning research done by the section.

#### **Forestry Division, (612) 296-4484**

##### **Ray Hitchcock, director**

The division directs the sale of timber for state-owned lands, acquires and manages state forest lands and operates two state forest nurseries to provide seedlings to private individuals, forest industries and public agencies for conservation plantings. It directs forest fire protection in all forested areas of the state, controls forest pests and conducts a forest management assistance program for small woodlot owners. The division also encourages schools to establish school forests for conservation education purposes, builds and maintains state forest roads, and supervises state forest campgrounds and other recreational sites on state forest lands.

Information on forest campgrounds, woodlot owners assistance programs and the procedure for ordering trees from state nurseries is available through the Forestry Division.

The **Forest Protection Unit** protects and prevents wildfire on 22.8 million acres of public and private land. Throughout forested areas of the state, stations are maintained which contain basic wildfire suppression equipment, crawler tractors, fire plows, tanker units, all terrain vehicles, radio communication equipment, hand tools, and certain specialized equipment. In addition, air tankers capable of dropping fire retardant chemicals and helicopters, equipped with water-dropping equipment and able to carry crews, are strategically located in the state. Fire departments are used through cooperative agreements and wildfire watches are maintained by lookout towers and aircraft pilots.

As a fire prevention tool, burning permits are required by state law. Permits are available without charge from forestry headquarters and local township wardens.

A Rural Community Fire Prevention Program is designed to assist communities in improving their firefighting capabilities. This assistance can be in the form of equipment, money or a combination of both. Financial assistance is in the form of 50% matching funds to help equip, train, or organize fire departments. These funds are from the federally-funded Rural Development Act of 1972. Minnesota's share of these funds has been \$133,000 annually. Each year

eligible fire departments have been notified of this program. They have been requested to submit projects that would qualify them for these matching funds.

An Excess Property Program to aid fire departments is also administered by the Forestry Division. Excess military equipment such as 6 × 6 trucks and ¾-ton 4-wheel drive pickups are obtained by the division and assigned to community fire organizations needing that type of equipment.

More information about these programs can be obtained by contacting the DNR Rural Fire Protection Forester, Grand Rapids, Mn. 55744, (218) 327-1736.

The Forestry Division maintains about 1,389 miles of forest roads most of which are located within the boundaries of the 56 designated state forests. These roads provide access for fire control, timber management, and recreational activities on about 1,298,000 acres of state land and 2,000,000 acres of other public and private lands. Over 20% of the total timber harvest in northern Minnesota is hauled over this road system.

DNR is authorized to control the importation and movement of certain plants. The Forest Pest Control Unit of the Forestry Division uses this authorization to control the spread of white pine blister rust and the shipment of white pine. Shipment tags are available from the Forestry Division at no charge. Processing time depends on the amount of time for proper inspection. The unit publishes an annual Forest Pest Report. Those who wish to be placed on the mailing list for this report should contact the Forest Pest Unit, DNR Forestry Division, Box 44, 658 Cedar Street, St. Paul, Mn. 55155.

### State Parks and Recreation Division, (612) 296-2270

#### Don Davison, director

The division develops and manages 65 state parks and 17 waysides, which have 62 campgrounds; 33 beaches; 1,100 miles of trails for hiking, skiing, horseback riding, and snowmobiling and bicycling; naturalist programs; picnicking; and boat landings.

In cooperation with the Information and Education Bureau, the division produces various pamphlets including a listing of state parks, their locations, outstanding features and other pertinent information. Publications are distributed without charge at state parks and from the Information and Education Bureau.

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#### State Park Permit Fees

Resident annual park permit	\$10.00
Resident senior citizen annual park permit	\$ 5.00
Non-resident annual park permit	\$15.00
Resident daily permit	\$ 3.00
Resident senior citizen daily permit	\$ 1.50
Non-resident daily permit	\$ 4.00

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**Division of Minerals, (612) 296-4807****Elwood Rafn, director**

The division is responsible for the administration and leasing of taconite, copper-nickel, peat and other mineral rights on state land under the jurisdiction of the DNR. Such mineral resources include those held in trust for public schools or for the university, those which have been acquired by the DNR, and those which have been forfeited for delinquent taxes. The division is also charged with the regulation of mineland reclamation for metallic minerals and the annual registration of explorers prospecting for oil, natural gas, and metallic minerals outside of the Biwabik iron formation. Explorers must be registered by the Division of Minerals and licensed by the Health Department before conducting exploratory borings. The division manages state-owned peatlands, including their inventory and leasing for various uses. The administration of mineral resources includes programs for the evaluation of mineral potential, leasing, metallurgical testing and applied research, field engineering and inspection and environmental review.

**Mineral Leasing Section, (612) 296-4807**

The leasing section conducts public sales of mineral prospecting permits and leases on state-owned properties. Under special circumstances prescribed by law, this section also conducts negotiations for the issuance of mineral leases, lease extension, and other related agreements. In all cases, leases must be approved by the state Executive Council. Leases issued by this section provide equitable rental and royalty income to public schools, the university, local taxing districts, and to the state general revenue fund. Lease and prospecting forms as well as information about taconite mining activities and severed mineral interests are available at the St. Paul office free of charge. Rules and regulations for leasing of copper-nickel are available through the Documents Center, Department of Administration.

**Mineral Potential Evaluation Section, (218) 263-7545**

The section insures mining company compliance with state non-ferrous mineral prospecting permits, evaluates mineral potential of state lands, encourages mining company exploration on leased state mineral lands, and develops mineral exploration methods to be used for mineral potential evaluations. Information developed by this section is used in land use planning. Technical reports are available through the Documents Center. Exploration data and drill cores from state properties formerly under lease can be examined at the Hibbing office.

**Metallurgical Testing and Applied Research Section, (218) 263-7545**

This unit is responsible for the continuous monitoring of the processing of state-owned ores. Metallurgical testing is done on stockpiled materials to insure proper segregation for future use. This section also develops data and information for the promotion of metallurgical techniques consistent with resource conservation.

**Field Engineering and Inspection Section, (218) 263-7545**

This section is responsible for insuring mineral lease compliance by the operators. It provides professional and technical support to the department through mine and plant inspections, mine and property surveys, and the accounting of royalty and materials on developed state minerals under lease. Mineral reserves and resource estimates are prepared on state lands that have been explored or are being mined. Property line services, production and royalty data are available from this unit at the Hibbing office.

**Environmental Services Section, (612) 296-4807**

In addition to the mineland reclamation and peat management programs described below, the environmental services unit has responsibilities including registering explorers, developing mineral policy, providing computer services, and identifying and mitigating environmental impacts related to mining. Two computer data bases are available for use on a charged basis. The IRIS data system includes resource information in the vicinity of the Mesabi iron range, and the MINESITE data system includes resource information in the vicinity of the northeastern Minnesota copper-nickel resources. Recent reports on uranium mining impacts, copper-nickel policies, and industrial mineral mining are also available.

**Mineland Reclamation Program (612) 296-4807**

The Division of Minerals is responsible for development and administration of the state's metallic mineland reclamation program. The 1973 reclamation act requires the reclamation of all active and any future metallic mining operations. All such operations must obtain a permit to mine, once rules and regulations have been established. Each permit application must include a mineland reclamation plan for review and approval by the division. Rules and regulations for natural iron and taconite mining have been promulgated. Copies are available through the Documents Center, Department of Administration.

**Peat Management Program (612) 296-4807**

The peat program is responsible for managing the state's peatlands and for leasing these lands for various uses. The program performs site evaluation, conducts environmental review, develops lease terms, monitors leases, and oversees reclamation plans. The peat inventory program is identifying the location, quality, and extent of Minnesota's peat. Reports describing the program's management policies, the peatland environment, peatland uses, impacts of development, and peatland reclamation are available from the Division of Minerals in St. Paul. Inventory reports, which include maps, are available from the Division of Minerals office in Hibbing.

**Division of Waters, (612) 296-4810**

**Larry Seymour, director**

The Division of Waters is responsible for managing the water and related land resources of the state. Several of the primary functions of the division are the regulation of activities conducted in the beds of protected waters, the

regulation of water appropriations and the regulation of various land use activities in shoreland and flood plain areas. The division has six regional offices located around the state.

The regional offices are:

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Region I — Waters Division  
Rural Route 5, Box 41A  
Bemidji, MN 56601  
(218) 755-3955

Region IV — Waters Division  
Box 756, Highway 15 South  
New Ulm, MN 56073  
(507) 354-2196

Region II — Waters Division  
1201 East Highway 2, Box 388  
Grand Rapids, MN 55744  
(218) 327-1716

Region V — Waters Division  
2300 Silver Creek Road, N.E.  
Rochester, MN 55901  
(507) 285-7430

Region III — Waters Division  
Box 648, 424 Front Street  
Brainerd, MN 56401  
(218) 828-2605

Region VI — Waters Division  
1200 Warner Road  
St. Paul, MN 55106  
(612) 296-7523

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#### **Land Use Management Section, (612) 296-9226**

This section is responsible for administering the Shoreland and Flood Plain Management Programs and the land use regulation aspects of the Wild and Scenic Rivers Program. All three of these programs require that local units of government adopt and enforce land use regulations that comply with minimum statewide standards. In the case of the shoreland and wild and scenic river programs the primary purposes are to protect the aesthetic values of the shoreland areas and to protect water quality. In the case of the flood plain program the purposes of the regulations are to promote flood damage reduction by prohibiting further development of the floodway and to restrict the way in which the remainder of the 100-year flood plain can be developed. This section provides technical assistance to local government units in the adoption and administration of local land use regulation ordinances.

This section is also responsible for coordinating and encouraging state and federal comprehensive flood plain management activities including the administration of the federal flood insurance program, encouraging acquisition/relocation efforts, developing flood-proofing guidelines, providing emergency flood fighting assistance and helping with post-flood relief assistance.

Other functions of this section include the review and coordination of the water related aspects of environmental documents, the review of and writing reports on public drainage and watershed projects and the administration of a grants-in-aid program for the construction of flood water retention structures in cooperation with the Lower Red River Water Management Board.

#### **Development Section, (612) 296-4800**

This section is responsible for reviewing and processing applications for permits for changes in the course, current or cross-section of protected waters and wetlands and for water appropriations. This section is conducting an inventory of protected waters and wetlands in the state and administers the state

water bank program. The section is also responsible for conducting the dam safety program in the state.

Protected waters permits are required for permanent docks, jettys, harbors, channels, filling other than sanding and natural rock riprapping, excavation, boat houses, sewer and water line crossing and other alterations of protected water bodies.

Appropriation permits are required for all withdrawals of surface or ground water in excess of 10,000 gallons per day or 1 million gallons per year except for water for domestic purposes serving less than 25 persons.

Applications for permits must be submitted by the owner of appropriate interest in land adjacent to a surface water body such as a lake or stream or by the owner of the land overlying a ground water aquifer. Permit processing is initiated in the appropriate regional office. For information, or to apply for a permit, contact the DNR Division of Waters, Third Floor, Space Center Building, 444 Lafayette Road, St. Paul, MN, 55101, or any of the regional offices.

The application fee for a protected water permit or an appropriation permit is \$15. If a field inspection is required, the minimum charge is \$25 and this charge can be higher depending on the complexity of the inspection. Appropriation permit holders are required to submit annually a pumpage report detailing their water withdrawal during the previous year accompanied by a \$5 processing fee. Permits are generally issued within 4 to 6 weeks after a complete application has been received.

The protected waters inventory program involves the identification of all bodies of water in the state that are subject to regulation under the protected water permit program. Water bodies included in the inventory are most streams and lakes, and wetlands-types 3, 4 and 5 over 10 acres in rural areas and over 2½ acres in urban areas.

Owners of wetlands in agricultural areas that are considering drainage of their wetlands may qualify for one of several types of compensation in order to preserve the wetland under the state water bank program. This program offers options such as purchase, lease, or easement in order to compensate farmers for maintaining certain wetlands in their natural state. Call the Division of Waters for further information about this program.

The dam safety unit inspects private and publicly owned dams and associated structures. It establishes priorities for inspection of existing dams and may issue orders concerning further engineering investigations and necessary repairs or drawdown under the dam safety rules. The unit also administers state grants for up to 50% of the cost of repair for dams owned by local government units. Contact the Division of Waters for further information on the availability of these grants.

### **Hydrology Section, (612) 296-4800**

This section is responsible for the collection, storage and analysis of basic data related to lakes and streams, ground water aquifers, climate and water use. The section is currently divided into four units: climatology, surface water hydrology, ground water hydrology and data systems.

The Climatology Unit collects and analyzes precipitation data from a network of stations across the state.

The Surface Water Hydrology Unit analyzes lake level fluctuations, water

budgets for lakes, streamflow characteristics, hydrologic and hydraulic effects of changes in lake outlets, flood plains and drainage ditches.

The Ground Water Hydrology Unit conducts and analyzes aquifer tests; conducts technical evaluations associated with appropriation permit applications, well interference complaints or water use conflicts; establishes an observation well network; conducts geohydrologic mapping activities and inventories high capacity wells. A special function of this unit monitors effects on aquifers of major natural gas storage projects.

The Data Systems Unit provides data base design, computer programming assistance, systems coordination and records management for the division. The section is also establishing computerized water use data bases and is correlating water permit information among agencies.

An annual publication entitled "Hydrologic Year Data" is published by the section summarizing hydrologic and climatic information for the previous year. This publication is available from Documents Center, Department of Administration, 117 University Avenue, St. Paul, MN, 55155, at a cost of \$2.50.

#### **Policy and Planning Section, (612) 296-4800**

This section coordinates division and department activities in federal public works projects and studies. The types of projects and studies involved are for flood control, beach and bank erosion, navigation and water related recreation. The section also conducts program analysis and planning for the division, coordinates the planning and management activities of the division with those of other state agencies, and provides assistance to the director in the analysis and development of policies to guide the programs of the division. This section also coordinates a cooperative local-state comprehensive water resources management study.

#### **Hydrographics Section, (612) 296-4800**

This section administers and conducts investigations, surveys, studies and research to provide technical information for departmental water resource management. Included is graphic support as needed. Tasks include preliminary examination, repair, reconstruction and maintenance of approximately 315 state-owned dams; investigation and reports on natural ordinary high water determinations; establishment, maintenance and recording of data from a network of statewide lake-gaging stations; preparation of topographic maps; advising governmental units and the public in areas of potential lake problems, and dissemination of information on lakes.

#### **Minnesota Environmental Education Board (612) 296-2368**

##### **Ray Quinn, executive director**

The board plans, develops and starts environmental education programs, projects and activities throughout the state through 13 regional environmental councils which correspond to the state's 13 regional development commissions. All members of the state board and the regional councils serve without pay. The educational programs cover topics such as energy use, wildlife habitats, forest management and waste management. MEEB serves as a liaison with other state and federal agencies involved in environmental education to

organize these programs within the state. The board advises the legislature about the environmental education needs of the state and reviews environmental legislation to determine if it includes an educational aspect.

MEEB communicates information concerning the environment by means of statewide and regional newsletters, news releases, radio and television, pamphlets and brochures, and printed proceedings of environmental meeting. Materials are available free of charge, except for the publication *Minnesota Residential Environmental Education Centers: A Guide for Teachers and Others* for which persons are requested to send a self-addressed stamped envelope (weight is 7 ounces, 92¢ at Oct. 1981 postage rates). Requests are handled immediately.

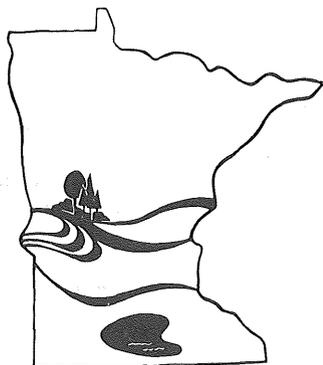
A slide/tape program, "Acid Rain: It's Our Choice," is available for use for the cost of return postage. A series of 15-minute radio broadcasts entitled "Your Own Backyard" is aired each week on 30 stations statewide. For further information, contact the board at Box 5, Centennial Bldg., 658 Cedar Street, St. Paul, MN 55155.

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

**Vernon F. Reinert,**  
executive director

The board was created by the 1937 legislature to organize soil and water conservation districts and to give promotional, administrative and financial assistance to the districts. The entire state, including cities and Indian lands, is organized into 92 soil and water conservation districts. A soil and water conservation district is a legal subdivision of state government and is organized by the process of a petition, hearing and referendum. The objective of a district is to use every acre of land and water according to its capability and treat it according to its need. The board assists in developing long-range planning objectives used as a guide in determining annual priorities of jobs to be accomplished. The long-range plan is based upon a soil survey of the district showing the classification of soil, the number of acres in each class, the present use and the proposed future use of the land. A local district is governed by a board composed of five local eligible voters nominated and elected by the voters of the district they serve.

The Soil and Water Conservation Board is composed of seven members appointed by the governor, five agency personnel representing the U of M Institute of Agriculture, the Agricultural Extension Service, the Department of Agriculture, the Minnesota Pollution Control Agency and the DNR. Four advisory people also sit on the board. The board meets every second Tuesday of the month, usually in Conference Room B, 6th Floor Space Center, and about twice a year at locations in other parts of the state. Meetings are open to the public and notices of meetings are published in the *State Register*.



The board informs the supervisors of each district of the activities of the other districts and works to have the districts exchange advice and cooperate on projects. The board provides a handbook to each soil and water conservation district. This handbook explains rules and guidelines of the Soil and Water Conservation Districts Law. For information on Soil and Water Conservation Districts contact: DNR, Soil and Water Conservation Board, Box 19, Centennial Bldg., (office located second floor, Space Center), St. Paul, Mn. 55155.



## Board of Nursing

717 Delaware Street S.E.  
Minneapolis, Minnesota 55414  
(612) 296-5493  
Joyce M. Schowalter, executive secretary

### Minnesota Statutes, section 148.171 through 148.299

The board licenses professional and practical nurses, approves nursing education programs and registers nursing corporations.

The board issues nurses' licenses for the state of Minnesota and conducts examinations for applicants who have finished an approved nursing program. The board also issues licenses by endorsement after the applicant has shown proof of licensing by the nursing board of another state or county. An endorsement does not require the applicant to take an examination unless the applicant has not passed the same examination or has scored lower than the Minnesota requirements. If an applicant fails an examination, the board conducts re-examinations.

An applicant should write the board regarding license requirements and examination dates. The application includes proof of completion of a nursing program. For information contact the Board of Nursing.

License examination fees are:

	RN	LPN
License by examination	\$60	\$40
License by endorsement	\$35	\$25
Re-examination	\$20	\$15

Licenses are issued after applicants have met all requirements.

The board renews licenses and verifies licenses upon request. Licenses are renewed annually for licensed practical nurses and biennially for registered nurses. A Verification of License is proof of Minnesota licensing requested by a nurse who is moving out of state and wishes to obtain a nursing license in a new location. If a nurse chooses to become inactive he/she need not renew the license, but the nurse may not practice during this period. The board will change the license status back to active status upon request. Nurses who have been inactive for two years or more must show evidence of continuing education.

License renewal fees are:

Verification of Minnesota nursing license	
RN	\$ 5.00
LPN	\$ 5.00
License renewal	
RN (per two years August to August)	\$15.00
LPN (per two years January to January)	\$15.00
Late fee for renewals	
RN (after June 1)	\$ 4.00
LPN (after January 1)	\$ 4.00

The board investigates complaints about nurses or individuals posing as nurses. There is no fee for handling complaints which are acted upon as soon as they are received by the board.

The board approves nursing education programs and investigates complaints about approved programs. Periodically, the board investigates all programs to ensure that they are maintaining the rules for programs established by the board. When applying for approval of a nursing education program, an institution should supply proof of satisfactory compliance with board rules for program approval. For information about education programs contact the Board of Nursing. There are no fees for this service and the board provides the necessary forms.

The board registers nursing corporations and businesses established to offer nursing care to the public. All nursing corporations must be registered with the board. For information and forms contact the board. There are no fees for corporate or business registration.



## Board of Examiners for Nursing Home Administrators

717 Delaware Street S.E.  
Minneapolis, Minnesota 55414  
(612) 296-5406  
Phillip C. Newberg, executive director

### Minnesota Statutes, section 144.965

The board develops licensing standards, conducts license examinations, issues and revokes licenses, and investigates complaints filed with the board. It also conducts a continuing study of nursing homes and their administrators, and authorizes and/or conducts instruction for license applicants and the continuing education of licensed administrators.

Complaints regarding the administration of nursing homes may be filed by writing or calling the board. The board has the authority to revoke, suspend, or refuse to renew licenses as a result of investigations instigated by a complaint.

A licensed administrator must have 20 clock hours of non-academic education (workshops, seminars, etc.) annually. Every three years, the administrator

must take academic instruction in health related subjects totaling six quarter hours or four semester hours. Contact the board for information regarding continuing education programs. Fees and application depend on the course and the institution offering the course.

The board issues new licenses and renewals. A new applicant must fulfill the following five requirements before receiving a license:

1. Pass the Professional Examination Service (PES) test for nursing home administrators (a multiple choice test of 150 questions covering administration, patient care and service, and organization of health services);
2. Pass the state rules test (testing knowledge of the rules of the state Board of Health and the State Fire Marshal as they pertain to nursing homes and boarding care homes);
3. Satisfactorily complete seven college level courses in health care or hold a baccalaureate or master's degree in health care administration;
4. Satisfactorily complete a board approved practicum course (internship) in long term health care administration of at least 300 clock hours or have one year of experience as an assistant administrator in a health care facility or hold a baccalaureate or master's degree in health care administration; and
5. Have a baccalaureate degree from an accredited institution.

Examinations are scheduled approximately every 90 days. Applications are accepted any time. To receive the application form or specific information on licensing contact the board. Fees are as follows:

Application fee	\$ 50
PES examination fee	\$ 50
State rules examination fee	\$ 35
Annual license fee, renewable each July 1	\$100



## Board of Optometry

717 Delaware Street S.E.  
Minneapolis, Minnesota 55440  
(612) 296-5544  
Leo A. Meyer, O.D., executive secretary

### Minnesota Statutes, section 148.52

The Board of Optometry develops licensing standards for optometrists and conducts the license examinations, after which successful applicants are issued licenses. The board authorizes continuing education courses and programs for optometrists, and investigates complaints from the public.

A licensed optometrist must have 12 clock hours of academic or non-academic (workshops, seminars, etc.) education annually. For information regarding allowable continuing education, contact the board at the above address.

The board issues new licenses and renewals. A new applicant must fulfill the following requirements: shall prove that she/he is of good moral character; shall prove that she/he is a graduate of an approved school of optometry

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requiring at least two academic years of preprofessional training for admittance, or that she/he is currently enrolled in the final year of study at such a school; and pass an examination including both a written test and a practical demonstration which thoroughly tests the candidate.

Any person who holds a certificate of registration or license from another state, and who has practiced not less than three years in that state, may apply for licensing in Minnesota by reciprocity.

To receive application forms or specific information on licensing, contact the board. There are several fees:

Examination fee	\$ 50.00
Reciprocity fee	\$100.00
License issuance fee	\$ 12.00
Annual license fee, renewable before April 1	\$ 65.00
Late penalty fee	\$ 25.00
Professional corporation registration fee	\$100.00
Professional corporation renewal fee due Jan. 1	\$ 25.00

The board schedules examinations annually and will supply information upon request.

Complaints regarding possible violations of the optometry statutes may be filed by writing to the board. The board has the authority to revoke or suspend licenses as a result of investigations instigated by a complaint. To file a complaint, contact the Board of Optometry.



## Board of Pardons

1100 Bremer Tower  
7th Place & Minnesota Street  
St. Paul, Minnesota 55101  
(612) 296-3546  
James N. Bradford, secretary

### Minnesota Constitution, Article V, section 4; Minnesota Statutes, chapter 638

The Board of Pardons consists of the governor, the chief justice of the Supreme Court and the attorney general. The board may grant pardons, reprieves and commute the sentence of any person convicted of any offense against the laws of the state of Minnesota. They can also grant a pardon extraordinary to a convicted person who has been discharged of the sentence imposed and has been law-abiding for a reasonable time after a discharge. The commissioner of the Department of Corrections, or his designee, is secretary to the board.

A pardon extraordinary restores the civil rights of the person and nullifies the conviction. After the pardon extraordinary has been granted, and a copy of it filed in the court where the conviction occurred, the conviction is set aside and all records pertaining to it are sealed. The conviction needs never be disclosed except in any subsequent judicial proceedings.

Any person may file for a pardon or pardon extraordinary. Applications,

which are available from the secretary of the board, must be filed at least 30 days before the next scheduled meeting of the board. The board meets on or about the second Monday in January, April, July and October. Each application for pardon extraordinary must be accompanied by at least three letters of recommendation attesting to the good character and law-abiding conduct of the applicant. Except for compelling reasons, as determined by the board, of residence outside the state, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

To file an application for pardon, or request application forms, contact the board at its address above. There are no fees for this service.



## Minnesota Board of Peace Officer Standards and Training

Metro Square Building, Fifth Floor  
Seventh and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-2620  
Mark K. Shields, executive director

Minnesota Statutes, chapters 214 and 367; sections 382.28 and 626.84-626.855

The Minnesota Board of Peace Officer Standards and Training (POST) licenses peace officers, part time officers and constables employed in the state of Minnesota. The board regulates peace officers' pre-service training and their continuing education while in service, and establishes standards of professional conduct. Minnesota is the only state which licenses peace officers.

Full time peace officers must be citizens of the United States and licensed drivers in Minnesota (or in a contiguous state if they are not residents of Minnesota). They must have no history of a felony conviction or other serious misconduct, and they must successfully complete a written test, a medical examination, a job-related test of physical strength and agility, a psychological evaluation and an oral interview prior to appointment in a law enforcement agency. Part time officers and constables must have no history of a felony conviction, must successfully complete a medical examination and a psychological evaluation within six months of appointment, must have completed POST-approved training in first aid and firearms within twelve months, and pass a licensing test within two years.

There are three routes to licensure as a peace officer: the traditional police academy, an educational program followed by skills training, and a combined academic and skills program conducted by a vocational-technical institute.

**Traditional route.** The traditional police academy is the only program leading to certification in most other states. The candidate is hired by a law enforcement agency without necessarily having had any prior education or training. A basic training course is conducted either by the employing agency or by some other certified training agency. Only the St. Paul Police Department still follows this traditional route in Minnesota, but a number of peace officers move to Minnesota from other states after completing a traditional law enforcement academy. There is a special licensing test, the reciprocity examination, for

officers from another state. The standard licensing test is taken by candidates who complete the St. Paul Police Academy.

**College-plus-skills-training route.** The candidate completes a two-year (or longer) program in law enforcement or criminal justice studies. He/She passes the academic portion of the licensing test upon successful completion of this academic program, then he/she enrolls in a skills training course and passes the practical portion of the licensing test upon successful completion of the skills training. The candidate must also complete a POST-certified program in first aid before he/she is eligible to be licensed.

**Vocational-technical route.** The candidate completes a certified two-year program in law enforcement in a vocational-technical institute. These programs combine academic studies with practical skills training including first aid. The candidate is eligible to attempt both the academic and skills tests upon successful completion of the combined program.

Regardless of the route which the candidate has followed, he/she must be hired by some state, county or municipal law enforcement agency before he/she can be licensed. (There is no longer a requirement that the candidate must also complete a year of probation.) 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 of training within the period of licensure. The licensee does not have to be employed as a peace officer at the time of renewal.

The board has not yet adopted rules relating to renewal of licenses by part time officers. Constables are licensed for their term of office, which is usually two years.

The present examination and licensing fees are given below. These fees may be increased within the present year.

Examinations		Licensing	
Academic test	\$12.50	Full time (3 years)	\$10.00
Skills test	\$12.50	Part time (3 years)	\$ 5.00
Reciprocity test	\$25.00*	Constable (3 years)	\$10.00
Part time officer test	\$12.50		
Constable test	\$25.00		

\*The fee for a second attempt is \$5.00 per section.

Licensing examinations are conducted by the POST board's staff several times each year in the metropolitan area. When there is a large number of candidates, the examination will be offered in outstate locations as well. Application forms are available at all schools which have certified programs. Candidates may take a test no more than three times.

The POST board will receive and process a citizen's complaint about unprofessional conduct by peace officers, but the board's jurisdiction is limited to the violations that are specified in the board's agency rules. These violations are that the officer has:

- 1) been convicted of a felony;
- 2) used deadly force in a manner not authorized by law;
- 3) made a false material statement while under oath;
- 4) made a false material statement while obtaining or renewing his/her license;

- 5) failed to complete the continuing education requirements for renewal;
- 6) failed to pay the licensing fee; or
- 7) violated one of the board's other rules.

The citizen's complaint will be referred to the law enforcement agency which employs the officer(s) whose conduct is in question, unless the board's committee on complaints determines that some other agency should investigate the complaint. When the local investigation is completed, the committee will review the report and determine whether or not there are grounds for a hearing by a state hearing examiner. The final disciplinary action, if any, is the responsibility of the full board. The full hearings procedure may take several months to complete.

The board provides a number of other free services to law enforcement agencies, licensees, and the public. The board has established a Peace Officer Opportunity Line (POOL) in cooperation with the state associations of chiefs of police and sheriffs. A recorded message lists current job openings in law enforcement agencies throughout the state. Interested persons should call POOL at (612) 297-2352. The board's other services include assistance to law enforcement agencies with regard to compliance with statewide hiring standards, notification of forthcoming POST-approved educational or training programs, and information on legislation which affects the law enforcement community. The board's staff will also answer questions with regard to any matter within the board's authority, subject to the restrictions of the state's data practices act. Many requests for information can be answered immediately. Detailed requests may require a few days in which to compile the information or arrange a meeting with a staff person. As a rule, there is no charge for this type of service unless photocopying is required.

The POST board publishes a monthly, four-page newsletter, *Keeping Posted*, which is distributed free to law enforcement agencies and inactive licensees. The board has also published a number of documents which may be purchased from the Documents Center Department of Administration, 117 University Avenue, St. Paul MN 55155, (612) 297-3000. These publications are:

*Learning Objectives for Post-Secondary Programs in Law Enforcement*, \$3.50, catalog #10-89,

*Learning Objectives for Skills Courses in Law Enforcement*, \$4.00, catalog #10-80,

*Skills Checklists*, \$1.50, catalog #10-80A,

*Manual for Part-Time Peace Officers*, \$3.50, catalog #14-8, and

*The Peace Officer's Guide to the Minnesota Rules of Criminal Procedure*, \$3.50, catalog #14-10.

One other publication, *Administrator's Guidelines to POST Rules and Procedures*, is provided to chiefs of police and sheriffs at no charge. This manual is not available for purchase.

Recent legislation has established a surcharge on fines imposed for violations of the state's traffic laws (except fines for illegal parking). The board is responsible for disbursing this revenue to local units of government to reimburse them for the expenses of providing continuing education for their peace officers or constables. Procedures for implementation will be worked out during the present year. Call the board at (612) 296-2620 for further details.



## Board of Pharmacy

Room 351, 717 Delaware Street S.E.  
Minneapolis, Minnesota 55414  
(612) 296-5411  
David E. Holmstrom, executive secretary

### Minnesota Statutes, chapter 151 and 152

The Board of Pharmacy enforces rules dealing with adulterated, misbranded and illicit drugs, provides information about drugs to other health professionals, and develops rules governing drug storage, distribution and recordkeeping for individuals, institutions and facilities. The board tests and licenses all pharmacists, and inspects and licenses all pharmacies, drug wholesalers and manufacturers. They determine the continuing pharmacy education requirements for all pharmacists and approve continuing education programs.

The board issues all licenses dealing with pharmacy. Applicants for a pharmacist's license must be graduates of an accredited college of pharmacy and have at least 1500 hours of internship experience. For application forms and information regarding licensing requirements contact the Board of Pharmacy.

License and examination fees are:

Type of License	Initial and Renewal Fee	Examination Fee
Pharmacist	\$ 35	\$ 75
Pharmacy	\$ 50	
Drug wholesaler and manufacturer	\$ 75	
Reciprocity examinations	\$150	

Licenses must be renewed annually. Pharmacist's licenses must be renewed by March 1 of each year. Pharmacy licenses must be renewed by June 30 of each year. Drug wholesaler and manufacturer licenses must be renewed by June 1 of each year. Pharmacists examinations are given fall and spring, and reciprocity examinations are given quarterly. The dates of examinations vary from year to year.

The board investigates all complaints against all licensed pharmacists and pharmacist-interns. The board has the power to suspend or revoke licenses. All complaints should be made in writing to the Board of Pharmacy.



## Board of Podiatry

717 Delaware Street S.E.  
Minneapolis, Minnesota 55415  
(612) 296-5513  
Eugene M. Larson, secretary

### Minnesota Statutes, sections 152.12 & 153.01-153.15

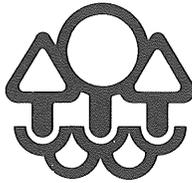
The Board of Podiatry establishes and enforces rules for the practice of podiatry (treatment of the foot). The board annually examines candidates for

licensure, renews licenses and investigates complaints. The board has the power to revoke or suspend licenses. To register a complaint, contact the board.

The board gives licensing examinations to approximately six applicants each year. An applicant must be over 18 years old, have the education equivalent of four years of high school and one year in a liberal arts college, and a diploma or certificate from an accredited college of podiatry. Tests are given at the board office, and licenses are issued to successful applicants. To receive information about examinations or application forms, contact the board. The examination fee is \$50, which includes the license fee for the first year. If the applicant fails the examination, he may retake the examination twice within one year. There is a \$20 retake fee. The examination is scheduled to coincide with the graduation dates of schools of podiatry across the country. Applications for the test are accepted any time. The license renewal fee is \$50. All fees are subject to change by ruling of the board. All renewal fees are due on July 1 of each year. Late renewals are penalized at the discretion of the board.



## Minnesota Pollution Control Agency



1935 West County Road B-2  
Roseville, Minnesota 55113  
(612) 296-7373  
Louis J. Breimhurst, executive director

### Minnesota Statutes, chapters 115 and 116

The Minnesota Pollution Control Agency (MPCA) was established in 1967, replacing the Water Pollution Control Commission, which had been operating since 1945. The agency was given all of the powers and duties of the commission, and was additionally directed to establish air quality standards and make recommendations on solid waste disposal and land use. In 1969, the legislature increased the agency's water pollution control authority, more fully described the agency's air pollution standards and permit authority, and gave it the power to adopt standards and regulations for the collection, transportation, and disposal of solid waste. Over the years, additional responsibilities have been added, such as noise pollution, the control of packaging, and toxic and hazardous waste disposal.

### Minnesota Pollution Control Agency Board, (612) 296-7373.

#### Virgil Herrick, chairman

The board consists of nine members appointed by the governor and confirmed by the senate to four-year terms. One of the members must be knowledgeable in the field of agriculture. Regular meetings are held the fourth Tuesday of every month at the agency's board room and are open to the public. To be considered for appointment to the board contact the governor's office.

**Public Information Office, (612) 296-7283**

**Paul Hoff, acting director**

The office answers telephone and written questions of a general nature about pollution control issues, and refers callers to the appropriate staff member or section of the agency. Persons who wish to report a pollution emergency, such as a spill, may call the information line. After work hours, an answering service will refer the emergency message to on-call MPCA staff members.

News media relations for the agency are handled by the office which issues news releases, gives and arranges interviews, and monitors media coverage of agency activities.

The office distributes printed materials, such as brochures and reports, and maintains mailing lists for a free quarterly newsletter *Minnesota Environment*, and for notices of official MPCA rulemaking hearings. To be placed on either or both mailing lists, send a note explaining your request along with your name, address, and zipcode to the Public Information Office. Pamphlets are available on wastewater treatment plants, air pollution, the air Pollutant Standards Index, Minnesota's waters, composting, recycling information and directories, a list of films and on the agency itself. The agency also publishes a biennial report which is available on request.

The office maintains a technical library containing periodicals, films and other materials on pollution controls issues. The films are available free on loan to the public. All other materials must be used in the library during daytime working hours.

For more information, contact this office at the agency's address. There are no forms or fees.

**Personnel Office, (612) 296-7308**

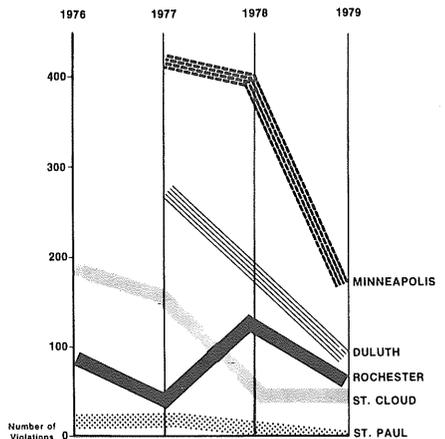
**Elaine Johnson, director**

This office recruits, places and trains personnel for the agency, directs the Affirmative Action Program and Employee Performance Appraisal System, represents the agency in labor relations and coordinates actions between the agency and the Department of Employee Relations.

**CARBON MONOXIDE VIOLATIONS  
at selected sites in Minnesota**

*Carbon monoxide levels at many sites in Minnesota have decreased dramatically during the last few years. For example, between 1978 and 1979, the number of carbon monoxide violations in Minneapolis decreased from 400 to 161. This means that in 1979, the air exceeded the allowed level of 9 parts per million of carbon monoxide 161 times. The air is getting just as dirty, but it is not happening as often.*

*The air monitoring sites shown are located in downtown areas, where idling vehicles produce carbon monoxide which tends to be held in the air by dense or tall buildings and does not easily disperse. Part of the reason for the impressive decrease in carbon monoxide violations is that newer cars with federally-required pollution control devices emit less carbon monoxide into the air. But much remains to be done to lower the carbon monoxide levels to meet federal healthy-air standards. The MPCA is working with these cities to clean up carbon monoxide through strategies outlined in transportation control plans.*



**Division of Water Quality,  
(612) 296-7202**

**Barry C. Schade, director**

The division enforces and administers all laws relating to water pollution in the state. The division collects water quality data on lakes and rivers, establishes water quality standards to protect all water uses, issues and enforces wastewater treatment facility discharge and operating permits, provides management planning to alleviate pollution from non-point sources, administers a grants program for construction of municipal treatment plants and provides engineering review, technical assistance and training to assure proper construction, operation and maintenance of wastewater treatment facilities.

**Permits Section, (612) 296-7221**

**Doug Hall, section chief**

The section regulates all discharge of materials into Minnesota's waters. The section issues both federal and state permits, which are generally required by federal and state law, as well as by MPCA regulation, for any discharge into either underground waters or surface waters. Application must be submitted at least 180 days prior to a new discharge and a permit must be obtained prior to the solicitation of bids for the construction of new disposal facilities. For more information, or for permit applications, contact the Permits Section. No fee is charged for applications and permits. Processing usually takes approximately 15 weeks, allowing for a 30-day public notice comment period. Permit processing may require more time when controversial issues arise or a public hearing is requested.

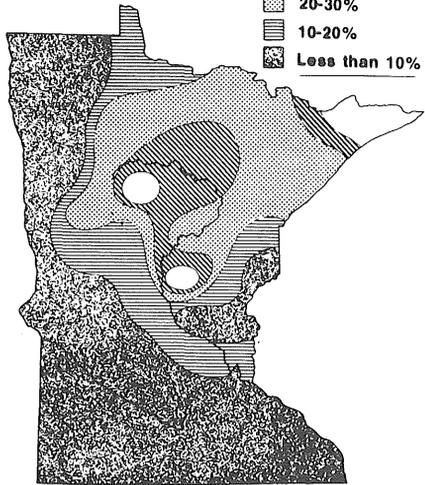
The section also issues "Section 401" certifications. Certification is required of any applicant for a federal license or permit to conduct any activity which could result in a discharge into navigable waters. The "Application for Section 401 Certification" may be obtained from the MPCA Roseville office. There is no fee for this service, and processing normally takes approximately three months, including a possible 30-day public notice comment period.

The Permits Section also develops and issues Certificates of Exemption for the use, possession, sale, purchase or manufacture of polychlorinated biphenyls (PCBs) or products containing PCBs. The application form required is MPCA form E. It may be obtained by mail or in person at the MPCA Roseville office. There is no fee charged for application of Certificates of Exemption. Processing will take approximately three months, allowing for a thirty-day public notice comment period. Certificate of Exemption processing may require a longer period of time when controversial issues arise or a public hearing is requested.

**LAKE CLARITY**

**Percentage of Lakes  
with Water Clarity  
Greater than 12 Feet**

-  Over 40%
-  30-40%
-  20-30%
-  10-20%
-  Less than 10%



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The Permits Section also issues permits for construction and operation of animal waste facilities. For information or applications, contact the section. Applications may also be obtained from the county zoning offices or from the county soil conservation officers. The form needed is the "Permit Application for Construction and Operation of a Livestock Feedlot, Poultry Lot, or Other Animal Lot." There are no fees. Processing takes a maximum of 15 working days.

**Grants Section, (612) 296-7205**

**Duane Anderson, chief**

The Grants Unit of the Facilities Section administers programs which provide financial aid for the planning and construction of wastewater treatment facilities. These programs are in accordance with the federal Water Pollution Control Act and the Minnesota Municipal Facilities Assistance Fund. Any political subdivision of the state that has the legal authority to own, operate, construct and tax for wastewater treatment facilities and has demonstrated a need for such facilities can apply for this aid.

Applications are made to the agency only upon request of the agency after the appropriate public hearings have been held and the agency board has made final approval of the project list. Requests to be placed on the Municipal Needs List so that a municipality is considered for funding should be addressed to the MPCA's Grants Section, (612) 296-7205.

Applications are automatically mailed to all municipalities that are within the range of funding based on annual state and federal appropriations. No fees are charged for making an application for either state or federal assistance. Applications are requested only on an annual basis. Once the application has been received, processing time will average three or five months.

**Technical Review Section, (612) 296-7201**

**Gordon E. Wegwart, chief**

The section is divided into two units — Engineering and Operations/Training. The **Engineering Review Unit** reviews technical plans to see that they conform to federal and state requirements for the construction of wastewater treatment facilities. The section issues approval letters for the construction of both municipal and industrial treatment works, issues permits for Sanitary Sewer Extensions and Liquid Storage Site permits, provides Tax Certification for Industries employing pollution control equipment, and manages the Small Business Administration Loan program.

The **Operations/Training Unit** certifies wastewater sewage treatment plant operators. Fees for certification are:

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application for examination	\$15.00
issuance of certificate	\$15.00
re-examination	\$15.00
renewal (for expired certifications)	\$15.00
reinstatement or reciprocity	\$20.00

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The unit also conducts workshops and seminars to train wastewater treat-

ment facility operators. Certification examinations are given at various locations around the state and the metro area at the completion of wastewater operator training programs. For information and application forms contact the unit at (612) 296-7359. Fees for most seminars are \$40.00 and last three or four days.

The unit offers a program to assist in proper operation and maintenance of municipally owned wastewater (sewage) treatment facilities. The overall objectives are to provide training for the facility operator and to improve the performance of municipal wastewater treatment facilities. This service may be available to a municipality that owns and operates a treatment facility which is not operating properly. For information or to request assistance contact the unit at (612) 296-7296. No initial forms are necessary. A letter requesting assistance is needed from the municipality. There are no fees for this service. Requests are received and evaluated as quickly as possible.

### **Monitoring and Analysis Section, (612) 296-7242**

**John F. McGuire, chief**

The section maintains lakes and waterways in Minnesota by administering restoration grants, collecting and making available pollution information, and by establishing limits for the amount of effluents discharged into lakes and waterways.

Effluent limitations for all discharges of wastewater are established by the section. These limitations are established to insure that dischargers do not violate water quality standards designated for the various waterways and to protect waterways for their designated uses. Potential dischargers may request effluent limitations, which should be accompanied by a map showing the discharge location and affected waterway along with an estimate of the volume and characteristics of the effluent.

To obtain information on existing limitations or to request the establishment of additional effluent limitations contact the section. There are no forms or fees. Tentative effluent determinations usually require two weeks.

Water quality data from over 200 stream stations and more than 1000 lakes throughout Minnesota are stored in the STORET computer system. Data is available from 1953 to the present. For information contact the section at (612) 296-7320. There are no forms or fees for this service. The agency may reject requests for unusually large data retrievals. There is normally a two-week waiting period for data requests.

The **Citizen Clean-Lake Monitoring Program** is sponsored by the section. Under this voluntary public program citizens can measure the relative quality of a lake's water by submerging an 8-inch, white metal disc underwater. This is a water transparency test which generally provides a measurement of algal productivity of a body of water. For information or application forms for this program contact the section. There is a \$5 fee to cover the cost of the Secchi Disc and the analysis of the data gathered on the calibrated cord attached to the disc. Equipment is usually sent within two weeks of the application.

### **Compliance and Enforcement Section, (612) 296-7236**

**Russell C. Felt, chief**

The section enforces all regulations applying to discharges. It investigates all

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complaints, and insures the clean-up of all dangerous spills and leakages. The section monitors the compliance of all municipal and industrial waste discharges to the waters of the state by possessors of National Pollutant Discharge Elimination System (NPDES) permits or State Disposal Permits. For information regarding permit compliance, procedures for modification of waste discharge or manufacturing process, transfer of ownership of permits, reporting forms or for general assistance, contact the section.

The section's **Emergency Response Unit** receives reports of spills and leakages that would detrimentally affect the quality of Minnesota's surface and ground waters and assures that proper clean-up and follow-up is done to protect the state's waters. If you are responsible for, or aware of, a spill or leakage of any substance or material which may cause pollution of waters of the state, immediately contact the unit at (612) 296-7235, or after regular working hours, (612) 296-7373. Usually a spill can be investigated and recommendations made in a period of a few hours. A staff person is on duty 24 hours a day to give general information on the course of action necessary to minimize the adverse effects of a spill.

The section handles complaints dealing with water pollution problems. The complaints administrator attempts to resolve the complaints directly if they exist within the seven county metropolitan area or refers them to the appropriate region if the problem exists outside the metropolitan area. To register a complaint contact the Compliance & Enforcement Section at (612) 296-7367.

### **Division of Air Quality, (612) 296-7331**

#### **J. Michael Valentine, director**

The division enforces and administers all state statutes and federal laws relating to air pollution. In addition to maintaining air quality standards in high-pollutant areas, the division is also engaged in various programs to prevent deterioration of present air quality in clean-air areas. The division also enforces and administers state noise standards.

#### **Air Analysis and Program Development Section, (612) 296-7265**

##### **Bradley J. Beckham, chief**

The section collects information about air pollution and air quality in the state. The section maintains a pre-recorded telephone message, the Pollutant Standards Index (PSI) which reflects air quality measurements in the Twin Cities area for the previous 24 hours. To hear this message, which is updated daily at 2:00 p.m. Monday through Friday, dial (612) 633-6698. For more detailed air quality information, write the section at the agency's address. There are no forms or fees. A general request usually can be processed in two weeks.

The section provides special environmental air monitoring on a limited basis. Requests for special air sampling are approved on an individual basis provided adequate instrumentation and staff time are available. To make requests for this service contact in writing the section, (612) 296-7282. There are no forms or fees.

The section is responsible for developing specific strategies for achieving national air quality standards. The section has prepared a State Implementation Plan, as required by the federal Clean Air Act, which is a strategy of

policies, procedures, and regulations aimed at attaining healthy air in all of Minnesota by the end of 1982. The plan focuses on abating both stationary sources of air pollution (such as factories) and mobile sources (such as automobile traffic). The section also performs all other air quality related planning, and reviews Indirect Source Permit Applications, which are required for new facilities (such as shopping centers) that are expected to attract large volumes of traffic. For application forms, contact the section. There are no fees. Review of applications normally takes approximately one month.

The section also performs air quality assessments and engineering evaluations of air pollution emission sources.

The section studies and helps control noise pollution. The section, at the request of the public or local officials, will work with local governments to develop an appropriate noise ordinance for the community. Furthermore, local officials will be trained in its enforcement and the MPCA staff will advise in the selection and procurement of instrumentation.

The section performs noise surveys and evaluation to try to find solutions to noise problems. For information or to file a noise complaint, contact the section. There are no forms or fees. At least two weeks are required for a survey to be performed and an additional two to three days are required for a report on the results. The complainant will be notified as to the scheduled date and time for the survey. The complainant may be present but this is not required.

The section lends automatic noise monitors to the public so that they can make noise evaluations. For further information or to request a noise monitor contact the section at (612) 296-7340. There are no forms or fees.

### **Regulatory Compliance Section, (612) 296-7371**

**Gary A. Pulford, chief**

The Regulatory Compliance Section is committed to the enforcement of all state statutes and federal laws pertaining to air and noise pollution. The section is divided into three units: Enforcement Unit; Compliance Tracking Unit; and Engineering Review Unit.

**The Enforcement Unit** handles air quality complaints and assures that industries comply with emission limits. The unit conducts inspections of emission sources and develops compliance schedules for polluters violating emission limits.

Persons with general air quality complaints may call the Enforcement Unit at (612) 296-7300. Complaints received about facilities outside of the seven-county metropolitan area are referred to one of the five outstate MPCA regional offices. General complaints usually are processed within two weeks.

Although open burning generally is prohibited in Minnesota, persons may apply for an open burning permit in special instances under controlled conditions. The form needed is the "Open Burning Permit Application." There is no state fee for this permit, although there may be a local fee. Processing usually takes one week, or less. For information or application forms, persons in the seven-county metropolitan area should call (612) 296-7300; persons outside of the metropolitan area should contact their local MPCA regional office.

**The Compliance Tracking Unit** assists in planning performance tests and uses data generated by performance tests to verify compliance with established permits. In addition, this unit prepares and develops procedures for tracking

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the compliance of air emission facilities, as well as maintaining a computer Compliance Data System.

The **Engineering Review Unit** provides primary technical support to the Enforcement Unit. The unit assists the Enforcement Unit in development of enforcement actions and is responsible for final Air Quality permit development.

### **Division of Solid and Hazardous Waste, (612) 297-2735**

**Dale L. Wikre, director**

The division administers the solid and hazardous waste programs. The ground water technical staff and capability of the agency also resides in this division.

### **Program Development and Facility Review Section, (612) 297-2713**

**Rodney Massey, chief**

The section performs technical reviews on permits for solid waste disposal facilities such as sanitary landfills, demolition waste landfills, and transfer stations. The section also performs technical reviews on permits for hazardous waste and industrial waste facilities. For information or applications, contact the Program Development and Facility Review Section. The form needed for solid or industrial waste facilities is "Permit Application for Construction and Operation of a Solid Waste Disposal System." The form needed for hazardous waste treatment, storage, or disposal facilities is "Preliminary Application for a Permit to Construct and Operate a Hazardous Waste Facility." Forms may be obtained by mail or in person. There are no fees.

The section performs intrinsic suitability certifications of sites proposed for solid and hazardous waste facilities consisting of sanitary landfills and demolition waste landfills, sewage sludge and ash disposal landfills, and hazardous waste landfills. This is being performed in accordance with the Waste Management Act of 1980 and its amendments.

The section is to develop an Agency Ground-Water Protection Strategy that will have recommendations for protection of quality of the groundwater resource in Minnesota. The section is also responsible for developing and amending rules related to the management of solid and hazardous wastes and for operating an ambient ground-water quality monitoring program to establish base line data for Minnesota's principal aquifers.

### **Waste Management Assistance Section, (612) 297-2723**

**Curtis J. Sparks, P.E., chief**

The section oversees the planning and development of solid waste management plans, recommends the approval of county plans for solid waste management, determines the eligibility of service areas for modified landfills, administers the packaging program, and administers the agency's program to reduce, reuse, and recycle solid waste materials. Both technical and financial assistance are given to waste management planning activities and to implement activities resulting in reducing waste, recovering energy, or recycling materials from solid waste. Specific assistance in composting, energy recovery, waste

reduction, packaging reduction, public education, and economic evaluations of waste management alternatives is available to the public and private sectors.

### **Regulatory Compliance Section, (612) 297-3356**

**Gordon W. Meyer, chief**

The section issues permits and ensures compliance with the agency's regulations at permitted solid and hazardous waste disposal facilities and investigates solid waste complaints received by the MPCA. For information or to register a complaint, contact the Regulatory Compliance Section. Complaints are acted upon as soon as the information is obtained. If the complaint is taken in the Roseville office, the complaint is forwarded to the appropriate regional office for investigation and necessary follow-up action. In cases where a complaint originates in a county that has taken an active role in enforcing state solid waste regulations or an adopted county solid waste ordinance, the regional office may forward the complaint to an appropriate county official, usually the county solid waste officer.

In addition, the section administers the hazardous waste generator disclosure program. Disclosures that are submitted to the section are reviewed, commented on, and, if appropriate, approved. A Strike Force Unit within the section responds to suspected hazardous waste disposal problems. If a site problem is verified, the Strike Force Unit ensures that the appropriate problem investigation occurs and that necessary resolution of problems is provided. To report a suspected illegal or improper hazardous waste disposal, call the Hazardous Waste Hot Line at 297-2736.

## **Support Units**

### **Office of Planning and Review, (612) 296-7293**

**Janet Cain, director**

The office reviews and prepares environmental impact statements for major projects such as power plants, highways, bridges, taconite plants, and public and private building projects. These environmental impact statements assess the environmental effects of such projects prior to their construction. The office also evaluates and prepares recommendations on agency policy for issues of statewide concern such as acid rain, uranium development and peat development. For information about the environmental impact statement process, or for environmental impact information, see the Environmental Permit Coordination Unit, page 204, of the Department of Energy, Planning & Development Planning Division.

### **Regional Offices, (612) 296-7339**

**Lovell E. Richie, senior executive officer**

The MPCA maintains five regional offices throughout the state to assist the public. If complete service cannot be provided by a regional office, requests for MPCA services will be referred to the agency's headquarters in Roseville, Minnesota.

The five regional offices and directors are:

**Region I**

John Pegors, Director  
1015 Torrey Building  
Duluth, Minnesota 55802  
(218) 723-4660

**Region II**

Larry Shaw, Director  
304 East River Road  
Suite 3  
Brainerd, Minnesota 56401  
(218) 828-2492

**Region III**

Willis Mattison, Director  
116 East Front Street  
Detroit Lakes, Minnesota 56501  
(218) 847-2164

**Region IV**

Larry Johnson, Director  
Box 286  
1104 East College Drive  
Marshall, Minnesota 56258  
(507) 537-7146

**Region V**

Larry Landherr, Director  
1200 South Broadway  
Suite 140  
Rochester, Minnesota 55901  
(507) 285-7343

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**Board of  
Psychology**

717 Delaware Street S.E., Room 343  
Minneapolis, Minnesota 55414  
(612) 296-5419  
Lois E. Mizuno, executive secretary

**Minnesota Statutes, sections 148.88-148.99**

The Board of Psychology grants and renews licenses for the practice of psychology, receives and acts on complaints against board licensees and registers professional psychology corporations.

Licensure is granted to individuals who meet the statutory educational and experience requirements and who take and pass the examination required by the board. Educational and experience requirements for the licensed psychologist (LP) are a doctorate or a master's degree in psychology, or the equivalent of a master's degree in a doctoral program in psychology and at least two full years of professional experience as a psychologist after receiving the training upon which application for licensure is made. Requirements for the licensed consulting psychologist (LCP) are a doctorate plus two years of post doctorate professional experience.

A change in the process of licensure allows individuals to take the exam before completion of the two years experience requirement. Candidates must have completed the degree to obtain the license for which they apply, a master's for the LP and a doctorate for the LCP. Taking the test upon completion of the education requirement spreads the cost of the application fee over two years, \$75 the first and second years. When the individual completes the experience requirement a license will be issued.

Waiver of the objective examination may be granted to persons who are

American Board or Professional Psychology Diplomates or who have passed the objective examination in another state. Examinations are held semi-annually in April and October. Application for admission to examination must be submitted at least 60 days prior to examination. Application information and materials are available at the board office and may be requested by mail, telephone or in person.

The board may suspend or revoke licenses of those licensees found guilty of infraction of the licensing statute or board rule. Complaints should be submitted in writing to the board office. Complaints are forwarded to the Office of the Attorney General for investigation.

Licenses must be renewed every two years. The application fee is \$150 and the renewal fee is \$110. A fee of \$10 is charged for a duplicate license and a penalty fee of \$50 is charged for late renewal.

Professional corporations involving board licensees are registered with the board. Annual reports must be filed by January 1 of each year. Initial registration costs \$100 and annual report registration is \$25.

Board rules are undergoing extensive revision. Inquiries about the new rules should be made to the board office.



## **Public Employees' Retirement Association**

**203 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-7460  
C. Mike McLaren, executive director**

### **Minnesota Statutes, chapter 353**

The Public Employees' Retirement Association (PERA) provides annuities, survivor benefits, and total and permanent disability benefits for public employees. The PERA membership includes over 95,954 persons employed by counties, school districts, cities and townships in Minnesota, and 12,320 retired members. Members of the statewide Police and Fire Fund number 4,665 with an additional 641 retired members. The association deals directly with government officials and employees.

Total PERA regular fund assets amount to almost \$1,102,000,000 of which \$367 million is invested in long term investments, \$257 million in common stock, \$118 million in short term investments, and \$339 million in a post-retirement investment fund. Total Police and Fire Funds are about \$175 million, of which \$69 million is invested in bonds, \$45 million in common stocks, \$23 million in short term investments, and \$34 million in a post retirement fund.

Basic members not covered by social security pay 8% of their salary into the fund, and coordinated members pay 4% of their salary while their employers match that with another 4% which coordinated members can obtain only by drawing benefits.

The governing board of the association is made up of 11 elected members: nine representing active PERA members, one representing the Police and Fire Fund, and one representing the retirees; plus four appointed members: one each from the Minnesota School Board Association, the League of Minnesota

Cities, the Association of Minnesota Counties, and the labor union that represents the most PERA members. Board meetings are held once a month usually at 9:30 a.m. on the fourth Tuesday of the month, at varying locations. Contact the association for specific dates and locations. Meetings are open to the public.

The association provides forms and instructions for filing for benefits. To receive application forms and assistance, contact the association's office. There are no fees for this service. When applications are properly filed, benefits are payable as of the date of eligibility. An annual report is available each year free of charge and is mailed to every member of the fund. Contact the association for free copies.



## Minnesota State Retirement System

529 Jackson Street  
St. Paul, Minnesota 55101  
(612) 296-2761  
Paul L. Groschen, executive director

Minnesota Statutes, sections 3A, 352, 352B, 352C, 352D, 356 & 490

The Minnesota State Retirement System administers separate retirement programs for state employees, correctional employees, unclassified employees, legislators, elective officers, the judicial system and the highway patrolmen's fund (which includes state troopers, conservation officers and crime bureau personnel). The system also administers a deferred compensation plan available to all Minnesota public employees and officials.

The administrative function of the system is vested in the executive director. The policy making and appellate functions are vested in a board of ten members: three members appointed by the governor (one of which must be a constitutional officer or an appointed state official); one retired employee elected by retired employees; one member is designated by the executive committee of the labor organization which is the exclusive bargaining agent representing employees of the Metropolitan Transit Commission, Transit Operating Division; one member elected by and from among the membership of the highway patrolmen's fund; four members elected by state employees. The attorney general is the system's legal advisor. Complaints and appeals may be addressed to the board of directors at the above address, and will be handled at the next regular meeting. Board meetings are normally held the third Friday of February, April, June, August, October and December. The dates may be changed by the board. Information regarding the dates of board meetings are available by calling or writing the office.

The system provides income for covered employees or their beneficiaries upon retirement, disability or death. Benefits are financed from three sources: employee contributions, employer contributions and investment earnings.

Total assets amount to \$797 million. The following funds include post retirement funds: \$676.2 million for state employees, \$58.8 million for the highway patrolmen's fund, and \$8.5 for the judges fund. The legislators fund, \$3.3 million, is made up only of post retirement funds. Only participating in the supplemental fund are unclassified employees with \$14.1 million and the de-

ferred compensation plan which has \$36.1 million in assets. These figures cover the period to June 30, 1981.

The deferred compensation plan invests a portion of the employee's salary each pay period. The employee does not pay income tax on the invested portion until it is received (generally after retirement), and then it is taxed as regular income. The plan is entirely voluntary and is self-supporting through a 2% administrative charge per pay period on the salary deferred.

There is no fee to apply for retirement benefits. Retirement, disability and deferred compensation benefits are paid monthly. Refunds of contributions are paid approximately 15 days after receipt of application.

The system provides written information on its program upon request, and also through retirement presentations. Annually, covered employees are sent statements of account and statements covering the operation of the system. These statements are available without cost. All benefits must be applied for. To receive the proper application form or information on a program, contact the Minnesota State Retirement System.



## Department of Revenue

Centennial Office Building, 2nd Floor  
658 Cedar Street  
St. Paul, Minnesota 55145  
(612) 296-3401  
Clyde E. Allen, Jr., commissioner

Minnesota Statutes, chapters 270-299

**Office of the Commissioner, (612) 296-3401**

**Arthur C. Roemer, deputy commissioner**

The Department of Revenue administers taxes due the state by collecting individual income and corporation taxes, sales and use taxes, the estate, motor fuel taxes, excise taxes on liquor and tobacco, and mortgage registration and deed transfer taxes. The department also collects the telephone gross earnings tax, and taxes paid by the iron ore and taconite mining companies.

The department makes special state aid payments to cities, towns and counties, and evaluates the revenue impact of suggested tax law changes for the governor and legislature. In addition, the department collects the local sales tax for Minneapolis and Rochester and the liquor/lodging tax for the Metropolitan Sports Facilities Commission.

The department is responsible for the overall supervision of local property tax administrators and agencies. There are more than 3,000 local governmental units in Minnesota. The department issues guidelines to ensure that property tax laws are administered uniformly by local governmental units and that the assessments of property are made on an equal basis throughout the state. Also, the department is responsible for determining that cities and counties do not spend more than the limits set by the legislature.

**Office of Legal Research, (612) 296-1022**

**Dorothy McClung, research attorney**

The Office of Legal Research provides legal advice to the commissioner and his staff on tax questions, prepares proposed legislation and rules, and represents the department at hearings and meetings.

**Research Office, (612) 296-3425**

**Daniel Salomone, director**

The Tax Research Office develops and publishes information on the state tax structure and state tax collections. It also prepares revenue estimates of state tax collections for use by the governor and the legislature in establishing the state's biennial budget and prepares studies on the financial impact of proposed law changes.

The following publications on state taxes and state tax collections are available to the public free of charge. Contact the Research Office, Department of Revenue, Centennial Office Bldg., 658 Cedar Street, St. Paul, MN 55145. A certain number of copies of each publication are for free distribution. Copies may be obtained for a nominal charge from the Documents Center, Department of Administration, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000.

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*Minnesota Tax Handbook*, a booklet about state and local taxes, giving amounts collected, current rates, and brief histories.

*Annual Sales and Use Tax Reports*, a statistical bulletin on the amount and source of sales and use tax collections.

*Individual Income Tax*, an annual statistical bulletin on state income tax collections.

*Corporation Income Tax*, an annual tabulation of business income tax collected in Minnesota.

*Property Tax Relief for Minnesotans*, an annual bulletin on the amounts paid and characteristics of claimants for the Property Tax Refund program.

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**Operations Management Unit, (612) 296-3403**

**Robert Turnquist, director**

This office determines methods to increase the effectiveness of the department.

**Revenue Management Program, (612) 296-3403**

**George Winter, assistant commissioner**

The assistant commissioner for revenue management provides overall management direction for the department and is responsible for department administration, operations and production.

**Financial Services Office, (612) 296-3416****Richard Ristow, director**

This office helps the commissioner's office in the preparation and review of the department's budget. It also prepares annual spending plans and provides all fiscal services to the department.

**Personnel Office, (612) 296-3414****Ron Olson, director**

This office recruits, places and trains personnel for the department, directs the Affirmative Action Program and Employee Performance Appraisal System, represents the department in labor relations and coordinates actions between the Departments of Employee Relations and Revenue.

**Systems Office, (612) 296-3430****Mel Karnitz, acting supervisor**

This office identifies the department's information systems needs and coordinates all activities associated with acquisition of the computer services required to satisfy those needs. The Systems Office also has the major responsibility to coordinate and manage the department's forms control program and printing requirements to ensure efficient use and compliance with state and department standards.

**Publications Office, (612) 296-3403****Esme Evans, publications officer**

This office develops informational and instructional materials on taxes and establishes and maintains readability standards for the department's instruction booklets, forms, and other publications.

**Administrative Services Division, (612) 296-3411****Jon Schaefer, director**

The division provides support services for the department, including tax returns processing, accounting, new business applications, word processing, and the securing of office space, supplies, equipment and miscellaneous services.

**Cashier Section, (612) 296-3489**

Taxpayers may file their tax returns in person at the Cashier Section. To pay your tax in person, come to the Department of Revenue, Cashier Section, 1st Floor, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55145.

**Refund Section, (612) 296-2041**

The section controls, records and issues tax refunds. Refund checks payable to a deceased person may be reissued to next of kin on request. Duplicate

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refund checks may be released if a refund is lost or stolen. For information about a refund for an earlier year, call (612) 297-2030.

For forms and assistance concerning refunds, contact this section. Forms needed for reissuing a refund are:

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Form 506, Claim for Refund due Deceased Taxpayer.

Form 507, Affidavit for Collection of Income Tax or Property Tax Refund due a Deceased Taxpayer.

An Affidavit Concerning a State of Minnesota Warrant must be completed before a duplicate warrant can be issued to replace a lost or stolen refund check.

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### **Revenue Accounting Section, (612) 296-3431**

**Steve Kraatz, supervisor**

This section processes transactions and maintains tax accounts for the Department of Revenue and provides account balances on prepayment of estimated taxes. Before contractors or subcontractors can be paid for work performed for the state or any of its subdivisions, a statement verifying that their withholding taxes are paid must be obtained from the section. The form needed is Form IC-134, Affidavit for Obtaining Final Settlement of Contract. For information or affidavit forms, contact the section.

### **Business Records Section, (612) 296-2863**

**Janet Latulippe, supervisor**

The section registers all tax identification numbers used by businesses in the state. Before doing business in Minnesota, a taxpayer must register for a tax identification number. For information and to obtain forms, contact this section.

### **Income, Sales and Use Tax Management Program, (612) 296-3403**

**Gregg Miller, assistant commissioner**

### **Income Tax Division, (612) 296-3781**

**Gerome Caulfield, director**

The division administers all individual income taxes including withholding and fiduciary income taxes, property tax refunds, corporation excise, and bank excise taxes. An individual income tax return (Form M-1) must be filed with the state if a person's annual Minnesota gross income exceeds the amount set for his or her category. Specific filing requirements are listed each year in the income tax instruction booklet.

The division provides information and assistance to taxpayers. For help with income tax questions or forms, persons in the Twin Cities area should call

296-3781. Those outside the metro area should call the division's toll-free number, 1-800-652-9094, or go to one of the 8 district offices listed on the cover of the income tax instruction booklet.

Deaf, hearing impaired, and speech impaired persons can call the department's TTY number, 297-2196, for information or help with tax questions.

For assistance or forms, including withholding tax instructions and tables, contact the Income Tax Division. Forms may be ordered 24 hours a day by calling (612) 297-3737; they may also be obtained from any of the 8 district offices. Income tax laws and regulations may be obtained from the Documents Section, 117 University Avenue, St. Paul, Minnesota 55155.

### **Field Operations Division, (612) 296-6948**

**Chauncey Peterson, director**

The division makes field audits for the Income Tax and the Sales and Use Tax Division. It also makes field collections for the Tax Compliance Division. The division maintains offices outside the Twin Cities Metro Area. Individuals needing copies of forms or instructions can stop in at one of the following locations. All are open Monday through Friday, 8 a.m. to 4:30 p.m.:

#### **Tax Information Lines**

**Income Tax: 296-3781**

**Statewide toll-free:**

**1-800-652-9094**

**Sales & Use Tax: 296-6181**

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**Brainerd**  
108 South 6th Street

**Moorhead**  
8th Street & 4th Avenue South  
Townsite Center, Room 200

**Duluth**  
727 Board of Trade Bldg.  
301 West First Street

**Rochester**  
316 Elton Hills Drive

**Mankato**  
11 South Avenue  
North Mankato

**St. Cloud**  
2700 First Street North  
Suite 103

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### **Sales and Use Tax Division, (612) 296-6181**

**John Majerle, acting director**

The division administers the state sales and use taxes. The division also administers the local sales tax for Minneapolis, Rochester, and the Minneapolis Stadium Liquor/Lodging Tax.

The division publishes a free booklet, *Minnesota Sales and Use Tax Instructions*, which tells how and when to file sales tax returns, and gives general information on the sales and use taxes. For a copy, write to this division, in

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care of the Department of Revenue. Copies of the Minnesota Sales and Use Tax Law cost \$2.00 plus tax, and the Minnesota Sales and Use Tax Rules cost \$9.00 plus tax. Both are available from the Documents Center, Department of Administration, 117 University Avenue, St. Paul. Copies are sent free to sales tax permit holders on request.

### **Audit and Information Group, (612) 296-6181**

#### **Clarence F. Ganje, group chief**

The group answers all questions about the state sales and use tax and the local sales taxes for Minneapolis, Rochester, and the Minneapolis Stadium Liquor/Lodging Tax. For help with sales and use tax questions and for all types of forms, contact the Audit and Information Group at the Department of Revenue.

### **Tax Compliance Division, (612) 296-3455**

#### **Garfield Smith, director**

The division collects the balance of any unpaid taxes assigned to the Department of Revenue, except for alcohol, cigarette and tobacco taxes.

### **Review and Information Group, (612) 296-7046**

#### **A. Bernard Holland, group chief**

The group examines all delinquent tax accounts to determine the best method of collection. They decide whether to telephone or write the person, to visit the home or business, or take immediate legal action.

### **Communications Group, (612) 296-3455**

#### **Jerry A. Wickboldt, group chief**

The group calls or writes persons who owe delinquent taxes. The unit answers questions from persons concerning the type of late tax owed, interest and penalties on late taxes, and action taken if the late taxes are not paid. For questions about delinquent taxes, contact the Communications Group.

### **Actions Group, (612) 296-7983**

#### **Don Trimble, group chief**

The group takes the needed administrative, enforcement or legal steps to ensure that delinquent taxes are paid.

### **Transactions Group, (612) 296-1905**

#### **Gayle Monson, group chief**

The group researches data on file to determine if any internal errors exist and makes the necessary adjustments to accounts. The group also reviews requests to reduce penalties and/or interest for late payment of withholding, sales, or income taxes. Requests to reduce penalty and/or interest for late payment of

taxes should be made in writing to the commissioner of the Department of Revenue.

**Property and Special Taxes Management Program,  
(612) 296-1022**

**Dennis Erno, assistant commissioner**

**Property Equalization Division, (612) 296-5131**

**Lyle H. Ask, director**

The division provides overall supervision for the state's local property tax administrators and agencies. It issues guidelines to ensure that property tax laws are administered uniformly by local governmental units and that assessments of property are made on an equitable basis throughout the state.

**Property Appraisal Section, (612) 296-5131**

**William E. Slavin, assistant director**

The section supervises local and county assessors and boards of review and provides technical assistance for the appraisal of unique or complex properties. They make recommendations on requests for certain reassessments, exempt status applications and particular cases involving the reduction of assessed values.

**Abatements and State Deeds Unit, (612) 296-5139**

**Patricia Zentzis, supervisor**

The unit issues deeds to persons who buy tax-forfeited land. Each county board of commissioners administers the sale of tax-forfeited land within its county. The unit also processes applications for reduction of property taxes or of assessed values of real and personal property. Applications for these reductions must be made to the county auditor and be approved by the county board of commissioners before they are sent to the unit for final approval.

For information about buying tax-forfeited land in any county or for applications and information about reductions in property taxes or property values, persons should contact their county auditor's office. County officials may contact the Abatements and State Deeds Unit at the Department of Revenue.

**State Assessed Properties Section, (612) 296-5134**

**Gerald D. Garski, manager**

The section assesses certain properties not assessed by county or local assessors, including commercial airflight property, public utilities, pipeline companies and railroad property. For information or forms, contact the section.

**Classroom Education Section, (612) 296-5145**

**Michael P. Wandmacher, manager**

The section develops and conducts instruction in assessment procedures and appraisal theories, portions of which are applicable to the licensing of qualified

assessors by the state Board of Assessors. The classes also provide continuing education for qualified assessors and information about new property tax laws. For information about classes and application forms, contact the section.

**Educational Information Section, (612) 296-5138**

**Ralph A. Pavек, manager**

The section provides local tax authorities with assistance and information on current property tax laws and new legislation and revised county property tax forms. For information and assistance, contact the section.

**Estate and Fiduciary Tax Division, (612) 296-3475**

**Michael N. Lyons, Jr., director**

The division collects taxes on the estates of deceased persons. The personal representative of the estate is responsible for filing the Minnesota Estate Tax Return, Form ET-1 (for deceased Minnesota residents) or ET-3 (for nonresidents). The return must be filed within nine months of the person's death. For information, answers to estate tax questions, or forms, call or write this division.

The division is also responsible for audits of Fiduciary Income Tax returns.

A person receiving real or personal property from a deceased person must file an inheritance tax return within one year after the person's death. The form needed is Form IG-1, available at this division. The inheritance tax has been repealed as of January 1, 1980. A new estate tax law will apply to the estates of persons who die on or after that date.

For information about the new estate tax or help with inheritance tax questions and forms, or to obtain a free information booklet on inheritance taxes, contact this division. A detailed booklet about inheritance taxes is also available for \$.50 from the Documents Section, Department of Administration.

The gift tax applies to gifts made before January 1, 1980. The person making the gift must file a gift tax return no later than April 15 of the year after the gift is made. The form needed is Form IG-100. There is no state tax on gifts made on or after January 1, 1980.

The Inheritance and Gift Tax Division also is responsible for audits of Fiduciary Income Tax Returns.

**Alcohol, Tobacco, and Special Taxes Division, (612) 296-3482**

**Howard W. Anderson, director**

The Alcohol, Tobacco and Special Taxes Division collects taxes on alcohol and tobacco, and gross earnings taxes on certain types of companies. The division also administers the rural electric cooperative tax, the boxing exhibitions tax, the mortgage registry tax, and the deed transfer tax. The division's office address is 906 Capitol Square Bldg., 550 Cedar Street, St. Paul, and its mailing address is in care of the Department of Revenue, St. Paul, MN 55145.

**Beer and Liquor Tax Section, (612) 296-3482**

The Beer and Liquor Tax Section collects taxes on wines, distilled spirits

and fermented malt beverages imposed at the wholesale distribution level. For more information contact this section. The following forms are used:

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- Form LB-52-C, filed monthly by beer wholesalers.
  - Form LB-300, manifest of liquor shipment, filed by wholesalers shipping liquor into Minnesota.
  - Form LB-56, filed monthly by liquor distributors.
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**Cigarette and Tobacco Tax Section, (612) 296-3482**

The section administers the cigarette and tobacco tax laws and issues licenses for cigarette and tobacco distributors and subjobbers. For information and forms which must be filed by cigarette and tobacco products businesses, contact the section. Forms used include:

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- Form CT-101, license application for distributors and subjobbers of cigarettes and tobacco.
  - Form CT-206, information return filed by common carriers transporting tobacco products into Minnesota.
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The following fees are required annually:

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- Tobacco products distributor fee is \$37.50 per year
  - Cigarette distributor fee is \$150 per year, plus assessment fee of \$100 per year.
  - Subjobbers:
    - Tobacco fee is \$10 per year
    - Cigarette fee is \$12 per year, plus cigarette assessment fee of \$43.75 per year.
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**Gross Earnings Tax Section, (612) 296-3482**

The section administers the various gross earnings taxes. Rates are from 4 to 7 percent depending on the type of company. For information and forms, contact this section. The following forms are used in the administration of the gross earnings taxes:

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- SP-830 .....railroads transporting taconite
  - SP-831 .....freight line companies
  - SP-832 .....trust companies
  - SP-833 .....telegraph companies
  - SP-834 .....express companies
  - SP-835 .....telephone companies
  - SP-836 .....telephone and rural switching companies
  - SP-837 .....railroads
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Other taxes administered by this division and forms required are:

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Rural electric cooperative tax — form SP-1
Boxing exhibition tax — form SP-5
Mortgage registry tax — form SP-8 (filed by county treasurers)
Deed transfer tax — (forms filed by county treasurers)

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### **Local Government Aids and Analysis Division, (612) 296-2246**

**Wallace Dahl, director**

The division conducts a yearly assessment/sales ratio study to determine the adjusted assessed valuations of school districts. The values determined by the sales ratio study are used as a basis for determining the property taxes to be levied by school districts for school maintenance purposes. The division collects information on property tax valuations, mill rates, and levies from county auditors and assessors. The property tax information that is collected is used by the governor and the legislature for policymaking decisions. The division determines and pays to local units of government the following state aids: homestead credit, wetland credit, native prairie credit, reduced assessment credit, and local government aid credit. The division administers the levy limitation laws for local units of government.

### **Petroleum Division, (612) 296-3511**

**James F. Dagen, director**

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<b>Office Address:</b>	<b>Mailing Address:</b>
1276 University Avenue St. Paul, Minnesota 55104	Centennial Office Building St. Paul, Minnesota 55145

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### **License Section, (612) 296-3511**

**Ronald E. Doughty, supervisor**

The License Section issues and renews licenses for distributors, special fuel dealers, bulk purchasers and motor carriers. The section also receives the financial statements and surety bonds which may be required for filing with the license application. For an information packet describing the types of taxes or licenses, contact this section. Licenses, permits and fees issued by this section are:

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Motor carrier license — \$10 fee annually. If an interstate motor carrier uses Minnesota highways less than four times a year, a trip permit may be obtained in place of a motor carrier license. The fee is \$5 for each trip permit.

Petroleum distributors license — \$5 fee annually. This license is required of a distributor of petroleum products in Minnesota.

Special fuel dealers and bulk purchasers license — \$5 fee annually. Dealers in special fuel and bulk purchasers need this license.

Petroleum transport permit. There is no fee. Businesses transporting petroleum products in Minnesota must obtain this permit annually.

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### **Collection Section, (612) 296-3518**

#### **Ronald E. Doughty, supervisor**

The Collection Section collects the motor fuel and aviation fuel taxes received from tax returns filed by distributors, special fuel dealers, bulk purchasers and interstate motor carriers. For necessary gasoline and special fuel tax forms and help in filling out forms, contact the section. Tax return forms are listed below:

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Form PDA 46 — gasoline tax and inspection fee return. This form must be filed monthly by distributors who receive petroleum products in Minnesota for further distribution.

Form PDA 49 — special fuel tax return. This form must be filed monthly by special fuel dealers and bulk purchasers of special fuel.

Form PDA 70 — road tax return. This form must be filed no later than the last day of April, July, October and January by motor carriers base licensed in other states who travel in Minnesota. However, motor carriers base licensed in North Dakota and Wisconsin do not have to be licensed or file a Minnesota road tax return.

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### **Office Audit Section, (612) 296-6112**

#### **Raymond (Brin) Rauscher, supervisor**

The section performs office audits of tax returns and terminal reports and maintains files on licensed accounts.

The section also handles aviation gasoline, aviation special fuel, and road tax refund claims and issues refunds. Claims for refunds on aviation gasoline or aviation special fuel must be filed on or before April 15 of the year following the year in which the fuel was purchased. Claims for refunds on the road taxes must be filed within 30 days of the date of payment of the tax to the other state. Claim forms are available from the Petroleum Division on request.

### **Field Audit Section, (612) 296-6112**

#### **Donald W. Sahlin, supervisor**

The section conducts periodic audits of all petroleum product distributors, special fuel dealers, special fuel bulk purchasers and motor carriers paying the road tax. This section also attempts to find persons operating without required state licenses and teaches new license applicants the proper record keeping methods and instructs them about the reports they have to file. For information on record keeping and preparing reports, contact the Audit Section.

## Minerals Tax Division, (218) 744-5364

**Dwight E. Lahti, director**

The Minerals Tax Division, headquartered in Eveleth, Minnesota, administers all taxes related to minerals and/or the mining industry. The division assesses, collects, and audits Minnesota's Occupation Tax, Gross Earnings Tax on Taconite Railroads, Royalty Tax, Sales and Use Tax, Income Tax and Taconite Production Tax. It also distributes taconite production tax revenues to the local taxing districts.

This division also evaluates and appraises iron ore and taconite reserves and furnishes the value of these reserves to the county auditors so that they can determine the amount of local property tax to be paid on them.

In addition, the division is developing a computer-assisted Minerals Information System designed to store and retrieve all existing mineral-related data on any given property, including estimating mineral reserves.



## Southern Minnesota Rivers Basin Board

Room 600 American Center Bldg.  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
(612) 296-0676

**Marilyn D. Lundberg, executive secretary**

### Minnesota Statutes, chapter 114A

The Southern Minnesota Rivers Basin Board (SMRBB) has eleven members, all residents of the basin. Five plus the chairman are appointed by the governor, and five are elected by county commissioners in the basin.

The board was created in 1971 to develop and implement a comprehensive plan for the basin. The major flood disasters of 1965 and 1969 highlighted the need for such a plan based on the actual drainage area. This area includes the watersheds of streams tributary to the Minnesota River and streams tributary to the Mississippi River south of its confluence with the Minnesota River at Fort Snelling in the Twin Cities. This includes all or parts of 45 counties.

The board cooperated with the U.S. Department of Agriculture as they conducted a study of this area. During this study the board involved local people and served as the coordinating agency for local, state and federal contributions to the plan. The study was completed in April 1980.

This study was conducted in phases and the board has been working for several years on measures needed to carry out components of the plan. They recommended a federal implementation study for a large area subject to flooding in southwest Minnesota. The Soil Conservation Service and the Corps of Engineers work together on this study which commenced in 1978. The board formed and chairs an advisory committee for this study comprising federal, state and local interests, and is assisting with citizen participation.

In southeast Minnesota the results of the study indicated erosion and water quality are the main resource problems. The board is providing information to

those in the area about local, state and federal programs to insure a better understanding of the problems and measures needed to resolve them, and is assisting with the coordination of efforts between various units of government.

The board is active in coordinating and communicating resource programs of various agencies with the public and sponsors public meetings and tours.

The information the board compiled about resource problems and recommendations for a course of action on how to manage them is published in "The Minnesota River Basin Report," February 1979 and "The Southeast Minnesota Tributaries Basin Report" April 1980. The board also has a "Southern Minnesota Rivers Basin Board 1981 Report" which summarizes the board's activities and plans. For free copies of these reports contact the board office.



## Minnesota Department of Public Safety



211 Transportation Building  
St. Paul, Minnesota 55155  
(612) 296-6953  
John P. Sopsic, commissioner

Minnesota Statutes, chapters 12, 168-171, 297A-299I, 340.

The Department of Public Safety administers and enforces laws relating to drivers, vehicles, traffic, liquor, natural and man-made disasters, criminal activities and fire risks. Its principal responsibility is to maintain a safe environment for citizens by developing, operating and coordinating programs and activities relating to the safety and convenience of the public.

### Office of Public Information, (612) 296-6652

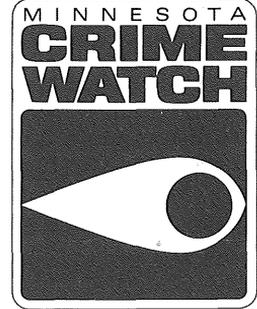
Harlan Olson, director

The office provides information and educational services concerning the operations of the department and safety oriented topics. The office has available a variety of pamphlets and written material, including the *Minnesota State Drivers Manual*. The office will answer specific questions about Minnesota's traffic laws. They do not offer legal opinion or interpretation, but can tell an inquirer the applicable state statute. For information or to request materials, contact the Office of Public Information, 318 Transportation Building, St. Paul, Mn. 55155. There are no charges for any of the materials.

The office operates a film library of over 2000 prints of over 300 separate films. Topics are on traffic and highway safety themes, including driving, pedestrian, motorcycle and bicycle safety. All films are 16 mm with sound. Films are available to schools and interested groups. To request a film contact

the Film Library, Room 180 South, Griggs-Midway Bldg., 1821 University Avenue, St. Paul, MN 55104, or call (612) 297-3939. Demand is heavy, so persons planning programs should request films as early as possible.

The office also operates the Minnesota Crime Watch program. The program is brought to the people of Minnesota through crime watch representatives in local police and sheriffs' departments. Information, assistance and a variety of materials are available to those local representatives. For information or to request materials, contact the Minnesota Crime Watch at the Office of Public Information, (612) 296-7541. There are no charges for any of the materials.



### **Office of Personnel, (612) 296-2905**

**Vonnie Schaefer, director**

The office provides professional development and training opportunities for department employees and handles the personnel services for employees and job applicants. They screen all job applicants for the department, schedule interviews, and give some civil service tests. Interested applicants can find out about current job openings and request application forms by calling or stopping at the Office of Personnel. Information regarding upcoming tests is available from the Department of Employee Relations, 3rd Floor, Space Center Building, 444 Lafayette Road, St. Paul, Mn. 55101, (612) 296-2616.

### **Office of Fiscal and Administrative Services, (612) 296-6994**

**Frank Ahrens, acting director**

The office provides fiscal and nonfiscal support to the other units of the Department of Public Safety. The fiscal section maintains all financial accounts, prepares and monitors the budget, processes all bills for payment, and controls the departmental payroll processing. The administrative services section coordinates purchasing, printing, contracts, leases, telecommunications, and building maintenance with other state departments. It also provides inventory management and a storage facility for records, general office and some special supplies for the department.

### **Office of Traffic Safety, (612) 296-6953**

**Thomas A. Boerner, director**

The office is responsible for the planning and administration of a statewide traffic safety program in accordance with the requirements of the Highway Safety Act of 1966. Federal funds are available to assist state and local units of government in implementing programs to reduce traffic accidents. Program areas eligible for funding include police traffic services, emergency medical services training, alcohol programs to reduce crashes, traffic records system

development, and motorcycle training. Services to the public include distribution of traffic crash data and safety reports, and assistance in preparing project applications for approved program areas. For information and assistance concerning local traffic safety programs, contact the Office of Traffic Safety. There is no charge for services.

### **Office of Planning and Analysis, (612) 296-7589**

**Frederick J. Logman, director**

The office provides professional staff support to the department's management and operating divisions by assisting in short and long-range planning, conducting internal management studies, legislative and budget review, development of computerized systems, and implementing approved recommendations of studies and audits. This office provides no services directly to the public.

### **Bureau of Criminal Apprehension, (612) 296-2662**

**John D. Erskine, acting superintendent**

The bureau assists local law enforcement officials and other peace officers of the state in the apprehension of criminals. The bureau places investigators throughout the state to assist in investigations of major crimes including the illegal sale or possession of prohibited drugs, homicide, burglary, and organized criminal activities. The bureau also conducts police science training courses, scientific examination of the crime scenes, and laboratory analysis of evidence and maintains a criminal justice information and telecommunications system.

Law enforcement officials may avail themselves of these services by writing to the Bureau of Criminal Apprehension, 1246 University Avenue, St. Paul, MN 55104. For special services, all without charge, call the following numbers:

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General investigative services	296-2662
Narcotic investigative services	296-2831
Police training services	296-6482
Laboratory services	296-2665
Criminal justice information services	296-2252

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The bureau issues police radio permits to qualified persons. Minnesota Statutes, section 299C.37 states that no person other than a peace officer within the state shall equip any motor vehicle with radio equipment capable of receiving a police emergency frequency without first obtaining permission to do so from the superintendent of the bureau. Persons seeking a radio permit must provide the bureau with information concerning the frequency to be monitored, the need for such monitoring, the type of equipment to be used and the make of the vehicle in which it is installed. Written authorization bearing the signature of the chief law enforcement official whose frequency is monitored must also be submitted. Specific information and application forms may be obtained by contacting the Bureau of Criminal Apprehension. There is no fee for this permit. Application forms are available from the bureau. It may take three to five weeks to receive a permit.

The bureau provides statistical information relating to crimes and crime trends in Minnesota. This information may be obtained by contacting the Bureau of Criminal Apprehension. There are no fees or forms. All requests are handled as they are received.

The bureau performs administrative tasks for the Private Detective and Protective Agent Licensing Board. The board reviews all applications for private detective protective agent licenses and approves or denies issuance of these licenses. The applicant must have reached the age of majority and not be convicted of a felony. For information or to request an application and bond form, contact the bureau. The form must be completed in duplicate. The licensing procedure takes at least four weeks. To determine the appropriate licensing fee and application requirements contact the board at 1246 University Avenue, St. Paul, MN 55104.

### **Driver and Vehicle Services Division, (612) 296-6911**

**Marlene Swanson, director**

The division registers motor vehicles, issues ownership certificates, processes applications received through the mail, licenses motor vehicle dealers and registers bicycles. It tests, evaluates and licenses all drivers, maintains records of all moving violations and accidents, records locations of every reported accident and assists in driver education efforts. The division also supplies driver and vehicle information to the public. All information requests made by phone are made to an information service center. Contact the Driver and Vehicle Services Division, 161 Transportation Building, St. Paul, MN 55155.

### **Vehicle Services, (612) 296-6911**

**Jack Wildes, administrator**

**Public Counter Title, Re-registration Processing, Accounting and Agency Services Section, (612) 296-7932**

**Ray Pogue, supervisor**

The section maintains the public counter in the Transportation Building, provides information to the public concerning motor vehicle records or license plate applications and refunds motor vehicle registration tax. Staff answer inquiries concerning driver license, motor vehicle registration, motor vehicle records, and motor vehicle registration and excise tax. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul.

The section also provides the division with the services of inventory and audit control, mail, microfilm, records retention and licensing motor vehicle dealers. In addition, it registers trucks and truck-tractors other than prorate with an annual tax greater than \$300.00 per unit by accepting a down payment and two installments. The down payment is \$300.00 or one-third of the tax due, whichever is greater, and the two installments are each equal to half the remaining balance. Installment payments are due July 1 and November 1.

For information write, visit, or call the Driver and Vehicle Services Division, 159 Transportation Building, St. Paul, MN 55155. There are no forms for information requests. The charge is \$1.25 for record search by license plate

number and \$2.00 for search by name or vehicle identification number. Most questions are answered immediately. Record information which is requested by mail requires at least four days.

The section accepts title applications, issues plates/stickers and receipts at the public counter, and handles vehicle title transfers. The section also handles duplicate title and plate applications. The section is responsible for its own record processing.

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#### Forms Used Include:

Title and registration application	DPS 2000
Duplicate title and plate application	DPS 2067
Grant, reassign, or release a lien	DPS 2017
Refund request form	DPS 2511
Correct certificate of title	DPS 2025

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#### Taxes and Fees are:

Add \$2.50 (\$3.25 as of 1-1-83) filing fee to charges listed below for each vehicle transaction whether conducted by mail or in person. No transactions are conducted by phone. Passenger vehicles and pickup trucks are taxed on their base value with a declining tax over a ten year period. Minimum tax is \$23.00 for 1982 and \$28.00 for 1983.

Motorcycle tax	\$10.00
Motorized bicycle tax	6.00
Semi-trailer tax	11.00
Pioneer (antique) car tax	6.00
Classic car tax	6.00
Collector-type vehicle tax	20.00
Street rod vehicle tax	25.00
Handicapped plates	no charge
Tax exempt plates	1.25
Personalized plates (issued for life)	100.00
Amateur radio operators and citizen band plates	10.00

All other trucks, trailers, recreational vehicles and buses are taxed on the basis of gross weight. Excise (sales) tax is 5% of vehicle sale price.

Title fee	\$2.00
File lien on title	2.00
Reflectorized plate fee	
a pair	.50
a single plate	.25
Duplicate plates	3.00*
Duplicate title	4.00
Duplicate title card	.50
Reassign security interest	1.00
Amend registration	3.00
PCA (recycle) tax	1.00

\*Note: Exceptions for duplicate plates for:

Pioneer, classic, and collector plates	2.00
Street rod	5.00

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**Deputy Registrar Title and Re-registration Processing, and Bicycle Licensing, (612) 296-6911**

**Carl Peaslee, supervisor**

The section audits every application submitted by the deputy registrar's branch offices to assure payment of fees for license plates or stickers, transfer of vehicles or other services offered by the deputy registrar offices. The documents submitted to a deputy registrar are examined and processed, and motor vehicle registration and excise tax is refunded to qualified applicants. Applicants are informed of any additional information that must be submitted for registration or title application, and they are provided with a telephone number on all correspondence. Forms and fees are the same as those for the Public Counter Section above.

Bicycles are licensed at the central office, and through deputy registrars and bicycle dealers appointed as registrars. The proper form is provided by the section. The license fee is \$3.00 plus a \$1.00 service cost. A duplicate license or registration card costs \$1.00 plus the \$1.00 service fee. The license is good for three years.

**Mail Title and Re-registration Processing Section, (612) 296-6911**

**Al Lindholm, supervisor**

The section examines and processes documents submitted through the mail. The section's functions are similar to those of the Deputy Registrar Title and Re-registration Processing Section above, except the plates and stickers that are issued must also be mailed to the applicants. Forms and fees are the same as those for the Public Counter Section, above. The section is also responsible for processing of special plates such as personalized plates.

**Accounting and Agency Services Section, (612) 296-6911**

**Ray Pogue, supervisor**

The section provides the division with the services of inventory and audit control, mail, microfilm, records retention and licensing motor vehicle dealers.

**Partial Pay Section, (612) 296-6911**

**Ed Kopcinski, supervisor**

The section registers trucks and truck-tractors other than prorate with an annual tax greater than \$300.00 per unit by accepting a down payment and two installments. For information, contact the Driver and Vehicle Services Division, Partial Pay Unit, 157 Transportation Building, St. Paul, MN 55155. Forms are supplied by the unit. The down payment is \$300.00 or one-third of the tax due, whichever is greater; and the two installments are each equal to half the remaining balance. Installment payments are due July first and November first.

**Prorate and Reciprocity Section, (612) 296-2138**

**Marilyn Gaiovnik, supervisor**

The section issues plates/stickers to Minnesota based trucks and trailers

operating interstate. The section provides trip permit and temporary authorization for operation in Minnesota. For information and application, contact the Driver and Vehicle Services Division, Prorate and Reciprocity Section, 162 Transportation Building, St. Paul, MN 55155. Forms are available from the section. Fees depend on the gross weight of the vehicle licensed. The standard filing fee of \$2.50 (\$3.25 as of 1-1-83) per vehicle is also charged. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.).

### **Driver Services, (612) 296-6911**

**Harold Peterson, administrator**

### **Licensing, Records and Control Section, (612) 296-6911**

**Robert Knutson, chief**

The section processes applications, issues driver licenses and maintains an accurate record of all violations, accidents, and department actions on an individual basis. They maintain these records for at least five years. These records include all violations and accidents that occur in other states and Canada as well as Minnesota.

This section will provide a copy of violations and license status of an individual. They also issue donor certificates (allowing the use of all organs for transplants), identification cards for non-license residents, and provisional class B and class C licenses. A provisional license does not allow a person to drive for hire. License renewals may be made at all clerk of court offices.

Apply for state picture ID cards in person wherever a drivers license can be renewed. ID cards cost \$6.00, require a birth or baptismal certificate, or passport, and are mailed to applicants within 45 days. For more information contact this section at 108 Transportation Bldg., St. Paul, MN 55155.

License application forms are the same for class A, B, C, duplicate and provisional. A request for a copy of violation and license status must include full name, date of birth, license number and return address.

Type of License	License Fee
Class A, valid for all types of vehicles	\$20.00
Class B, valid for all single-unit vehicles	15.00
Class C, valid for all single-unit and two axle vehicles under 24,000 pounds gross weight	10.00
Provisional class B	10.00
Provisional class C	6.00
Moped (motorized bicycle) permit	4.00
Duplicate, all licenses	3.00
Duplicate, moped	3.00

A mailed or in person request for a copy of a driving record is \$2.00 and an additional 50¢ is charged to certify the copy.

Provisional licenses expire on the eighteenth birthday. Regular class A, B, and C licenses expire on the birthday four years after issuance. Normal time

for issuance of licenses is three weeks from application. Allow five days for a copy of violation and license status. For an in-person request allow two and a half hours.

**Driver Evaluation Section, (612) 296-6911**

**Neil Werdal, chief**

The section interviews individuals whose record warrants possible license suspension, cancellation or revocation. Hearings are held for drivers with suspended, cancelled or revoked licenses.

The section interviews, by appointment, drivers who may possibly lose their licenses. These interviews inform the individual of the possible action that may be taken if the poor driving habits continue. Interviews are held at county clerk of court offices, driver license examination stations and section offices. A hearing will be held for any person whose license has been revoked, suspended or cancelled. The person may qualify for a limited license. A limited license allows an individual to continue to drive for specific purposes. No appointments are given for license hearings. Requirements for a limited license are shown on the notice of withdrawal of the license.

For information, a hearing or an interview, contact the Driver and Vehicle Services Division, Driver Education Section, 108 Transportation Building, St. Paul, MN 55155. There are no forms or fees. Hearings are held on a first come, first serve basis. Hearings are held during normal office hours; 8:00 a.m. to 4:30 p.m. Generally, a hearing requires a two to three hour wait. Interviews are held Monday through Friday by appointment.

**Accident Records Section, (612) 296-6911**

**Mark Pelletier, supervisor**

The section maintains a file of accident records, compares all accidents and places them on file, verifies insurance for all vehicles in reported accidents, and records the location and cause of every reported accident.

A request for a copy of the police officer's report may be made only by persons involved in the accidents. For accident reporting forms or photocopy of officer's report, contact the Driver and Vehicle Services Division, Accident Records Section, 110 Transportation Building, St. Paul, MN 55155.

There is a form used to request the officer's report, but it is not required for a request. Using the form enables faster processing. If the form is not used, then this information is required: name of persons involved, date and location of accident and a statement from an involved person authorizing the photocopy. A fee of \$4.00 is charged for the records search necessary to obtain a copy of a police accident report. A mailed request takes five working days. An in-person request takes one hour.

**No-fault Insurance Compliance Section, (612) 296-6911**

**Jerome L. Jacobson, supervisor**

The section identifies uninsured motorists by verifying motorist certified insurance statements from motor vehicle registration records and monitoring insurance information from all reported accidents. If the section has no record of a motorist's insurance they will contact the motorist. If the motorist does not

provide proof of insurance the section will suspend the license. For information on license suspension due to lack of insurance contact the No-Fault Insurance Section.

### **Field Services, (612) 296-6911**

**John Mittelstadt, administrator**

### **Driver Clinics and Training Section, (612) 296-6911**

**Rollis Odendahl, supervisor**

This section assists county courts with alcohol safety legislation. DWI (driving while intoxicated) and driver improvement clinics, driver education programs, and licensing commercial driver training schools. The section will provide locations of all clinics and answer all questions concerning driver education or driver training schools. Contact the section for more information.

### **Driver Examining Section, (612) 296-6911**

**Robert Burmeister, chief examiner**

This section conducts written and road tests for all persons attempting to qualify for any class of driver license. Tests are given throughout the state. Contact the local clerk of court office for location and time of examination in that area. The section prints a *Driver Manual* which is available to the public. For information or to receive the manual contact the section.

There are no forms or fees for regular tests. There is a fee for motorcycle and school bus endorsement tests of \$2.50. A reinstatement fee of \$30.00 is required on all revocations. There are no appointments for the written test, but road tests usually require an appointment. The *Driver Manual* may be received immediately from an examining station or clerk of court office.

Field representatives provide training, supervision, technical assistance, guidance and counseling for all driver license activities in their assigned area, and also provide training and technical assistance to motor vehicle deputy registrars and their employees.

## **Schedule of Driver License Examinations**

These times and dates are effective as of July 1, 1981. Persons may report to the examiner at any of these stations for an appointment for a driver's test for auto, motorcycle and school bus license. Appointments are handled on a first come first served basis. Applicants who do not appear on time for an appointment will have their time given to someone else and will be required to make a new appointment. No appointment is necessary for a written test. Appointments for road tests will not be made until a written test and vision check have been completed.

### **Written Tests Only**

Duluth, 1123 Mesabi Ave. Mon. through Friday . . . 9:30 a.m. to 6:00 p.m.  
 Minneapolis, 420 E. Lake St. Mon. through Friday . . . 12:00 p.m. to 8:00 p.m.  
 St. Paul, 463 N. Snelling. Mon. through Friday . . . 12:00 p.m. to 8:00 p.m.

### Driver and Written Tests

Stations not marked with an asterisk (\*) have no clerk on duty and give written tests only at 10:00 a.m. and 2:00 p.m.

\*Stations have a clerk on duty and written tests are given continuously up to 45 minutes before closing time. With the exception of Anoka, Austin, Duluth, Mankato, Minneapolis, Proctor, Rochester, St. Paul and Virginia, all stations are closed 12 noon until 1:00 p.m.

\*\*Stations giving written tests only at 10:00 a.m.

†Driver license renewals are available at these examination stations. Renewals are handled up to 30 minutes before closing time.

M-Tu-W-Th Stations open extended hours from 8:00 a.m. to 8:00 p.m. from May 1 through October 31 on day of the week indicated by initial.

	STATION LOCATION	DAYS (Except Holidays)	HOURS
	Ada-Law Enforcement Center ..	Thursday .....	9:30 a.m. to 3:30 pm.
	Aitkin-Village Hall .....	Friday .....	9 a.m. to 4 p.m.
	*Albert Lea-Court House .....	Thursday, Friday...	8 a.m. to 5 p.m.
	*Alexandria-Armory .....	Monday, Tuesday ...	8 a.m. to 5 p.m.
	†*Anoka-2665 4th Av. No. ....	Mon. through Fri.	8 a.m. to 4:30 p.m.
	†*Austin-401 2nd Ave. N.E. ....	Mon., Tues., Wed.	8:30 a.m. to 4:30 p.m.
	Bagley-Court House .....	Wednesday ...	9:00 a.m. to 4:30 p.m.
	**Baudette-V.F.W. Club .....	Thursday ....	10:00 a.m. to 2:30 p.m.
	†*Bemidji-State Office Bldg. ....	Mon., Tues., Thurs	8 a.m. to 5 p.m.
	Benson-Court House .....	Thursday .....	8:30 a.m. to 4:00 p.m.
	*Blue Earth-Municipal Bldg. ....	Thursday .....	8:30 a.m. to 4:00 p.m.
Tu	*Brainerd-City Hall .....	Monday, Tuesday ...	8 a.m. to 5 p.m.
	Breckenridge-Court House .....	Tuesday .....	9:00 a.m. to 4:00 p.m.
	Buffalo-Court House .....	Tues., Wed ...	9:00 a.m. to 4:30 p.m.
	Caledonia-Court House .....	Thursday .....	9 a.m. to 4 p.m.
	*Cambridge-American Legion ...	Tuesday .....	8:30 a.m. to 4:00 p.m.
	*Carlton-Civic Center .....	Thursday .....	8:30 a.m. to 4:30 p.m.
	†*Chaska-Library .....	Mon. through Fri.	8 a.m. to 4:30 p.m.
	*Crookston-Court House .....	Thursday .....	9 a.m. to 4 p.m.
M	Detroit Lakes-Court House .....	Monday .....	8 a.m. to 5 p.m.
	Duluth (see Proctor)		
	†*East Grand Forks-City Hall ...	Wednesday ...	9:30 a.m. to 3:30 p.m.
	Elbow Lake-Court House .....	2nd & 4th Wed.	8:30 a.m. to 4:30 p.m.
	Elk River-Court House .....	Thursday .....	8 a.m. to 4:30 p.m.
	Ely-Civic Center .....	Monday .....	9:30 a.m. to 4 p.m.
	Fairmont-Youth Center .....	Monday, Tuesday ...	8 a.m. to 5 p.m.
	*Faribault-Court House .....	Monday, Tuesday ...	8 a.m. to 5 p.m.
	†*Fergus Falls-Armory .....	Monday, Tuesday	8 a.m. to 4:30 p.m.
	Foley-Court House .....	Tuesday .....	8:30 a.m. to 4:30 p.m.
	Gaylord-Court House Annex ...	Tuesday .....	9 a.m. to 4 p.m.
	Glencoe-Court House .....	Friday .....	9 a.m. to 4:30 p.m.
	Glenwood-Court House .....	Monday .....	8:30 a.m. to 4:30 p.m.

- \*\*Grand Marais-Court House . . . . . 2nd, 4th Tuesday 8 a.m. to 2:30 p.m.  
 Grand Rapids-City Hall . . . . . Mon., Tues., Wed. . . 8 a.m. to 5 p.m.  
 Granite Falls-Court House . . . . . Friday . . . . . 9 a.m. to 4 p.m.
- \*\*Hallock-Court House . . . . . Tuesday . . . . . 9:30 a.m. to 3:30 p.m.  
 †Hastings-110 E. 2nd St. . . . . Mon., Tues., Thurs. 8 a.m. to 5 p.m.  
 Hibbing-Court House . . . . . Thurs., Fri. . . . . 9 a.m. to 4:30 p.m.  
 \*Hutchinson-Armory Hy 22 So. . . . . Thursday . . . . . 9 a.m. to 4 p.m.
- \*International Falls-  
 Civic Center . . . . . Tuesday . . . . . 8 a.m. to 5 p.m.  
 Ivanhoe-Court House . . . . . Tuesday . . . . . 9 a.m. to 4 p.m.
- Jackson-Court House . . . . . Friday . . . . . 9 a.m. to 4 p.m.
- LeCenter-Court House . . . . . Wednesday . . . . . 8:30 a.m. to 4:30 p.m.  
 †Lindstrom-Community Ctr . . . . . Wednesday . . . . . 9 a.m. to 4 p.m.  
 †Litchfield-Armory . . . . . Tuesday . . . . . 9:00 a.m. to 4:30 p.m.  
 \*Little Falls-Court House . . . . . Wed., Thurs. . . . . 8:30 a.m. to 4:30 p.m.  
 Long Prairie-Armory . . . . . Friday . . . . . 9 a.m. to 4 p.m.  
 Luverne-Court House . . . . . Wednesday . . . . . 9 a.m. to 4:30 p.m.
- Madison-Court House . . . . . Wednesday . . . . . 9 a.m. to 4 p.m.  
 Mahanomen-Court House . . . . . Friday . . . . . 9 a.m. to 4 p.m.
- W †Mankato-515 No. Front St. . . . . Tues., Wed., Thurs. 8 a.m. to 5 p.m.  
 Marshall-Court House . . . . . Monday . . . . . 8 a.m. to 5 p.m.  
 Milaca-Armory . . . . . Wednesday . . . . . 9 a.m. to 4 p.m.
- M †\*Minneapolis (South Metropolitan Station-2070 Cliff Rd.)  
 Eagan 55122 . . . . . Mon. through Fri. 8 a.m. to 4:30 p.m.  
 Montevideo-Court House . . . . . Friday . . . . . 9:30 a.m. to 3:30 p.m.
- \*Moorhead-Law Enforcement  
 Center . . . . . Wed., Thurs., Fri. 9:15 a.m. to 4 p.m.
- \*Mora-Municipal Bldg. . . . . Friday . . . . . 8:30 a.m. to 4:30 p.m.  
 Morris-Court House . . . . . Thursday . . . . . 9 a.m. to 4 p.m.
- New Ulm-Court House . . . . . Monday . . . . . 8:30 a.m. to 4:30 p.m.
- M †\*North Metropolitan Station-(St. Paul) Hwy. 8 & Co. Rd.1  
 Arden Hills . . . . . Mon. through Fri. 8 a.m. to 4:30 p.m.  
 \*Olivia-Armory . . . . . Wednesday . . . . . 9 a.m. to 4:30 p.m.
- \*Owatonna-Four Seasons Bldg.  
 Fair Grounds . . . . . Thursday . . . . . 8:30 a.m. to 4:30 p.m.
- Park Rapids-601 E. 1st St. . . . . Tuesday . . . . . 9 a.m. to 4 p.m.
- †\*Paynesville-City Hall . . . . . Thursday . . . . . 9 a.m. to 4:30 p.m.  
 Pine City-Village Hall . . . . . Monday . . . . . 8 a.m. to 5 p.m.  
 Pipestone-Court House . . . . . Thursday . . . . . 9 a.m. to 3:30 p.m.
- M Plymouth (West Metropolitan Station)  
 2455 Fernbrook Lane . . . . . Mon. through Fri. 8 a.m. to 4:30 p.m.
- Preston-Village Hall . . . . . Friday . . . . . 9 a.m. to 4 p.m.
- W† \*Proctor-410 3rd Ave. . . . . Mon. through Fri. 8:30 a.m. to 5 p.m.

	Red Lake Falls-Court House . . .	2nd, 4th Thurs.	8:30 a.m. to 4:30 p.m.
	Red Wing-Pub. Saf. Bldg. . . . .	Wednesday . . . . .	8:30 a.m. to 4:30 p.m.
	Redwood Falls-Court House . . . .	Thursday . . . . .	9 a.m. to 4 p.m.
<i>M</i> †	*Rochester-State Transportation Bldg.- No. Hwy. 52. . . . .	Mon. through Fri.	8 a.m. to 4:30 p.m.
	**Roseau-Court House. . . . .	Friday . . . . .	9:30 a.m. to 3:30 p.m.
	† *Sandstone-Village Hall . . . . .	Thursday . . . . .	8:30 a.m. to 4:30 p.m.
	† *Sauk Centre-Armory . . . . .	Wednesday . . . . .	9 a.m. to 4 p.m.
	*Shakopee-Court House . . . . .	Wednesday . . . . .	8 a.m. to 4:30 p.m.
<i>M</i> †	South Metropolitan Station-2070 Cliff Rd. Eagan 55122 . . . . .	Mon. through Fri.	8 a.m. to 4:30 p.m.
	Slayton-Court House . . . . .	Friday . . . . .	9 a.m. to 4:30 p.m.
	*St. Cloud-Court House. . . . .	Mon., Tues., Wed., Fri.	8 a.m. to 5 p.m.
	St. James-Court House . . . . .	Wednesday . . . . .	8:30 a.m. to 4:30 p.m.
	†*St. Paul-(North Metropolitan Station)-Hwy. B & Co. Rd. 1 Arden Hills . . . . .	Mon. through Fri.	8 a.m. to 4:30 p.m.
	St. Peter-Court House . . . . .	Friday . . . . .	8:30 a.m. to 4:30 p.m.
	*Stillwater-Wash. Co. Of. Bldg. . . . .	Wed. . . . .	8 a.m. to 4:30 p.m.
	*Thief River Falls- Court House . . . . .	Monday . . . . .	8 a.m. to 5 p.m.
	† Tracy-Senior Citizens Cen. . . . .	Tuesday . . . . .	9 a.m. to 4 p.m.
	Two Harbors-City Hall . . . . .	Monday . . . . .	9 a.m. to 4 p.m.
<i>Th</i> †	*Virginia-State Trans. Bldg. . . . .	Wed., Thurs., Fri.	8 a.m. to 4:30 p.m.
	Wabasha-Court House . . . . .	Monday . . . . .	9 a.m. to 4 p.m.
	*Wadena-Court House . . . . .	Wed., Thurs. . . . .	9 a.m. to 4 p.m.
	Walker-Court House . . . . .	Friday . . . . .	9 a.m. to 4 p.m.
	Warren-Court House . . . . .	Tuesday . . . . .	9 a.m. to 4:30 p.m.
	Waseca-County Security Bldg. . . . .	Friday . . . . .	8:30 a.m. to 4:30 p.m.
<i>M</i> †	*West Metropolitan Station, 2455 Fernbrook Lane, Plymouth . . . . .	Mon. through Fri.	8 a.m. to 4:30 p.m.
	Wheaton-Court House . . . . .	1st, 3rd, 5th Wed. . . . .	9 a.m. to 4 p.m.
<i>M</i> †	*Willmar-Labor Home 500 W. 12th. . . . .	Mon., Fri . . . . .	8 a.m. to 5 p.m.
	Windom-Court House. . . . .	Monday . . . . .	9 a.m. to 4:30 p.m.
<i>Tu</i>	*Winona-160 Franklin. . . . .	Tues., Wed. . . . .	8 a.m. to 5 p.m.
	Worthington-County Office Bldg. . . . .	Tuesday . . . . .	8 a.m. to 5 p.m.

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#### Driver License Renewals

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With the exception of Anoka, Austin and Shakopee, renewals may be made in the Clerk of Courts Office in all Court Houses in the state and at the following locations.

BROOKDALE.....	Mon. through Fri. ....	10 a.m. to 9 p.m.
1280 Brookdale Center.....	Saturday .....	9 a.m. to 5:30 p.m.
BURNSVILLE-AAA .....	Mon. through Fri. ....	8 a.m. to 5 p.m.
Office-Hwy. 13.....	Saturday.....	9 a.m. to 1 p.m.
CHISAGO CITY-		
Municipal Bldg. ....	Mon. through Fri.....	9 a.m. to 4:30 p.m.
COLUMBIA HEIGHTS .....	Mon. through Fri.....	8 a.m. to 5:30 p.m.
3980 Central Ave. ....	Saturday .....	9 a.m. to 4 p.m.
COTTAGE GROVE-		
7162 80th St. So. ....	Mon. through Fri. ...	8:30 a.m. to 4:30 p.m.
ELY-Ely City Hall		
209 E. Chapman.....	Mon. through Fri.....	8 a.m. to 4:30 p.m.
GRAND RAPIDS C.W.D.C. Industries-		
11th St. S.E.....	Mon. through Fri. ...	8:15 a.m. to 4:45 p.m.
HUTCHINSON.....	Monday.....	9:30 a.m. to 6 p.m.
36 Franklin So.....	Tues. through Fri....	8:30 a.m. to 4:30 p.m.
MAPLEWOOD-		
City Hall, 1380 Frost Ave. ....	Mon. through Fri. ....	8 a.m. to 5 p.m.
MINNEAPOLIS-AAA Of. ....	Mon. through Fri. ....	8 a.m. to 5 p.m.
W. 39th at Park Ctr. Blvd. ....	Saturday.....	9 a.m. to 1 p.m.
MOOSE LAKE-		
Municipal Bldg. ....	Mon. through Fri. ....	8 a.m. to 5 p.m.
RAMSEY COUNTY		
1215 Court House .....	Mon. through Fri. ....	8 a.m. to 5 p.m.
Sears Rice St. Store .....	Mon. through Fri. ....	9 a.m. to 9 p.m.
425 Rice St.....	Saturday .....	9 a.m. to 5:30 p.m.
RIDGEDALE.....	Mon. through Fri.....	10 a.m. to 8:30 p.m.
Ridgedale Center .....	Saturday .....	9:30 a.m. to 5 p.m.
ROSEVILLE .....	Mon. through Fri. ....	10 a.m. to 9 p.m.
Montgomery Ward .....	Saturday.....	9:30 a.m. to 5 p.m.
SHAKOPEE		
New Court House .....	Mon. through Fri.....	8 a.m. to 4:30 p.m.
SILVER BAY-		
Campton School.....	Mon., Wed.....	9 a.m. to 4 p.m.
SOUTHDALE .....	Mon. through Fri. ...	9:30 a.m. to 8:30 p.m.
Southdale Regional Library....	Saturday .....	9 a.m. to 5:30 p.m.
7009 York Ave. S.		
SOUTH ST. PAUL-Munici-....	Mon. through Fri. ....	8:30 a.m. to 5 p.m.
pal Bldg., 125-3rd Ave. No. ....	Saturday .....	9 a.m. to 12 noon
VIRGINIA-Court House		
5th Ave. & 2nd St. S.....	Mon. through Fri.....	8 a.m. to 4:30 p.m.
WHITE BEAR LAKE		
License Bur.-203 Clark Ave....	Mon. through Fri.....	9 a.m. to 5:30 p.m.

**Motor Vehicle Violations and Examining Section, (612) 296-2994**

**Mike Ryan, supervisor**

The section coordinates the operations of the deputy registrars with the

division. The deputy registrars are located throughout the state. They issue plates/stickers, handle applications and transfers, and are approved by the commissioner of public safety and the division director. The section provides for the monitoring of licensed dealers and vehicle identification problems. Registration violations are processed by this office. For more information contact the section.

### **Emergency Services Division, (612) 296-2233**

The division is responsible for planning and coordinating emergency operations within the state. This includes coordinating those actions of all agencies which have the capability and responsibility for emergency actions as spelled out in executive order, and support in technology and equipment, and funding the efforts of local units of government. The support provided to local government is coordinated through six regional offices in Minnesota. The division administers the State Natural Disaster Plan, the State Emergency Plan for nuclear plant accidents, the State Emergency Fuel Allocation and Conservation Plan, and the Federal Disaster Assistance program, providing funding for disaster recovery to both individuals and political subdivisions. The division also assists in the development of local plans for warning, evacuating and housing people. The division maintains a duty officer 24-hours a day to respond to emergency requests. Call (612) 778-0800.

#### **Plans/Projects Section, (612) 296-2233**

**Robert C. Smith, assistant director**

This section develops, coordinates and provides various emergency operational plans at the state level, and coordinates these operations in the event of a disaster. They also provide guidance and assistance to political subdivisions in developing local emergency plans and procedures. These include utilization of local resources for protection of lives and property and coordinating any needed additional support from the state and federal governments.

They provide training on emergency management related subjects to political subdivisions and the public. Subjects include first aid, hazardous materials safety, radiation and nuclear power plant accidents, estimating disaster damages, and predisaster protective measures.

#### **Administration Section, (612) 296-0455**

**Stanley C. Anderson, assistant director**

This section administers state and federal financial assistance programs for state, county, and municipal governments. They process all project applications for purchase of equipment. The radiological instrument and maintenance program and communications are coordinated in this section. The section also processes all disaster financial assistance.

### **Fire Marshal Division, (612) 296-7641**

**Wes Werner, state fire marshal**

The division inspects various public facilities for fire safety; investigates

suspicious and incendiary fires, fire fatalities and large loss fires; processes a fire incident reporting form containing fire data to determine problem fire areas, and provides education, inspection and training programs for fire prevention.

The division conducts inspections of hotels, rooming houses, other multiple dwellings, public and parochial schools, hospitals, nursing homes, dry cleaning establishments, motion picture theatres, places of assembly and installations where petroleum products, l.p. and natural gas are manufactured, stored or distributed. Fire investigations are requested by fire chiefs and law enforcement agencies.

The division provides information to the public regarding the Minnesota uniform fire code, removal of combustible materials, correction of fire hazards, fire prevention and general inquiries about smoke/heat detectors, fire alarms, fire extinguishers, and other fire protection appliances. Telephone inquiries are answered immediately while matters requiring research may take two or three weeks.

A copy of the Minnesota uniform fire code and amendments is available from the Documents Center, Department of Administration. For information relating to fire safety, contact the Fire Marshall Division, 1246 University Avenue, St. Paul, MN 55104. The uniform fire code costs \$10.80 plus tax and the amendments cost \$2.25 plus tax. The code and amendments may be received within one week.

The division evaluates plans for flammable and combustible liquids and gas installations subject to fire marshal rules. Two copies of the plans are required for examination. Plans are given preliminary approval subject to compliance with the provisions of Minnesota Statutes, fire marshal rules, and local ordinances and permits. Final approval will be given following an inspection of the facility by either the area assistant fire marshal or the local fire authority. For more information and plan review, contact this division at the Department of Public Safety. There are no forms or fees. Plan reviews take two to three weeks.

The Natural Gas Pipeline Safety Act of 1968 charged the Fire Marshal Division to inspect and keep records of the distribution and transmission of natural gas pipelines in the state. The division has promulgated minimum safety standards for pipelines. For more information, contact the division. There are no forms or fees. All requests are handled as they are received.

The division licenses dry cleaners and theatres. They inspect dry cleaners and theatres to insure that the minimum fire safety standards are met before licensing. The division must be notified in case of change of ownership or location. Licenses are renewed annually, or newly issued at any time during the calendar year. To apply for a license, contact the Fire Marshall Division. The proper form is provided by the division. Fees are:

License	Calendar Year	New Owner or Location
Dry Cleaner (Jan. 1-Dec. 31)	\$10.00	\$50.00
Theatre (Sept. 1-Aug. 31)	5.00	5.00

They offer local presentations to interested groups and participate in various local and statewide fire schools and fire association meetings. For information

or to request a speaker, contact the Fire Marshal Division. There are no forms or fees. All requests are handled as they are received.

### **Liquor Control Division, (612) 296-6159**

**Joseph V. Novak, director**

The division issues certain licenses, approves others, has the authority to suspend or revoke licenses, regulates advertising, assures purity of content of intoxicating liquor and true statements of content, and provides investigative assistance to local enforcement agencies. They maintain a resale price filing schedule by wholesalers and importers.

### **Licensing Section, (612) 296-6258**

**John A. Muer, assistant director**

The Licensing Section processes all licenses and permits approved by the Liquor Control Division. Some of the licenses are issued directly by the division and some are issued by the county or municipality and approved by the division.

For information on policy matters and licenses, interpretation of liquor laws, application forms, or bond forms, contact the Liquor Control Division, Licensing Section, 480 Cedar Street, Hanover Building, St. Paul, MN 55101. All application forms, surety bond forms, or any necessary certificate is available from the division. For a license which is issued by a municipality or county, the application forms are available at the city clerk or county auditor's office.

The surety bonds for all licenses are \$1000-3000 for off-sale liquor and \$3000-5000 for on-sale liquor licenses. Licenses issued directly by this division are:

<b>Type of License</b>	<b>Fee</b>
Manufacturers & wholesalers liquor license	\$7,500.00
Wholesalers of wine license	750.00
Sacramental wine license	25.00
Brewers license	1,250.00
Import brewers license	250.00
Wholesale strong beer license	300.00
Wholesale 3.2 beer license	10.00
Common carriers of retail liquor license (duplicate)	100.00 10.00
Common carriers of retail Sunday liquor license (duplicate)	50.00 5.00
Import liquor license	300.00
Transfers of liquor, wine, wholesale and import license	10.00

### **Permits issued directly by this division:**

Public and private consumption and display permits	\$150.00
Distillery and winery representative identification card	5.00
Retailers or pharmacists identification card	5.00
Salesmen identification card	5.00
Vehicle permit	5.00

Doctors alcohol permit	5.00
Food manufacturers permit	5.00
Hospital or sanitarium permit	5.00
Pharmacist purchase alcohol permit	5.00
Druggist medicinal liquor permit	5.00
Brand label registration fee	20.00

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**Liquor licenses issued by county board or municipality:**


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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

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**Off-sale intoxicating liquor licenses issued by municipality:**


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Fees are determined by the size of the city.

Cities of the first class	\$1000.00
Cities with a population of 5000 or less	100.00
Cities between 5000 and 10,000 population	150.00
Cities over 10,000 with the exception of cities of the first class	200.00

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**Enforcement and Inspection Section, (612) 296-6979**
**Walter E. Perlt, liquor enforcement chief**

The section carries out investigations of liquor violations upon complaint of citizens and local authorities and makes all pre-license and compliance inspections. For assistance, contact the section at 480 Cedar Street, Hanover Building, St. Paul, MN 55101. There are no forms or fees. A pre-license inspection usually requires two to five days after papers are received in this office.

**Brand Labels and Registration Section, (612) 296-6936**
**Don Manney, superintendent of labels and imports**

The section registers all alcoholic beverages imported and sold in Minnesota. All distilled spirits and wines imported into the state must come in with a manifest. This manifest shows whether the consignee and consignor are properly licensed, that the label is currently registered in this office and the size and type of cargo in the shipment. If this manifest is in error, the section can put a stop order on sales of the shipment. The section handles all inquiries from the public and industry regarding registration, importation, and product identification. Contact the section for more information at 480 Cedar Street, Hanover Building, St. Paul, MN 55101. All requests for information are handled as they are received.

**Price Filing and Affirmation Section, (612) 296-6939**
**Clarice C. Ehrler**

This section receives wholesale price filings from Minnesota liquor and wine wholesalers. Such prices are required by law to be filed with this office before

products can be sold or offered for sale to retailers. Affirmation prices are also filed in this office by importers of distilled spirits as required by law. Each importer affirms that his product is being sold to Minnesota wholesalers at no higher price than the lowest price such items are being sold to any wholesaler in any other state of the United States.

There are no forms. Fees for copies of these filings are \$2.00 for the first copy and 15¢ for each additional page. For information contact the section at 480 Cedar Street, Hanover Building, St. Paul, MN 55101.

## State Patrol Division, (612) 296-3080

**Colonel D. Roger Ledding, chief**

The division is responsible for providing emergency first aid and traffic control in motor vehicle accident situations, enforcing all laws relating to the safe and proper use of state trunk highways and the directing of traffic, as necessary, upon state trunk highways. The division also serves warrants, legal documents, and orders of the commissioner of public safety, conducts the roadside inspection of all types of motor vehicles on a random basis, inspects all stations authorized to test brake and light equipment on motor vehicles and provides security and protective services to the governor and other state officials.

The division also approves wheelchair securement devices for use in motor vehicles and annually inspects each device installation.

In case of emergency, the State Patrol Division can be contacted any hour of the day or night by dialing 0 and asking the operator for Zenith 7000. In the seven county Twin City metro area, dial 541-9411 for emergencies in Anoka, Carver, Hennepin and Scott counties; and 452-3246 for emergencies in Dakota, Ramsey and Washington counties.

The State Patrol also provides traffic safety talks by uniformed Troopers. Interested groups should contact the nearest State Patrol Office listed below. Complaints about unsafe school buses or traffic conditions will result in investigations. To register a complaint contact the nearest state patrol office. There are no forms or fees.



### Minnesota State Patrol Offices

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Brainerd, MN 56401  
305 Laurel Avenue  
(218) 828-2400

Detroit Lakes, MN 56501  
1000 Highway 10 West  
(218) 847-5633

Duluth, MN 55801  
Entrance: 901 East Central  
Mailing: 1123 Mesaba Ave., Box 39  
(218) 723-4885

Eveleth, MN 55734  
P.O. Box 717  
(218) 741-5575

Mankato, MN 56001  
Box 205  
(507) 389-1171

Marshall, MN 56258  
1403 East College Drive, Route 3  
(507) 537-6277

Training Center  
New Brighton, MN 55112  
1900 West County Road I  
(612) 636-4990

Rochester, MN 56901  
Highway 52 North, Box 6177  
(507) 285-7411

St. Cloud, MN 56301  
3725-12th Street North  
(612) 255-4224

Golden Valley, MN 55422  
West Metro District  
2005 N. Lilac Drive  
(612) 541-9122

Eagan, MN 55422  
East Metro District  
2799 Trunk Highway 55  
(612) 452-7034

Thief River Falls, MN 56701  
Zeh and State Avenue  
(218) 681-3741



**Minnesota  
Safety  
Council, Inc.**



**555 Wabasha Street, Suite 102  
St. Paul, Minnesota 55102  
(612) 291-9150  
Robert L. Anderson, president**

**Laws of 1979, chapter 337, section 5, and section 11, subd. 2 #5.**

The Minnesota Safety Council was founded in 1928 and chartered by the National Safety Council in 1932 as a public education organization working in the field of safety and health. It is designated as a semi-state agency in recognition of the safety and health training services it provides to state agencies and to the citizens of Minnesota through a variety of programs.

The Minnesota Safety Council is the only staffed organization in Minnesota devoting its full efforts to all areas of accident prevention. It accomplishes many public safety education programs in cooperation with the almost 50 volunteer local safety councils in the state. Communities interested in forming a local safety council should contact the council for assistance in organization and program development.

The council offers its programs and services to all people in the state. On programs for which there is a fee for service, members of the Minnesota Safety Council are extended a discount. This discount is also extended to Minnesota state agencies and, in some instances, to schools.

The Minnesota Safety Council develops and conducts training programs to

assist business and industry in complying with Occupational Safety and Health Act standards and to make the workplace safer for employers, employees and their clients. Training courses range from full-week programs on fundamentals of occupational safety and health to one-day seminars on topics such as accident investigation and analysis, hazardous materials handling, safety training methods, and back injury prevention and control. Other training sessions include courses on supervisor development, emergency first aid and cardio-pulmonary resuscitation, audiometric technician training, and management briefings on occupational safety and health issues. Courses are aimed at several levels of employees including line supervisors, personnel and benefits managers, professional safety staff and other middle and top management personnel.

Through its northern area service office, 30 West Superior Street, Suite 500, Duluth, MN 55802, it provides safety and health training to business and industry in northeastern Minnesota. The Northern Occupational Safety Division meets monthly to conduct seminars on various topics for supervisors, line employees and middle managers. The council offers a regular schedule of multimedia first aid and cardio-pulmonary resuscitation courses in the Duluth area as well.

The council makes its training sessions available to all areas of the state, conducting its courses in fifteen locations in outstate Minnesota as well as in the metropolitan area. Communities or companies interested in inquiring about training opportunities in their locations should contact the council.

In addition to conducting courses at central locations, the council develops and conducts courses at company facilities, designing specialized courses to meet the individual training needs of each client. Companies should communicate their specific training needs to the council for assistance. A fee is charged for this service and varies depending on the extent of service provided.

The Minnesota Safety Council is the statewide coordinator for the National Defensive Driving Course, an eight-hour classroom course for licensed drivers, teaching the principles of accident avoidance in spite of unfavorable conditions or the incorrect actions of other drivers. The course is available as a course open to the public or can be used as an in-plant training tool for company drivers.

The council operates court-referred traffic violator courses in the metropolitan area. The Driver Improvement Clinic and DWI Driving Clinic teach behavior modification as it relates to operating a motor vehicle. Clients who are referred by courts in the seven-county metropolitan area may register for Driver Improvement or DWI driving clinics at the Minnesota Safety Council's traffic safety programs office, 310 South Fourth Avenue, Suite 716, Minneapolis, MN 55415.

Besides structured training programs, the council is active in traffic safety programs relating to school bus, pedestrian, bicycle, railroad grade crossing and other phases of traffic safety education.

Programs are available for use by companies, organizations, civic groups, church groups and others on areas of safety such as fires, falls, poison prevention, playground, lawn and garden, boating, swimming, snowmobiling and other topics of home, recreation and public safety.

The council operates a film library currently consisting of some 200 titles of 16mm films and 35mm slides. Films are available for use without charge to Minnesota Safety Council members, units of state government and schools. A

\$20 per five-working-day period rental fee is charged to those who do not meet those criteria.

The council hosts a statewide safety and health conference each May, featuring sessions on new or revised safety and health legislation, trends in training, technical safety and health topics, in-depth training courses and public education topics. Abbreviated versions of the state conference are held in the northern and southern parts of Minnesota each fall.

The council supplies semi-monthly information on safety and health to newspaper, radio and TV stations around the state. In addition, the safety council maintains a reference library and an information service for its members and the general public. Its staff members are available for consultation on specific safety and health issues. The council publishes a monthly newsletter for its members, and a quarterly newsletter for all interested people. Contact the safety council to be added to its mailing list.

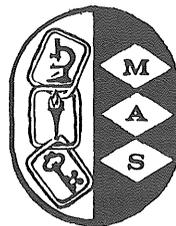
Volunteers enable the council to offer excellent programs at minimal costs. Volunteers serve the safety council as speakers, resource people, program development consultants and technical advisors. People who wish to volunteer their services to the council should write to 555 Wabasha Street, Suite 102, St. Paul, Minnesota 55102, or call 612-291-9150.

The Minnesota Safety Council offers for sale resource manuals, technical publications, textbooks, posters, pamphlets, films, slides and program guides on various safety and health topics. Contact the council at its St. Paul office to receive a catalog and ordering information.



## Minnesota Academy of Science

Room 410 Pioneer Building  
 4th & Robert Streets  
 St. Paul, Minnesota 55101  
 (612) 227-6361  
 M. I. Harrigan, executive director



The Minnesota Academy of Science sponsors a variety of science programs for students and the general public. It also offers memberships to the public which entitles one to receive academy newsletters, the *Journal of the Minnesota Academy of Science* free and to attend academy sponsored meetings at reduced registration fees.

Information about membership can be obtained from the academy by phone or by writing. Requests for memberships are usually processed within a week to ten days after they are received. Membership forms are available from the academy and fees are:

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Junior/Senior High School Student (from within Minnesota)	\$ .50
Undergraduate	\$ 1.00
Graduate	\$ 3.00
Adults (regular membership)	\$ 25.00
Adults (sustaining membership)	\$ 40.00

Adults (patron-lifetime membership) \$300.00  
 (Dues are paid every year, with the exception of a patron membership.)

The Annual Regional Fairs, State Science Fairs, and Research Paper Contests are open to any senior or junior high school student. The fairs and contests are held during March and April. To register for the contest students should contact school authorities or the Minnesota Academy of Science. Registration fees are \$1.00 to \$2.00 per person or project.

**The Annual Junior Science, Engineering and Humanities Symposium** offers junior and senior high school students the opportunity to share their research papers and visit institutions investigating scientific and societal problems. Secondary schools in the state receive notification of the upcoming symposium. The schools select students to attend. The symposium is held every November. To register for the symposium students should contact school authorities or the Minnesota Academy of Science. There are no forms. There are no fees for students selected through the schools, however, a slight fee is charged for uninvited participants.

**The Annual Science Talent Search** is conducted every December. All junior and senior high school students are eligible to participate. Students write research papers on any scientific topic and are judged on them. To register for the talent search students should contact school authorities or the academy. It takes approximately three months to receive notification of awards. Awards can be scholarships, all-expense-paid trips to scientific events in other cities and varying amounts of monetary awards.

**The Minnesota Mathematics Contest** is held every February in junior and senior high schools throughout the state. All students are eligible to enter. Students wishing to participate should contact school authorities or the academy. It takes approximately one and one-half months to receive notification of awards. Awards are given to the top ten to fifteen high scorers.

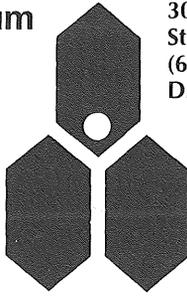
**Grants** of less than \$50.00 are available for junior and senior high school students for scientific research depending upon available funds. To apply for a grant or for more information, contact the Minnesota Academy of Science. There are no fees or forms. There is a wait of from one week to ten days from the date of the request to receive a grant.

**The Visiting Scientist Program** provides guest speakers to Minnesota secondary schools. To request a speaker, or for more information, contact the Minnesota Academy of Science. Forms are sent out to all secondary schools in Minnesota in the fall. There are no fees charged for this service, but in some cases the speakers request travel expenses. Requests for speakers must be made at least two weeks in advance.

The Minnesota Academy of Science publishes the *Journal of the Minnesota Academy of Science* two or three times a year with hopes of publishing on a quarterly basis soon. The *Journal* is distributed to 75 libraries in the United States and 300 copies are given to the University of Minnesota. The University of Minnesota distributes their copies to 300 libraries around the world. To request a copy of the *Journal* or for more information contact the Minnesota Academy of Science. There are no forms. The *Journal* is available to the public at a price of \$2.50 an issue. Subscriptions are available at the same price, or are received with a membership in the organization.



## The Science Museum of Minnesota



30 East Tenth Street  
St. Paul, Minnesota 55101  
(612) 221-9488  
Dr. Wendell A. Mordy, president

### Laws of 1979, chapter 337, section 4, and section 11, subd. 2, #5

The Science Museum of Minnesota, founded in 1907, was designated a semi-state agency in 1972 in recognition of the work it performs as archivist and science resource for a variety of state agencies and for its programs which draw participants from throughout Minnesota. This unique educational resource is not duplicated anywhere in Minnesota and is used by all levels of the public. The state's colleges and universities use it for teaching and research and school classes use it to support their curriculum. Family groups and tourists visiting the state make use of the museum for their enjoyment, as a source for science information and specimen identification and in furthering their hobby interests.

The museum serves as a central facility for all of the colleges and universities in the state, many of whom have transferred their collections to the Science Museum. Major collections have come from Macalester, Hamline, St. Thomas and several state universities besides the University of Minnesota's Geology and Anthropology museum collections. The collections are made available to their staffs and students. Internships are available at the Museum in special projects as well as opportunities to work towards advanced degrees. The museum shares and exchanges staff with other institutions. Because the museum is involved in many research projects, it also provides opportunities for students and staff from other institutions to gain field experience.

The museum's science collections are world wide in scope and cover several different disciplines. The museum has more than 1.5 million specimens in its collections. Many of the objects are irreplaceable or one of a kind. Many resulted from research done in various parts of the world by museum staff. In most foreign countries important science specimens are considered national treasures and museums provide the only transfer of these materials from one country to another. The Science Museum of Minnesota has made it possible for important science collections from foreign countries to come to Minnesota.

In some specific areas the collections in Minnesota represent the best in the world. For example there are only three mounted *Triceratop* dinosaurs. Of these, the one at the museum is the most important scientifically. The museum's collection of Highland Maya cultural materials is the best in the country and people all over the world doing research on ancient reptiles use the materials in Minnesota as reference.

The knowledge gleaned from the museum's interactions with scientists from other institutions is used to enrich exhibits and educational programs. School classes come to the museum from all parts of the state and teachers use the exhibits and educational programs to expose their students to "hands on"

experiences with scientific objects. The museum's Education Division provides many programs for school children and the community. Through its continuing education programs, the museum functions as a forum providing workshops and seminars to discuss current scientific topics that affect public policy.

The collections require special care for future generations. Many of the objects are fragile; some represent the only material documentation of human cultures that have disappeared or are disappearing.

The new museum opened in September 1978 and includes the William L. McKnight-3M Omnitheater and an additional 30,000 square feet of exhibit space. About 60,000 visitors per month visit the museum.

Since 1971 the state has provided from 3% to 5% of the museum's operating budget. The museum's operating budget is currently about 6 million dollars. The museum is a member of the American Association of Museums, the International Council of Museums and the Association of Science-Technology Centers. It is governed by a board of trustees and administered by its president and staff.

The museum also operates the Planetarium and Children's Center in the Minneapolis Public Library, 300 Nicollet Mall, the Lee and Rose Warner Nature Center near Marine-on-St. Croix and the Metcalf Natural History Study Center in Afton, MN.

The museum's hours of operation in St. Paul are:

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Monday	open only during the summer
Tuesday thru Saturday	9:30 a.m.-9 p.m.
Sunday	11 a.m.-9 p.m.

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Omnitheater and museum ticket prices (prices subject to change):

**Omnitheater and exhibit halls:**

Adults	\$5.50
Seniors and children under 12	4.00

**Omnitheater only:**

Adults	\$4.50
Seniors and children under 12	3.50

**Museum exhibits only:**

Adults	\$3.00
Seniors and children under 12	2.00

**Group rates (20 or more) for admittance to both the Omnitheater and Museum:**

Weekdays and Sunday evenings

Adults	\$4.50
Seniors and children under 12	3.50

Friday evening, all day Saturday and Sunday morning and afternoon

Adults	\$4.75
Seniors and children under 12	3.50

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Omnitheater show times (612) 221-9400

(recorded information) and directions to the museum

Group sales	-9404 or 9448 (Mon.-Fri.)
School groups	-9444 or 9445 (Mon.-Fri.)
Advance Ticket Sales	-9457 (Mon.-Fri.)

Museum General Information  
 Membership Information

-9488  
 -9409 or 9422

### **Administrative Division, (612) 221-9488**

This division includes the President's and Vice President's Offices and the Departments of Accounting, Finance and Investment; Building and Facilities, and Personnel. The Vice President's office, under the direction of Joel Orlen, is in charge of temporary and traveling exhibits. Information on booking these exhibits can be obtained by calling (612) 221-9442.

The Personnel Department, (612) 221-4703, handles all hiring for the Science Museum of Minnesota. The museum does not operate on the civil service system and does not require applicants to take tests. Applicants are advised to call first to inquire about position openings. The department will ask for a resume, references and have each applicant fill out a form. Job openings are posted at the museum, listed in the newspapers and with the state Job Service. Priority in hiring is given to staff and museum volunteers for open positions. For more information contact the department director, Karla McGray, at the Personnel Department, 4th floor Gallery Medical Bldg., St. Peter and Exchange Streets, St. Paul, MN 55102.

### **Science Division, (612) 221-9431**

**Bruce R. Erickson, director**

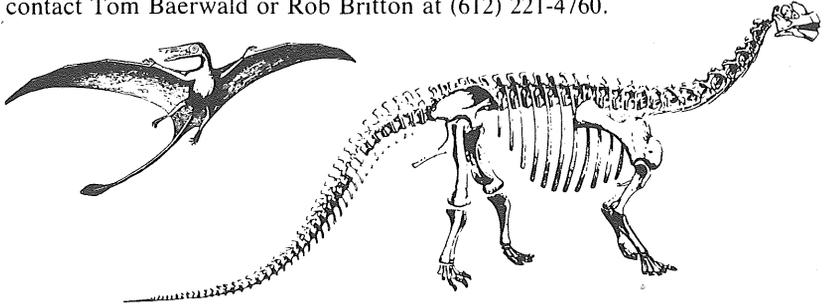
The Science Division includes the departments of Anthropology (archeology and ethnology), Biology, Geography, Paleontology and a staff reference library. Each department has a curator in charge and one or more assistants. The total collection of the Science Museum of Minnesota numbers approximately 1.5 million specimens with a world wide scope. Questions and requests about obtaining exhibits on loan from the museum should be directed to this division. Each of the scientific departments conducts research programs in their respective areas, provides free identification of natural history items brought to the museum, and periodically offers courses through the Continuing Education Department.

The **Anthropology Department** curates over 100,000 documented and catalogued specimens. Eighty percent of these are from North, Central and South America with the balance largely from the Pacific region (including the Philippines) and Africa. Outstanding holdings include material from historic Indian cultures of the northern Great Plains, from the modern Highlands Maya of Mexico and Guatemala and from prehistoric Minnesota. For information contact Louis Casagrande, curator of ethnology (612) 221-9432 or Orrin Shane, curator of archeology (612) 221-9436.

The **Biology Department** curates reference collections of bird and mammal skins and skeletons and distribution record collections of selected anthropod and mollusk groups. For information contact Curtis Hadland, acting curator of biology (612) 221-9450.

The **Geography Department** is engaged in exhibit development and research and is preparing to open a major exhibit entitled "Our Minnesota: The Geography of a People and Land" in 1982 in the exhibit hall of the St. Paul museum. The exhibit will interpret information about Minnesota through a geographical perspective. The department also works with the Continuing Education De-

partment to present short courses, field trips and workshops, and acts as an information clearing house about Minnesota geography. For more information contact Tom Baerwald or Rob Britton at (612) 221-4760.



The **Paleontology Department** curates large research collections of invertebrate and vertebrate fossils representing nearly all major groups, as well as paleobotanical and geological (rocks and minerals) specimens. Of major significance are the fossil reptile collections (including numerous "Type Specimens"). These collections are especially important for the late Mesozoic and early Tertiary periods. For more information contact Bruce Erickson, curator of paleontology (612) 221-9424.

The **Museum's Library** holdings of books, journals and periodicals total about 17,000. The library is not staffed to handle the general public, but persons engaged in research may use the library by making arrangements with a curator or department head. The library is primarily for use by staff and members. The library participates in the interlibrary loan system. Hours of operation are from 9 a.m. to 5 p.m. weekdays. For more information call the librarian, Mary Finlayson, at (612) 221-9430.

### **Omnitheater, (612) 221-9407**

**Mike S. Day, director**

The William L. McKnight-3M Omnitheater presents science related films in 70 millimeter format utilizing a 76-foot domed screen reflecting a 7,300 square foot image. The \$4 million Omnitheater utilizes the world's largest film projector which produces a picture of unmatched color saturation and contrast. The Omnitheater achieves a unique capacity for putting audiences "into the picture" by means of its design and highly advanced technology. The Omnitheater also has planetarium capabilities.

The Omnitheater is a popular attraction, drawing more than 735,000 visitors during its first year. It is suggested that you purchase tickets early on the day of the performance you wish to attend. Advance tickets are available by calling (612) 221-9457. Omnitheater programs geared especially for school groups are held weekday mornings, Tuesday through Friday. Teachers may make arrangements by calling Joan Van Reyper, (612) 221-9444 or 9445.

### **Minneapolis Facility and Metcalf and Warner Nature Centers, (612) 221-9466**

**Philip S. Taylor, supervisor**

The museum currently operates the Lee and Rose Warner Nature Center near Marine-on-St. Croix, a 600 acre center of trails, outside museums and

animal enclosures. The center's programs are family oriented with attendance by reservation only. To make reservations, call the Science Museum of Minnesota. The museum will send free maps on how to get there.

The Metcalf Natural History Study Center in Afton, MN is an 80 acre site being developed for adult programs. The center will be used to study animals at the lower end of the food chain, lower invertebrates and small vertebrates important in animal environment studies. Plans are to involve the public in original research studies in animal distribution and behavior, work with colleges and universities, and the Department of Natural Resources to establish a baseline data depot for further study.

The Science Museum of Minnesota operates the Science Museum and Planetarium at 300 Nicollet Mall in downtown Minneapolis under an agreement with the Minnesota Public Library. The planetarium programs in Minneapolis are planned for and coordinated by the Omnitheater staff and programs are booked by Joan Van Reyper (612) 221-9444.

### **Education Division, (612) 221-9442**

**David Chittenden, division head**

The goal of the Education Division is to create programs for youth and adults that promote understanding of science and its effects upon our daily lives.

### **Education Department, (612) 221-9434**

**Exhibit Floor Programs** — The Education Department seeks to encourage visitor participation at every opportunity. A "hands on" approach allows the visitors to explore, experience and be entertained. Current demonstrations on the anthropology exhibit hall include: Decorating Containers, Language of the Robe, Raising a Tipi, Tools: Past and Present, American Indian Beadwork, Egyptian Hieroglyphics, Stringed Instruments, Instruments that Clang and Thump, Grain Processing, Native American Food Preparation, Navaho Weaving, Preparing Fiber for Weaving, Everyday Living of the Maya, Maya Weaving, Making a Huipil, Papermaking, and Flatbreads.

The following demonstrations are offered in the Technology Hall: High Voltage Generators, Lasers, Oscilloscopes and Sensors, Biofeedback, Measurement, Television Technology and Computers.



Classes for school age groups accept a maximum of 30 students. Classes last an hour for grades five and up and 45 minutes for grades two to four. Offerings include "The Modern Maya Family," "Maya Weavers," "How the Cannibal Giants Became Mosquitoes" (a Northwest Coast Indian Myth), "The Delicate Art of Papermaking," "The Ojibwe," "The Dakota," "Fur Trade," "Egyptian Scarab Making," and "Ancient Egypt." Advance reservations are required. Classes will be held through April, 1982. Call (612) 221-9444 for reservations and information.

The museum is a recognized leader in the use of theater to communicate science to the public. The staff has created character cameos and interpretive monologues performed in the exhibit area. Performances to date have been "Maya Weaving Woman," "Doc Hiller," and "Ak and Ka, the Spirits of the Mummy," "Maria Mitchell," "Nikola Tesla," "Gop Rop," "Lost at Sea," and special performances for temporary exhibits. One act plays have included "The Animal People: A Creation Myth," "Games Around the the World," "Spider Woman," "In Celebration of Harvest," "Eskimo Song Duel," and "Blackout."

Workshops for teachers on services of the museum and how to use them effectively are conducted on a regular basis. Special school/museum partnership cooperative ventures have been developed for more intensive academic experiences. These range from one to eight week courses.

**Special Program Events** — In addition to regularly scheduled programs on the exhibit floors the museum holds special events such as "Toy Fair," "Indian Week," "Winter Celebrations," and "Harvest Activities."

**American Indian Cultures Outreach** — Through the American Indian Outreach Program the museum brings programs to schools throughout the state. Participants will be able to touch, examine and use artifacts from four different tribes. Presentations are made by an American Indian. For further information and reservations, call Elizabeth Higgins at (612) 221-9447.

**Internships** in education are available at the museum. A paid internship for students from Minnesota colleges is available through a grant provided by the Otto Bremer Foundation. Other internship opportunities can be specially arranged. Call the Education Department for more information at (612) 221-9434.

**School Programs** — The museum accommodates school groups daily in making its facilities available to teachers and students throughout the state. In addition to class offerings for all age levels, curriculum materials, including pre and post activities, are available to supplement the museum experience.

**Evaluation Program** — In order to ensure the quality of its programs and exhibits the museum has developed an evaluation program. Because of the variety of museum programs, a range of evaluation techniques have been employed including interviews, mail surveys, questionnaires and observation. Whatever method, the aim is to provide data that is useful and can be acted on. For information on education programs, contact Eileen Flory, director of education at (612) 221-9428.

**Volunteers** — The museum's staff is augmented by volunteers who contribute their time as museum educators (working in the exhibit halls), greeters, staff for the information desk, laboratory assistants, museum library assistants, membership and office assistants, and in development tasks. Volunteers receive certain benefits including discounts in the museum store, museum membership, continuing education programs, parking, use of the volunteer library

and headquarters and an annual recognition event and awards. Monthly volunteer orientation programs are held by the volunteer office. In the past year about 400 volunteers contributed nearly 30,000 hours to the museum. For information about the volunteer program or to volunteer, call Bonnie Reyes at (612) 221-9453. Participants in the volunteer training program are eligible to receive academic credit from the University of Minnesota.

#### **Continuing Education Department, (612) 221-9439**

The department develops and presents programs and services which extend the resources of the museum's science departments, collections and other ongoing programs to the museum's membership and the community. Through this program the department stimulates the discussion of scientific issues which are important to the community. Short courses, workshops and lectures introduce scientific topics to the public. The past year, programs examining weather forecasting, earth-sheltered houses, astronomy and space studies, Minnesota's geology, and home computers have been conducted. The Continuing Education Department seeks opportunities to work cooperatively with other institutions and agencies to develop and sponsor conferences and workshops for the general public and special audiences. The department provides complete program development and support services and is available to consult with other organizations regarding planned or desired programs. For more information or a copy of course listings, contact the director of Continuing Education.

#### **Exhibits Division, (612) 221-9470**

**Terry Sateren, director**

The museum's exhibit facilities offer a total of 58,000 square feet of exhibit space. The Exhibits Division works closely with museum scientists to design and install permanent and temporary exhibitions. In addition to professional designers, the exhibits staff includes graphic artists, carpenters, welders and lighting designers, all of whom contribute their skills to the creation of aesthetically attractive and scientifically accurate exhibits. People in the division have extensive training and experience in theater and set design.

#### **Development Division, (612) 221-9408**

**John Whitmore, director**

This division conducts fund raising by way of an annual fund drive and administers grants for the museum. The division also handles gifts the museum receives whether money, land, specimens or materials. Memberships in the Science Museum of Minnesota are processed by this division. Membership in the museum, priced at \$25.00 for individuals and \$35.00 for families, entitles one to a 10% discount in the museum store, one free viewing of each new Omnitheater show, a newsletter, announcements and information about museum programs, lower fees for museum sponsored courses and continuing education programs. As of spring, 1981, 18,600 memberships have been sold which translates into more than 90,000 people who are either family or individual members. The museum has the second highest membership in the country for similar museums. Memberships in the museum are available by contacting Priscilla Farnham at (612) 221-9422.

**Community Relations Division, (612) 221-9423**

**Paul Mohrbacher, director**

The Community Relations Division provides news releases, a monthly newsletter, ENCOUNTERS, other printed materials and audio-visual reports to inform its publics about museum programs. The division supervises communications, audience development, marketing, group sales, and special events.

**The Children's Center and Planetarium, (612) 372-6543**

**Chris Burda, program manager**

The Children's Center features the Trading Post, a Living Things Lab, a giant floor map of Minnesota, and exhibits on geography and natural history. The center is open Tuesday through Saturday from 9 a.m. to 5 p.m. and on Sunday from noon to 5 p.m. Planetarium shows are offered to the public on Saturday at 11 a.m., 1, 2, and 3 p.m. and on Sunday at 2 and 3 p.m. School shows in the planetarium may be booked during the week by calling (612) 221-9445.

Admission fees are: Planetarium only — \$2.00 Adult, \$1.50 Seniors and children 12 and under. Children's Center only — \$1.50 Adult, \$1.00 Seniors and children 12 and under. Combination Planetarium and exhibit halls — \$2.50 Adult, \$2.00 Seniors and children 12 and under.

**Explore Stores, (612) 221-9416**

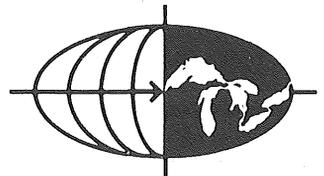
**Kristin Fruen, manager**

The museum operates four stores which specialize in science-related equipment, books, posters, and toys along with jewelry, cards, and gifts. An adult store and a children's store are located in St. Paul with a branch in Minneapolis. The Science Explore Store, also located in St. Paul, offers small quantities of chemicals and science equipment normally sold in bulk. To inquire about purchasing through the Science Explore Store, call Devora Molitor, (612-221-4705).



**Seaway Port Authority of Duluth**

1200 Port Terminal Drive  
Box 6877  
Duluth, Minnesota 55806  
(218) 727-8525  
Davis Helberg, executive director



Minnesota Statutes, chapter 458

The Seaway Port Authority of Duluth is in charge of the public port terminal (Clure Public Marine Terminal), Harbor Park and Airpark Industrial Park sites

in the Duluth area. The port authority also serves as the industrial development agent for the city of Duluth. Created in 1955 by the state legislature, the authority is charged with promoting the general welfare of the port district, to increase the volume of commerce through the port, and to promote the safe and economical handling of such commerce. The authority is governed by a seven member board of commissioners; two appointed by the governor, two by the St. Louis County Board and three by the City Council of Duluth.

Revenues generated by ships and cargoes moving through the Clure Public Marine Terminal are used to cover operational, maintenance and administrative costs. The state legislature since 1965 has provided funds for the port's promotional activity as mandated in the original act creating the port authority.

Since the opening of the St. Lawrence Seaway in 1959, the Port of Duluth-Superior has consistently ranked in the top ten ports in the United States on the basis of total tonnage. As the state of Minnesota's only direct import/export outlet to overseas trade, the port competes for ships and cargoes with Atlantic, Gulf, West Coast and other Great Lakes Ports. In 1980, total tonnage shipped through the port was 37,853,163 metric tons.

#### **Finance Section**

##### **Howard Wicker, director**

The section provides the bookkeeping and accounting services for the port authority. They provide no services directly to the public.

#### **Marketing and Sales Section**

##### **Alan T. Johnson, director of int'l sales and marketing**

##### **Sam L. Browman, manager-trade development**

The section solicits import and export cargo for the port. The section works with growers, manufacturers, shippers, shipping companies and companies requiring shipping to insure an increased cargo flow through the port. It provides no service directly to the public.

#### **Industrial Development Section, (218) 727-2913**

##### **Jerome Marks, director**

The section offers airpark (land near Duluth International Airport owned by the authority), harbor park (land on the waterfront owned by the authority), and lands in the Oneota Industrial Park and U.S. Steel Morgan Park site (owned by the city of Duluth) for industrial development. The Industrial Development Section serves as the city's development agent and provides aid in obtaining financing for potential industrial developments.

The section contacts out of region and local industries to persuade them either to build new facilities or expand and renovate existing facilities on these sites. The section leases land to industries and also has the bonding authority for industrial development purposes in the Duluth area. They provide no direct services to the public. For inquiries contact Port Authority Industrial Development at (218) 727-2913.

## Public Relations Section

### William Cortes, director of port promotion

The section promotes the Duluth port area by offering informational brochures, a quarterly magazine, *Minnesota's World Port*, films, speakers and other presentations. The section also provides for tours of the port facilities through prior arrangement. The section answers all written and phone inquiries from the public and provides the nationwide media continuing information on the port and its related industries. In addition the port promotes the region and the port through advertising in periodicals and other publications aimed at promoting greater utilization of the port and its facilities.

Inquiries may be made by phone, in person or by writing or calling the Seaway Port Authority of Duluth or their toll free number in Minnesota, (800) 232-0703. There are no forms or fees. All requests are handled as they are received. Obtaining speakers, films and slide presentations depend on their availability.



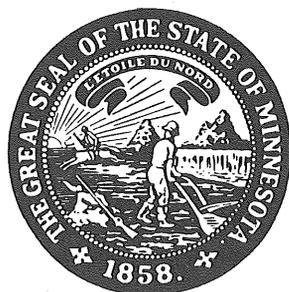
## Office of the Secretary of State

Room 180, State Office Building  
St. Paul, Minnesota 55155  
(612) 296-3266

Joan Anderson Growe, secretary of state

### Minnesota Constitution Article V

The secretary of state, an elected official, is the keeper of the great seal of the state of Minnesota. As keeper of the great seal, the secretary files and certifies the authenticity of official records, documents, proclamations and executive orders of the governor, and acts of the legislature and attorney general, and appointments made by the governor and maintains records of all corporations doing business in the state. The secretary stores the original enrolled acts of the legislature and the original U.S. government survey notes and township plats for the state. The secretary registers trademarks, conducts special censuses, registers legal newspapers, and files auctioneer's licenses. The secretary files rules adopted by administrative agencies, oaths of office, extradition papers, certain bonds and municipal documents. The secretary has rulemaking authority for voting machines, voter registration, ballot preparation, training election judges, and administration of absentee ballot procedures; serves as commissioner of voter registration for Minnesota; files candidates for multi-county offices, chairs the state canvassing board which certifies election returns for regular and special state elections; conducts training for local election officials; compiles and publishes the *Minnesota Legislative Manual* and publications on election laws and procedures.



**Open Appointments, (612) 296-2805****Grace Haukoos**

The open appointments process is administered by the secretary of state's office. It is the process by which the public is informed of openings on multi-member state agencies (boards, commissions, councils, committees, authorities, task forces or other similar multi-membered agencies) created by statute and having statewide jurisdiction. The secretary accepts applications from public members wishing to serve on any of the 150 state agencies. These applications are referred to the governor, commissioner, or other appropriate appointing authority in an effort to give all citizens an equal opportunity to serve.

**Fiscal Operations Division, (612) 296-7976****Terri Elizondo, supervisor**

The division handles all money taken in by the secretary of state. Any person purchasing materials from the Office of the Secretary of State must contact the appropriate division. The division informs the individual of the cost and refers the individual to the Fiscal Operations Division. Upon payment, the Fiscal Operations Division issues a receipt to the individual. The individual returns the receipt to the appropriate division which then issues the proper materials. For information call the Fiscal Operations Division. For forms or fees see the appropriate division. Requests are handled as soon as possible.

**Uniform Commercial Code Division, (612) 296-2434****Cheri Mattson, supervisor**

The division files financing statements on certain debts. The division also files notices of federal tax liens. All information in UCC files is available to the public.

The Uniform Commercial Code Division files financing statements which contain information required to protect a security interest. The statement set forth the name and address of the debtor and the secured party and the collateral covered. It also files amendments which are used to change a financing statement, continuations which are used to renew the five year period in which the financing statement is effective, assignments which are used to assign all or part of the covered collateral to another party, and releases which are used to release part or all of the collateral from a security agreement.

For information or aid in filing any of these forms call the Uniform Commercial Code Division. Forms for each of the filings are available from the division. Fees are \$2 per request on a standard form; \$3 per filing on a non-standard form; and \$1 for each additional name required to be indexed. All information will be sent within two days after receiving the proper fee and form.

The division will conduct a search to determine whether an individual has financial obligations on file with the secretary of state. To request a search use Form UCC-11. Fees are \$2 per request on standard form; \$3 per request on non-standard form; 50¢ per page for a copy of any statement filed; and 50¢ for each financing statement and for each statement of assignment reported. Response to mailed requests is approximately five days. In person inquiries are handled immediately.

**Corporations Division, (612) 296-2803**

**Bert Black, director**

The Corporations Division receives incorporation papers filed by all business, nonprofit, foreign, professional, cooperative, bank and insurance corporations. The division receives certificates of amendment, mergers, changes of registered address, certificates of dissolution and certificate of trustee. The division registers trademarks, auctioneer's licenses, and special censuses and performs substitute service of process. All information within the secretary of state's office is available to the public, except part of the foreign corporations annual reports. Sample forms for some services are available from the division.

**Domestic Corporations Section, (612) 296-2803**

**Dorothea Brodt**

The section recommends to prospective incorporators the booklet, *Laws Relating to Minnesota Business Corporations*, which is available from the Documents Center, Department of Administration. The section will give the corporate name, registered address, date of incorporation, capital stock, and any amendments, mergers, consolidations or other instruments filed to any person requesting the information.

For information or to receive certified copies of corporate papers call the Domestic Corporations Section. Certified copies are \$3.00 plus the cost of the photocopy, photocopies are \$1.00 per filing, good-standing short-form certificates are \$3.00, and long-form certificates are \$5.00. All mailed requests must be accompanied by the required fee. Make checks payable to the secretary of state. Information will be given as quickly as possible.

The secretary of state is required to approve the articles of incorporation before a corporation may operate in Minnesota. One or more natural persons of legal age may form a business corporation for any lawful business purposes. The articles of incorporation of a business corporation may state that the corporation has general business purposes. Corporations with general business purposes have unlimited power to engage in and to do any lawful act concerning any and all lawful businesses. Banks, savings banks, trust companies, building, loan and savings associations and insurance companies are not formed under the business corporation statutes. See the Department of Commerce entry for procedures affecting those companies.

For information or to file articles of incorporation call the section's office. There is a \$15 filing fee for all filings under Minnesota Statutes, chapter 301. Also, add the county recorder's fee of \$1 per page, minimum \$5 fee, and the treasurer's fee of \$70.00 for the first \$25,000 of stock and \$1.25 for each \$1,000 thereafter. Forms are available from the section for some of the filings. All filings are handled as soon as the proper documents and fees are received.

The Domestic Corporations Section also files the articles of incorporation of all nonprofit corporations. A nonprofit corporation is a corporation formed for a purpose not involving monetary gain for its shareholders or members and paying no dividends either directly or indirectly. A nonprofit corporation may be formed for agricultural, alleviation of emergency, athletic, benevolent, charitable, civic, community, welfare, education, fraternal, general welfare, health, horticultural, labor, literary, patriotic, political, professional, recreational, reli-

gious, scientific or social purposes. For information or to file for incorporation, call the section.

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**Fees for Nonprofit Corporations are:**

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Articles of incorporation	\$15.00 (approx.)
Merger or consolidation, amendment	15.00 (approx.)
Change of registered address	10.00 (approx.)
Court dissolution	15.00 (approx.)

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**Legal Newspaper Section, (612) 296-9213**

The Legal Newspaper Section files affidavits of legal newspapers. These affidavits must be filed prior to January 1 of each year in order to be recognized for that year. Forms for these affidavits are available from the Election and Legislative Manual Division without charge. Affidavits of legal newspapers are on file in the section's office for public inspection.

**Assumed Names and Trademark Section, (612) 296-9212 or 9216**

**Kathy Hjelm**

The section files all assumed names and trademarks, renewals of trademarks and assignments of trademarks. The section also files money order and employment bonds, auctioneer's licenses and special censuses. Cities and school boards may request authority to conduct a special census with the expense to be borne by the city.

**Assumed Names**

On August 1, 1978 this section began filing certificates of assumed names. Any person or business organization conducting a commercial business in Minnesota under a name other than their true full name must file a certificate of assumed name with the secretary of state to comply with Minnesota Statutes, chapter 333.01.

The secretary of state will provide forms upon request. A filing lasts ten years and may be renewed for additional ten year periods. If a change occurs which makes the information on a filing incorrect an amended certificate of assumed name must be filed within 60 days of the change. Original certificates and amended certificates must be published in a qualified newspaper for two successive issues. Proof of publication must accompany the filing. Assumed names may not duplicate corporate names or trademarks.

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**Filing Fees for Assumed Names are:**

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Certificate of Assumed Name	\$12.00
Amended Certificate	12.00
Renewal	6.00

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### Trademarks

The section requires three specimens of the trademark. The section does not file trade names or division names of corporations. The section conducts a search to assure the availability of the trademark before the section will file the trademark. The section will send a notice for renewal one year prior to the expiration of the trademark. For information, assignment forms or applications for trademark, contact the Trademark Section, Room 180 State Office Building, St. Paul, Minnesota 55155. The section files all trademarks after forms and fees are received. Information requests are handled immediately. Proper forms are provided by the section.

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**Fees are:**

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Trademark file fee	\$18.00
Renewal filing fee	12.00
Assignment of trademark	5.00

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The section provides information on all auctioneers licensed in the state, and files money order and employment bonds. A money order bond entitles businesses to sell money orders and an employment bond entitles businesses to function as an employment agency. For information on names of licensed auctioneers call the Trademark Section. The employment bond form is provided by the Department of Labor and Industry. Money order bond forms are available from the section. Filing forms are also available from all county auditors.

The fee for filing a money order bond is \$3; for filing an employment bond \$5; and for filing a duplicate auctioneer's license, \$5 (original license \$15.00 from county auditor). The section files all bond forms after forms and fees are received. Information on licensed auctioneers is available immediately. An individual must visit the secretary of state's office to see the entire list of auctioneers licensed in the state.

### Session Laws Section, (612) 296-2803

The section assigns chapter numbers to each law enacted during a legislative session and files the originals of each law. Session laws on file are available for public inspection. Certified copies of laws are available in the division or by mail from the division at a fee of \$3.00 for certification, after obtaining a copy of the law from the Documents Center, Department of Administration (612) 296-2874.

The Session Laws Section files local opinion resolutions relating to session laws.

### Approval of Special Laws

Jurisdictions affected by special laws enacted by the legislature are required to file resolutions required by such laws. Communication about filing resolutions may be directed to the secretary of state, Corporations Division. Required forms are mailed by the secretary of state to the respective jurisdictions,

following enactment of such laws. There is no fee for this service, Services are provided as required by the respective laws.

### Foreign Corporations Section, (612) 296-9214 or 8981

#### Virginia Daniels

The Foreign Corporations Section receives applications for Certificate of Authority to transact business in Minnesota. The section provides substitute service of process and maintains the original U.S. government land survey notes and township plats and the U.S. government resurveys. The section files railroad, utilities, and telephone company supplement mortgages and releases.

The section files applications for certificate of authority for foreign profit and non-profit corporations. A foreign corporation is a corporation organized under the laws of another country or state. The requirements for foreign business corporations are an application, a copy of the articles of incorporation with all amendments certified by the proper official of the home state or country and the qualification fee. All records are available for public inspection except part II of the foreign corporation annual report. For information or proper application forms call the Foreign Corporations Section.

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#### Filing Fees are:

Foreign corporation qualification fee	\$149.00
Foreign nonprofit corporation fee	24.00
Foreign corporation annual report fee	12.50

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Applications are filed as soon as all forms and fees are received.

The section also fulfills the substitute service of process for the secretary of state. Service of process occurs when a summons to court or complaint is to be served upon a corporation and, for some reason, the summons cannot be served. The summons may then be served upon the secretary of state. The secretary of state will send a copy of the summons to the last known address of the corporation. For information call the Foreign Corporations Section. The section requires two copies of the summons and complaint. Filing fees are \$10 for a domestic corporation and \$10 for a foreign corporation. The summons is mailed within 24 hours after the secretary of state receives it.

The section files railroad, utility and telephone company mortgages and releases. The section dates the original and files the conformed copy. For information or to file documents contact the Foreign Corporations Section. The filing fee with the conformed copy and original is 75¢ per page. The filing fee with the original only is \$1.00 per page. The section files all documents as the documents and fees are received.

The section stores the original township plats and the U.S. government original survey notes and resurveys. Survey information filed with the section is available to the public. For information or copies of filed documents call the Foreign Corporations Section. A copy of a township plat is 50¢; copies of original notes are 25¢ for two facing pages. The section handles all informational requests as they are received.

**Election and Legislative Manual Division, (612) 296-2805****Grace Haukoos, director**

The Election and Legislative Manual Division files candidates for election to public office in multi-county districts; prepares and administers the rules for voter registration, ballot preparation, absentee voting materials, election judge training, and voting machine examination and use; provides election information to the public and to local election officials; prepares and disseminates election statistics and information; prepares and certifies state canvassing board reports for state primary, general, and special elections; and administers election recounts in multi-county legislative districts.

The Election and Legislative Manual Division publishes the *Minnesota Legislative Manual*, *The Minnesota Legislative Manual: Student Edition*, *Minnesota Election Results*, and *Minnesota Elected Officials: State, Congressional, Legislative, Judicial, County*, every odd-numbered year; *Minnesota Election Laws*, *Election Judges Guides*, *Elections Guides* for city and town clerks and for county auditors, and voter information pamphlets every even-numbered year. In cooperation with the Ethical Practices Board the division publishes *The Minnesota Fair Campaign Practices Manual*.

The division also provides to the public information about election procedures, inspection of copies of federal campaign committee and candidate expense reports and copies of Election and Legislative Manual Division publications.

**Election Procedures Section, (612) 296-2805**

The Election Procedures Section files candidates for election to public office in multi-county districts for regular and special elections. Requirements for filing fees, petitions in lieu of filing fee, and nominating petitions for these offices are as follows:

Office:	Filing Fee	Petition-in Lieu-of-Fee Signatures	Nominating-Petition Signatures
President/V. President	none	none	2,000
U.S. Senator	\$150	2,000	2,000
U.S. Representatives	100	1,000	1,000
MN Constitutional Office	100	2,000	2,000
MN Legislator	20	500	500
MN Supreme Court Justice	100	2,000	none
MN District Court Judge	100	500	none

Candidates may file properly-notarized affidavits of candidacy (available from this office without charge) in person or by mail; affidavits must be received during the filing period. Filing for offices to be elected November 2, 1982, general election, opens July 6, 1982, and closes at 5 p.m. on July 20, 1982.

The Election Procedures Section provides directly to the public information on election procedures, voter registration, precinct caucuses, and absentee voting; file of precinct maps of Minnesota cities; election calendars for regular

and special state elections; voting and registration statistics for regular and special state elections; statistics for regular and special state elections. For assistance and information call the section.

#### **Legislative Manual Section, (612) 296-2805**

The section publishes *The Minnesota Legislative Manual* every odd-numbered year. The manual is then distributed without charge to the state historical society, state universities, state library, Library of Congress, Minnesota Veterans Home, state high schools, elementary schools, colleges, public libraries, and the public. Copies of the *Minnesota Legislative Manual* are also distributed by statute to legislators and other elected state officials, state institutions, appointed heads of departments, officers and employees of the legislature, justices of the supreme court, judges of the district court, senators and representatives in congress from this state, and county auditors. Copies are also distributed to other state and local governmental agencies by the secretary of state.

Copies of the *Minnesota Legislative Manual* may be obtained in person or by writing to the Office of the Secretary of State, 180 State Office Building, St. Paul, Minnesota 55155. Delivery of copies in accordance with the statute is provided directly to the recipients named in the statute. After the statutory distribution is accomplished, copies are available to the public. There is no form provided for requesting a copy of the manual, but requests must be made in writing or in person. There is no charge for this service. Written orders are filled in order of receipt. Please allow at least two weeks for written requests.

The Legislative Manual Section also publishes *The Minnesota Legislative Manual: Student Edition*. This brief edition of the legislative manual, issued every odd-numbered year, is designed especially for use in schools and is distributed without charge. For copies or information call the Legislative Manual Section.

#### **Rules Section, (612) 296-2805**

The section prepares and has available for public inspection the rules of the secretary of state authorized by Minnesota Statutes, subject to public hearings conducted by the Office of Administrative Hearings, including the following rules:

- rules for ballot preparation
- rules for voter registration
- rules for certification and experimental and general use of voting machines
- rules for training election judges by county auditors
- rules for administration of absentee ballot procedures

#### **Voting Machine Certificate Section, (612) 296-2805**

The section supervises the certification and experimental and general use of voting machines in recording and tabulating votes in Minnesota elections.

Vendors of voting machines must apply to the secretary of state for certification before voting machines may be sold and used in Minnesota. Although no application form is required vendors are asked to supply instruction manuals, information about the design and capabilities of the voting system, actual voting equipment to be certified, and an initial payment of \$150.00 toward the costs of certification. All costs of certification are borne by the vendor.

Local election jurisdictions may request from the section copies of laws, rules and other written instructions governing use of voting machines. Assistance in reviewing plans for informing voters, training election judges, and general conduct of election procedures using voting machines is also available from the section.

### **Federal Election Commission Reports Section, (612) 296-2805**

This section receives copies of federal campaign committee and candidate expense reports and files them in the division for public inspection. These reports may be photocopied in the division at a charge of 15¢ per page when copied by the individual requesting, or 50¢ per page when copied by a staff member. For assistance, information and reports contact the section.

### **Regular and Special Elections**

Notices of regular and special state elections, elections forms, certification of candidates, example ballots, state canvassing board reports, and certificates of election are provided (as appropriate) to county auditors, the Ethical Practices Board, and candidates.

These services are available from the office of the secretary of state. All required forms are available upon request either in person or by mail from the Office of the Secretary of State. Filing fees are outlined above. There is no charge for other services provided by the office. These services are provided at times required by law as outlined in chapter 200 of the Minnesota Statutes.

### **Training in Election Procedures**

Election guides for county auditors, municipal clerks and election judges are available to election officials. Conferences for officials who train election judges are conducted every even-numbered year. There are no charges for these materials and services.

Cost of travel to attend a training conference may be borne by the local jurisdiction or the individual. There is no state requirement for this training program. Services are provided at times required by law as outlined in chapter 200, Minnesota Statutes, or on request to the secretary of state.

### **Voter Registration Cards**

Voter registration cards are provided by the secretary of state to the Department of Public Safety to be distributed to all drivers license centers in the state. Persons changing name and/or address on drivers licenses are offered the opportunity to register to vote, using the new name and/or address, as required by Minnesota law. Department of Public Safety personnel may call or write the secretary of state to obtain voter registration cards. No special form is required to apply for a supply of voter registration cards. There is no charge for this service. Orders are processed as received; please allow up to two weeks for written requests.

### **State Agency Internal Elections**

Supervision by the secretary of state of certain elections is required by statute for the Public Employees Retirement Association and the Minnesota

Indian Affairs Intertribal Board. Personnel in charge of these agency elections should call or write the secretary of state, Election Division. Agency personnel should plan to meet with Election Division staff to discuss conduct of these elections; although no application form is required, it is advisable to telephone (612) 296-2805 to arrange for the meeting. There is no charge for this service. Preliminary arrangements for such elections should be made at least six months prior to the first events in the election process. Other events proceed in accordance with the statutes governing these elections.



## Department of Public Service

790 American Center Building  
160 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
(612) 296-7107  
Richard L. Auld, director

Minnesota Statutes, chapters 216A, 216B, 237, 239

The Minnesota Department of Public Service is a regulatory agency with statutory responsibilities relating to telephone, gas and electric utilities and weights and measures in Minnesota. The department is an arm of the executive branch of Minnesota government, serving as public advocate for the state of Minnesota in the regulation of public utilities. The department is also the investigative and enforcement agency for public utility and weights and measures statutes.

Regulatory responsibilities include investigation of utility revenue and rate matters, investigation of customer service complaints, monitoring of rate adjustment clauses, investigation of utility acquisitions and review of proposed issuance of securities by regulated utilities. The department undertakes special investigations and studies relating to utility rates, service and public inquiries. In contested cases, the department serves as public advocate for the state of Minnesota, identifying issues and presenting various alternatives on financial, rate and service matters. The department's recommendations, presented through sworn testimony, reflect positions which, in its opinion, are in the best interest of the broad general public.

The department's Weights and Measures Division has statutory responsibility to examine and evaluate all weighing and measuring devices in commercial service in the state to protect Minnesota citizens from false weighing or measuring transactions.

The department staff includes experts in weights, measures, statistics, econometrics, economics, accounting, engineering, and related utility and regulatory fields. The department is an independent agency and presents its recommendations, through testimony, based on extensive investigation of a utility's records, physical plant and operating practices. As an advocate for the broad general public, the department evaluates proposals by utility companies, as well as proposals of intervening parties.

Evidentiary and public hearings are conducted under rules of the Office of Administrative Hearings. Reprints of state statutes, and copies of department

rules, are available on order from the Documents Center, 117 University Ave., St. Paul, MN 55155, (612) 297-3000. The Information Center of the Department of Public Service has copies of statutes and rules for public review at their offices on the 7th floor, American Center Bldg., St. Paul, MN 55101.

### **Utilities Division, (612) 296-7107**

#### **JoAnn S. Hanson, deputy director**

The Department of Public Service has regulatory responsibility to 3.3 million citizens served by 53 regulated gas, electric and telephone utilities in Minnesota. Acting by statutory direction, the department's efforts are directed toward balancing interests of utility customers and utility investors. The role of the Department of Public Service, as public advocate for the state of Minnesota in utility regulation, is to provide the investigative initiative to offset the absence of competition in the monopoly environment in which utilities operate.

The department investigates utility rates and charges and monitors the quality and adequacy of utility services and utility accounting procedures and systems. It analyzes security issuances by utilities, monitors utilities' financial stability and investigates disputes between utilities and utility customers. The department also audits utilities for compliance with commission rules and orders, investigates utility compliance with filed tariffs and reviews the impact of utility sales, transfers and acquisitions.

The department is empowered to enforce regulatory rules and policies. It promotes economically efficient rate designs, proposes fair and non-discriminatory rates for all customer classes and investigates public impact of changes in utility service areas. The department also calculates and recommends a fair rate of return for utilities and reviews utility investments and expenses as used for ratemaking purposes.

### **Information Center, (612) 296-7100**

#### **Bob Carlson, director**

This section stores all completed files on matters under jurisdiction of the department and before the Public Utilities Commission. Copies of all regulatory orders, including utility rates, service, service areas and quality of service are on file and available for public review. Work space is available to review copies of orders, testimony, transcripts and exhibits. Service area maps for telephone and electric utilities are available for review. Utility financial reports and tariff books are also on file.

Because of the great demand for regulatory orders and documents, the department is required to assess a charge for copies of official materials. Certified copies are priced at \$2 for each document plus a flat charge of 25¢ per page for duplication. Other duplicates are priced on a variable scale set by the Documents Center based on the size, number of pages and difficulty of preparation. Requests for duplicates and/or certified copies of regulatory documents should be made through the Information Center, Department of Public Service, American Center Building, St. Paul (612) 296-7100. Copies of utility service area maps are also available, on order. Requests for copies are processed within 24 hours. Often, they can be handled immediately.

Minnesota citizens are provided gas, electric and telephone utility services through 362 public, cooperative and investor-owned companies.

Electric service is provided by 56 electric distribution cooperatives, 129 municipal utilities and 8 investor-owned electric companies.

Natural gas is provided in Minnesota by 18 municipal gas utilities and 13 private, investor-owned utilities.

Telephone service is provided by 147 telephone companies, including 105 companies which operate telephone exchanges.

The Minnesota Gas and Electric Utilities Act does not apply to municipal utilities, but only to electric cooperatives whose members choose to become regulated. Minnesota's telephone regulatory act does not apply to telephone cooperatives or to telephone companies with less than 2500 customers.

Minnesota telephone utilities have been regulated since 1915. On January 1, 1975 Minnesota became the 48th state to undertake regulation of natural gas and electric utilities.

Questions regarding utility rate regulation may be directed to the director, Department of Public Service, 7th Floor American Center Building, Kellogg and Robert Streets, St. Paul, MN, 55101.

### **Electric and Telephone Utility Service Areas**

Thousands of miles of telephone and electric lines extend through Minnesota's 87 counties to provide essential energy and communication needs to the state's citizens. Telephone and electric utilities provide service only within assigned services areas on file with the Department of Public Service.

The department maintains detailed maps of electric and telephone utilities which clearly define service area boundaries for reference by utilities, utility customers, contractors and construction engineers and agencies of government. Utility service area maps are available for review in the offices of the department, 7th floor American Center Building, St. Paul, MN, 55101. Inquiries regarding maps may be directed to the Information Center, (612) 296-7100. Reprints of all utility service area maps may be ordered on a cost basis.

### **Weights and Measures Division, (612) 341-7200**

**1015 Currie Avenue, Minneapolis, Minnesota 55403**

**Edward P. Skluzacek, director**

The Weights and Measures Division of the Minnesota Department of Public Service was established in 1911 as successor to the State Scale Department, one of the oldest agencies in state government, established in 1895. The Weights and Measures division is divided into three major functional units and is responsible for the accuracy verification of every weight, measure and weighing or measuring device used in the state. The responsibility also extends to ensuring accurate weight, measure or count in all commercial transactions.

### **Heavy Capacity Scales Section**

This unit tests all of the 4000 heavy (over 4000 lbs.) capacity scales in commercial use in the state. Routine inspections are conducted on a fifteen month schedule. Scale operators are not given notice of the inspection date. All newly installed devices, however, are tested as soon as possible. A fee, which varies with capacity, is charged for this service.

The unit tests motor truck scales, livestock scales, hopper scales and rail-

road track scales. The investigators operate trucks ranging in gross weight from 18,000 lbs. to 73,000 lbs. and railroad test cars which weigh up to 90,000 lbs. The test weights used by the investigators range from one seven thousandth of a pound up through 50, 500 or 1000 pound weights which are moved by hand, 10,000 pound motorized dollies used in testing truck scales and the huge 90,000 pound railroad test cars.

Each investigator has the authority to put a device out of service if it does not meet the specifications and tolerances prescribed by rule. The investigators also test scales in response to complaints from the public. All complaints are investigated within one week. Complaints and requests for information should be directed to the Weights and Measures Division, 1015 Currie Avenue, Minneapolis, Minnesota 55403.

### **Light Capacity Scales and Volumetric Measuring Devices Section**

This section is responsible for testing 29,000 liquid measuring devices (gasoline pumps, fuel oil meters, L.P.G. meters), 15,000 light capacity scales and 1,850 linear measuring devices. All of these devices are tested on a twelve month routine inspection schedule. Newly installed devices are tested as soon as possible and a fee is charged.

Investigators assigned to this unit also check-weigh approximately 100,000 individual prepackaged items each year. This enforcement function helps to ensure accurate net weight, measure or count for many consumer products.

The equipment used by the investigators ranges from small calibrated measures up to 5 and 100 gallon provers used to test gasoline pumps and meters. The volumetric specialist in this section carries 100 and 500 gallon provers for high volume meters. The investigators also carry weights ranging from one sixteenth of an ounce to 50 pounds. All test trucks are equipped with a check-weighing scale for weighing prepackaged goods and a small balance for performing field calibrations of small weights.

All investigators have authority to investigate complaints and to put devices out of service if they do not meet specifications and tolerances. All complaints are investigated within one week and the complainant notified of the results. Requests for information and complaints concerning short weight, count or measure or improper use of a device should be directed to the Weights and Measures Division. No forms are required and no fee is charged.

### **Petroleum Inspection Section**

The department's Petroleum Inspection Section inspects all petroleum products wherever they are processed, held, stored or offered for sale or use. An inspection fee must be paid by all distributors selling or delivering gasoline to storage facilities operated by licensed bulk purchasers. For information about petroleum inspection programs, contact the Petroleum Inspection Section, 1015 Currie Avenue, Minneapolis, Minnesota 55403, (612) 341-7200. The inspection fee rate is 25¢ for each 1000 gallons a distributor sells or delivers. The needed form is Form PDA-46.

### **Metrology Laboratory**

**Joslyn Donnan, metrologist**

The laboratory is charged with the responsibility of maintaining and calibrat-

ing all of the primary and field standards of mass, length and volume that are used in the state. The laboratory is registered with the National Bureau of Standards as a "Class A" laboratory, which means that the standards are maintained and cross-checked and that the metrologist, having been thoroughly trained in this field, reports regularly to the national bureau.

The primary state standards of mass, length and volume supplied by the National Bureau of Standards are the only official reference for all of the weights and measures used in the state. Any weight or measure calibrated in this laboratory, therefore, is directly traceable to the United States standards maintained by the National Bureau of Standards.

The laboratory calibrates all field standards for the state weights and measures investigators, 320 registered repair services, various law enforcement agencies, the city of Minneapolis. Seventy-one industrial operations submit standards to the laboratory.

The metrologist also supervises the placing-in-service program. This is a voluntary registration program for persons engaged in repairing weighing and measuring devices. Registrants in the program are required to submit their field standards annually for calibration. The registrant may place a device in service until it is tested by the division. Placing-in-service permits are issued with the condition of proper performance by the registrant. Permits are revoked on the basis of poor or improper performance or failure to submit standards for calibration.

Requests for information concerning calibration, submission of standards or the placing-in-service program should be directed to the laboratory. Applicants for placing-in-service permits and special placing-in-service forms can be obtained from the Weights and Measures Division.



## Sibley House Association

Mrs. Thomas H. Conner, president  
4619 Townes Circle  
Edina, Minnesota 55424  
Mrs. Harper R. Wilcox,  
financial secretary  
4533 47th Avenue South  
Minneapolis, Minnesota 55406  
(612) 724-7721

Home  
of the First Governor  
of Minnesota



The Sibley House Association maintains the Sibley House, home of Henry Hastings Sibley, first governor of the state of Minnesota. Built in 1835, the Sibley House is the oldest stone house in Minnesota. The association also maintains the Faribault House, built in 1837 by the fur trader Jean Baptiste Faribault. Located near the Sibley House, the Faribault House was used as an inn and is known also as Minnesota's first hotel. Tours are conducted for the

public and guides for these Mendota houses are provided from May 1 to October 31. Groups of more than ten should make reservations.

For general information from May 1 to October 31 call Sibley House, (612) 452-1596. To make group reservations contact Mrs. A. J. Kranz, calendar chairwoman, 11533 River Hills Drive, Burnsville, Minnesota 55337, (612) 890-7872.

School groups, particularly 4th, 5th and 6th graders, are admitted free. Advance and confirmed reservations are required. For information and to make reservations, contact Mrs. A. J. Kranz at her address listed above.

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**Admission fees for tours are:**

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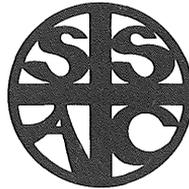
Adults	\$1.50
High school students	.50
Children 6 through 12	.25

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## Spanish-Speaking Affairs Council



506 Rice Street  
St. Paul, Minnesota 55103  
(612) 296-9587  
Jose H. Trejo, executive director

### Minnesota Laws of 1978, chapter 510

The seven member council advises the governor and legislature on the interests and concerns of the Hispanic people in Minnesota. Spanish-speaking people are one of the largest racial-ethnic minorities in the state. According to the 1980 U.S. census, an estimated 32,000 permanent residents are of Hispanic descent, and an average of 12,000 to 15,000 migrant agricultural workers come to Minnesota every year.

The council assists Spanish-speaking people in becoming more fairly represented and active in state government by recommending to the governor qualified individuals for appointment to boards and commissions. The council also refers names to the affirmative action program, Department of Employee Relations, for their resume files, and ensures that Spanish-speaking people are notified of state employment opportunities. Close ties are maintained with all Spanish-speaking organizations by the executive director, who explains to the public the range of services available from state and private agencies. All proposed rules of state agencies which have an effect on Spanish-speaking people are reviewed as well as all applications for federal funds. The council proposes new state programs, or changes in existing ones, to the legislature and the governor's office and monitors legislative proposals that affect Spanish-speaking people.

Assisting the council in carrying out its program of activities are four task forces. The Research and Legislative Task Force assists in the collection of

data necessary to support the council's program of work and to improve the economic and social condition of Spanish-speaking people. The Social Services, Health and Housing Task Force reviews existing state social services, health and housing programs to determine their appropriateness and accessibility to the Hispanic-heritage community. The Employment and Education Task Force assists in the efforts to increase Chicano/Latino employment in state government and recommends programs designed to improve employment and educational opportunities. The Communications Task Force assists in the development of audio and video communications that accurately portray the Chicano-Latino community's issues, concerns and culture, and monitors existing media with regard to the portrayal of the Hispanic-heritage community.

The council does not provide direct services to individuals, but serves as an initiator and organizer. The council brings together the many elements of the Hispanic community by starting innovative projects that address needs and issues of importance. The council helps find funding and then establishes these programs as individual agencies. The council helped establish two programs in 1980-81. In May 1980 the council organized an Economic Development Committee which became the Minnesota Hispanic Chamber of Commerce in November 1980, a totally independent agency. In March 1981 the council organized and held the first Hispanic Women's Conference. The two-day conference drew 300 people from all over the country, especially the Midwestern states, and will now be an annual event sponsored by the Hispanic Women's Task Force. Persons interested in attending or participating in this annual conference may call or write the council for more information.

Hispanic community representatives present their concerns and interests at the regularly scheduled council meetings and through the council's four task forces. Council meetings are held throughout the state every six weeks, and task forces meet once a month in the Twin Cities Area. For exact meeting times, dates and places, call the council. People interested in becoming members of the task forces may do so by contacting the council. Council membership is limited and applications must be filled out and appointment is made by the governor.

The council submits a biennium report to the governor and the legislature which summarizes council activities, lists receipts and expenditures, identifies major problems and issues and lists future objectives. Copies are available for viewing at the Legislative Reference Library. The council has available a free brochure and publishes a newsletter, *Al Día* (Update). To receive copies contact the council.

## Minnesota Tax Court

Space Center Building, 5th Floor  
444 Lafayette Road  
St. Paul, Minnesota 55101  
(612) 296-2806  
John Knapp, chief judge

### Minnesota Statutes, chapter 271

A full-time three judge court with state-wide jurisdiction is authorized to handle every kind of tax dispute or issue arising under Minnesota law, except special assessments. Taxpayers may appeal any final order of the commissioner of revenue assessing taxes or denying refunds of any kind of tax imposed by the state of Minnesota. Taxpayers may also appeal the valuation of any real or personal property or its classification by the local assessor, the local or the county boards of equalization, or the commissioner of revenue under Minnesota Statutes, chapter 278. Jurisdiction also covers local property tax cases. District courts may also transfer any property tax case filed with them to the tax court.

Appeals may be filed in person or by mail at the tax court's office in St. Paul or at the office of the clerk of district court in the district where the taxpayer resides. Appeals may be filed in the regular division or the small claims division. In the small claims division appeals are limited to disputes involving no more than \$2,500 of taxes or disputes arising out of the valuation of a homestead regardless of the amount of taxes involved. In order to be entitled to file a claim in the small claims division, the taxpayer must have appeared before the local and county boards of equalization. All other appeals must be filed in the regular division. The filing fee in the regular division is \$25 and in the small claims division the fee is \$2.00. District court clerks may also charge an additional library fee if the appeal is filed with the clerk of the district court.

Motions, pre-trial conferences and trials are held in district court houses throughout the state. Procedures are similar to those of the district courts. The judges travel extensively rather than have the taxpayer come to St. Paul so that the taxpayer may appear before the court with as little inconvenience and expense as is practicable. Due to limited manpower the court sets a schedule of hearings throughout the state, but attempts to hold the hearing within six months after the date of the filing of the petition or the appeal.

Decisions on orders of the commissioner of revenue made in the regular division are published in *Commerce Clearing House*, Prentice-Hall, and the *State Register*. Copies of the *State Register* are available from the Documents Center, Department of Administration, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, and main branch public libraries. Decisions involving real estate appeals are simply filed in the office of the clerk of the district court and copies may be obtained from the clerk of the district court or from the office of the tax court on special requests. Decisions of the regular division are appealable to the Minnesota Supreme Court by either party. Decisions of the small claims division are filed in the office of the tax court and decisions from real property valuations are filed at the office of the clerk of the district court in the district where the property is located.

For free forms and instructions on how to file an appeal, contact the clerk of the tax court or the clerk of your district court.



## Minnesota Teachers Retirement Association

302 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-2409; toll free: 1-800-652-9747  
Harvey W. Schmidt, executive director

### Minnesota Statutes, chapter 354

The Minnesota Teachers Retirement Association provides eligible members with annuity payments at retirement and disability or survivor benefits. Teachers and the state of Minnesota make equal payments into the fund. The state also makes an additional payment to amortize the deficit in the fund. Membership is compulsory for all public school teachers in Minnesota except those in the cities of Duluth, Minneapolis and St. Paul, and the University of Minnesota system. The association provides information on benefits and how to apply for benefits.

Newsletters are published at least twice a year and are provided for each member. A synopsis of the annual report is sent annually to each member.

For information or benefit application forms, contact the Minnesota Teachers Retirement Association at the above address.

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 such costs.) To receive survivor's benefits, a death certificate must be included with the application.

There is no cost for any of the applications.

Members may apply for a refund of deductions thirty days after teaching service has terminated provided they are not on an approved leave of absence for a continuing teaching contract.

Retirement benefits take approximately two months to begin. If a person retires in May, June, July or August, payment is made retroactively on October 1. Disability benefits take three to four months to receive. Survivor benefits are generally received within two months. All payments are made monthly.



## Board of Teaching

608 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-2415  
Kenneth L. Pealtross, executive secretary

### Minnesota Statutes, section 125.183

The Board of Teaching licenses interns and teachers. The board promulgates rules for licensing and relicensing public school teachers and interns and establishes rules governing teacher education programs. The board also establishes

a code of ethics. The board has representation from the public, the teaching profession and the institutions of higher education having approved programs of teacher preparation.

All teachers employed by a state funded school need a Minnesota state teaching license. Parochial and private schools, colleges and universities may require teachers to have a state license at their own option. A teacher's, intern's, or any license renewal costs \$30. If a teacher has never had a Minnesota Teacher's License before, an original application must be filled out. These original applications will be sent free to persons requesting them by phone or mail, or can be picked up at the board's office. Renewal of a Minnesota Teacher's License can be accomplished by sending in a renewal form. Renewal forms may be picked up at the teacher's school office or obtained from the board. A free booklet is available from the board which describes the licensing guidelines for public elementary and secondary schools and is entitled *Personnel Licensing Handbook*.

To obtain a five-year renewal for a teaching license a teacher must have 120 renewal units, or 12 college credits. Included in these units or credits must be a Minnesota approved course in human relations. Wisconsin human relations courses are acceptable for the Minnesota human relations course requirement according to a present reciprocal agreement.

To obtain a two-year renewal an applicant needs a human relations course and one successful year of teaching. Without a year of teaching, an applicant may obtain a two-year license renewal by completing an approved human relations course.

Vocational teachers must also be licensed. Forms for license application may be obtained at every vocational school personnel office or by contacting the Board of Teaching. Without academic background applicants for a vocational teacher's license must have 6,000 hours (three years) of occupational experience in their field of teaching (500 hours must be recent work experience hours outside of teaching). Nondegreed vocational teachers have to go through a teacher education sequence of the following five courses: Introduction to Vocational Teaching, Philosophy of Vocational Education, Vocational Methods, Vocational Course Construction and Vocational Tests and Measurements. Also necessary is an approved human relations course. Vocational teachers who have degrees need 3,000 hours for secondary, and 4,000 hours for post secondary teaching licenses. A five-year license is issued if a vocational teacher meets the full licensure requirements. Without full certification the board issues one, two and three-year licenses to vocational teachers. To renew a five-year vocational teaching license an applicant must obtain 108 clock hours of continuing education during the previous five years. Individual cases and vocations vary, so contact the board for more specific information. A free brochure is available from the Board of Teaching entitled *Vocational Education Licensing Requirements*.

The board has the power to suspend or revoke a license according to Minnesota Statutes 125.09. Complaints alleging or implying violation of a statute or a rule which the board is empowered to enforce may be filed with any member of the board or with its executive secretary. The board may also schedule disciplinary hearings and any member of the board or its executive secretary may institute a complaint. The designee of the attorney general providing legal services to the board assists the board in processing complaints and in the investigations and hearings relating to them.

For information regarding teacher licensure in Minnesota, contact the Board of Teaching. Applications for license forms can be made at the board's office. The licensing process requires two to three weeks.



## Department of Transportation



Transportation Building  
St. Paul, Minnesota 55155  
(612) 296-3131  
Richard P. Braun, commissioner

Minnesota Statutes, chapters 16, 104-106, 116, 117, 160-162, 165, 167, 169, 173, 174, 216, 218, 219, 221, 222, 360, and 505

Office of the Commissioner, (612) 296-3000

**Robert J. McDonald, deputy commissioner**

The Minnesota Department of Transportation (Mn/DOT) was created in 1976 when the state legislature merged the former Departments of Highways and Aeronautics, portions of the Public Service Department and the Transportation Section of the State Planning Agency. Mn/DOT was designed to provide Minnesota with a balanced transportation system that includes aeronautics, highways, motor carriers, pipelines, ports, public transit and railroads.

The commissioner represents the department and the public on all department funding and state transportation issues. The commissioner also appears as a party on behalf of the public in any proceeding or matter before any other governmental agency that regulates public services or rates relating to transportation. A close contact is maintained with the private sectors of transportation and any Minnesota or multi-state organization involved in transportation issues affecting the state.

Under the commissioner, the department is directed to develop, revise and monitor statewide transportation plans, and to construct, maintain and regulate transportation facilities as authorized by law.

**Audit, (612) 296-3254**

**Ronald W. Gipp, director**

This section conducts audits to assist managers by furnishing them with analysis, appraisals and recommendations. It also conducts operational audits that go beyond the scope of compliance auditing, and performs audits of special agreements and contracts with non-state vendors. It ensures that the department is eligible for federal participation and reimbursement. The section provides no services directly to the public.

**Government Relations, (612) 296-3002**

**Eugene E. Ofstead, director**

This section works with the state legislature to develop and pass legislation that improves the services provided by the department. It also assists legislators who make transportation-related decisions and helps them respond to constituent inquiries. The section provides information to legislators and their staffs about transportation issues and specific bills through individual briefings, assistance with bill drafting and testimony to legislative committees. The section also works with federal, regional, county and municipal government officials, and transportation organizations and individuals.

**Finance and Administration Division, (612) 296-3005**

**Judith A. Pinke, assistant commissioner**

This division allocates and manages the department's human and fiscal resources and maintains centralized support services. It provides business planning, personnel administration, labor relations, cost accounting, federal billings, and fiscal reporting. It also handles budget and investment management, central office supplies and services, inventory information management, fixed assets coordination and central purchasing. The division also offers studies in organizational, management and administrative improvement, information dissemination and data processing development.

**Office of Financial Management, (612) 296-7942**

**Edwin H. Cohoon, director**

This office provides systems and controls necessary to ensure the proper management of the department's financial resources. This includes coordination of the preparation and management of the budget, establishment and operation of accounting systems, preparation and distribution of financial reports and statements, collection of amounts owed to the department, and payment of department obligations. The office provides no services directly to the public.

**Accounting and Finance Section, (612) 296-3120**

**Richard R. Swanson, director**

This section performs centralized accounting for all revenues and expenditures of department accounts. It manages department accounting and cost accounting systems and prepares, monitors, and distributes accounting reports. The department's financial records are maintained by the section.

**Budget Section, (612) 296-3225**

**Gordon W. Kordosky, director**

This section develops, maintains, and monitors the budget. It provides assistance to managers with budgetary responsibilities by preparing, analyzing, and interpreting budget information and reports. It also plans, forecasts, and monitors revenues and expenditures and approves and authorizes investments.

### **Office of Communications, (612) 296-3581**

This office provides information to the media, the public, employees, and other interested parties so they are kept up to date on department activities and programs. The office also maintains contact with all statewide newspapers, radio and television stations, with other federal, state, county, and local agencies, and with nationwide transportation-related organizations, educational institutions, and publication editors. The office has copies of department publications for distribution, including the department's annual report. Call for more information.

### **Audio-Visual and Education Section, (612) 296-0835**

This section produces audio visual presentations, video shows, public service announcements, displays, exhibits, photographs, and bulletin board materials to inform and educate department employees and the public. The section prepares and distributes a monthly employee magazine titled *DOT/Scene* and a weekly bulletin board newsletter, *DOT/Scene/Today*.

### **News and Public Affairs Section, (612) 296-0840**

#### **Michael W. Stirens, manager**

This section writes, edits, and oversees the preparation of news releases, feature articles, reports, and brochures concerning departmental activities for distribution to the news media, trade journals, and the public. In addition, it coordinates statewide activities between the department's central office and the nine district public information officers.

The section distributes weekly newscast, *Mn/DOT News*, to all media. Sample copies are available free of charge. Contact the section at Room 410, Transportation Bldg., St. Paul, MN 55155. Single copies of the Minnesota *Official Transportation Map*, prepared and distributed by the department, are provided free to individuals by the Tourism Bureau of the Department of Energy, Planning, and Development, (612) 296-5029, and will be mailed on request.

### **Office of Organization Development, (612) 296-6194**

#### **Gerald F. Tessman, director**

This office develops and implements improved management and work practices designed to enhance operational effectiveness and productivity. The office provides consultation and support to managers and employees for strategic management planning and management by objectives, organization design and activity analysis, participatory management, management decision-making systems and techniques, human resource planning, management research and counsel, and library and information services.

### **Management Planning Section, (612) 296-7069**

#### **David M. Hodgins, manager**

This section serves as in-house consultant to management on all phases of management practice and communications, including guidance on organiza-

tional structure, function alignment, and activity analyses. It helps develop strategic and tactical plans for producing long-range managerial goals and executive policies and for setting and evaluating objectives. The section also provides specialized techniques to structure opportunities for employee participative planning, team building, and improvement of quality of work life and productivity. It provides no services directly to the public.

**Library and Information Services Section, (612) 296-2385**

**Jerome C. Baldwin, librarian**

This section provides information resources and services to support department programs by identifying, acquiring, distributing, and maintaining informational materials. It develops and recommends procedures for accessing the department's information resources and investigates emerging technologies and services that can be applied in the area of information management.

The library's collection consists of about 5,000 volumes, 300 professional journals and 8,000 microfiche of technical reports. A microfiche reader machine is available, but no printer. Xerox is available for print copy on a limited photocopying basis for free. There also is a limited collection of audio-video materials with slide and film projectors available for loan to other agencies, but not the public. The library has computer search capability as it applies to transportation data bases.

The library participates in local and national information networks in order to provide employees with prompt access to information resources regardless of origin or current location. The library will provide limited assistance to the public with transportation-related reference questions. Contact the section at Room B-26A, Transportation Bldg., St. Paul, MN 55155.

**Office of Personnel, (612) 296-3100**

**Jack C. Davis, director**

This office provides centralized personnel and labor relations administration, including programs for employee safety, job-related training, and career development. It provides managers with lists of eligible candidates to meet departmental employment needs, recommends job classification to the Department of Employee Relations, and maintains personnel records for all department employees.

**Affirmative Action Section, (612) 296-1366**

**Nancy P. Petracca, chief**

This section develops a program so that protected class members (women, ethnic minorities, handicapped persons, and Vietnam-era veterans) are protected from discrimination according to state and federal laws. Where an occupational category has a disparity, this section ensures that affirmative action is taken to help eliminate any barriers to employment. The section encourages protected class members currently employed to seek positions at higher levels within the organization. The section works closely with the civil rights unit of the Federal Highway Administration and the Equal Opportunity Division of the Department of Employee Relations on matters concerning the depart-

ment's affirmative action program. It also helps the Department of Human Rights in investigating any alleged discrimination in the department. It provides no services directly to the public.

**Employee Safety Section, (612) 296-1362**

**Richard V. Anderson, safety and health program director**

This section develops a statewide employee safety program for supervisors and employees in order to reduce on-the-job accidents and injuries. It confers with the Department of Health and the Workers Compensation and Occupational Safety and Health (OSHA) Divisions of the Department of Labor and Industry concerning the physical well being of department employees. It reviews all accidents and personal injuries to find causes and eliminate hazards, through either engineering or protective devices. The section also conducts on-site inspections of work sites, buildings, etc. within the department to ensure OSHA compliance.

The health unit, located in Room G-25 on the ground floor of the Transportation Building, (612) 296-2335, provides first aid and health care to state employees and the visiting public in the Capitol complex.

**Labor-Management Relations Section, (612) 296-7875**

**James McKane, chief**

This section assists the state labor negotiator in negotiating contracts covering employees who work for the department. The section assists supervisors throughout the department in the administration and interpretation of the various labor contracts and in processing grievances. It provides no services directly to the public.

**Employee Development Section, (612) 296-1367**

**Gunnar P. Pederson, chief**

This section provides training programs and classes for department employees. The section develops the training programs and secures the services of qualified instructors, either from within the department or from other resources throughout the country. The programs increase employees' job skills and provide information to prepare employees for other jobs they may be assigned in the future.

The department's Arden Hills Training Center, with classrooms and dormitory facilities, is available to public agencies for meetings. These facilities are also used by employees of cities and counties within the state who participate in short courses conducted at the center. For information or to make reservations, contact the Arden Hills Training Center at 1900 W. County Road I, New Brighton, MN 55112, (612) 633-6360. The center will provide a reservation form. Rental fees are \$30 to \$40 per day for the small classrooms and \$50 per day for the large classrooms. The dormitory charge is \$10 per night per bed and \$20 per night per room. Reservation requests should be made in advance.

**Personnel Services Section, (612) 296-3101**

**Roger A. Durbahn, chief**

This section recruits qualified candidates to fill full-time, part-time, and temporary positions in the department. The section develops guidelines and assists

department supervisors in interviewing and selecting persons for vacant positions. It conducts screening interviews for positions and may refer applicants to department supervisors for employment consideration. The section assists management and employees in preparing job descriptions and placing jobs in the proper classifications. The section also provides the State Retirement System with information on retired employees and obtains information on the system for current employees.

On occasion, the section places job openings in magazines and newspapers. Most often, job candidates are obtained from the eligible lists furnished by the Department of Employee Relations. For information on job openings, contact the section at Room 315, Transportation Bldg., St. Paul, MN 55155. Employment interviews are generally delayed until applicants have had an opportunity to take civil service examinations and have their names placed on eligible lists. *Minnesota Career Opportunities* bulletins and employment applications are available from this section as well as from the Department of Employee Relations.

### **Office of Systems and Support Services, (612) 296-6406**

**George L. Kieffer, director**

This office provides the department with centralized support services including design, analysis, and support of computer systems. It offers data base management and administrative and management analysis. Also provided are centralized operating support services, purchasing coordination, computerized inventory of consumables, and coordination of the development of consultant agreements and administrative rules.

### **Systems and Analysis Section, (612) 297-3108**

**John D. Schwartz, director**

This section develops computer and administrative systems needed by the department. It provides computer systems design, maintenance, and technical support. It offers analysis of computer systems needs, administration of time-sharing systems, computer systems audits, and liaison with the Information Services Bureau of the Department of Administration. The section also designs, implements, and reviews administrative methods and procedures, conducts administrative and feasibility studies and cost benefit analyses, and administers the Employee Suggestion System for the department. It provides no services directly to the public.

### **Administrative Support Services Section, (612) 296-3114**

**Lee J. Nelson, director**

This section provides blueprinting, photographic, word processing, graphics, mail, and photocopy services and handles records retention schedules, central records storage, and analysis of records systems and methods. It processes requisitions for equipment and commodities and administers supplies and printing programs. It manages both fixed and expendable assets and administers the department inventory systems. The section allocates and designs central office space and coordinates related building services.

The section stocks maps used in transportation planning. The following maps are available to the public: county maps depicting road types, culture, and drainage; municipal maps depicting corporate boundaries and all public roads; street series maps showing the seven-county metropolitan area on 50 separate sheets; a metropolitan area map of the Twin Cities and surrounding areas showing major highways, corporate boundaries, and major drainage; traffic flow maps showing average annual daily traffic and commercial volume for all trunk highways in the state; half-scale county maps indicating traffic volumes on rural roads; municipal traffic flow maps showing traffic volumes on designated roads; street series maps of the seven-county metropolitan area showing traffic volume on "system 70" municipal-state aid streets and other designated roads; plat maps for every incorporated municipality except cities in the metropolitan areas, depicting lots, blocks, dimensions, and right-of-way; state bikeways maps; state work maps showing trunk highways, county boundaries, county seats, and cities situated at trunk highway junctions; and the official transportation map showing trunk highways, primary and secondary routes, state park locations, insets of larger cities, mileage between points, and an index locating all towns in the state. Cities over 5,000 population are shown on separate map sheets, while cities under 5,000 population are generally shown with several cities per sheet.

For information, contact Map Sales at Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. With the exception of the *Official Transportation Map*, each price is subject to sales tax and mailing and handling charges. The section will send out maps as soon as the request and proper fee are received.

Maps	Cost
<b>County Maps</b>	
1" = 1 mile full scale.....	\$ .90 per blue print
1" = 2 miles half scale.....	.35 per sheet
<b>Municipal Maps</b>	
24" x 36".....	.45 per blue print
<b>Street Series Maps</b>	
Six sheet composite 42" x 83".....	1.50 per blue print
Preprinted black line 24" x 36".....	.45 per sheet
<b>Metro Area Maps</b>	
36" x 56".....	.90 per sheet
18" x 28".....	.35 per sheet
<b>Traffic Flow Maps</b>	
State 16" x 19".....	.25 per sheet
State 32" x 37".....	.50 per sheet
County 18" x 28".....	.45 per sheet
Municipal 24" x 36".....	.45 per sheet
"System 70" 18" x 27".....	.45 per sheet
<b>Plat Maps.....</b>	<b>.45 per blue print</b>
<b>County Outline Maps of State</b>	
All counties 8½" x 11".....	free
All counties 11" x 14".....	.25
All counties 17" x 20".....	.30

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All counties 18" × 28".....	.35
All counties 36" × 56 ".....	.75
<b>Bikeways Maps</b>	
State bikeways maps .....	.95 per map
<b>State Work Maps</b>	
48" × 60".....	1.00
38" × 48".....	.75
16" × 20".....	.30
8½" × 11".....	free
<b>Official Transportation Map</b>	
1" = 16 miles 26" × 30".....	single copies free
1" = 10 miles 40" × 46" (1979-80 map).....	1.00

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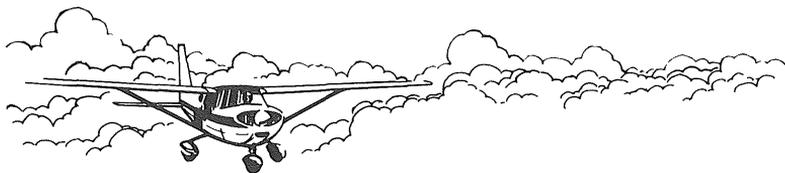
**Administrative Procedures and Documentation Section, (612) 296-0221**

**Kenneth H. Bjork, director**

This section provides services to the department in the areas of administrative manuals, communications distribution systems, consultant agreements, administrative rules, commissioner's orders of a regulatory nature, docket control, and development of administrative contracts. It provides no services directly to the public.

**Hardware/Data Base/Data Communications Section, (612) 296-1394**

This section provides services to ensure optimum utilization of data processing equipment, data base activities, and data communication network facilities throughout the department. It provides no services directly to the public.



**Aeronautics Division, (612) 296-8046**

**Richard B. Keinz, assistant commissioner**

This division administers state and federal funds for municipal airport development, maintenance, and operation. It regulates, inspects, and licenses aviation operations, enforces statutes and rules relating to aviation and participates in airline route development proceedings. It also provides radio and visual navigational aids and electrical and lighting systems, aviation education and safety programs, and furnishes air transportation service for state officials and employees performing official business.

**Office of Airport Development Assistance, (612) 296-8060****Duane A. Haukebo, director**

This office provides technical and financial assistance to municipalities for airport development, operation, and maintenance. It also installs and maintains radio and visual navigational aids at Minnesota municipal airports, and provides technical assistance to municipalities in developing scheduled air service.

**Aviation Economics, Development, and Research Section, (612) 296-9869****Kenton R. Hoeper, chief**

This section provides technical assistance to Minnesota communities and appears before the Civil Aeronautics Board in airline route development proceedings. The section assists in commuter air carrier route development planning and develops statewide aeronautics forecasts, airport activity analyses, and air traffic counts. The section prepares aeronautics surveys and studies in passenger traffic, aircraft ownership, and aeronautics economics. It also provides technical assistance to communities preparing environmental assessments for airport development projects.

The section also maintains the department's library of specialized aeronautics information. This in-house, working library carries about 75-100 major aeronautical and engineering journals, aviation reference material and aviation advisory circulars. It has a small collection of reference books. The library can be used by the public during regular working hours, but materials cannot be checked out.

The section prepares aviation information for public release and publishes the quarterly *Aviation Safety Technical Bulletin*, which is available free of charge. For information, contact the section at the Room 417, Transportation Bldg., St. Paul, MN 55155.

**Airport Development Section, (612) 296-7899****L. James Fortman, chief**

This section aids Minnesota communities in preparing airport planning grant and construction grant applications. The commissioner of transportation rules on all applications.

In an application, the municipality must show availability of funds, that the project will be completed without undue delay, and that the municipality has legal authority to submit the application. The proposed airport must be able to handle air traffic safely and adequately. If the application is approved, the section will provide the community with technical and financial assistance for airport layout plans development, site selection, preliminary engineering, project development, preconstruction project monitoring, airport zoning, and "A-95" review procedures. Forms are provided as needed, and there are no fees. Applications are accepted continuously.

The section also provides technical assistance to counties, municipalities, and airport commissions in airport operation and maintenance. The section will, upon approval of a contract, conduct site investigations, review plans, specifications, estimates, and support documentation and monitor all progress. It will also approve change orders, partial cost estimates, final cost estimates,

related contract documents, paint striping of runways and taxiways under the plan, and all eligible reimbursement payments for maintenance and operating costs. For information, contact the section at Room 417, Transportation Bldg., St. Paul, MN 55155.

**Radio Navigational Aids and Electrical Section, (612) 296-3531**

**Robert R. Englehardt, chief**

This section selects sites for, constructs, and maintains very high frequency omnidirectional radio range (VOR) systems, distance measuring equipment (DME), microwave landing systems, and non-directional beacons ("H" markers). It provides scheduled routine inspections and maintenance of radio navigational aids at municipal airports and state owned VOR stations.

The section also assists communities in the design and maintenance of electrical and mechanical systems needed to operate a municipal airport. State-local projects, such as temporary airport lighting systems, require a resolution by the governing body authorizing the project and naming the individual authorized to administer the project.

Any questions concerning radio navigational aids, airport lighting, and airport electrical systems should be directed to this section at Room 417, Transportation Bldg., St. Paul, MN 55155.

**Office of Aeronautics Operations, (612) 296-6823**

**Kenneth O. Wofford, director**

This office promotes the state aviation industry and furthers public interest in aeronautics. It sponsors aerospace education workshops, aeronautics programs, and aviation safety seminars, and registers and collects a registration tax for all aircraft owned by Minnesota residents. The office ensures compliance with Minnesota aeronautical statutes and rules, maintains the aviation fuel coordination center and the aviation film library, and provides air transportation for department and other state government employees traveling on official business.

**Aircraft Registration Section, (612) 296-6898**

**Susan Senko, manager**

This section maintains aircraft ownership and tax records, collects aircraft registration taxes, ensures that mandatory provisions of the aircraft insurance act are met, makes field verification of aircraft registration, and sends out sales tax information and airport directories.

A computer listing of all Minnesota aircraft owners and their addresses is available for \$48 and takes approximately two weeks to receive. An aircraft tax rate book, updated annually, is available free to all registered aircraft dealers. Contact the section at Room 417, Transportation Bldg., St. Paul, MN 55155.

To register an aircraft, write to the section or call (612) 296-2353. The section will provide the necessary forms and the amount of the required fee, which is based on the manufacturer's list price and the year of the aircraft. New registrations take approximately two weeks to complete. Renewal registrations are sent out the first week in June and are due July 1st. Information about

pilots' licenses, issued by the federal government, can be obtained by calling (612) 725-3341.

**Enforcement, Inspection, and Safety Section, (612) 296-8061**

**Larry R. Myking, chief**

This section inspects and makes licensing recommendations for airports and commercial operators. It approves flight schools, related courses, and the training of veterans, and sponsors safety and educational seminars. It also assists in search and rescue activities involving missing aircraft.

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Licenses	Cost
Public airport .....	\$ 5.00
Private airport.....	5.00
Seaplane base .....	5.00
Heliport .....	5.00
Commercial operator.....	10.00
aircraft dealer license, per dealer tag.....	5.00
Personal-use airport (necessary only if located within five miles of a public airport) .....	no fee

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Pilots' licenses are issued by the federal government. Call (612) 725-3341

For forms or information on license applications, contact the section at the St. Paul Downtown Airport, Administration Bldg., 644 Bayfield St., St. Paul, MN 55107. It takes from three to five weeks to receive a license.

The section maintains a film library on aviation that is open to all Minnesota residents. The library has about 150 films, filmstrips and slide shows on subjects including aviation history, instruction and safety, research and development, space exploration and weather. The 16mm films and slide shows with sound may be borrowed for showing to educational, civic, industrial, professional, youth and similar groups. There is no rental charge. However, borrowers must pay the cost of return postage and insurance. Requests should be made 30 days in advance. The phone number is (612) 296-6666. A free catalog is available listing film holdings.

The section also maintains an aviation fuel coordination center which helps aviators locate fuel supplies during shortages. In the Twin Cities metropolitan calling area the phone number is 296-6088. The toll-free number for the rest of Minnesota is (800) 652-9747. These numbers are answered from 8 a.m. to 5 p.m., Monday through Friday.

**Air Transportation Services Section, (612) 296-9853**

**James G. Baker, chief**

This section provides air transportation in department-owned aircraft for department employees and state officers traveling on official state business. The two aircraft used are the Beachcraft King Air with a nine passenger capacity and a Beachcraft Baron with four passenger capacity. The section will authorize and schedule the use of these aircraft on receipt of an initial telephone request, five days in advance, followed by a written application.

The section also offers a Thursday "air shuttle" which goes to three areas of

the state on three consecutive Thursdays. The shuttle's stops are Brainerd-Duluth, Bemidji-Detroit Lakes, and Rochester-Mankato-Willmar. The schedule is designed to conform closely to normal work hours and allows users about five hours at each destination. Shuttle flights depart St. Paul's Holman Field at 7:30 a.m. and return to Holman Field at 4:30 p.m. Call for more information.

All flights normally depart from and return to the Sanborn Aviation, Inc., facility at the St. Paul Downtown Airport. Mn/DOT charges a single rate of \$1.00 per mile for either twin-engine aircraft. Extra charges will be assessed the user for overnight trips and will include pilot's food, lodging, special expenses, etc., which will be included on the trip billing statement.

The section also makes commercial airline reservations for department employees' official travel.

Forms are supplied to agency heads on request. Contact the section at the St. Paul Downtown Airport, Administration Bldg., 644 Bayfield St., St. Paul, MN 55107, (612) 296-6666.

### **Operations Division, (612) 296-3008**

**William C. Merritt, assistant commissioner**

This division designs, constructs, maintains, and operates all trunk highway operations and programs through its nine construction districts and 16 maintenance areas. The division also provides engineering, construction, and maintenance assistance to the Aeronautics and Public Transportation Divisions.

### **Project Liaison Section, (612) 296-3046**

**Alden H. Hultine, engineer**

This section provides support and assistance for all district project development and engineering activities. It provides no services directly to the public.

### **Office of Construction, (612) 296-3054**

**Robert G. Brennan, construction engineer**

This office administers all phases of construction contracts and interacts with contractors, the U.S. Department of Transportation, and district personnel.

### **Claims Section, (612) 296-3054**

**James W. May, claims engineer**

This section compiles information on all legislative, contractor's, and tort claims against the department and ensures that they are resolved. For information on a claim, contact the section at Room G-20, Transportation Bldg., St. Paul, MN 55155.

**Contract Award and Pre-Letting Section, (612) 296-6256, Post-Letting, (612) 296-6503**

**Paul M. Bergman, contract administration engineer**

These sections assist in the administration of all trunk highway construction contracts from clarifying bid proposals for prospective bidders and recommending contract awards to ensuring that contracts comply with department specifications and recommending final payment after inspection of completed contract. For information on construction contract matters, contact the appropriate section at Room G-4, Transportation Bldg. St. Paul, MN 55155.

**Equal Employment Opportunity (EEO) Contract Compliance Section, (612) 296-3054**

**Robert P. Elcan, affirmative action officer**

This section coordinates the department's external EEO/affirmative action programs to ensure that no discrimination takes place in regard to the employment practices of contractors or the selection and retention of subcontractors (minorities in particular) and outside consultant services.

The section administers all external EEO actions and programs to ensure that protected group contractors, subcontractors, and suppliers achieve reasonable success in acquiring business with the department. The section also acts as liaison between public, private, and federal agencies responsible for providing transportation needs to the general public. The department participates in the "Set-Aside" Program, which sees that a certain percentage of state business is offered to minority group businesses. For information on EEO and minority business enterprise, contact the section at Room G-4, Transportation Bldg., St. Paul, MN 55155.

**Labor Investigation Section, (612) 296-6353**

**John P. Tubridy, labor investigator**

This section advises district offices in resolving construction contract labor issues, monitors contractors for compliance with federal and state labor laws and regulations, and responds to non-compliance complaints. For information, contact the section at Room G-20, Transportation Bldg., St. Paul, MN 55155.

**Office of Maintenance, (612) 296-6763**

**Curtis W. Christie, maintenance engineer**

This office directs, coordinates, and supports the operations of the 16 maintenance areas through fleet management, buildings program administration, and road and roadside maintenance and development. It provides transportation permits, road information, emergency operations activity direction, travel information center coordination, and administrative support.

**Building Section, (612) 297-3591**

**Paul M. Jensen, manager**

This section manages the department's statewide building improvement and

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major repair program and controls the building budget. Design and specifications for most department buildings are prepared in this section. It provides no services directly to the public.

### **Equipment Section, (612) 297-3595**

#### **Gary E. Workman, manager**

This section establishes specifications for vehicles purchased by the department, supervises repair programs, maintains an inventory of vehicles, sells surplus vehicles, provides a motor pool for central office personnel, and maintains and repairs all vehicles used by central office divisions. Fuel consumption for the department's vehicle fleet dropped from nearly eight million gallons in 1975 to four and one half million gallons in 1980. This section provides no services directly to the public.

### **Liaison and Maintenance Administration Section, (612) 296-6764**

#### **Jeanne L. Chasteen, manager**

This section manages all statewide maintenance activity, building, and equipment budgets. It coordinates purchases, directs the consumable inventory control system, and conducts maintenance cost/management research for the Federal Highway Administration. It also provides a wide variety of centralized administrative support to district and central office maintenance personnel. It provides no services directly to the public.

### **Maintenance Coordination Section, (612) 297-3592**

#### **Marvin G. Bates, manager**

This section provides technical and administrative leadership to districts in the performance of maintenance operations. It also executes agreements with other governmental units and directs and coordinates those maintenance functions with a statewide impact. It provides no services directly to the public.

### **Transportation Permits, Road Information, and Emergency Operations Section, (612) 296-0844**

#### **Dennis Springer, manager**

This section issues policies and instructions on permitted axle weights on state highways and controls the issuance of overweight and overdimension permits in central office and the 16 maintenance area offices. It presents road condition and weather information to the public through a 24-hour road information service from November to May. Numbers are listed below.

The section, in cooperation with the Department of Public Safety Emergency Services Division, conducts emergency preparedness, hazardous materials accident reaction training and plans and executes emergency operations simulated exercises. For information, contact the section at Room G-17, Transportation Building, St. Paul, MN 55155.

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**Telephone Numbers**

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Permits . . . . .	(612) 296-6441
Road Travel Information . . . . .	(612) 296-3076
Emergency Operations . . . . .	(612) 296-0843

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Permits	Cost
Single trip . . . . .	\$12
Job permit . . . . .	12
Annual overweight & oversize . . . . .	.60
Annual oversize only . . . . .	.60
Annual truck crane . . . . .	.60
Annual refuse . . . . .	.60
Annual emergency . . . . .	.60
Annual heavy weights in winter on Interstate . . . . .	.60
Annual round baled hay . . . . .	.25
Annual overlength semi-trailer . . . . .	.36
Annual farm implement . . . . .	.24

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**Travel Information Center Coordination Section, (612) 297-3140**

**R. Douglas Olson, manager**

This section administers the operation of the six rest area/travel information centers on Minnesota's trunk and interstate highway system. These centers are open 24 hours a day year around, and are staffed by counselors trained to answer travelers' questions. Maps of most states and Canadian provinces; brochures from every corner of Minnesota; up-to-date road condition, detour, and weather reports; and complete rest stop facilities are available.

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Travel Information Centers	Location and Telephone
Thompson Hill . . . . .	I-35 and TH 2, Duluth (218) 624-4845
Fisher's Landing . . . . .	TH 2, near the North Dakota border (218) 773-7879
Moorhead . . . . .	I-94, eastbound lane, near the North Dakota border (218) 233-7029
Dresbach . . . . .	I-90, westbound lane, near the Wisconsin border (507) 895-2005
Albert Lea . . . . .	I-35, northbound lane, near the Iowa border (507) 448-3311
Beaver Creek . . . . .	I-90, eastbound lane, near the South Dakota border (605) 757-6599

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**District Offices**

These offices are responsible for all operations within the districts, including the primary programming, planning, design, construction, and maintenance of

trunk and interstate highways. They also take care of all the physical facilities and equipment made available to the districts for their activities. The offices represent the commissioner of transportation to the public and other governmental agencies on matters within the districts' jurisdictions. District offices also provide transportation development aid to other governmental agencies, and provide transportation facility development information to the state legislature and the general public.

**District and Maintenance Office Locations**

District 1-A  
 1123 Mesabi Avenue  
 P.O. Box 39  
 Duluth, MN 55811  
 (218) 723-4803  
 John T. Pawlak, district engineer

Maintenance Area 1-B  
 Hoover Road  
 P.O. Box 959  
 Virginia, MN 55792  
 (218) 741-9322

District 2-A  
 Washington & 4th Street S.  
 P.O. Box 727  
 Bemidji, MN 56601  
 (218) 755-3815  
 Robert A. Wolfe, district engineer

Maintenance Area 2-B  
 1301 S. Main Street  
 P.O. Box 617  
 Crookston, MN 56716  
 (218) 281-3503

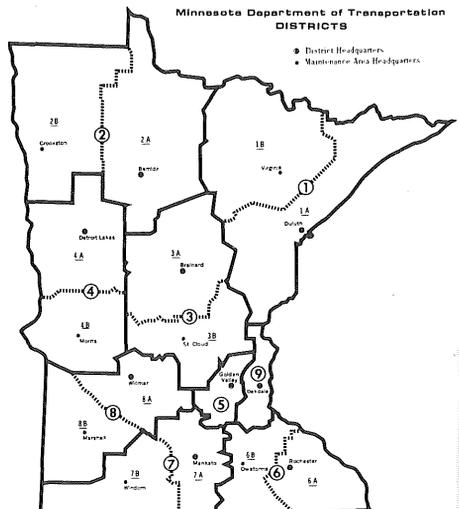
District 3-A  
 301 Laurel Street  
 P.O. Box H  
 Brainerd, MN 56401  
 (218) 828-2463  
 Darryl E. Durgin, district engineer

Maintenance Area 3-B  
 3725 N. 12th Street  
 P.O. Box 370  
 St. Cloud, MN 56301  
 (612) 255-4231

District 4-A  
 1000 W. Trunk Highway 10  
 P.O. Box 666  
 Detroit Lakes, MN 56501  
 (218) 847-4401  
 John W. Youngquist,  
 district engineer

Maintenance Area 4-B  
 2 South Street  
 P.O. Box 410  
 Morris, MN 56267  
 (612) 589-1515

District 5  
 2055 N. Lilac Drive  
 Golden Valley, MN 55422  
 (612) 545-3761  
 William M. Crawford,  
 district engineer



District 9  
 3485 N. Hadley Avenue  
 P.O. Box 2050  
 North St. Paul, MN 55109  
 (612) 770-2311  
 Douglas A. Differt,  
 district engineer

District 6-A  
 N. Trunk Highway 52  
 P.O. Box 6177  
 Rochester, MN 55903  
 (507) 285-7374  
 Roy J. Larson, district engineer

Maintenance Area 6-B  
 W. Trunk Highway 14  
 P.O. Box 307  
 Owatonna, MN 55060  
 (507) 451-1215

District 7-A  
 501 S. Victory Drive  
 Mankato, MN 56001  
 (507) 389-6351  
 Lloyd A. Nelson, district engineer

Maintenance Area 7-B  
 South County Road 26  
 P.O. Box 427  
 Windom, MN 56101  
 (507) 831-1666

District 8-A  
 2505 25th Avenue N.E.  
 P.O. Box 758  
 Willmar, MN 56201  
 (612) 231-5195  
 Kenneth A. Madole, district engineer

Maintenance Area 8-B  
 220 S. Sixth Street  
 P.O. Box 29  
 Marshall, MN 56258  
 (507) 537-6805

Generally, each district office is organized in the same manner. For more information or assistance on any of the department's programs, contact the local district office.

### **District State-Aid**

These sections assist county boards, city councils, directors of public works, and county and city engineers in selecting and revising state and federally aided highway routes. The sections provide technical engineering assistance, review and approve construction projects, and make recommendations for final payment for municipal and county state-aid road and street systems. The federal-aid secondary and federal-aid urban systems (other than trunk highways) are also included.

District State-Aid Sections review emergency relief and federal disaster assistance projects of cities, counties, and the state. The sections develop the district bicycle program for city, county and state roads, and administer county and municipal project records. The sections also certify county and municipal maintenance of state-aid highways, formulate cooperative agreements between districts and counties and municipalities, and review federal-aid urban projects for the Twin Cities metropolitan area. They also administer special projects such as the safety improvement program. For information on state assistance to highway programs, contact your local district office.

### **District Preliminary Engineering**

These sections conduct trunk highway corridor studies, surveys, and design activities. Corridor studies include route locations and alternatives studies, cost analyses and comparison reports, environmental studies and impact statements, project development reports, and location and design public hearing

data. Surveys include land, topographic, hydrologic, and boundary surveys. Design activities comprise geometric and preliminary plans and detail designs for both construction and maintenance projects. The sections assist the districts in formulating annual, biennial, and five-year construction and maintenance needs reports. For additional information, contact the local district office.

### **District Right-of-Way**

These sections, through qualified real estate appraisers and other trained personnel, provide title inspection, property appraisals, relocation assistance for individuals and families, land acquisition through direct purchase, and assistance in eminent domain procedures. The sections aid the area maintenance sections in the review, inspection, and recommendation of permits for utilities, authorized obstructions on trunk highway rights-of-way, and access driveways.

The sections will provide information on right-of-way deeds, status of acquisition procedures, reconveyance of excess of right-of-way, eminent domain procedures, possible effects of transportation projects on watershed districts and county ditches, and special use permits for joint use of trunk highway right-of-way. The booklets, *Minnesota Highways* and *Relocation Assistance*, are available from the sections. For information or a booklet, contact the local district office.

### **District Design**

These sections, under the direction of Registered Professional Engineers, prepare final construction plans so that contractors may bid and construct projects. They determine final grades, alignments, drainage, quantities, and special design features and secure permits and municipal approval.

Agreements Units prepare cooperative construction cost proration and limited use of right-of-way agreements between the department and county and city governments. They also coordinate the review and preparation of comments on subdivision plats abutting trunk highways submitted to the department, in accordance with Minnesota Statutes.

Hydraulic and Water Quality Units perform all drainage and water quality-related design and engineering services. The units prepare drainage studies, review and solve drainage problems, and review entrance permits, utility permits, plats, and right-of-way turnbacks as they affect drainage. They also assess water quality impacts of proposed projects, prepare water quality reports, and review and solve water quality problems. The units prepare supporting data for the Department of Natural Resources, Corps of Engineers, Pollution Control Agency, and Watershed District permit applications and also prepare cooperative drainage cost proration. For additional information, contact the local district office.

### **District Survey**

These sections obtain and record all engineering and land survey information required for design and right-of-way activities. They also prepare right-of-way and plat reference maps and establish horizontal and vertical control for photogrammetric and design mapping, right-of-way monumentation, utility loca-

tion, and design field surveys. For additional information, contact the local district office.

### **District Construction Engineering**

These sections administer construction contracts under the direction of Registered Professional Engineers. Activities include construction surveying, project inspection, quantity documentation, construction-related public contact, and project coordination with affected agencies, municipalities, and utilities.

Soils Units conduct soils surveys along proposed routes, recommend the composition of roadways, conduct road rating surveys, and advise the construction field engineers on soils problems encountered on construction projects.

Materials Units are responsible for concrete and bituminous plant inspection for the districts, counties, and municipalities. They also take progress samples on all construction projects.

For additional information contact the local district office.

### **District Maintenance**

The nine district offices are subdivided into 16 maintenance areas that preserve and maintain state roadways, rest areas, and roadsides. They ensure unobstructed drainage facilities, repair bridges and other structures, install signs, signals, barricades, and striping, and remove snow and ice.

The sections issue permits for special use of all Minnesota highways, which includes work by others on highway right-of-way, and issue transportation permits for truckers for uncommon loads. The drainage and access driveway or entrance permits require a bond which ranges from \$100 to \$1,000. Utility permits or obstruction on trunk highway right-of-way authorizations may require a bond ranging from \$500 to \$100,000. Outdoor advertising device permits and junkyard control fees range from \$2 to \$20. The person issued the permit shall furnish all signal lights, warning lights or flags, wide load, oversize load or long load signs, and escort vehicles required by permit. A permit may be revoked for conviction of any violation of the terms of the permit or for furnishing false information in the application. For more information on maintenance services or specific permits, contact the local area maintenance section.

### **District Traffic**

These sections collect and process traffic volume and accident record data and develop safety improvement program projects. The sections also supervise the design, construction, and operation of traffic signals and roadway lighting, and the installation of roadway signing and pavement markings. They coordinate traffic control activities in construction and maintenance work areas, and conduct speed zoning surveys and recommend speed limits. They perform special traffic engineering studies, investigate and respond to individual complaints, and maintain regular surveillance of traffic and traffic control devices on trunk highways in the districts. For information, contact the local district office.

## **Planning Division, (612) 296-8532**

**Peter A. Fausch, assistant commissioner**

This division develops statewide transportation plans and policies covering all modes of transportation, within the policies established by the state legislature, through a process of citizen participation at the regional level. It prepares transportation improvement programs for highways, railroads, airports, and transit with funds provided by the legislature and federal grant. The division monitors transportation-related activities at the federal level and works with federal, state, regional, and local government units developing transportation improvement projects and programs. It also provides analysis of the existing and future transportation system needs, provides federal/state liaison on environmental matters, manages approval of major environmental documents, and evaluates the effectiveness of transportation programs.

## **Office of Transportation Program Planning, (612) 296-1638**

**Merritt H. Linzie, director**

This office provides information and an analytical base to influence strategic changes in department programs, decisions, and operations by considering transportation issues, people and goods movement, urban area planning, and environmental issues. It provides no services directly to the public.

## **Modal Planning Section, (612) 296-1615**

**Allan J. Schenkelberg, director**

This section aids in the development of modal transportation policies, plans, and programs for aeronautics, rail, ports/waterways, pipelines, and transit/paratransit.

It provides direction for the preservation, safety improvement, and further physical development of Minnesota's trunk highway system.

The section also maintains and updates needs study records on county state-aid highways and municipal state-aid streets to determine the annual apportionments of county and municipal state-aid funds. It also evaluates characteristics, performance, and needs of the interstate and trunk highway systems.

## **Environmental Planning Section, (612) 296-1635**

**David S. Ekern, director**

This section interprets, disseminates, and implements all environmental guidance and policy for the department. It provides administrative support to the commissioner of transportation in his role as a member of the Minnesota Environmental Quality Board (MEQB). The section director is the department technical representative to the MEQB. The section also administers and manages a variety of statewide environmentally related and special projects for the department, and works to ensure interagency and citizen involvement in environmental matters.

**Program Development Section, (612) 296-8478****Bruce L. Warzala, director**

This section manages and coordinates the department's capital improvement program and the federal-aid highway programs to effectively support the capital improvement program, afford essential liaison with the Federal Highway Administration, and ensure maximum use of federal funds.

**Area Planning Section — Metro, (612) 296-1607, Urban, (612) 296-1614****Fred P. Tanzer and Katheryn Y. Briscoe, directors**

These sections coordinate planning activities with the Twin Cities Metropolitan Council and with metropolitan planning organizations to ensure a cooperative, comprehensive, and continuing planning process so that public transportation improvements meet national, state, and local objectives.

Regional transportation planning coordinators based in the Duluth and Mankato district offices represent the department on transportation advisory committees of regional development commissions and metropolitan planning organizations. They coordinate communication of strategic planning information on transportation related plans, policies, and programs among affected and interested parties, and assist in the development of these plans, policies, and programs where appropriate.

**Office of Transportation Information, (612) 296-7968****Richard A. Stehr, director**

This office develops, monitors, updates, and reviews implementation of the state transportation plan (Mn/DOT/PLAN), which defines planning processes. It assists in the development of transportation plans for Minnesota's economic development regions, coordinates statewide policy and planning research studies, coordinates regional transportation planning activities, and maintains congressional liaison. The office manages collection, storage, and processing of data on the physical and operational characteristics of transportation systems. It provides administrative support services for the division. The office also evaluates existing planning methods, researches and develops new technical tools and procedures for planning, and provides ongoing computer related support.

**Data Management Section, (612) 296-1670****William G. Ebert, manager**

The section collects data on all roads, bridges, and railroad crossings in Minnesota for use in compiling mileage summaries, control section records, gasoline consumption records, special reports, and a variety of maps. The office forecasts traffic and related air pollution data for the planning and design of future highways. Maps are available to the public. To obtain an index and price list, contact Map Sales, Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216 (see page 435). This section provides no services directly to the public.

**Planning Coordination Section, (612) 296-1636**

**Randall K. Halvorson, director**

This section monitors and evaluates federal transportation-related activities, manages the annual update of the *State Transportation Planning Guide*, and coordinates development of strategic transportation policies. It prepares the annual highway planning and research program and provides communications and graphics support to the division.

The section also manages personnel, financial, and equipment transactions for the division and maintains necessary records and accounting structures. It coordinates this work with federal and state agencies to ensure compliance with all laws, rules, and regulations. It also identifies and analyzes major transportation issues that are ambiguous, just emerging, or anticipated in order to provide an analytical base to influence department decisions and operations. For information, contact the section at Room 815, Transportation Bldg., St. Paul, MN 55155.

**Planning Methods Section, (612) 296-1262**

**Robert C. Johns, manager**

This section researches, develops, and supports methods, models, and information systems that aid and improve transportation planning and program management. It manages the Transportation Information System (TIS), which serves counties and municipalities as well as the department. The section also provides computer support to the division and liaison with data processing staff within the department and at the Department of Administration. For information, contact the section at Room 813, Transportation Bldg., St. Paul, MN 55155.

**Transportation Studies Section, (612) 296-1602**

**John H. Sem, director**

This section monitors trends and forecasts the movement of people and goods. It analyzes the subsequent significant impacts of these trends and forecasts by utilizing appropriate data, methods, and modal planning information. Copies of the section's studies, forecasts and reports are available to interested parties. The section is located in Room 813 of the Transportation Bldg.

**Public Transportation Division, (612) 296-8047**

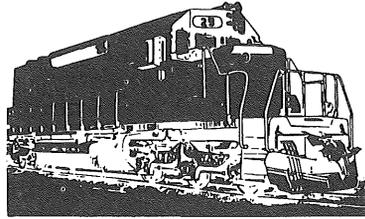
**Sherri Y. Alston, assistant commissioner**

This division administers federal and state assistance funds, enforces federal and state laws, and regulates carrier operations. It also negotiates agreements, develops and evaluates transportation projects, and assesses rail, truck, and bus rate proposals.

## Office of Railroad Administration, (612) 296-2452

**Gordon W. Boldt, director**

This office helps ensure the safe and efficient rail movement of goods by overseeing railroad track conditions, addressing rail bankruptcies, and administering various federal and state rail programs.



**Rail Development Section,  
(612) 296-4888**

**Cecil L. Selness, manager**

This section administers the Minnesota Rail Service Improvement Program, the Rail Service Continuation Program, Amtrak's 403(b) Program, the Rail Bank Program, and the Railroad Track Inspection Program.

The Minnesota Rail Service Improvement Program was established in January, 1976, by the legislature to encourage and aid the rehabilitation of railroad branch lines in Minnesota. The program may also be used to alleviate the impacts of rail line abandonments through the granting of loan guarantees and capital improvement projects.

The Federal Local Rail Service Continuation Program was established by the U.S. Congress in 1976 to provide financial assistance to states to ensure the continued operation of rail freight lines in the nation. Under this grant-in-aid program, the state of Minnesota and interested shippers use their funds to rehabilitate branch lines under three million gross ton miles per year. Lines from three to five million gross ton miles per year may receive assistance if approved by the Federal Railroad Administration. This program can be used in conjunction with the Minnesota Program.

The section administers Amtrak's 403(b) Program in Minnesota. Under this program, the state provides 50% of the operational subsidy of Amtrak's Northstar route between Duluth and the Twin Cities.

The section also is responsible for the state Rail Bank Program, which was established by the legislature in 1980 and further defined through amendments in 1981. The purpose of the program is to acquire and preserve rail lines that are being abandoned for future transportation or energy transmission uses. Program rules are now being developed and the program should be operating by the spring of 1982.

The section inspects rail lines to ensure that adequate maintenance is performed for safe operation. It investigates complaints from the public concerning hazardous conditions on the railroad tracks, and investigates accidents resulting from poor track conditions. To request investigation, call or write and briefly describe the complaint, the location, and any other relevant information.

To request track investigation or information, contact the section at Room 419, Transportation Bldg., St. Paul, MN 55155.

**Railroad Operations Section, (612) 296-2472**

**Robert G. Swanson, manager**

This section provides public service in regulating grade crossing safety, track removals, clearance variances, and agency service. It administers the Federal Highway Safety Act concerning grade crossing safety and negotiates right-of-way and facility changes with railroads to accommodate trunk highway construction. It also arranges for and participates in, or monitors, requested regulatory hearings and negotiations, and processes and enforces the results. It selects and programs crossings needing improved warning systems and negotiates the construction of the improvement.

For information on procedures to obtain these services and on the Railroad Crossing Safety Program and Federal Highway Safety Act, contact the section at Room 419, Transportation Bldg., St. Paul, MN 55155.

**Office of Transit Administration, (612) 296-2533**

**Robert M. Works, director**

This office negotiates, administers, and manages transit assistance contracts in the state. It provides transit technical assistance to municipal and regional officials and private transit system operators and manages the investment of the public's funds in transit programs and rideshare throughout the state.

**Contract Administration Section — North, (612) 296-0372,  
South, (612) 296-1657**

**Donald N. Hubert and Robert Howdek, assistant directors**

These sections administer supplemental transit aid, the Transit Demonstration Program, the Federal Demonstration Program, federal aid to organizations providing transportation to the elderly and handicapped, and federal aid to small urban areas for transit planning, improvement studies, and management assistance. Supplemental transit aid to existing systems is limited, up to a maximum of two-thirds of the operating deficit. This program allows no capital purchases. Federal aid is given proportionately, with part of the total cost borne by the local government or organization. For information, contact the appropriate section at Room 416 (north) or Room B-23 (south), Transportation Bldg., St. Paul, MN 55155.

**Financial Assistance Section, (612) 296-8554**

**Margaret S. Ingison, assistant director**

This section provides internal fiscal management, budget control of transit grant funds, assistance to contract officers in negotiating transit aid contracts, and technical assistance to municipal officials and private transit operators. For information, contact the section at Room 419, Transportation Bldg., St. Paul, MN 55155.

**Program Evaluation Section, (612) 296-8385**

**Joseph Kern, assistant director**

This section researches, monitors, and evaluates transit and paratransit sys-

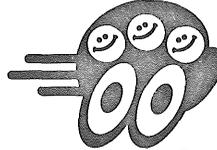
tems and directs the works of consultants hired for specific transit and para-transit projects. It provides on-site consultation and recommendations to achieve local transit performance increases and/or cost decreases. For information, contact the section at Room B-23, Transportation Bldg., St. Paul, MN 55155.

**Rideshare Program Section, (612) 297-2068**

**John Tubbesing, programming manager**

This section administers the Minnesota Rideshare Program, which promotes formation of carpools, vanpools, and bus ridership statewide. Using the theme, "It's going to work," the section conducts an advertising campaign, matches carpool and vanpool users, provides administrative support for the program, and furnishes leased vans to vanpools formed by companies or employees.

For information, contact the nearest rideshare coordinator:



**Minnesota Rideshare**

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Twin Cities metropolitan area.....	(612) 297-3800
Duluth .....	(218) 723-4802
Bemidji.....	(218) 755-3806
Brainerd.....	(218) 828-2470
Detroit Lakes .....	(218) 847-4401
Rochester .....	(507) 285-7364
Mankato.....	(507) 389-6351
Willmar .....	(612) 231-5469

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**Office of Transportation Rates and Regulations, (612) 296-0331**

**Donald Berg, director**

This office regulates for-hire motor carriers of freight and passengers and enforces the safety requirements of private carriers to protect the transportation interests of shippers and receivers of freight and the safety of the general public. The office enforces compliance with federal and state laws relating to driver qualifications, safety standards, operating authority, and continuous insurance, and processes all tariff-rate filings to determine their reasonableness for public use and their effect on competing carriers. It provides rate analysis and data on motor and rail carrier cost factors, financial matters, competitive comparisons, operating ratios, and shipper-negotiated rate adjustments to the Public Utilities Commission.

**Regulations Section, (612) 296-7119**

**Kathryn Hofstedt, supervisor**

This section registers all interstate and intrastate motor carriers operating across state lines and within the state. It issues all interstate and intrastate for-hire motor carriers' certificates and permits with an identification card (cab card) or National Association of Regulatory Utilities Commissioners (NARUC) stamp (bingo stamp D card or D-1 stamp) for each piece of equipment registered. The section is responsible for maintaining insurance records on all for-hire carriers. It also advises the public on the for-hire motor carrier requirements for the state.

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**For-hire Motor Carrier Classifications**


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- Regular Route Common Carrier (RRCC) which carries passengers or freight between fixed boundaries.
- Petroleum Carrier (PC) which carries only petroleum products.
- Irregular Route Common Carrier (IRCC) which is usually restricted by commodity and area.
- Contract Carrier (CC) which is designed to meet the specialized service needs of shippers or receivers of freight.
- Charter Carrier of Passengers (CCP) which is usually restricted to specified origin points.
- Livestock Carrier (LS) which transports livestock between designated points in Minnesota.
- Local Cartage Carrier (LCC) which operates entirely within the seven-county metropolitan area of Minneapolis and St. Paul.
- Courier Service Carrier (CSC) which is restricted to door-to-door delivery of articles weighing less than 100 pounds.
- Building and House Mover (BHM) which raises, supports off the foundation, and moves buildings.
- Interstate Carrier (ICC) — Reciprocity which is an interstate carrier with its company or corporate offices located in a state reciprocal to Minnesota.
- Interstate Carrier (ICC) which is an interstate carrier with its company or corporate offices located in a state non-reciprocal to Minnesota.
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For information or application forms, contact the section at Room 404, Transportation Bldg., St. Paul, MN 55155. Any registration that does not require correction, investigation, or public hearing will be processed in 10 working days. There are no fees for forms obtained from the section, but there is a charge on all rules received from the Documents Center of the Department of Administration, (612) 297-3000.

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**Filing Fees**


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IRCC, CC, CCP, LS, CSC .....	\$ 25.00
RRCC, PC, RRCC extension.....	75.00
RRCC transfer .....	37.50
LCC .....	50.00
BHM.....	no fee
ICC .....	25.00
ICC stamp per vehicle (non-reciprocal).....	5.45
ICC stamp per vehicle (reciprocal).....	.45

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**Annual Renewal Fees**


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RRCC, PC, IRCC, CC, CCP, LS, CSC .....	\$ 20.00
LCC:	
Less than 5 vehicles .....	75.00
per vehicle.....	5.00

Between 5 and 14 vehicles . . . . .	100.00
per vehicle . . . . .	5.00
More than 14 vehicles . . . . .	150.00
per vehicle . . . . .	5.00
ICC stamp per vehicle (non-reciprocal) . . . . .	5.45
ICC stamp per vehicle (reciprocal) . . . . .	.45

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**Telephone Numbers**

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For booklet, <i>Minnesota Truck Regulations</i> . . . . .	(612) 296-7119
Interstate reciprocal registration . . . . .	(612) 296-7112
Interstate non-reciprocal registration . . . . .	(612) 296-7110
Intrastate registration . . . . .	(612) 296-7111
Insurance information . . . . .	(612) 296-7114

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**Rates Section, (612) 296-1739**

**Donald W. Wickstrom, supervisor**

This section represents the interests of Minnesota citizens at rate hearings before the Public Utilities Commission on all kinds of intrastate surface transportation. It also conducts freight bill audits of carriers and shippers and, on request, assists in settling disputed rate matters.

The section provides motor carriers with rate filing counseling and furnishes inquirers with rate information and carrier financial data. It handles all special transportation matters including issuance of certificates of compliance and related approvals. Variances from the rules and investigation of complaints are also handled by the section. For information, contact the section at Room 404, Transportation Bldg., St. Paul, MN 55155.

**Enforcement Section, (612) 296-7108**

**Daniel C. Stewart, supervisor**

Through its two hazardous materials specialists and eight motor transportation representatives, this section enforces state motor carrier laws and Public Utilities Commission rules and regulations by issuing warnings and citations for violations. The section maintains accident reports, arrest summonses, compliance reports, warnings, citations, and court decisions on all motor carriers. It also conducts statewide ongoing motor carrier inspection.

The section also assists motor carriers in complying with the regulations, instructs at vocational-technical school trucking seminars and at the State Patrol Training Academy, cooperates with the State Patrol Weigh Program, and appears as expert witness in county courts. The staff can be reached on Mondays from 8:00 a.m. to 4:30 p.m. at:

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St. Paul . . . . .	(612) 296-7115
St. Paul (hazardous materials) . . . . .	(612) 297-3903
	or (612) 297-3904
Duluth . . . . .	(218) 723-4885
St. Cloud . . . . .	(612) 255-4170

**456 / Transportation**

Detroit Lakes .....	(218) 847-4401
Rochester .....	(507) 285-7470
Mankato .....	(507) 389-6351
Marshall .....	(507) 537-7144

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A quarterly newsletter providing information on the proper way to pack, label, and handle hazardous materials and wastes is available. For information, or to be included on the mailing list, contact the section at Room 404, Transportation Bldg., St. Paul, MN 55155.

**Technical Services Division, (612) 296-3420**

**Francis C. Marshall, assistant commissioner**

This division assists and supports other divisions in the department with engineering services. The division administers the disbursement of federal and state-aid road and bridge funds allocated to counties and eligible municipalities. It develops and issues standards, specifications, and manuals used by contractors and local governments, provides liaison with the Federal Highway Administration, and furnishes electronic communications services to other state agencies.

**Office of Bridges and Structures, (612) 296-3172**

**Keith V. Benthin, bridge engineer**

This office reviews and approves all preliminary and final bridge designs and provides technical services concerning bridge design and repair.

**Bridge Construction and Maintenance Section, (612) 296-3176**

**John R. Allen, engineer**

This section provides bridge construction and maintenance direction, training programs, computer programs, load capacity ratings, and advisory services to bridge engineers in the districts. It administers the statewide bridge inspection and bridge improvement programs. The section writes bridge construction and maintenance specifications, manuals, and bulletins. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

**Bridge Design Planning Section, (612) 296-3177**

**Loren G. Hegland, engineer**

This section develops preliminary bridge plans, prepares cost estimates, coordinates utility requirements, and approves construction contracts. It provides no services directly to the public.

**Bridge Design Section, (612) 296-3173**

**Albert E. Holmboe, engineer**

This section designs bridges and miscellaneous highway structures such as retaining walls, sign bridges, culverts, and noise walls. It makes rating and load

posting analyses of existing bridges. It provides no services directly to the public.

**Structural Metals Section, (612) 296-3178**

**Roland E. Lundstrom, engineer**

This section writes structural metals specifications, inspects structural metals materials, fabrication, and assembly, and provides metallurgical engineering expertise. The section also administers the department's Welder Certification Program. Welder's certification requires a standard test which may be administered by the section or may be taken at an approved private testing site. Anyone requesting welding certification must pay whatever expenses are incurred by the testing. The section issues a Welder Certification Card upon successful completion of the standard welding test. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

**Structural Services Section, (612) 296-3175**

**Clarence A. Christofferson, engineer**

This section reviews bridge plans, selects and negotiates with consulting engineers, and provides technical assistance on request to counties and municipalities. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

**Office of Design Services, (612) 296-3036**

**Lyle L. Hansen, director**

This office coordinates design and pre-design activities with the districts and numerous department offices, counties, municipalities, state and federal agencies. Preliminary plan layouts and final plan preparation and processing for letting are major functions. In addition, statewide expertise is provided in hydraulic engineering, project management and scheduling, and contractual services for engineering and cooperative agreements with consultants, cities, counties, and states.

**Consultant Services Section, (612) 296-3051**

**Basil E. McCarthy, engineer**

This section administers all phases of consultant services contracts for the office, from selection procedure to payment recommendation. It will also assist other agencies in consultant negotiations and advise on rules, regulations, and procedures. For information, contact the section at Room 612B, Transportation Bldg., St. Paul, MN 55155. It provides no services directly to the public.

**Design Engineering Section, (612) 296-3268**

**Raymond K. Kenow, transportation plans engineer**

This section provides technical assistance and guidance to project engineers in the districts, other state agencies, and road designers statewide. It adminis-

ters construction bidding activities, which include preparation of project proposals, estimates, plan review, and the advertising and distribution of bidding documents to construction contractors and suppliers. The section prepares and distributes the quarterly *Minnesota Highway Construction Index*, which is based on successful bid prices. It provides a centralized design capability for preparing statewide multimodal transportation plans, assists design and construction personnel with computer applications, and coordinates a variety of design and construction activities.

For information concerning design policy and procedures, contact the section at Room 716, Transportation Bldg., St. Paul, MN 55155. For information about a specific project, contact the local district office.

**Hydraulic Engineering Section, (612) 296-3038**

**David V. Halvorson, hydraulics engineer**

This section provides hydraulic recommendations for highway construction projects. It provides technical assistance on request to counties and municipalities and establishes department policy on hydraulics, hydrology, and water quality. The Water Quality Group monitors lakes and streams so that water quality impacts of projects may be properly addressed. For information, contact the section at Room 718, Transportation Bldg. St. Paul, MN 55155.

**Municipal Agreements Section, (612) 296-0969**

**Charles H. Clabots, engineer**

This section writes and administers all aspects of agency, cooperative, and maintenance agreements with municipalities, counties, other states, Canadian provinces, and other state agencies. It provides no services directly to the public.

**Preliminary Design Section, (612) 296-3276**

**Clement P. Kachelmyer, engineer**

This section assists districts with layouts and profiles that establish a proposed highway design and coordinates the review process. The section also supervises the department's historical, archaeological, and architectural, cultural, and paleontological review and preservation activities in cooperation with the Minnesota Historical Society and other state and federal agencies.

Information on proposed highway construction is available to the public. Copies of portions of preliminary layouts, detailed design plans, right-of-way maps, standard plan maps, and standard manual plates for specific construction projects are available for purchase. Prices vary, depending on what is required. Environmental impact statements and project reports for specific construction projects are available for inspection. Contact the Road Plans Information Office at Room 609, Transportation Bldg., St. Paul, MN 55155, (612) 296-3041.

**Project Management and Scheduling System Services Section, (612) 296-4876**

**Roger M. Hill, engineer**

This section administers a system to make highway project funding, schedul-

ing, and manpower information available to department decision makers and provides support to the Highway Program Coordinating Committee. It provides no services directly to the public.

**Office Management Section, (612) 296-3047**

**Paul J. Jasmin, office manager**

This section provides accounting, payroll, budget, personnel, and secretarial support to the office. It provides no services directly to the public.

**Office of Right-of-Way, (612) 296-1133**

**Richard J. Dinneen, director**

This office determines, establishes fair market value for, and acquires needed right-of-way. It acquires real estate needed for construction of department facilities, and provides relocation assistance for acquired residential, industrial, commercial, or farm property displacees. It obtains needed permits and utility agreements, and manages real estate owned by the state through lease, rental, or sale. It also reconveys properties no longer needed for department purposes, prepares commissioner's orders, and administers turnbacks of old trunk highways or portions thereof to other units of government.

**Acquisition Section, (612) 296-8566**

**Wallace M. Swanson, engineer**

This section acquires the necessary property to accommodate the state's transportation program and leases and sells property no longer used for transportation purposes. It assists dislocated residents locate replacement housing and reviews relocation plans and assistance claims in behalf of dislocated persons and businesses. Two pamphlets are available, *Minnesota Highways and Your Property* and *Relocation Assistance*. Prints of project plans or right-of-way maps are also available to the public. For information, pamphlets, or prints, contact the section at Room 511, Transportation Bldg., St. Paul, MN 55155.

**Preacquisition Section, (612) 296-1132**

**A. James Hansen, engineer**

This section provides the status of right-of-way actions in progress and those previously acquired. It prepares land descriptions, Commissioner's Order's, and legal documents needed for acquisition of land. It also updates right-of-way maps, and administers the turnback of old trunk highways to lower governmental agencies. Information and prints of right-of-way maps are available to the public, land surveyors, and other governmental agencies. Contact the section at Room 508, Transportation Bldg., St. Paul, MN 55155, (612) 296-3286.

**Utilities Section, (612) 296-8650**

**Joseph G. Osendorf, utilities engineer**

This section works with district personnel in locating and relocating utility

facilities along trunk highway right-of-way. The section processes and approves utility permit applications, which take approximately four weeks to issue. There are no fees. Forms are furnished to the applicant when necessary. The form, "Application for Utility Permit on Trunk Highway Right-of-Way," is available in person or by mail from any district or area maintenance office, or contact the section at Room 706, Transportation Bldg., St. Paul, MN 55155.

**Valuation Section, (612) 296-1135**

**E. R. Gustafson, manager**

This section prepares real estate appraisals of property to be acquired or sold by the department and provides in-house expertise on any department real estate decision. It provides no services directly to the public.

**Office of Traffic Engineering, (612) 296-6164**

**Kermit K. McRae, traffic engineer**

This office determines standards, guidelines, and preferred practices on traffic engineering functions for statewide use, and disseminates and monitors their application in the best interests of uniformity and professional traffic engineering. It designs signing and lighting plans for freeways, processes plans and writes special provisions for signal projects. It designs, operates, and maintains statewide signals and lighting, operates the metropolitan freeway surveillance system, and provides guidelines and consultation to central office managers, the districts, and other governmental agencies on matters of traffic engineering.

**Electrical Systems and Services Section, (612) 296-6164**

**Jack W. Tweedale, assistant traffic engineer, electrical**

This section maintains, tests, and repairs all electrical and electronic signals, lights, and equipment on the interstate and trunk highway system. It prepares electrical specifications for projects such as freeway surveillance, ramp metering control, and changeable message signs, and reviews, modifies, and approves traffic signal plans initiated by the districts. It provides no services directly to the public.

**Plans and Coordination Section, (612) 296-6164**

**Thomas E. Campbell, engineer**

This section administers cost-sharing and maintenance agreements for lighting, signal, freeway surveillance, and signing work performed under contract or by cities, counties, or the state. It produces the contract plans for signing and lighting projects. The section develops policies and standards for highway lighting and freeway signing and serves as liaison among the districts, other departmental offices, and the Federal Highway Administration on traffic engineering matters. Design plans and contract plans and proposals may be purchased. The cost varies according to the project. To review or purchase the plans, contact the Plans and Proposals Sale Unit at Room 704, Transportation Bldg., St. Paul, MN 55155, (612) 296-6101. In-person requests will be handled

immediately. For specific information about the plans, contact the section at Room 309, Transportation Bldg., St. Paul, MN 55155. For information about a particular site, contact the local district office.

**Systems and Research Section, (612) 341-7500**

**Glen Carlson, engineer**

This section administers the traffic management center which monitors and meters traffic on portions of the Twin Cities metropolitan freeway system. The section conducts traffic engineering research and develops and maintains computer software to support the traffic systems management and the research programs.

**Traffic Control Section, (612) 296-6164**

**Robert A. Kurpius, engineer**

This section administers the department's traffic control program, including traffic control devices, highway numbering systems, traffic signs, speed zoning, and analysis of traffic accident characteristics. The section has manuals available to the public. Contact the section at Room 309, Transportation Bldg., St. Paul, MN 55155.

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Manuals	Cost
<i>Minnesota Manual on Uniform Traffic Control Devices</i> . . . . .	\$ 5.20
<i>Standard Signs Manual</i> Parts 1, 2, and 3 . . . . .	28.00
<i>A Guide to Establishing Speed Limits in School Zones</i> . . . . .	free

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**Office of Engineering Standards, (612) 296-3068**

**Ralph O. Kipp, director**

This office reviews and monitors construction and right-of-way operations, maintains value engineering and cost improvement programs, develops engineering and right-of-way standards, develops construction specifications, and provides a hearing officer for relocation appeals.

Seventeen manuals, used primarily by government agencies as guides to bridge and road design, construction, and maintenance, are available to the public. Engineering specialists in the office will answer questions concerning standards. For information about a specific plan or construction project, contact the local district office.

For prices of individual manuals or *Standard Specifications for Highway Construction*, contact Map Sales at Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. All orders must be accompanied by a check or money order for the correct amount, payable to the commissioner of transportation. It takes approximately one to two weeks to receive a publication by mail.

**Construction Standards Section, (612) 296-3023**

**Lawrence A. Hoben, engineer**

This section establishes construction standards and monitors operations for compliance. It provides no services directly to the public.

**Design Standards Section, (612) 296-6116**

**Raymond A. Adolfsen, engineer**

This section develops design standards for highway and bikeway construction and provides technical assistance in their application to cities, counties, and other state agencies. For information, contact the section at room 615, Transportation Bldg., St. Paul, MN 55155.

**Maintenance Standards Section, (612) 296-3065**

**Ronald B. Erickson, engineer**

This section establishes standards, specifications, guidelines, policies, and procedures for maintenance operations. It provides no services directly to the public.

**Right-of-Way Standards Section, (612) 296-4859**

**Donald M. Benson, right-of-way agent**

This section develops standards for right-of-way operations, assists cities, counties, and other agencies in interpreting and applying them, and conducts performance audits of right-of-way operations. The section provides a hearing officer to resolve appeals made by persons displaced by right-of-way acquisition. For information, contact the section at Room 505, Transportation Bldg., St. Paul, MN 55155.

**Specifications Section, (612) 296-6161**

**Calvin L. Benson, engineer**

This section develops and maintains up-to-date specifications for contract construction. It provides no services directly to the public.

**Structural Standards Section, (612) 296-6136**

**James J. Hill, engineer**

This section promulgates standards for the construction of bridges and structures and provides technical assistance to city and county agencies in their application. For information, contact the section at Room 615, Transportation Bldg., St. Paul, MN 55155.

**Value Engineering Section, (612) 296-2743**

**Leo C. Ryan, engineer**

This section manages a comprehensive cost improvement, value engineer-

ing, and value improvement program to identify more cost effective use of resources and reduce overall costs. The section trains operations personnel in value engineering techniques. It provides no services directly to the public.

### **Office of Materials Engineering, (612) 296-1103**

#### **Blaine F. Himmelman, materials engineer**

This office provides the engineering and technical services necessary to ensure that all materials incorporated into transportation facilities through construction and maintenance contracts are the most appropriate, consistent with standards set by the department, and in accordance with state and federal guidelines.

### **Bituminous Engineering Section, (612) 296-3196**

#### **Richard D. Wolters, engineer**

This section provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of bituminous materials. It prepares bituminous mixture designs, specifications, and manuals for construction projects. The section certifies that all bituminous projects conform to specifications. For information, contact the section at Room 135, Transportation Bldg., St. Paul, MN 55155.

### **Concrete Engineering Section, (612) 296-3111**

#### **Leo P. Warren, engineer**

This section provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of concrete materials. It designs concrete pavements for thickness, panel length, and joint spacing. It prepares concrete mix designs, specifications, and manuals for construction projects. The section surveys concrete pavements statewide to determine maintenance and repair requirements and certifies that all concrete projects conform to specifications. For information, contact the section at Room 134, Transportation Bldg., St. Paul, MN 55155.

### **Soils and Foundations Engineering Section, (612) 296-3110**

#### **Robert H. Cartford, engineer**

This section provides standards and design criteria for pavements, bases, and roadbeds. It provides design recommendations for structure and embankment foundations, soils, bases, and bituminous. It performs geologic studies and investigations, inspects sand and gravel aggregate deposits, and develops specifications for and monitors erosion control and turf establishment on construction and maintenance projects. It also evaluates the in-service performance life of pavements, bases, roadbeds, structures, culverts, and other materials used. It provides no services directly to the public.

### **Tests and Inspections Section, (612) 296-3164**

#### **Paul A. Jensen, engineer**

This section inspects and tests all materials used in the construction and

maintenance of the state transportation system. The section prepares materials specifications, conducts pavement friction testing and road roughness measurements, and directs the materials certification program. It provides technical assistance to department, county, and municipal personnel and to contractors on physical and chemical testing, and conducts tests and inspections for other state and government agencies on a reciprocity basis. For information, contact the section at Room 136, Transportation Bldg., St. Paul, MN 55155.

### **Office of Research and Development, (612) 296-3066**

**Paul J. Diethelm, director**

This office creates a technical and scientific data base for the resolution of the department's most pressing technical problems as identified by department organizational units, the state legislature, the Federal Highway Administration, and local transportation and road authorities. Problem solution requests are prioritized and, within resources available, a research program is developed to be conducted partially in-house and partially under consultant agreement. Problems are addressed in the areas of design, construction, reconstruction, maintenance of transportation facilities, pavement management, safety, environment, and materials conservation. The office also manages the research program and budget of the Minnesota Local Road Research Board.

Occasional research contracts are awarded on the basis of contractor qualifications for the specific professional and technical services required. Requests for proposals are published in the *State Register*. No research grants are available.

Reports on completed department research may be seen in the department library at Room B-26A, Transportation Bldg., St. Paul, MN 55155, (612) 296-2385. All state university libraries have depository copies on microfiche.

The office provides no services directly to the public.

### **Physical Research Section, (612) 296-3469**

**Richard Ingberg, engineer**

This section conducts research projects on various subjects, usually in the area of construction and maintenance materials and methods, at the request of department sections and the Minnesota Local Road Research Board. The section also conducts numerous research projects, funded by the Federal Highway Administration, that are disseminated to state, county, and municipal engineers.

### **Research Coordination Section, (612) 296-6569**

**Ronald M. Canner, Jr., engineer**

This section coordinates all department research activities, maintains liaison with other state and national research programs, and coordinates administration of department and multi-agency sponsored research contracts.

**Office of Surveying and Mapping, (612) 296-1077****Earl R. Larson, director**

This office trains and advises department personnel in the application of geodetic surveys, land surveys, and photogrammetric and cartographic materials and methods for planning and design of department projects. The office manages and operates the applications activity of an automated drafting system for preparation of mapping, plats, and plans used in project development and planning. It certifies right-of-way acquisition plats for accuracy and content before the plats are filed with the county recorder. It also provides assistance to other public agencies on surveying and mapping applications, techniques, and the procedures for acquiring geodetic, land surveying, photogrammetric, and cartographic services.

**Cartographic Section, (612) 296-1680****Richard W. Teeters, chief**

This section prepares state, county, municipal, and special purpose maps and other cartography and graphic services for the department and other state and local agencies. Maps are available to the public from Map Sales, Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216.

**Geodetic Section, (612) 297-2247****Neil G. Fredrickson, geodetic engineer**

This section provides the public with information on horizontal and vertical geodetic control. Requests should include either name and number of control mark or location (county or township) where mark is or is needed. Contact the section at Room 712, Transportation Bldg., St. Paul, MN 55155, (612) 296-3027.

**Interactive Graphics Drafting System Applications Section, (612) 296-1080****David Hulsizer, acting chief**

This section manages the development and operation of the department's automated drafting system and provides technical support for the system. It provides no services directly to the public.

**Land Survey Section, (612) 296-1074****John E. Swenson, principal land surveyor**

This section is the custodian of the department's right-of-way maps and plats that show the land owned by the department for highways and the government land corner information that was used to describe the parcels. This information is available to the public. Contact the section at Room 712, Transportation Bldg., St. Paul, MN 55155.

**Photogrammetric Section, (612) 296-1079****Stanton P. Michal, photogrammetric engineer**

This section provides aerial photography, photogrammetric enlargements,

aerial photographic mosaics, and photogrammetrically derived planimetric and photographic mapping for use by the department's technical staff. Prints and enlargements of portions of the aerial photography acquired by the section are available to the public. Requests should include size wanted, description of the specific area, type of photography, and date of photography. Prices vary, depending on size and quantity of prints ordered. Contact the section at Room 711, Transportation Bldg., St. Paul, MN 55155.

**Office of Electronic Communications, (612) 296-7402**

**Samuel F. Gargaro, director**

This office designs and maintains communications networks, electronic truck weighing, and closed circuit television systems for the state government.

**Radio Maintenance Section, (612) 296-3458**

**Anthony C. Vornbrock, engineer**

This section installs, maintains, and repairs communications systems and related electronic equipment for all state agencies, including portable radios, base transmitting stations, weather broadcasting stations, electronic weighing stations, aeronautical navigational aid facilities, closed circuit television systems, and repeater sites. It provides no services directly to the public.

**Engineering Section, (612) 296-7418**

**Henry E. Bruns, engineer**

This section provides telecommunication system design and engineering for all state agencies. It provides frequency coordination to local governments for land-mobile radio systems in cooperation with the Federal Communications Commission (FCC). Frequency coordination is required by the FCC for all new radio station licenses or modifications to existing licenses in police, local government, highway maintenance, and forestry conservation radio services as well as some licenses in special emergency radio service. "Request for Frequency Coordination" forms are available from the section.

The section also provides engineering assistance to the Department of Health, hospitals, and ambulance services statewide for two-way emergency medical service radio systems. For forms or assistance, contact the section at Room 320, Transportation Bldg., St. Paul, MN 55155.

**Office of Environmental Services, (612) 296-7528**

**Leonard G. Eilts, director**

This office is an interdisciplinary resource, providing statewide technical and environmental consulting services to district and central office personnel involved with planning, design, and development of multi-modal transportation facilities. The office prepares and reviews environmental documents, and provides additional information for environmental impact statement projects. It develops project corridor and natural resource analysis, provides mitigation recommendations, and develops site-specific preliminary and detail design recommendations and transportation landscape recommendations. It also coor-

dinates statewide bikeway planning and development, conducts related research, and provides training seminars.

**Environmental Development Section, (612) 296-1637**

**Lawrence E. Foote, manager.**

This section prepares long-term, statewide projects and makes conceptual studies for transportation site location, scenic highways, and parkways. The section processes and reviews environmental reports and related documents. It represents the department on statewide issues that require environmental studies.

The section administers the 426-mile Minnesota portion of the 2,000-mile Great River Road project. The intent of the project is to capture and retain the natural character and history of the roads that follow the Mississippi River from Lake Itasca to the Gulf of Mexico. Minnesota's portion extends to Point Douglas near Prescott, Wisconsin.

Finally, the section is identifying and developing an interconnecting statewide system of bikeways. It is preparing a set of 54 bikeways maps for the state, 40 of which are presently available; eight for the Twin Cities metropolitan area, two for Duluth, and the rest for other sections of the state. Each map costs \$.95 plus tax and postage. They are available from Map Sales, Room B-10, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216.

**Landscape Section, (612) 296-5772**

**Dale T. Wreisner, landscape architect**

This section develops statewide landscaping policies and assists districts with the development of their specific landscape projects and schedules. It provides technical advice and training on the establishment and care of plants and timber within highway corridors and right-of-way and coordinates a wild-flower program along state roadsides with the Federal Highway Administration and Federated Garden Clubs of Minnesota. The section coordinates the activities of Green View, Inc., an organization of retirees that provides for custodial services at designated highway rest areas. For information, contact the section at Room 715, Transportation Bldg., St. Paul, MN 55155.

**Noise and Air Quality Section, (612) 296-3260**

**James R. O'Connor, engineer**

This section provides technical expertise to the department in the fields of acoustics and meteorology on all facets of transportation noise and air quality. It provides no services directly to the public.

**Site Development Section, (612) 296-5773**

**James S. Reiersen, Sr., landscape architect**

This section provides interdisciplinary technical expertise in the development and coordination of various departmental programs including safety rest areas, multiple use/joint development projects, special design projects, departmental buildings, and travel information plazas. It prepares preliminary plans,

detail designs, specifications, design guides, feasibility studies, and environmental reports related to transportation site development and planning. The section provides no services directly to the public.

**Office of State-Aid, (612) 296-9872**

**Gordon M. Fay, state-aid engineer**

This office supervises the distribution of county and municipal state-aid highway funds and federal-aid funds to counties and cities. It authorizes grants for bridge construction funds from the state transportation fund, and provides technical assistance in the design, construction, and maintenance of the county and municipal state-aid and federal-aid highway and street systems. The office also promulgates rules and procedures for management of the state-aid system. It provides no services directly to the public.

**Plans and Specifications Section, (612) 296-9875**

**Delvert D. Oftedahl, chief**

This section reviews for approval county and municipal state-aid project plans, county, municipal, and township bridge replacement project plans, state bikeway program project plans, and county, municipal, and township federal-aid project plans.

**Programming and Project Development Section, (612) 296-3014 and 296-9973**

**Irving V. Sobohn, engineer for rural projects; John D. Petrich, engineer for urban projects**

This section administers, prepares and processes documentation for county and municipal road construction projects involving federal funds.



**Office of the  
State Treasurer**



**303 Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155  
(612) 296-9623  
Jim Lord, state treasurer**

**Minnesota Constitution, Article V; Minnesota Statutes, sections 7.01-7.20**

The state treasurer is a constitutional officer elected by the people to a four year term. The primary function of the office is to receive and account for monies paid into the state treasury until lawfully disbursed or invested. The treasurer's computer maintains approximately 270 bank accounts throughout the state of Minnesota. A daily cash position is determined, and all monies not currently obligated are certified for investment and future use.

The treasurer is a member of the state Board of Investment. The investment

board is responsible for the formulation of policy and investment of monies on behalf of the various public and retirement funds. These funds, including the Invested Treasurer's Cash Fund, now total approximately \$3 billion.

The treasurer is also a member of the state Executive Council. The council consists of six constitutional officers, whose duties include the approval of mineral, peat and timber leases, the designation of Minnesota banks to receive state deposits, the disposition of certain state lands and the provision of emergency relief in times of disaster.

The treasurer is the administrator of the Uniform Disposition of Unclaimed Property Act, a program which returns to rightful owners any money or property forgotten or abandoned in a bank, insurance company or corporation.

### **Treasury Operations Division, (612) 296-7091**

**Jerry Engebretson, fiscal activities officer**

The division is divided into four sections and provides the treasurer with the necessary data and figures regarding cash flow and bank balances. Monies not currently needed are turned over for investment. The Safekeeping Section maintains an inventory of all securities bought and sold by the investment board. Also included is the debt service function, which maintains all records and transactions concerning the bonded indebtedness of the state.

### **Receipts and Revenue Section, (612) 296-9132**

**John Christensen, cashier**

This section receives and processes deposits from state departments and agencies which consists of all monies paid into the state of Minnesota. Such deposits are then recorded and channeled to the appropriate bank for collection, where the funds are either used to pay bills or withdrawn for investment purposes.

### **Safekeeping Section, (612) 296-9568**

**Shirley Allen, supervisor**

This section maintains an inventory of all securities owned by the state, the retirement and public funds. All transaction data is verified, recorded and documented.

### **Debt Service Section, (612) 296-9547**

**Gregory Colberg, accountant**

The state of Minnesota issues debt as prescribed by the state constitution and Minnesota Statutes. Sixty-three separate issues of Minnesota bonds in excess of \$800 million are currently outstanding. The treasurer's Debt Service Section maintains records of every bond and coupon. It also has the responsibility for making principal and interest payments for the retirement of all debt.

### **Electronic Data Processing Section, (612) 296-8552**

**Michael Hager, EDP supervisor**

The section is responsible for the reconciling and payment of all state war-

rants presented to the treasurer's office for payment. This section also provides a computerized operation for recording all bank balances, deposits and withdrawals. Reports are also provided for the purpose of determining outstanding and unpaid warrants, collateral pledged to secure state funds on deposit and miscellaneous financial reports.

### **Unclaimed Property Division, (612) 296-2568**

**Faith Woodman, director**

The division administers the Uniform Disposition of Unclaimed Property Act, which is designed to return abandoned property to its rightful owners. Abandoned property may be a checking or savings account, the contents of a safe deposit box, a paid life insurance policy, stocks, dividends, and which, by definition of the law, have become legally abandoned. The division notifies owners of unclaimed property by advertising in the county and local newspapers of the owner's last address. The division then answers inquiries concerning possible owners and directs claimants to the present holder. Two months after the advertisement, all unclaimed property is turned over to the state treasurer who then handles all claims, and if the claim is valid, returns the property in full either in person or by mail.

Information and claim forms may be obtained by writing, calling or visiting in person the Unclaimed Property Division, G-21 Administration Building, St. Paul, Minnesota 55155. The claim form requires the name, present address and relationship to original owner of the claimant. Specific information and documents (marriage certificates, death certificates, wills, etc.) may also be required to prove the validity of the claim. There are no fees and all rightful claims are paid within 90 days of proper completion of the claim form.



**University  
of  
Minnesota**



**Morrill Hall, 100 Church Street S.E.  
Minneapolis, Minnesota 55455  
Information: (612) 373-2851  
C. Peter Magrath, president**

### **Minnesota Constitution, Article VIII**

The university was founded in February 1851 under Chapter III of the Territorial Laws enacted by the Legislative Assembly. It began as a preparatory school in the village of St. Anthony seven years before the new territory of Minnesota became a state. Twenty-five and one-third acres of the present site were purchased in 1854, and the first campus building, Old Main, was completed in 1858. The school struggled financially in its early years and was forced to close during the Civil War.

With the guidance and financial help of John Sargent Pillsbury, a Minneapolis businessman, the university survived those troubled times. Pillsbury, a university regent, state senator, and governor, is known today as "the father of the university" because of his efforts.

Another reason for the university's survival was the Morrill Act. Signed into

law by President Lincoln in 1862, the Morrill Act, or Land-Grant Act, provided for the donation of public lands to states and territories for the establishment of educational institutions. The purpose of the act was "to promote the liberal and practical education of the industrial classes in the several pursuits and professions of life."

The preparatory school re-opened its doors in 1867. Two years later, after a major reorganization, it became a full-fledged institution of higher education. The university's first class had 18 students and nine faculty.

Williams Watts Folwell, a scholar who served as an engineering officer in the Civil War, was inaugurated as the first president of the university on December 22, 1869. Folwell believed that a university should be a place where young men and women learn to participate in the work of democracy while adding to the wealth of human knowledge. He called for the development of an institution that would become the "head and crown" of the state's school system.

From its tenuous start, the university has grown to become one of the largest and strongest universities in the country and a major research institution. Its fall quarter 1981 enrollment was over 58,000 daytime students on its five campuses and nearly 18,000 extension class students. The university employs more than 31,000 persons, and ranks as Minnesota's third largest employer. The Twin Cities campus in Minneapolis and St. Paul offers the full range of academic and professional degrees. Academic and preprofessional programs are offered at the University of Minnesota, Duluth, part of the university system since 1947; the University of Minnesota, Morris, opened in 1959; the University of Minnesota Technical College, Crookston, opened in 1965; and the University of Minnesota Technical College, Waseca, established in 1971.

The university serves its students and all residents of Minnesota through its extension division, information services, radio stations, agricultural experiment stations and its sponsorship of exhibits, concerts, lectures and publications.

The nation also is served by the university through its contributions in research. Medicine, agriculture, engineering and social welfare benefit from its experiments and surveys. The world's leading kidney transplant center, the world's first successful bone marrow transplant, development of the first total body X-ray scanner, the isolation of uranium isotope U-235, the design of Mars exploration experiments using a mass spectrometer, development of emergency survival rations for soldiers and the production of a live calf from freeze-dried sperm are some of the significant results of university research projects.

The state constitution provides for university autonomy in the management of its internal affairs. The university's charter, drawn up and adopted by the territorial assembly and approved by an act of congress, delegated to the Board of Regents the right to govern the university. In the state constitution, all the "rights, immunities, franchises, and endowments" granted by the charter were "perpetuated unto" the university.

In a test case in 1928, the Minnesota Supreme Court held that the Board of Regents is constitutionally independent of all other executive authority. In 1977 the court ruled that the legislature cannot intrude on the internal control of the university, but can impose reasonable conditions on the use of appropriated funds.

**Board of Regents, (612) 373-0080**

**Duane Wilson, regents' secretary**



The Board of Regents is the governing body of the university. Chief responsibilities are the election of the chancellor (the term president is commonly used instead of chancellor); enactment of rules, regulations, and policies governing the university; control of university expenditures; and approval of major personnel changes.

The 12 regents are chosen by the state legislature. Eight regents are nominated by a caucus of state legislators and come from each of the eight congressional districts. Four regents are elected at large, and are usually nominated by a joint meeting of the Minnesota House and Senate education committees. One of these four at-large regents must be a university student or a recent university graduate (within five years prior to election). Regents serve without pay for six-year terms. Each odd-numbered year four regents' terms expire and elections are held to fill their chairs. Vacancies occurring when the legislature is not in session are filled by the governor.

The president of the university is ex-officio president of the Board of Regents. A chairman and vice chairman are elected from the board; a secretary and a treasurer, who may or may not be members of the board, are also elected. All officers, except the president, serve for two years.

The board meets in regular session the second Friday of each month and business to be considered is first reviewed by one or more of the standing committees. Dates of board meetings are announced in the Official Daily Bulletin, published in the *Minnesota Daily* (the Twin Cities campus student newspaper) when classes are in session, and as a special bulletin during quarter breaks. The dates are also announced at the coordinate campuses in their campus calendars or publications and in *Brief*, the weekly newsletter for faculty and staff on all campuses. Materials for consideration by the board from within the university are usually submitted to the secretary of the board through the president's office. Requests for personal appearances before board committees must be approved in advance by the secretary.

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Charles H. Casey, D.V.M.  
Box 247  
West Concord, MN 55985

William B. Dosland  
Dosland, Dosland and Nordhogen  
American Bank & Trust Bldg.  
Moorhead, MN 56560

Willis K. Drake  
11111 West Bren Road  
Minnetonka, MN 55343

Erwin L. Goldfine  
Manley Management Company  
500 Alworth Bldg.  
Duluth, MN 55802

Lauris D. Krenik  
Rural Route 1  
Madison Lake, MN 56063

David M. Lebedoff  
4200 IDS Center  
Minneapolis, MN 55402

Verne Long  
Rural Route 1, Box 162  
Pipestone, MN 56164

Charles F. McGuiggan  
104 West Redwood  
Marshall, MN 56258

Wenda W. Moore  
2727 Dean Parkway  
Minneapolis, MN 55416

David K. Roe  
175 Aurora Avenue  
St. Paul, MN 55104

Mary T. Schertler  
875 East Clear Avenue  
St. Paul, MN 55106

Michael W. Unger  
1330 St. Clair Avenue  
St. Paul, MN 55105

Due to space limitations of the guidebook, descriptions of all of the university's divisions cannot be printed. Following is a brief listing of frequently called numbers and places where more information can be obtained.

### General Services

Alumni Association: (612) 373-2466

Sports Ticket Offices  
(Intercollegiate)

Book Center, Minnesota:  
(612) 373-3688

Men's Athletics (612) 373-3181  
Women's Athletics (612) 373-2255

Emergency (Police): (612) 373-3550

Student Unions

Equal Opportunity & Affirmative  
Action (612) 373-7969

Coffman Memorial Union  
(east bank): (612) 373-2403  
West Bank Student Center:  
(612) 373-5058

Lost and Found: (612) 376-3003

St. Paul Student Center:  
(612) 373-1046

#### *Minnesota Daily*

Ads: (612) 373-3385  
Business Office: (612) 376-5550  
News: (612) 373-3381

Telephone Information Services  
(612) 373-2851

Personnel Department  
(Employment) (612) 376-9696

University Gallery: (612) 373-3424

Recreational Sports Office  
Main Office: (612) 373-4200  
St. Paul Campus: (612) 373-0956  
Self Service Sports: (612) 376-2581  
Sports Clubs: (612) 373-1973

University Relations: (612) 373-2126

University Theatre Tickets:  
(612) 373-2337

Visitor Information Center  
(612) 373-1099

### Educational Services

Aviation Education Resource Center,  
Duluth: (218) 726-8251 or 726-8117

English as a Second Language Program  
(612) 373-7855

Consumer Answering Service  
(612) 373-0912

Home Economics Education Division  
(612) 373-1530

Continuing Education & Extension  
Classes: (612) 373-3900

KUOM Radio: (612) 373-3177

Labor Education Service  
(612) 373-3662

Summer Session Office: (612) 373-2925

Learning Resources Center, Crookston  
(218) 281-6510, ext. 251

University Television: (612) 373-4760

Walter Library: (612) 373-3841

Minnesota Public Interest Research  
Group (MPIRG): (612) 376-7554  
Minority and Special Student Affairs  
(612) 376-1235

Wilson Library: (612) 373-2424

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### Health and Crises Services

Alcohol & Other Drug Abuse Programs  
(612) 376-3150

Student Health Centers  
Minneapolis: (612) 373-3141  
St. Paul: (612) 373-0960

Drug Information Centers  
Minneapolis: (612) 376-7190  
Morris: (612) 589-3926

Crisis Counselor: (612) 373-4119  
University Hospitals: (612) 373-8484

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### Student Services

Admissions and Records Office  
(612) 373-2106

Prospective Students Office  
(612) 373-2144

Handicapped Resource Coordinator  
(612) 376-2727

Student Counseling Bureau  
(612) 373-4193

Housing Office: (612) 373-7542

Student Counseling Service, Morris  
(612) 589-2929

International Center, Minnesota  
(612) 373-3200

Student Financial Aid: (612) 376-8686

International Student Adviser  
(612) 373-4094

Student Organization Development  
Center  
(612) 373-3955

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### Colleges of the University of Minnesota, Twin Cities Campus

**College of Agriculture, (612) 373-0921** The bachelor of science degree is offered in a wide range of subject areas such as agricultural business administration, agricultural science and industries, communication science, fisheries and wild-life, food science and nutrition and resource and community development. Graduate degrees are also offered.

**Institute of Agriculture, Forestry and Home Economics, (612) 373-0734** Included in the institute are the colleges of agriculture, forestry and home economics. Also included are the agricultural extension service and the agricultural experiment stations.

**College of Biological Sciences, (612) 373-1190** Primarily an upper division (junior and senior) unit, the college offers bachelor's degrees in biology, biochemistry,

botany and microbiology to prepare students for laboratory, office or field positions with governmental agencies or industry. More than half of the graduates enter some kind of advanced training. Master's or doctor of philosophy degrees are offered in biology, biochemistry, botany, ecology, genetics and zoology.

**School of Dentistry, (612) 376-4373** Programs are offered in dentistry, dental hygiene and dental assisting, as well as continuation courses to keep those in the profession informed of new developments in research and clinical procedures.

**College of Education, (612) 373-9880** The college offers programs leading to the bachelor of science, master of education, master of arts, doctor of education, doctor of philosophy degrees and specialist certificate. Preparation for teaching kindergarten through high school, and training in such fields as special education, music therapy, physical education, recreation and park administration, educational administration and vocational-technical education are available.

**College of Forestry, (612) 373-0825** Baccalaureate and graduate degree programs are offered. Four-year courses lead to the bachelor of science degree in the areas of forest resources, forest science, forest products and recreation resource management.

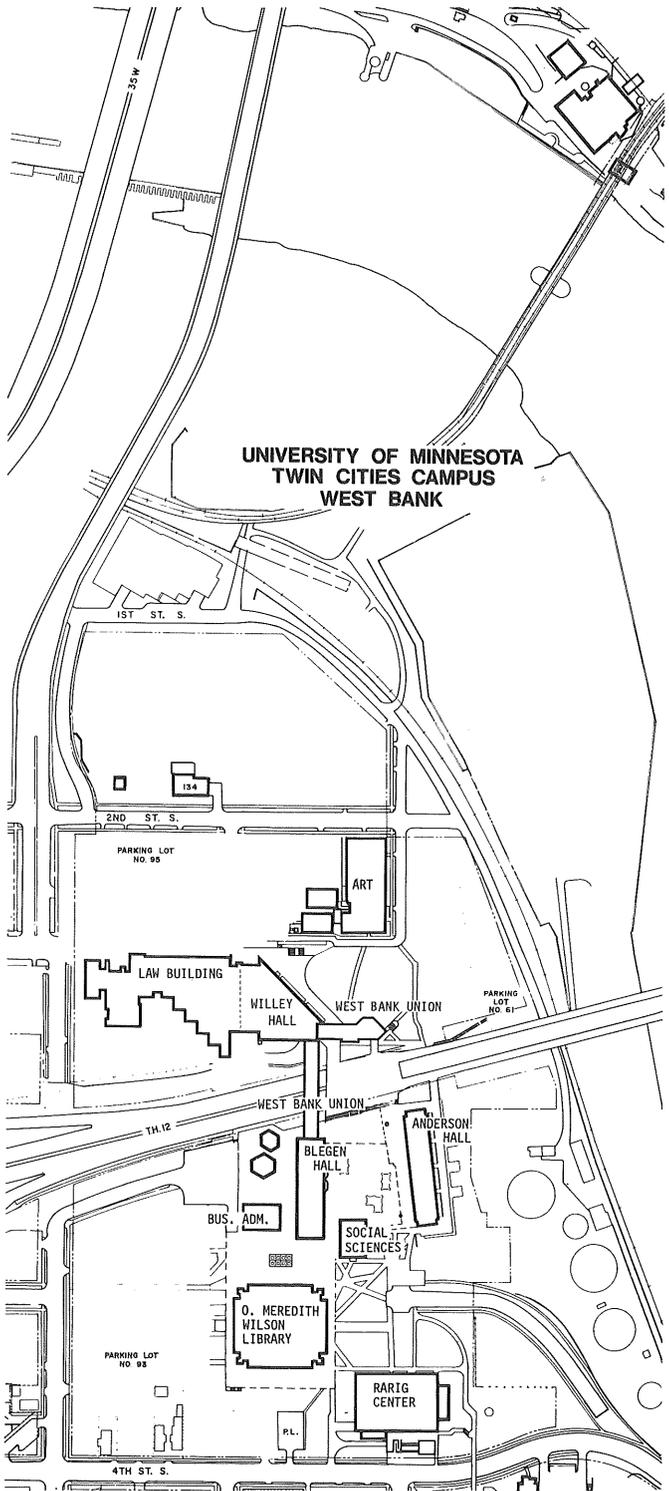
**General College, (612) 373-4104** Each student, in consultation with an adviser, plans a course of study leading to a four-year bachelor of applied studies or bachelor of general studies degree, a two-year associate of arts degree or a certificate program in an occupational specialty. In addition to regular coursework, credit can be earned through nonclassroom experiences.

**Graduate School, (612) 373-2952** Students with bachelor's degrees or their equivalent may undertake work for the advanced degrees of master of arts, master of science, doctor of philosophy, doctor of education and doctor of musical arts. Specialist certificates in a number of fields are also offered.

**College of Home Economics, (612) 373-0933** Students may concentrate their studies in the fields of consumer food science, costume design, family relationships, food science and technology, general design, general home economics, hospitality and food service management, housing, interior design, nutrition and dietetics, retail merchandising and textiles and clothing. A joint degree with the college of education is offered in home economics education.

**Law School, (612) 373-2717** The three-year program leads to the professional juris doctor degree, which qualifies for bar examinations and admission to practice.

**College of Liberal Arts, (612) 373-4402** The university's largest division, the college provides the traditional educational opportunities in the social sciences, humanities and fine arts, both for general education and as preparation for professional and vocational work. The college's more than 60 majors allow students to earn bachelor of arts, bachelor of fine arts, bachelor of science, bachelor of individualized studies, bachelor of elected studies or associate in



**UNIVERSITY OF MINNESOTA  
TWIN CITIES CAMPUS  
WEST BANK**

1ST ST. S.

2ND ST. S.

PARKING LOT NO 95

LAW BUILDING

WILLEY HALL

WEST BANK UNION

WEST BANK UNION

PARKING LOT NO 61

TH.12

BLEGEN HALL

ANDERSON HALL

BUS.

ADM.

SOCIAL SCIENCES

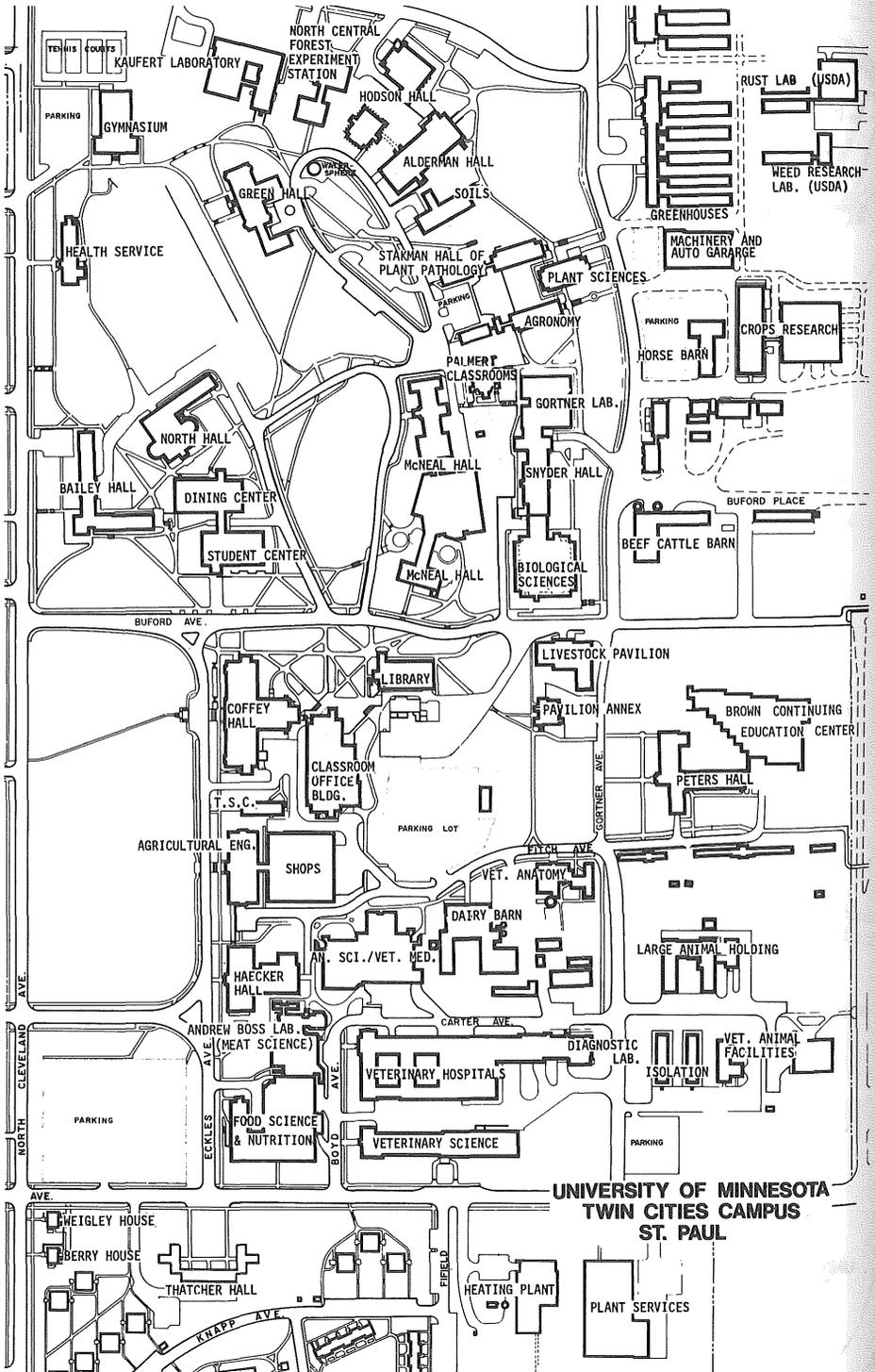
O. MEREDITH WILSON LIBRARY

PARKING LOT NO 98

RARIG CENTER

4TH ST. S.





**UNIVERSITY OF MINNESOTA  
 TWIN CITIES CAMPUS  
 ST. PAUL**

liberal arts degrees and prepare them for entry into graduate and professional programs.

**School of Management, (612) 373-3701** The school offers basic professional training for positions of responsibility in business. Specialized training 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. Graduate-level degree programs related to management are offered by the graduate school.

**Medical School, (612) 373-8139** The school's three- or four-year course in medicine leads to the doctor of medicine degree and provides basic preparation for specialization or other advanced postgraduate training. The school also offers programs in medical technology, physical therapy, and occupational therapy.

**School of Nursing, (612) 373-3462** The professional nursing program prepares the student for the practice of professional nursing in entry-level positions and provides foundations enabling the graduate to gain additional proficiency through advanced study and informed participation in nursing care. Completion of the program leads to the degree of bachelor of science in nursing. A master of science program in nursing is offered by the graduate school.

**College of Pharmacy, (612) 373-2186** The three-year program leading to the bachelor of science degree is required for eligibility to take the examination for licensure to practice pharmacy. The doctor of pharmacy professional degree trains clinical therapeutics specialists interested in dealing directly with patients.

**School of Public Health, (612) 373-8060** Advanced courses for specialists in a number of public health fields lead to certification or to master's or doctor of philosophy degrees. Fields covered by the school are biometry, chemical dependency, dental public health, epidemiology, environmental health, health education, hospital and health care administration, maternal and child health, occupational therapy, physical therapy, physiological hygiene, public health administration, public health nursing, public health nutrition, public health pharmacy, public health social work and veterinary public health.

**Institute of Technology, (612) 373-3227** The institute offers professional training in engineering and architecture as well as basic education in the physical sciences and mathematics. Making up the institute are the schools of architecture and landscape architecture, mathematics, and physics and astronomy; and the departments of agricultural engineering, chemistry, chemical engineering and materials science, computer science, geology and geophysics, aerospace engineering and mechanics, civil and mineral engineering, electrical engineering, mechanical engineering and statistics.

**University College, (612) 373-4638** Undergraduate experimental programs of collegiate scope enable the student to earn a bachelor of arts or bachelor of science degree. The student arranges a study program to fit individual needs, drawing upon the entire university for course.

**College of Veterinary Medicine, (612) 373-1134** The doctor of veterinary medicine degree prepares students for private practice, animal disease control, laboratory animal medicine, public health, research, teaching, zoo animal medicine and other fields.

### **Coordinate Campuses of the University**

**University of Minnesota Technical College, Crookston (UMC), (218) 281-6510** A coordinate campus since 1965, UMC provides two-year educational programs leading to the associate in applied science degree in agriculture, business, home and family services, and hotel, restaurant and institutional management. Each student's programs includes a unit of internship training.

**University of Minnesota, Duluth (UMD), (218) 726-8000** UMD became part of the university in 1947. Academic programs include five two-year degree offerings: associate in applied science (American Indian Mental Health Training Option), associate in arts (concentration in law enforcement), and associates in dental hygiene, office administration and vocational teacher education. Ten bachelor's degrees are offered in science, arts, applied arts and applied science (related to the college of education), fine arts, music, office administration, business administration, accounting and social work. Sixteen master's degree programs offer master of arts degrees in art, education, educational psychology, English, history, communicative disorders, and educational administration, and master of science degrees in biology, chemistry, geology, physics, and in business administration, social work, industrial safety and education (MED). Also available are the specialist certificate in educational administration in three areas and the first two years of basic science study in medicine.

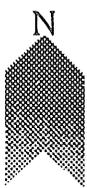
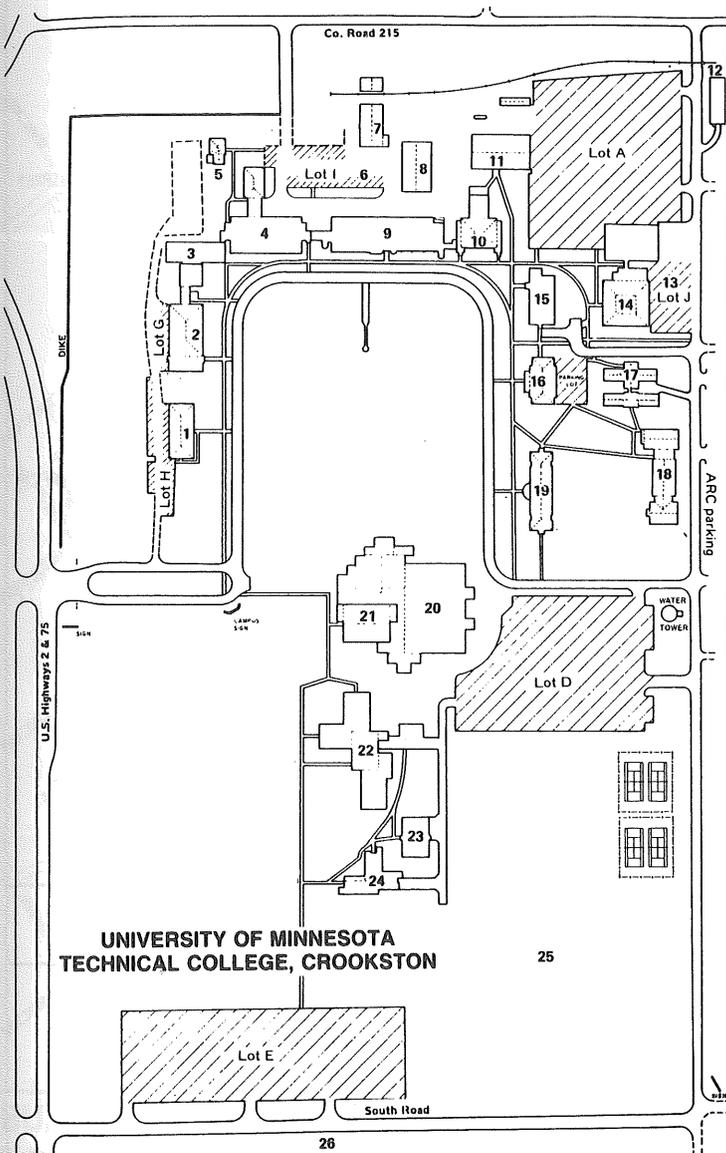
**University of Minnesota, Morris (UMM) (612) 589-2211** A four-year liberal arts college established in 1959, UMM offers programs in the humanities, social sciences, and natural sciences. In addition, the college offers basic preparation for many of the professions, for students intending to enter business, teaching, creative arts, or any of several other specialized occupational areas. A two-option program allows students to follow either a relatively traditional curriculum or an individualized curriculum.

**University of Minnesota Technical College, Waseca (UMW) (507) 835-1000** A coordinate campus since 1971, UMW prepares students for semi-professional or midmanagement level positions in the broad fields related to agriculture. The associate of applied science degree is offered in agricultural production, agricultural industries and services, agricultural business, animal health technology, home and family services, food industry and technology and horticultural technology. Most programs require two years; all are less than four. Toll free calls from the Twin Cities use 296-9440.

### **Agricultural Experiment Station System, (612) 373-0751**

**Richard Sauer, director**

The system offers research information to the public about agriculture, forestry, fisheries, wildlife, natural resources, rural home and community life, home economics, human nutrition, and rural development; and about proces-



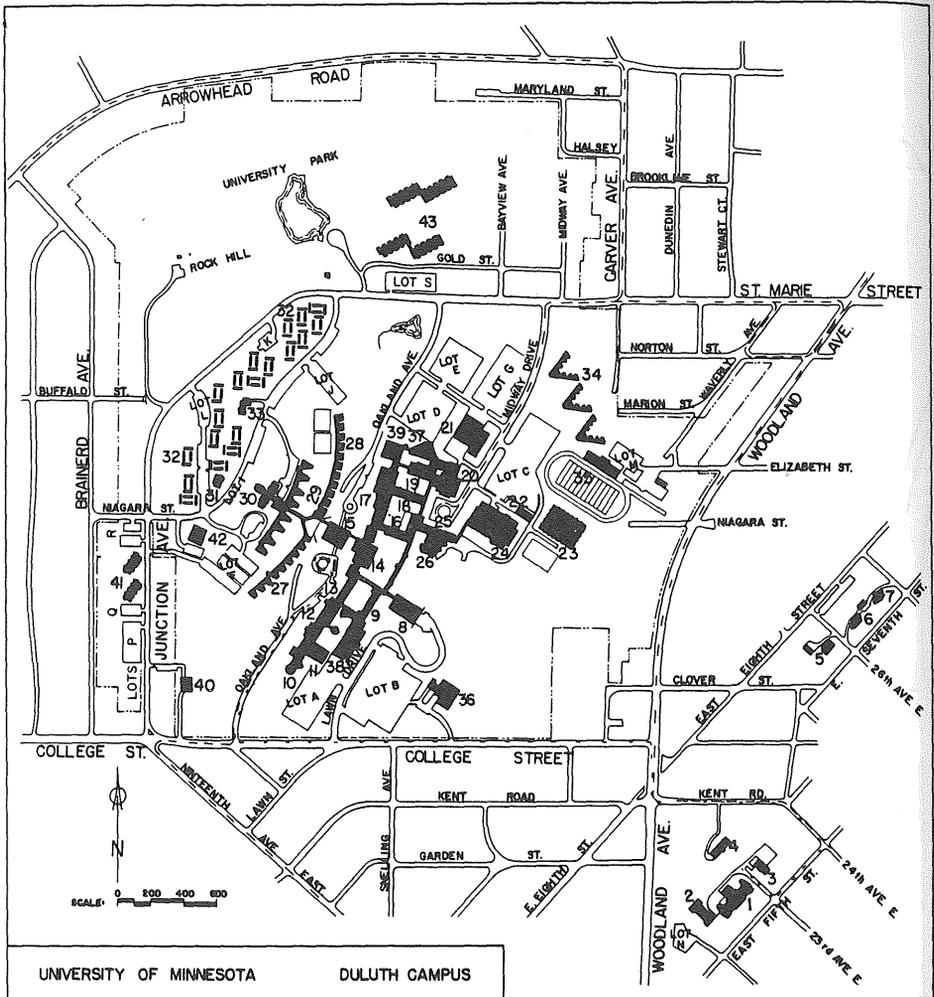
### Legend

1. Robertson Hall
2. Kiehle Building
3. Library
4. Dowell Hall and Annex
5. White House
6. Handicapped and Visitor Parking
7. Heating Plant
8. College Garage
9. Food Service Building
10. Bede Hall
11. Kiser Building
12. Hoop House
13. Visitor Parking
14. Owen Hall and Annex
15. Hill Hall
16. Selvig Hall
17. Greenhouse
18. Agricultural Research Center
19. McCall Hall
20. Gymnasium
21. Knutson Hall
22. Skyberg Hall
23. Skyberg Annex
24. Brink Hall
25. Intramural Athletic Fields
26. Intercollegiate Athletic Fields

**UNIVERSITY OF MINNESOTA  
TECHNICAL COLLEGE, CROOKSTON**

25

26

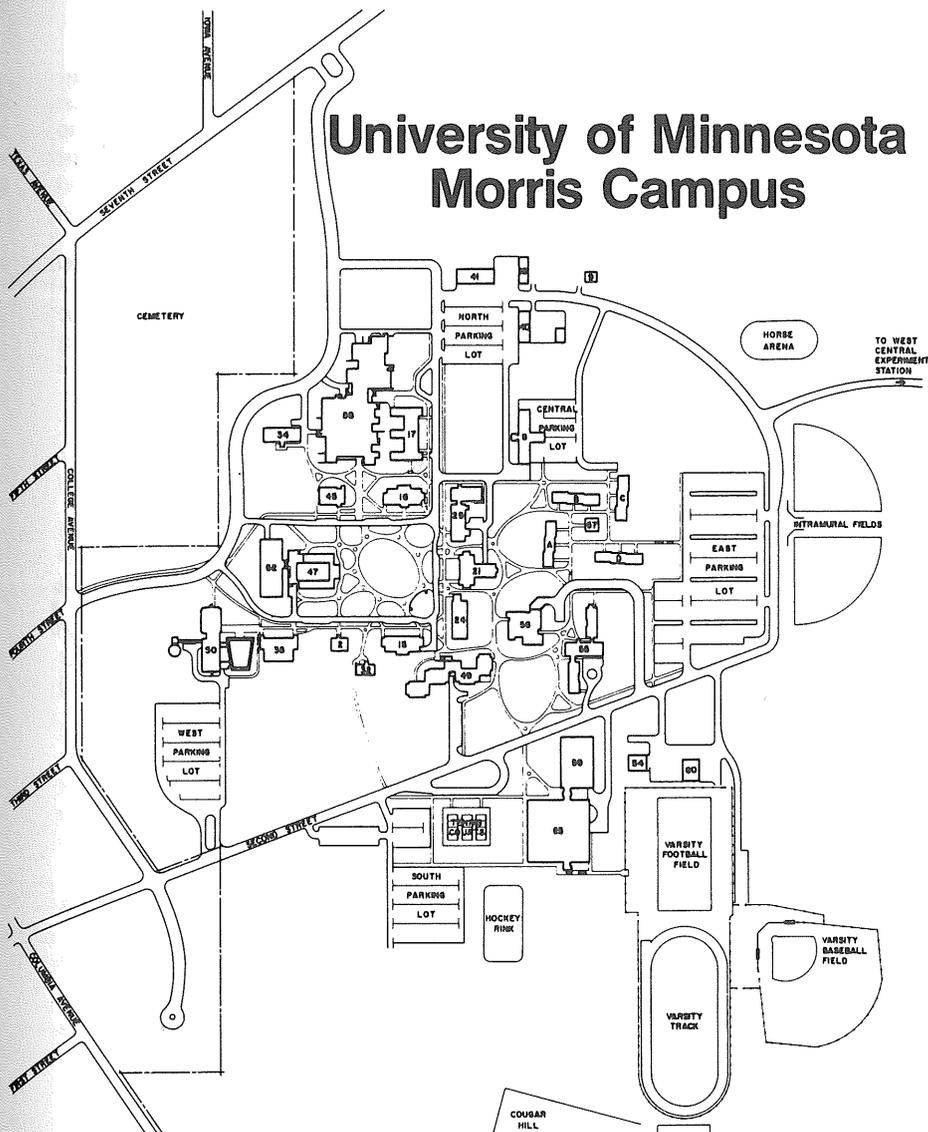


UNIVERSITY OF MINNESOTA DULUTH CAMPUS

### LEGEND

- |           |                                 |            |  |
|-----------|---------------------------------|------------|--|
| 1. M      | OLD MAIN                        | 25 HBtMA   | HUMANITIES & TWEED MUSEUM OF ART                     |
| 2. RL.B   | RESEARCH LABORATORY             | 26 ABaH    | ABANDERSON HALL                                      |
| 3. WH     | WASHBURN HALL                   | 27 VH      | VERMILION HALL                                       |
| 4. TorH   | TORRANCE HALL                   | 28 BH      | BURNSIDE HALL  |
| 5.        | PROVOST RESIDENCE               | 29 GH      | GRIGGS HALL  |
| 6. AlApts | ALWORTH APARTMENTS              | 30 LSH     | LAKE SUPERIOR HALL                                   |
| 7.        | ALWORTH RESIDENCE               | 31 HS      | HEALTH SERVICE                                       |
| 8. Adm    | ADMINISTRATION                  | 32 VApts   | VILLAGE APARTMENTS                                   |
| 9. Chem   | CHEMISTRY                       | 33 VC      | VILLAGE SERVICE CENTER                               |
| 10. MWAP  | MARSHALL W ALWORTH PLANETARIUM  | 34 StuApts | STADIUM APARTMENTS                                   |
| 11. MWaH  | MARSHALL WALWORTH HALL          | 35         | STADIUM & GRIGGS FIELD                               |
| 12. LScI  | LIFE SCIENCE                    | 36 LPS     | LUND PLANT SERVICES                                  |
| 13. MG    | MATHEMATICS - GEOLOGY           | 37 SBE     | SCHOOL OF BUSINESS & ECONOMICS                       |
| 14. KSC   | KIRBY STUDENT CENTER            | 38 MED     | SCHOOL OF MEDICINE                                   |
| 15. RHDC  | RESIDENCE HALL DINING CENTER    | 39 HS      | HEALTH SCIENCE LIBRARY                               |
| 16. SS    | SOCIAL SCIENCES                 | 40         | DULUTH FIRE STATION #4                               |
| 17. L     | LIBRARY                         | 41 JApts   | JUNCTION AVE APARTMENTS                              |
| 18. BohH  | BOHANNON HALL                   | 42         | SAX BROTHERS MEMORIAL COMMUNICATION CENTER (WDSE TV) |
| 19. HE    | HOME ECONOMICS                  | 43 OApts   | OAKLAND AVE. APARTMENTS                              |
| 20. MPAC  | MARSHALL PERFORMING ARTS CENTER |            |  |
| 21. IE    | INDUSTRIAL EDUCATION            |            |  |
| 22.       | R.O.T.C.                        |            |  |
| 23. FH    | PHYSICAL EDUCATION FIELD HOUSE  |            |  |
| 24. PE    | PHYSICAL EDUCATION              |            |  |

# University of Minnesota Morris Campus



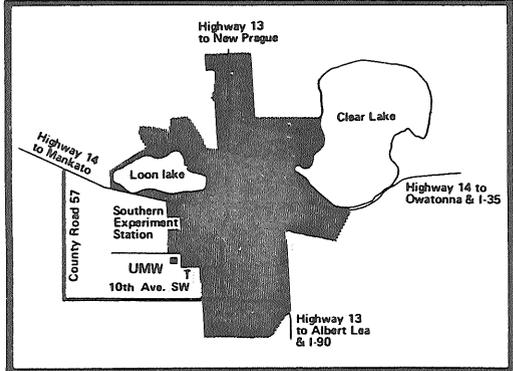
## BUILDINGS

- |                                  |                                |
|----------------------------------|--------------------------------|
| 21 Behmler Hall                  | 35 Physical Education Annex    |
| 24 Blakely Hall                  | 53 Physical Education Center ♿ |
| 16 Camden Hall                   | 34 Pine Hall                   |
| 49 Clayton A. Gay Hall           | 52 Rodney A. Briggs Library ♿  |
| 17 Community Services            | 8 Saddle Club Barn             |
| 47 Edson Hall ♿                  | 50 Science and Mathematics ♿   |
| 32 Education                     | 19 Seed House                  |
| 56 Food Service ♿                | 60 Shops                       |
| 46 Grounds Shop                  | 25 Social Science ♿            |
| 54 Heating Plant                 | 15 Spooner Hall                |
| 45 Humanities                    | 9 Storage                      |
| 58 Humanities-Fine Arts Center ♿ | 57 Student Apartments (A-D) ♿  |
| 55 Independence Hall ♿           | 59 Swimming Pool               |
| 57 Office of Residential Life    | 41 Transportation Garage       |
| 2 Old Music Hall                 |                                |

## DEPARTMENT/AREAS

- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| 21 Academic Dean                   | 21 General Services                | 16 Prairie Gate Press                                 |
| 21 Admissions                      | 49 Health Services                 | 21 Provost Office                                     |
| 58 Audio Visual                    | 57 Housing/Residential Life Office | 21 Police/Campus Security                             |
| 17 Bookstore                       | 48 Humanities Division Office      | 17 Post Office  |
| 21 Business Office                 | 48 Records Office                  | 29 RRCCD  |
| 17 Community Resources Development | 47 KUMM Studio                     | 21 Social Science Division Office                     |
| 16 Computer Center                 | 2 MPRG                             | 18 Social Science Division Office                     |
| 58 Conservatory                    | 17 Midwest Studies in Philosophy   | 47 Student Activities                                 |
| 17 Continuing Education            | 2 Minority Student Program         | 47 Student Association                                |
| 21 Counseling Service Center       | 17 Morris Learning Center          | 2 Student Newspaper                                   |
| 17 Duplicating                     | 17 Older Adult Program             | 47 Union Board  |
| 32 Education Division Office       | 53 Physical Education Office       | 21 University Relations                               |
| 28 Fantasy Project                 | 17 Placement Service               | 52 West Central Minnesota Historical Research Program |
| 21 Financial Aids                  | 16 Plant Services                  | 2 Women's Center                                      |

♿ BUILDINGS WITH HANDICAPPED FACILITIES

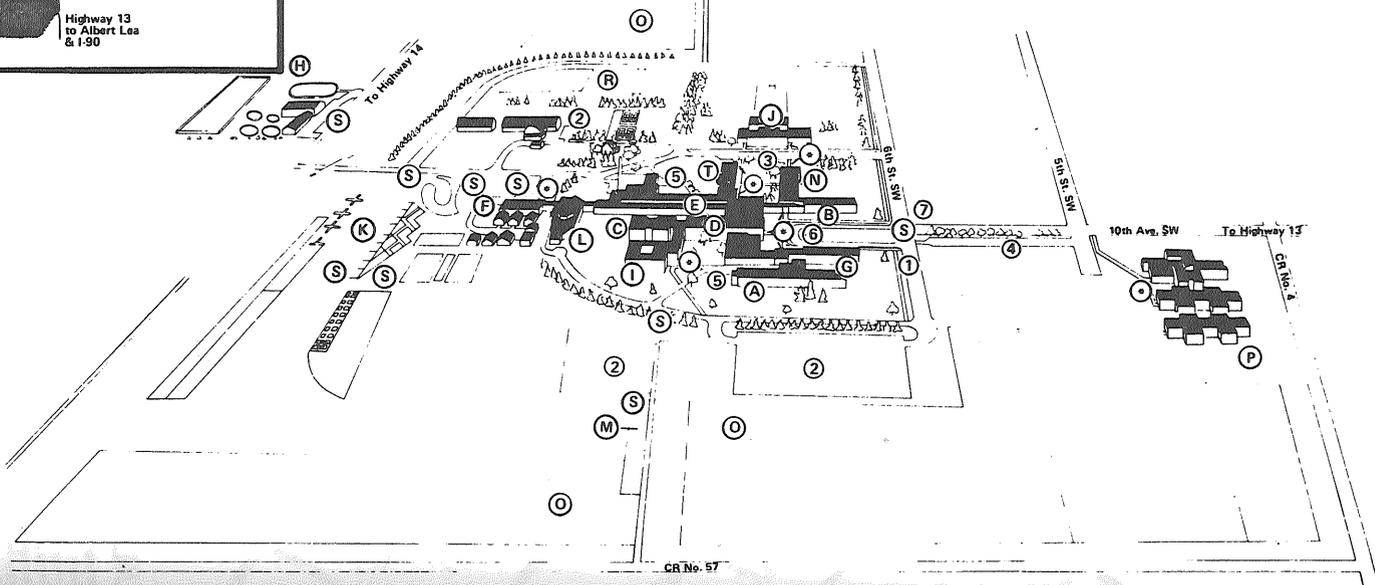


- 1- Visitor Parking
- 2- A Parking Lot
- 3- B Parking Lot
- 4- C Parking Lot
- 5- Handicap Parking
- 6- Firelane/Loading Zone
- 7- Campus Directory
- \*- Entrances at Grade

- A- A Residence Hall
- B- B Residence Hall
- C- Science Classroom, C-Wing
- D- Main Building
- E- Laboratories, S-Wing
- F- Horticulture Facilities
- G- G Residence Hall
- H- Light Horse
- I- Learning Resources Center
- J- Physical Education Facilities
- K- Horticulture Laboratories

- L- Special Purpose Laboratory
- M- U.S. Survey of Crops
- N- N Residence Hall
- O- Production Agricultural Laboratories
- P- Apartments
- R- Recreational Sports Area
- S- Speaker Units
- T- Classroom-Laboratory Building

**UM**  
University of Minnesota  
Technical College  
**WASECA**



sing, preserving, distributing, marketing, and selling foods and fibers. Major research in agriculture includes production of field crops, vegetables, fruits, ornamental plants, flowers, and livestock (including poultry and turkeys); soils; control of plant and animal diseases; control of insects and weeds; irrigation; farm machinery and equipment; farm structures; tillage; soil and water conservation; farm management; and marketing.

Research results and related technical information can be obtained by contacting the Agricultural Extension Service, 240 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108. Localized information relative to field crops, livestock production, soils, plant diseases, horticultural crops, and agricultural engineering can be received by contacting scientists at the following addresses:

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Experiment Station, St. Paul  
220 Coffey Hall, 1420 Eckles Avenue  
St. Paul, MN 55108  
(612) 373-0751

Southern Experiment Station  
Waseca, MN 56093  
(507) 835-3620

North Central Experiment Station  
Grand Rapids, MN 55744  
(218) 326-3485

Southwest Experiment Station  
Lamberton, MN 56152  
(507) 752-7372

Northwest Experiment Station  
Crookston, MN 56716  
(218) 281-6510, ext. 223

West Central Experiment Station  
Morris, MN 56267  
(612) 589-1711

Rosemount Experiment Station  
1605-160th Street West  
Rosemount, MN 55068  
(612) 423-1491 or 423-2455

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## **Agricultural Extension Service, (612) 373-1246**

### **Norman Brown, director**

This service conducts educational programs and demonstrations and disseminates information on agriculture and related industries, home economics and family living, 4-H and youth development, and community resource development. Programs, publications, and information are available on a wide range of agricultural topics including livestock, poultry, dairying, field crops, home and commercial horticulture, landscaping, plant and animal disease control, weed and insect control, soils and irrigation, soil and water conservation, farm structures and machinery, farm management, and agricultural policy. Home economics topics include nutrition, food preservation and preparation, textiles and clothing, housing, home furnishings and equipment, home management, family and child development and relationships, and consumer information. Forestry programs include woodland management, shelterbelts, maple syrup and Christmas tree production, and wood products processing and making.

General information can be obtained by contacting the service at 240 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108, or the extension office in each

county (usually listed in the telephone book under "County Offices"). Specific information about programs and topics is available from any county extension office or by calling the following offices:

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Agricultural and applied economics Farm Management: (612) 373-1145 Marketing: (612) 373-1093	Forest Resources (612) 373-0827
Bulletin Room (for publications) (612) 373-1615	Garden, flower, lawn, and landscape (612) 373-1100
Food, clothing, and consumer information (612) 373-0912	Insect information (612) 373-1044
Forest products (612) 373-1213	Plant disease information (612) 373-0937

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### **Astronomy Department "StarWatch" Line, (612) 376-5587**

**Kris Davidson, associate professor, astronomy department**

The "Minnesota StarWatch" information line offers four-minute-long recorded messages describing astronomical phenomena. Updated every two weeks, the tapes give details on subjects of current interest and occasionally describe unusual sky phenomena such as black holes, pulsars, and meteor showers.

### **Audiovisual Library Service, (612) 373-3810**

**Judy A. Gaston, director**

The library is a 16mm motion picture rental library that serves schools, industries, and the general public. The library collection consists of over 10,000 titles in all subject areas. Rental fees vary. Copies of the *16mm Film Rental Catalog* (1981 edition) and supplements have been deposited in every school and public library in the state of Minnesota. Some media titles are available in other formats, including videotape (1/2-inch and 3/4-inch) and slide/tape. To place a rental order or obtain information, contact the service at 3300 University Avenue S.E., Minneapolis, MN 55414.

### **Back-to-School Programs, (612) 376-7500**

**Beverly Sinniger, extension classes assistant director**

Each year the Department of Extension Classes offers free back-to-school workshops to help adults returning to college classes after an absence and for those who have never attended college. In addition, a free two-night course on how to use University of Minnesota libraries is offered each quarter. Each fall, the department also hosts an open house and orientation session for those wishing to learn more about the university's continuing education programs. Program advisors and counselors, along with department representatives, are

on hand to answer questions; college bulletins are available; and talks and tours of the campus and university libraries are scheduled. For information, call or write the department at 101 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

### **Beef Cattle Evaluation Program, Minnesota, (612) 373-1166**

**Charles J. Christians, coordinator**

The Animal Science Extension Department, in conjunction with the Minnesota Beef Cattle Improvement Association, offers a beef cattle performance testing service. A program is offered for an on-farm records system. A complete computerized herd analysis is available to cow herd owners. Central testing laboratories are available to measure growth performance on weanling bulls. A beef carcass evaluation program coordinated with USDA meat grading services evaluates market beef for carcass quality and cutability traits. A fee for users is charged. For information, contact the program at 101 Peters Hall, University of Minnesota, St. Paul, MN 55108.

### **Bell Museum of Natural History, (612) 373-2423**

**Harrison Tordoff, director**

The museum features diorama exhibits of Minnesota wildlife, the Touch and See Room, and the Jacques Gallery of natural history art. It also houses extensive research collections of birds, mammals, reptiles, amphibians, and fish, as well as the University's natural history library. Museum hours are 9 a.m. to 5 p.m. Tuesday through Saturday, and 1 to 5 p.m. Sunday. Groups of 10 or more who wish to visit the museum should make reservations. Guided tours are available to groups upon advance request. The Blue Heron Bookshop offers an excellent selection of field guides and other natural history books for adults and children, as well as records of bird and animal calls. Natural history lectures are given at scheduled times during the year. All museum programs are open to the public without charge. Information and tour reservations can be obtained by contacting the museum at 10 Church Street S.E., Minneapolis, MN 55455.

### **Biomedical Graphic Communications Department, (612) 373-8824 or 8136**

**Martin Finch, director**

This department provides professional art, photography, and television services for the communication of scientific information. Typical types of artwork include anatomical, schematic, and mechanical drawings; charts; graphs; and exhibit and brochure design. Photographic projects include small-object (macro) and photomicrography; specimen and instrument photography; surgical and patient photography; and X-ray enhancement. Studio and remote 3/4-inch videotape production and editing services and 16mm motion picture production are also available.

A price list and project estimates are available at no charge. The department cannot accept cash payments; payment by check upon completion and approval of work is preferred. Receipts and invoices can be provided. Routine service

takes one week for photographic requests and two weeks for artwork. Projects requiring faster service can be negotiated on an individual basis. In some instances, rush charges will be added when agreed to in advance. To request services, contact the department at B-192 Phillips-Wangensteen Building, 516 Delaware Street S.E., Minneapolis, MN 55455.

**Business and Economic Research Bureau, (612) 373-4482**

**Mary Lou Hill, executive assistant**

This division coordinates research activities for the School of Management (formerly the College of Business Administration). It publishes an 8-12 page quarterly newsletter containing news of the college, alumni and course work, reviews of faculty research and publications and a quarterly business conditions survey of Minnesota retailers and manufacturers. The newsletter is distributed free to members of the business community, public agencies and alumni. To be placed on the mailing list or for information contact the division at 225 Business Administration, 271-19th Avenue S., Minneapolis, MN 55455.

**Business and Economic Research Bureau, Duluth, (218) 726-7298**

**Jerrold M. Peterson, director**

The bureau supports faculty research within the School of Business and Economics with special emphasis on applied research related to business, industry, and economic analysis in northeastern Minnesota. The bureau publishes the monthly *Duluth Business Indicators*, the *Duluth Tourist Index*, and an annual *Selected Economic Data for Duluth and Northeastern Minnesota* in cooperation with the Minnesota Department of Economic Security. It also publishes many monthly reports. For information or to order publications, contact the bureau at 114 Social Science, University of Minnesota-Duluth, Duluth, MN 55812.

**Campus Assistance Center, (612) 373-1234**

**Lud Spolyar, director**

The center is an information and referral agency and will respond to any question or problem primarily related to the university or to the individual concerned. There is no charge for services. The Digital Information Access Line (DIAL) has over 300 taped messages containing information relevant to the university, its services, and programs. Anyone can call DIAL at (612) 373-1857 and ask to hear the specific tape over the phone. A brochure listing the topics of the tapes is available free from the center. For information, referral, or crisis situations, contact the center at 209 Eddy Hall, 192 Pillsbury Drive S.E., Minneapolis, MN 55455.

**Campus Relations Department, Duluth, (218) 726-7110 or 7111**

**Julian B. Hoshal, director**

The office provides speakers to local and area organizations and publishes a list of faculty and staff members who are willing to speak in their areas of expertise. The office also offers guided tours of the campus to individuals and

groups. To arrange for speakers or receive a list of speakers, contact the department at 305 Administration Building, University of Minnesota-Duluth, Duluth, MN 55812. To arrange for a guided tour of the campus, contact the Admissions Office, 184 Administration Building, University of Minnesota-Duluth, Duluth, MN 55812, (218) 726-7163.

**Career Education Center, Crookston, (218) 281-6510 ext. 363**

**Linda Loing, coordinator of services**

The center is available to anyone seeking career-related information, including career counseling and planning, educational and occupational information, assistance with preparation of resumes and job application forms, interest inventories (preference tests), and tips of proper job interviewing techniques. The program has been designed to be especially helpful to students of all ages, unemployed persons, persons considering a mid-career change, retired people wishing to begin a new career, and women wanting to enter the job market for the first time. Center services are provided free of charge. The computerized CEC facility is open from 9 a.m. to 4 p.m. seven days a week by appointment only. To arrange to use the center and its equipment or to obtain information, contact the center in Bede Hall, University of Minnesota-Crookston, Crookston, MN 56716.

**Cartography Laboratory, (612) 373-4852**

**Gregory Chu, senior cartographer**

The laboratory offers a variety of map planning, design and production services. Users are charged for services. For information contact the laboratory at 414 Social Science Building, 267-19th Avenue South, Minneapolis, MN 55455.

**Cartography Laboratory, Duluth, (218) 726-7291**

**Donald L. Batkins, director**

The laboratory provides complete mapping services including production of black and white and color maps and map reduction and reproduction. The computer applications section has one of the largest collections of mapping software in the state. The mapping software is maintained by the laboratory for general use on the Duluth campus's computer. For more information, contact the director at 315 Social Science Building, University of Minnesota, Duluth, Duluth, MN 55812.

**Cedar Creek Natural History Area, (612) 434-5131**

**David F. Parmelee, chairman, field biology program**

The Cedar Creek Natural History Area includes a half-mile nature trail for public use. Signs along the trail identify trees, shrubs, and plants. Guided tours are not available. The public may use the nature trail throughout the day, seven days a week; overnight camping is not permitted. There are no fees. The area is located at 2660 Fawn Lake Drive, N.E., Bethel, MN 55005.

**Childbearing-Childrearing Center, (612) 373-8212**

**Deborah Boehm and Gloria Mondor, interim directors**

The center, an outreach clinic of University Hospitals, provides care to healthy childbearing women, children, and adults. Nurse-midwives, pediatric nurse practitioners, and an adult health nurse practitioner, with physician consultation, provide comprehensive maternity, well-child, and well-woman/family planning services. The center also provides an on-going education and support program for couples and single women. Any person without serious medical problems may be seen for care at the center, which is located in a house a short distance from University Hospitals. The cost of the total care package for prenatal services, labor, delivery, and hospital stay of three days is \$1,866 (\$1,325 for hospital charges, \$470 for nurse-midwife, \$71 for pediatrician). Costs for other services at the center vary. Information can be obtained by contacting the center at 2512 Delaware Street S.E., Minneapolis, MN 55414.

**Children's Center, Crookston, (218) 281-4217, or 6510 ext. 340**

**Marilyn Grave, director**

The center on the Crookston campus is a public day-care facility for area families and serves as a learning laboratory for college students majoring in educational programs for preschool youth. It provides care for up to 46 children from the ages of six weeks through six years. Educational, nutritional, and parent-involvement services are provided. Referrals from social service agencies in northwestern counties will be accepted on a space-available basis. Parents or guardians should visit the center in person to register children for the program. A personal conference between the center director and a family member is strongly recommended. Center hours are 7:40 a.m. to 5:20 p.m. Monday through Friday. Services are maintained throughout most holiday periods, but not on nationally recognized legal holidays.

For information or to request admission forms, contact the center at Robertson Hall, University of Minnesota-Crookston, Crookston, MN 56716. 1980-81 fees (subject to adjustment): \$9.25 per day for preschoolers attending full time; \$10.00 for infants and toddlers attending full time; \$6.25 for preschool and \$7.00 for infants and toddlers for a.m. or p.m. half-days including lunch; \$4.25 for preschool and \$5.00 for infants and toddlers for half-days without lunch; and \$1.35 per hour for drop-in child care.

**C.H.I.P. (Council for Health Interdisciplinary Participation), (612) 373-8969**

**Mary L. Hastings, coordinator**

CHIP is the official student organization of the University's health-related schools and programs (including dentistry, medicine, nursing, pharmacy, public health, allied health sciences, and veterinary medicine). CHIP students serve as volunteers in many capacities throughout the Twin Cities, including presenting educational programs both on and off campus, discussing health professions with high school students, and providing screening programs for high blood pressure or other health-related problems. Contact the office at

1-425 Health Sciences Unit A, 515 Delaware Street S.E., Minneapolis, MN 55455. A 24-hour answering service takes all calls.

**Cleft Palate Maxillofacial Clinic/Craniofacial Clinic, (612) 373-7966**

**Karlind T. Moller, director**

The clinics provide interdisciplinary diagnostic and treatment planning services for persons with cleft lip/palate and other craniofacial anomalies. Direct surgical, dental, speech and hearing treatment is coordinated and facilitated through resources available in the patient's local community or the various health sciences clinics. There is a fee for this service, but no one is denied services because of inability to pay. For information, contact the clinic at 6-296 Health Sciences Unit A, 515 Delaware Street S.E., Minneapolis, MN 55455.

**Community Development Regional Research Center, Morris, (612) 589-2211, ext. 340**

**Sun M. Kahng, director**

A resource center of information related to community development issues, the center provides professional faculty expertise on matters related to the economic development of the area. For information, contact the center at the Social Science Building, University of Minnesota-Morris, Morris, MN 56267.

**Community-University Health Care Center, (612) 376-4774**

**Dr. Jean Smelker, project director**

The center provides comprehensive and continuing health care for families living in south Minneapolis. Services for both children and adults include medical, nursing, pharmacy, dental, nutrition, health education, community outreach, social, and psychological services. Families interested in the program should contact the intake worker for specific eligibility requirements and to make an appointment. Most emergencies can be seen the same day they call and regularly scheduled appointments are usually available within a few days. Applications for services must be made in person. For information, contact the clinic at 2016-16th Avenue South, Minneapolis, MN 55404.

**Comprehensive Epilepsy Program, (612) 376-5031 or 1260**

**Florence Gray, program coordinator**

This program is a multidisciplinary research, education, and patient care program specializing in services for patients and their families, health care and other human service professionals, and the general public. Information on educational programs and materials (print and audiovisual) about epilepsy can be obtained by contacting the education coordinator at (612) 376-5031. Information about the Diagnostic Treatment and Rehabilitation Program at University Hospitals for adults and children with difficult-to-control seizures, can be obtained by calling (612) 376-1260. The program is located in room 318, 2829 University Avenue S.E., Minneapolis, MN 55414.

**Computer Center, (612) 373-4599**

**Peter C. Patton, director**

The center operates three Control Data Cyber high-speed, general purpose computers and a CRAY-1 supercomputer. Anyone may arrange for use of the computer systems. Professional assistance in system development, system analysis, programming, and the use of graphics equipment is offered. A wide variety of software packages is available and many free courses are offered on the use of software packages and programming languages. Free phone and walk-in consulting is also available, as are terminal leasing and field engineering services. Fees are based on the use of time and materials. For information, contact User Services at 232 Experimental Engineering, 208 Union Street S.E., Minneapolis, MN 55455.

**Computer Center, Morris, (612) 589-2234**

**Andy Lopez, director**

The center provides computer services for nonprofit organizations in west central Minnesota. For information, contact the center at 14 Camden Hall, University of Minnesota-Morris, Morris, MN 56267.

**Concerts and Lectures Department, (612) 373-2345**

**Ross D. Smith, director**

The department presents the Northrop Dance Series during each school year. The program usually consists of nine professional companies from throughout the world, with emphasis on classical ballet, contemporary dance, and ethnic folk companies. Student and senior citizen discounts are available for both season tickets and individual performances. Each spring, the department joins the Minnesota Orchestral Association and a regional committee of sponsors and guarantors in presenting performances by the Metropolitan Opera Company of New York.

During the academic year, free convocations, which are open to the public, are sponsored by the Campus Committee on Convocations and the Arts. Events include lectures, musical programs, theatrical productions, and films. Special lectures and scientific conferences for more selected audiences are also offered. During the summer, Summer Session and the department sponsor films and music and dance programs. For information, contact the Northrop Ticket Office, 105 Northrop Auditorium, 84 Church Street S.E., Minneapolis, MN 55455.

**Continuing Education and Extension, (612) 373-3900**

**Harold A. Miller, dean**

Continuing Education and Extension is the principal vehicle for delivery of university services to the public in all university-related areas other than those of agriculture, forestry, and home economics. Services are offered in the disciplines of technology, nursing, public health, pharmacy, dentistry, medicine, social work, education, business, the social and physical sciences, humanities,

and the arts to meet the needs of the people and communities of the state. Although services may often be designed for specific groups and target audiences, they are available to all state residents. In addition to the services here listed, credit and noncredit instruction is offered in classroom, conference, correspondence, tutorial, and independent study formats leading to university degrees and certificates.

For general information, contact the dean's office at 150 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. For specific information, call any of these units:

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Arts Continuing Education (612) 373-4947	MacPhail Center for the Arts (612) 373-1925
Audiovisual Library Service (612) 373-3810	Management Continuing Education (612) 373-3680
Business Continuing Education (612) 373-3680	Medical Continuing Education (612) 373-8012
Community Programs (612) 376-7401	Minnesota Sea Grant Extension Program (218) 726-8106
Conferences (612) 373-3151	Morris Continuing Education Center (612) 589-2211
Continuing Education for Women (612) 373-9743	Nursing Continuing Education (612) 376-1428
Counseling Office (612) 373-3905	Older Adult Program (612) 373-3941
Crookston Continuing Education (218) 281-6510, ext. 440	Ouroboros Solar Energy House (612) 373-5170
Delinquency Control (612) 373-2726	Pharmacy Continuing Education (612) 376-5313
Duluth Continuing Education Center (218) 726-8113	Professional Development Center, Duluth (218) 726-7946
Education Continuing Education (612) 376-7669	Project INFORM, Morris (612) 589-2211
Elderhostel Program (612) 376-2704	Public Policy Continuing Education (612) 373-3799
Engineering and Science Continuing Education (612) 373-3132	Real Estate Continuing Education (612) 376-8846
Extension Classes (night school) (612) 373-3195	Rochester Continuing Education Center (612) 224-3106 or (507) 288-4584
Fire Information, Research, and Education Center (612) 376-3535	Social Work Continuing Education (612) 373-5831
Independent (Correspondence) Study (612) 373-3256	State Organization Service (612) 373-3170

Summer Arts Study Center  
(612) 373-4947

University Media Resources  
(612) 373-4760

Veterinary Continuing Education  
(612) 373-1156

World Affairs Center  
(612) 373-3799

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**Cooperative Agricultural Weather Advisory Program (CAWAP), Minnesota, (612) 373-0750**

**Mark Seeley, supervisor**

Initiated in 1979, CAWAP is a multiagency effort to provide more timely and comprehensive environmental information regarding agricultural management and production. CAWAP uses computer terminals to store data on a shared computer file. Dissemination of weekly climate and weather information, computer maps of environmental data, certain crop response models, and agricultural advisories are some of the services available. For information the program can be found at 279 North Hall, 2005 Buford Avenue, St. Paul, MN 55108.

**Data Facility, Duluth Regional, (218) 726-7291 or 726-7587**

**Donald L. Batkins, coordinator**

The facility provides computer-related services to the general public. Basic census computer tapes and the software needed for access to them is maintained. For more information contact the Computer Center, 175 Marshall W. Alworth Hall, University of Minnesota-Duluth, Duluth, MN 55812.

**Dental Clinics, (612) 373-2535**

**Harvey L. Colman, associate dean for clinical affairs, School of Dentistry**

The dental clinics are open to children and adults for regular and specialty dental care. Fees vary, but are generally substantially less costly since treatment is provided by predoctoral students under the supervision of dental faculty members. General information may be obtained by contacting Patient Admissions, School of Dentistry, 515 Delaware Street S.E., Minneapolis, MN 55455. For information on the following specialized clinics, write to the above address or call the listed telephone number.

**Oral Pathology Clinic** — for patients with special problems of the mouth other than caries and periodontal disease. (612) 373-3248.

**Orthodontic Clinic** — provides initial orthodontic screening examinations (\$3–\$10 charge) and treatment by either resident dentists under faculty supervision or by faculty orthodontists. (612) 373-3274.

**Pediatric Dentistry Clinic** — provides diagnosis and treatment of all types of oral conditions of children through the age of 12, ranging from preventive services and restorative care to extensive problems involving general anesthesia. The clinic is completely accessible to the handicapped and provision of care for handicapped children receives considerable emphasis. Members of the faculty are available to make presentations concerning dental care for children to various groups. (612) 373-3262.

**Dental Hygiene Clinic, Duluth, (218) 726-8555**

**Eugene S. Ley, director**

The clinic is open to community residents. Dental hygiene students provide a broad range of preventive dental services, including dental X-ray, dental prophylaxis, topical fluoride treatment, nutrition counseling, and oral hygiene instruction. A modest fee is charged for these services; a maximum fee of \$2 is charged to senior citizens regardless of services rendered. For information, contact the program at 73 Alworth Hall, University of Minnesota-Duluth, Duluth, MN 55812.

**Dight Institute for Human Genetics, (612) 373-3792**

**V. Elving Anderson, acting director**

The institute provides genetic counseling free of charge for those requesting the service. Referrals are made as needed for clinical evaluation or laboratory testing. Lectures and workshops are open to outside organizations without charge. Information about lectures, workshops, or counseling may be obtained from the institute at 8 Botany Building, 400 Church Street S.E., Minneapolis, MN 55455.

**Drug Information and Education Center, Duluth, (218) 726-7135 or 8495**

**Kenneth E. Docteur, director**

The center can provide current information on recent developments in research, education, prevention, and treatment relative to alcohol and other mood-altering substances. Staff persons are available for personal, class, or community speaking on various topics in this field, and will provide referral services for persons experiencing chemical-use problems in the campus setting. For information, contact the center at 240 Bohannon Hall, University of Minnesota-Duluth, Duluth, MN 55812, or at 156 Library, University of Minnesota-Duluth, Duluth, MN 55812.

**Drug Information for Health Professionals, (612) 373-8888**

**Gary R. Gallo, director**

The center is a specialized library and telephone consultative service for health professionals only (not the general public). The primary focus is on the appropriate use of drugs in therapeutic situations. It is staffed by College of Pharmacy faculty between 8 a.m. and 4:30 p.m. Monday through Friday (calls at other times are recorded for later response). For information, health professionals should contact the center at 3-160 Health Sciences Unit F, 308 Harvard Street S.E., Minneapolis, MN 55455.

**Drug Information for the Public, (612) 376-7190**

**Gary R. Gallo, director**

This specialized reference center is designed to answer requests from the general public concerning proper use of prescription and nonprescription

medications. It is staffed by a registered pharmacist and undergraduate students in the College of Pharmacy. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. The center is located at 3-160 Health Sciences Unit F, 308 Harvard Street S.E., Minneapolis, MN 55455.

### **Economic Education Center, Duluth, (218) 726-7219**

**Richard W. Lichty, director**

The center offers programs directed toward improving the general level of economic knowledge and understanding in northeastern Minnesota. The center is jointly sponsored by the Department of Economics, the School of Business and Economics, and the Minnesota State Council for Economic Education. The center offers a number of programs for in-service training for elementary and secondary teachers and a weekly radio program, "Economic Perspectives," which presents information and analysis of current economic events. For information, contact the center at 150 School of Business and Economics Building, University of Minnesota-Duluth, Duluth, MN 55812.

### **Elderhostel, Minnesota State Office, (612) 376-2704**

**Carol Daly, program director**

Registration and information for the 22 colleges and universities that provide Elderhostel in the state of Minnesota. Elderhostel is an on-campus living, learning program for persons over 60 years of age. For information, contact the program office at 201 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

### **Electrical Engineering Department, (612) 373-2577**

**E. B. Lee, head**

The department can provide a variety of technical services through its shops and laboratories, all located in the Electrical Engineering building at 123 Church Street S.E., Minneapolis, MN 55455.

The microelectronics laboratory offers custom service in microfabrication technology, including graduated reticles and photographic-plate processing, and has produced custom monolithic integrated circuits. For information, contact the department or call (612) 373-4562.

The scientific glassblowing shop designs and constructs all types of scientific glass apparatus, such as glass to metal seals, high vacuum glass work, discharge tubes, and glass lasers. A consulting service for all types of glassblowing technology, including sealing of glass windows and the application of various types of glass, is also available. For information, contact the department or call (612) 373-2488.

The machine shop offers design, consulting, and other services in the areas of precision metal machining, prototype and working models, high vacuum, heliarc and electric welding, and silver soldering. For information, contact the department or call (612) 373-2470.

The magnetics research laboratory provides consultation and services in the areas of deposition of magnetic thin films by thermal evaporation and sputtering, measurement of DC magnetic movements and magnetic fields, characterization of the magneto-optical properties of materials, and examination of

materials using electron transmission and mirror microscopy. For information, contact the department or call (612) 373-5031.

The digital systems group provides consultation service in the area of digital systems by offering a microprocessor short course. The four-day course can be given in-plant or taken through the University's Department of Conferences. The group can also handle special development projects in the area of digital electronics (microprocessor applications). For information, contact the department or call (612) 373-5341.

### **Electron Microscopy Center, Minneapolis, (612) 373-9816**

**John Humenansky, operator**

The center provides materials analysis to detect corrosion, fractures and other product defects and also examines frozen gases and liquids as a service to chemical, electrical and mechanical engineers and materials scientists. The center has both scanning transmission electron microscopes and an electron microprobe. X-ray analysis equipment is available on all machines. A fee is charged for machine use and for operator assistance. Information can be obtained from the center at 449 Shepherd Laboratories, 100 Union Street S.E., Minneapolis, MN 55455.

### **Electron Microscopy Center, St. Paul, (612) 373-1289**

**Rod Kuehn, operator**

The center offers a service laboratory to the public concentrating on biological examinations using specialized techniques such as the freeze-fracture method. The center has two transmission scopes and one scanner. The center also offers classes in scanning and transmission in electron microscopy and the freeze-fracture method. A fee is charged for machine use and for operator assistance. Information can be obtained from the center at 35 Snyder Hall, 1445 Gortner Avenue, St. Paul, MN 55108

### **Employer Education Service, (612) 373-5391**

**Thomas Donaldson, director**

The service provides professional development educational training opportunities for personnel and industrial relations practitioners in Minnesota and for upper midwest employers through seminars, conferences, lectures, and programs tailored for individual organizations. Approximately 70 seminars a year are offered on employment, employee training, compensation, labor relations, and personnel management. Seminars are one to three days in length, and can be open registration or contract (in-house). For information, to have your name placed on the mailing list, or to obtain a course catalog, contact the service at 417 Business Administration, 271-19th Avenue S., Minneapolis, MN 55455.

### **Executive Development Center, (612) 373-3837**

**John Mauriel, director**

The center provides management education services to profit and nonprofit organizations. It operates a six-week senior executive program and one- to

four-week middle management and functional management programs. It also provides, on a contract basis, in-house educational and development programs for management. For information or program brochures, contact the center at 324 Business Administration, 271-19th Avenue S., Minneapolis, MN 55455.

**Fire Information, Research, and Education (FIRE) Center, (612) 376-3535**

**Antona Richardson, director**

The FIRE Center is the only state agency designed to improve rural and urban fire protection through information, research, and education programs. Staff members offer information and consultation on matters concerning fire safety, prevention, and control and conduct research dealing with fire service organization, operation, and management and on improving fire protection for the general public. They conduct educational programs for the fire service, special interest groups, and the general public on fire safety and related subjects. Results of studies and research and publications are available. At present, there is no charge for these services. A reference library on fire-related subjects is open to the public during regular business hours. For information, contact the center at 3300 University Avenue S.E., Minneapolis, MN 55414.

**Food Sensory Testing Service, (612) 373-1098**

**Zata Vickers, coordinator**

Staff members of the Food Science and Nutrition Department provide a wide variety of sensory testing services including: test design, obtaining judges, conducting tests, and analysis and interpretation of results. A fee is charged. For information contact the coordinator at 140 Food Science and Nutrition, 1334 Eckles Avenue, St. Paul, MN 55108.

**Geography Department Map Library, Duluth, (218) 726-7294**

**Gordon Levine, head**

The library houses the largest collection of maps on the Duluth campus. Maps are available for use in the library and most are available for loan. Information about the map library can be obtained at 329 or 311 Social Science Building. University of Minnesota-Duluth, Duluth, MN 55812.

**Geological Survey, Minnesota, (612) 373-3372**

**Matt Walton, director**

The survey investigates the geology of Minnesota and publishes reports and maps of the findings. Staff members can be consulted on water and mineral resource discovery, development, and management; environmental issues; waste disposal; and construction and construction materials. Survey publications, open-file geologic maps, U.S. Geological Survey topographic maps, and hydrologic atlases for Minnesota are available from the office. Information from the computerized data banks of water-well drillers logs (containing information about the subsurface geology of the state) and on the mineral re-

sources of the state may also be used by the public. For general information and consultations, contact the survey at 1633 Eustis Street, St. Paul, MN 55108.

For information and prices on survey publications, maps, and atlases, contact the office or call (612) 373-0223. For information or to request data from the data banks, contact the office or call (612) 373-3591.

### **Geology Department, Duluth, (218) 726-7238**

**Richard W. Ojakangas, head**

The department will help individuals with questions about rocks, minerals, fossils, maps, and other problems related to geology. In many cases, staff members can provide answers to problems in identifying earth materials, and can refer the public to other appropriate sources of information. No fees are charged for most services, but the department cannot undertake major research projects for the public without special funding and arrangements. The time required for identifications may vary from a few minutes to several weeks. Individuals requesting identification of material should bring or mail a sample to the department at 229 Mathematics-Geology Building, University of Minnesota-Duluth, Duluth, MN 55812.

### **Glensheen Museum and Tour Facility, Duluth, (218) 724-8863**

**Michael Lane, director**

An outstanding example of Neo-Jacobean architecture, Glensheen, the home of the late Chester A. Congdon, is open to the public for tours of the ground, main, and second floors of the main house, which contain the original furnishings and feature stained glass, decorative art objects, and beautifully carved oak woodwork. Also open are the grounds, including the formal gardens overlooking Lake Superior, and the Carriage House, which still houses carriages, cutters, and sleighs. Tour admission is \$4 for adults and \$2 for children 16 and under and university staff, students and faculty. Group tours of 20 or more should be scheduled at least two weeks in advance. A limited number of telephone reservations are accepted daily between 8:30 and 10:30 a.m. on a first-call first-booked basis. No written requests for reservations are accepted. Glensheen can be reserved for meetings for a charge. For information contact the museum office at 3300 London Road, Duluth, MN 55804.

### **Goldstein Gallery, (612) 373-1032**

**Mary Stieglitz, director**

The gallery houses a collection of historical and contemporary costumes, textiles, and decorative arts unique in the state. The backbone of the collection are more than 15,000 historic costumes, some dating back to 1815, including wedding gowns, evening attire, lingerie, military uniforms, and accessories. Additionally, there is a collection of 700 designer garments from local donors. The gallery is also used as a showcase for student work and faculty shows. Hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The gallery is located in 240 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108. Call ahead for exhibit information.

**Gray Freshwater Biological Institute, (612) 471-8476**

**Richard S. Hanson, director**

The institute conducts basic research dealing with problems of fresh water ecology at its site on Lake Minnetonka. Built with private funds by the Gray Freshwater Biological Foundation and opened in 1974, the facility was donated to the regents of the university in 1976. The laboratory houses faculty members, visiting researchers and graduate students. The Gray Freshwater Biological Society is the education arm of the foundation and is open to membership by the public. Basic membership is \$25 per year, research associate \$50, annual research sponsor \$100, corporate membership \$250 and life membership \$500. For more information contact the institute at County Roads 15 and 19, Post Office Box 100, Navarre, MN 55392.

**Health Sciences Student Affairs Office, (612) 376-7564**

**Judith Atlee, coordinator**

This office provides academic and vocational counseling to individuals interested in entering a health field, upgrading their present training, or changing jobs within the health sciences. The office distributes a number of free pamphlets on specific training programs and sells a 550-page advising manual on health careers. Throughout the year, special seminars are offered, such as "Issues and Options for Minorities Considering Health Careers," "Women in Health Careers," and "How To Study for the MCAT." The office works to increase the number of minority applicants to health sciences programs and provides retention services to registered students.

Office hours are 8:15 a.m. to 4:30 p.m. Monday through Friday; appointments may be scheduled for other hours. Staff members will also come out to address groups. For information or to schedule an appointment, contact the office at W-61 Centennial Hall, 614 Delaware Street S.E., Minneapolis, MN 55455. If you live beyond the Twin Cities area, call (612) 376-1449 collect.

**Herbarium, Botany Department, (612) 373-2218**

**Douglas Pratt, department head**

The herbarium staff will identify flowering plants, ferns, or lichens that grow wild in Minnesota. This service is not available to businesses or other profit-making enterprises. Plant samples (including flowers and fruits or, in the case of lichens, thallus with fruiting bodies) can be mailed or hand delivered. Plants to be mailed should be pressed flat between several layers of newspaper (several changes of paper may be needed), then packed in a rigid box or envelope to prevent crushing. Fresh plants can be mailed if they are enclosed in a plastic bag with some moistened newspaper, and packed in a rigid box or envelope. Plants delivered by hand should be transported in a plastic bag that has been moistened inside and sealed at the top. Demands on this service must be reasonable (1-10 identifications at a time). Under ordinary circumstances, identifications will be made within two days and at no charge. Whenever possible, hand-delivered plants will be processed immediately. For plant identification, contact the Herbarium at 848 Biological Sciences Center, 1445 Gortner Avenue, St. Paul, MN 55108.

The Herbarium staff will also answer telephone requests for information. For information about flowering plants and ferns, call (612) 373-2227 or (612) 373-2229. For information about lichens, call (612) 376-7284. For information about toxic and drug plants, call (612) 373-5919.

Tours of the greenhouse can be arranged for small groups. For information, contact the Botany Department at 220 Biological Sciences Center, 1445 Gortner Avenue, St. Paul, MN 55108, (612) 376-3054 or 373-2211.

### **Historical Research Center, Northeast Minnesota, (218) 726-8526**

**Judith Ann Trolander, director**

The center is one of eight centers forming the Minnesota regional research network, a cooperative effort of the Minnesota Historical Society, the University of Minnesota, and the State University System. The center collects and makes available to the public archival and library materials relating to the area of Carlton, Cook, Lake, and St. Louis Counties. The center has approximately 2,000 linear feet of manuscripts, 2,000 books, thousands of photographs, and some maps and blueprints. These materials include the archives and library of the St. Louis County Historical Society. All items must be used within the center. Hours are 8:30 a.m. to 5 p.m. Monday through Friday. The center is open to the public without charge. Users may order photocopies and duplicate photographs at various charges. For information, contact the center at 380 Library, University of Minnesota-Duluth, Duluth, MN 55812.

### **Horticulture Clinic, Agricultural Extension, (612) 373-1100**

**Deborah L. Brown, supervisor**

The clinic answers questions on all aspects of home horticulture, including the identification, care, and selection of plants for indoors and outdoors. Information is provided on flower, fruit and vegetable gardening, lawn and landscape concerns, weed control, and related topics. Agricultural extension publications are also available. There is no charge for this service. The clinic is open during business hours on weekdays year round, at 155 Alderman Hall, 1970 Folwell Avenue, St. Paul, MN 55108.

### **Hubert H. Humphrey Institute of Public Affairs, (612) 373-2653**

**Harlan Cleveland, director**

The institute sponsors a public lecture series during the academic year featuring national and international leaders speaking on issues of public concern. For information, call or write the Humphrey Institute, 909 Social Sciences Building, 267-19th Avenue South, Minneapolis, MN 55455.

The institute co-sponsors with the Department of Media Resources *Minnesota Issues*, a half-hour program aired weekly on public television. Audio tapes of individual programs may be purchased for \$4 a copy by contacting *Minnesota Issues*, 510 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455, (612) 373-4773.

Also co-sponsored by the institute and media resources is *Minnesota Governors*, a series of half-hour documentaries made for public TV. Each program takes an in-depth look at the life of one of Minnesota's nine living former

governors. Information on purchasing tapes is available at 510 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455, or call (612) 373-4773. For information on tape rental contact any Minnesota public or regional library or write to Judy Gaston, Audio Visual Library Service, 3300 University S.E., Minneapolis, MN 55414.

**Humanities-Fine Arts Center Gallery, Morris, (612) 589-2211, ext. 6230**

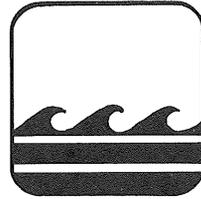
**Frederick W. Peterson, coordinator**

The two-level gallery at Morris regularly features exhibits by leading artists. There is no admission charge. Information on gallery hours and scheduled exhibits can be obtained at 104 Humanities Building, University of Minnesota-Morris, Morris, MN 56267, or from the University Relations office, 306 Behmler Hall, (612) 589-2211, ext. 6050, at the university.

**Immigration History Research Center,  
(612) 373-5581**

**Rudolph J. Vecoli, director**

This is an archives and research center specializing in the histories of 24 immigrant groups in North America from east, central, and southern Europe and the Near East. The center maintains a library and archives containing 35,000 volumes of published material and 2,400 linear feet of manuscripts. About 85% of this material is in languages other than English. The center aids ethnic societies by helping them become established, making presentations, and providing displays and information at conferences. It also issues the newsletter, *Spectrum*, which announces the activities of the center. Hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, and 9 a.m. to 1 p.m. on Saturday. There are no forms or fees. For information, or to request the newsletter, contact the center at 826 Berry Street, St. Paul, MN 55114.



**Industrial Relations Reference Room, (612) 373-3681**

**Georgianna E. Herman, supervisor**

The reference room maintains an extensive collection of materials in industrial relations. For information, contact the reference room at 309 Business Administration Building, 271-19th Avenue S., Minneapolis, MN 55455.

**Industrial Safety Resource Center, Duluth, (218) 726-8250 or 8117**

**Robert V. Krejcie, coordinator**

The center maintains safety information related to business, industry, and governmental agencies. Materials include American National Standards, construction standards, Federal Registers, Maritime Standards and Interpretations, National Fire Protection Association, Occupational Safety and Health Reporter, and a variety of other safety periodicals. They also have sound and ventilation monitors. All materials may be used at the center; some publica-

tions may be mailed out, depending on the number of copies requested. For information or to request material, monitoring service, or inspection service, contact the center at Industrial Education Building, University of Minnesota-Duluth, Duluth, MN 55812.

### **Insect Information Clinic, (612) 373-1044**

**Mark E. Ascerno, specialist-in-charge**

The clinic identifies and provides information on household, yard, and garden insects and insect control. Insect identification can be made by phone, mail, or in person. Phone conversations will need to be explicit and detailed. Specimens should be mailed in crush-proof containers and be accompanied by pertinent information. Mailed specimens are identified and the answer sent out the same day. Hand-delivered specimens are identified immediately, or individuals may leave their names and addresses for written replies. No forms or fees. Office hours are 8 a.m. to 12 noon and 1 p.m. to 4 p.m. on weekdays. For information on identification, packaging, or insect control, contact the clinic at 236 Hodson Hall, 1980 Folwell Avenue, St. Paul, MN 55108.

### **Intercollegiate Athletics for Men, (612) 373-3181**

**Paul Giel, director**

The department is principally housed in the Bierman Field Athletic Building, 516-15th Avenue S.E., Minneapolis, MN 55455. Currently, the varsity sports are football, cross-country, basketball, ice hockey, wrestling, gymnastics, swimming, indoor and outdoor track, baseball, golf, and tennis. Ticket information for those sports where an admission is charged is available at the above address and phone number. Schedules and past, present, and future sports information may be obtained by calling (612) 373-5236. Public tours of athletic facilities may be arranged by calling (612) 373-4277.

### **Intercollegiate Athletics for Women, (612) 373-2255**

**Kate Mathison, interim director**

Ticket and upcoming event information for the varsity sports of basketball, cross-country, field hockey, golf, gymnastics, softball, swimming and diving, tennis, track and field and volleyball is available. Department publications, schedules, newsletters, individual sport brochures and program brochures are also available. "An Opportunity To Become," a 13-minute award-winning film about the women's athletic program at the University of Minnesota, may be reserved. For information, contact the department at Bierman Field Athletic Building, 516-17th Avenue S.E., Minneapolis, MN 55455.

### **International Center, Minneapolis, (612) 373-3200**

**Frances Paulu, executive director**

The center is a nonprofit community volunteer organization with headquarters on the university campus. It offers opportunities for one-to-one interaction with international students and visitors, provides information and referral services regarding international matters, and maintains a Language Bank and an International Student Speakers Bureau. Further information is available at 711 East River Road, Minneapolis, MN 55455.

**Laboratory Nursery School, (612) 373-2219 or 9853**

**Margaret B. Roth, administrative assistant**

The school is a half-day program for children aged 2-5 years. The primary functions of the school are to demonstrate good nursery school practice, to train teachers of young children, and to serve as an active center of child study and research. One of the primary educational goals of the school is to convey to the children the value, challenge, and excitement of learning. Applications and information may be obtained by contacting the school at 184 Child Development, 51 East River Road, Minneapolis, MN 55455.

Applications must be returned by April 1 to be considered for the following school year; applications are also accepted for children wishing to attend the summer session only. The nursery school children are selected from all the applicants. The cost ranges from \$96 for each of three quarters (two half-days per week) to \$182 for each of three quarters (five half-days per week). University quarters are 10 weeks each. Summer session cost is \$96 (five half-days per week for five weeks).

**Lake Superior Basin Studies Center, Duluth, (218) 726-7938 or 8542**

**Thomas J. Wood, director**

The center consists of scientists, educators, and planners who study the lake and the area through the four laboratories, a reference library, cooperating university faculty, and a program management office. Besides supporting the university staff, the laboratories provide services to the public as the workload permits. The program management office can be contacted at 413 Administration Building, University of Minnesota-Duluth, Duluth, MN 55812.

The **Environmental Services Laboratory** provides services in X-ray diffraction analysis and electron microscopy. Other routine analyses performed include turbidity, suspended solids, tailings, and amphibole material. A written request stating the problems and needs relative to analysis is required for cost estimates and scheduling.

The **Limnological Laboratory** operates and maintains the center's two research vessels on Lake Superior. They perform sampling for water quality studies, inventory aquatic and land animals for biological studies, and carry out all-season field tests for a variety of chemical, physical, and biological studies. A written request stating the needs of the study is required for cost estimates and scheduling.

The **Community Development Laboratory** conducts research and provides technical assistance concerned with human resources and economic development in the Arrowhead Region.

The **Analytical Laboratory** conducts routine water quality, heavy metal, and organic analyses. For current costs per analysis or information, contact the laboratory at 224 Chemistry Building, University of Minnesota-Duluth, Duluth, MN 55812, (218) 726-8288.

**Landscape Arboretum, (612) 443-2460****Francis de Vos, director**

The grounds of the 695-acre Landscape Arboretum contain 4,000 different trees, shrubs, vines, perennials, and annuals. The main building houses an extensive library containing books and periodicals on botany, horticulture, and gardening, and a tea room. Also on the grounds are hiking trails and picnic facilities. The arboretum's objectives are to display the best ornamental plants, to develop and introduce new plants to the area, to serve as an outdoor laboratory for students of horticulture, to distribute knowledge concerning the plants being grown, to stimulate interest in better landscaping and to provide a recreational stimulus to visitors. The arboretum also holds classes and workshops and conducts a variety of plant research projects. It is open from 8 a.m. to sundown seven days a week (gift shop hours are 10 a.m. to 4 p.m. Tuesday through Friday and 11:30 a.m. to 4:30 p.m. weekends). The tearoom is open from 10 a.m. to 3 p.m., with lunch served from 11 a.m. to 2 p.m. Tuesday through Friday and 11 a.m. to 3:30 p.m. weekends. Admission to the arboretum is \$1.50 per car for parking plus 50¢ per person for nonmembers. Tours for groups of 10 to 60 people may be arranged for weekdays. Arboretum members may use the grounds at no charge. Membership fees are: individual \$15, family \$25, contributing \$35, sustaining \$50, and supporting \$100. For information, contact the arboretum staff at 3675 Arboretum Drive, Chaska, MN 55318.

**Libraries, (612) 373-2424****Eldred Smith, university librarian**

The University of Minnesota library system has more than 50 service units located on the Twin Cities and coordinate campuses of the university. Its collections include more than 4 million cataloged volumes, over 2 million government publications, as well as extensive holdings in manuscripts, maps, audio-visual materials, and microforms. Minnesota residents who are not connected with the university may have access to these materials for use in the library or they may borrow many of them through interlibrary loan from their local library. Hours of operation may vary according to the academic sessions and seasons of the year. A tape-recorded telephone message giving the hours of operations in effect for Walter, Wilson, the St. Paul Campus libraries and the Biomedical Library, all on the Twin Cities campus, is available by calling (612) 373-0066.

**Twin Cities Libraries**

**Biomedical Library, (612) 373-2565**, has about 300,000 volumes and 3,400 journal subscriptions of health science materials which can be used by the public. Copying facilities, a photocopy delivery service via the U.S. mail and a computer based bibliographic search service are available. The library is located in the ground level of Diehl Hall on the east bank campus. Its hours of

operation are 8 a.m. - 11 p.m. M-F, 8 a.m. - 5 p.m. Sat., and 1 p.m. - 10 p.m. on Sunday.

**Institute of Technology**, (612) 373-2957, is comprised of seven libraries all grouped close together on the east bank campus, most on Church Street. Total holdings of all seven libraries amount to about 308,000 volumes and 4,100 journals. The libraries have copying machines, but no copying services, and they have computer base search capabilities in chemistry, engineering and physics. The libraries, locations and hours of operation are: **Architecture**, (612) 373-2203, 160 Architecture Building, open 8 a.m. - 10 p.m. M-Th., 8 a.m. - 5 p.m. Friday, 10 a.m. - 3 p.m. Saturday, and 1 p.m. - 6 p.m. Sunday. **Chemistry**, (612) 373-2375, in the basement of Walter Library, is open 8 a.m. - 8 p.m. M-Th., Friday 8 a.m. - 5 p.m., Saturday 10 a.m. - 4 p.m., closed Sunday. **Engineering**, (612) 373-2957, located in 128 Lind Hall, is open 8 a.m. - 10 p.m. M-Th., Friday 8 a.m. - 5 p.m., Saturday 11 a.m. - 6 p.m., and 6 p.m. - 10 p.m. on Sunday. **Geology**, (612) 373-4052, 204 Pillsbury Hall, is open MTThF 8 a.m. - 4:30 p.m., Wednesday, 8 a.m. - 9 p.m., Saturday noon - 4 p.m. and is closed on Sunday. **Mathematics**, (612) 376-7207, 310 Vincent Hall, is open the same hours as the Geology Library. **Mines, Metallurgy and Chemistry**, (612) 373-2313, 132 Chemical Engineering Building, is open the same hours as the Geology Library. **Physics**, (612) 373-3362, 260 Tate Laboratory of Physics, is open the same hours as the Geology Library.

**Law Library**, (612) 373-2737, has about 425,000 volumes and 7,600 serials. It offers copying machines, but no copy services, and is a member of the LEXIS, OCLC and WESTLAW data base systems. Located in the Law Center, 229-19th Avenue South on the west bank, the library is open M-Th 8 a.m. - 10 p.m., Friday 8 a.m. - 6 p.m., Saturday 9 a.m. - 5 p.m. and Sunday noon - 5 p.m.

**St. Paul Campus Libraries**, (612) 373-0903, have their major holdings in agriculture, biological sciences and home economics, and specialized libraries in biochemistry, entomology, fisheries, wildlife, forestry, horticulture, plant pathology and veterinary medicine. Copy services are available at the main library at 1984 Buford Avenue, St. Paul, with self-service machines at all the other special libraries except plant pathology. Computer base search services are available on the SDC, BLS and DIALOG systems and the library offers a referral service to inquiries it cannot answer. Regular operating hours of the main library are M-Th 8 a.m. - 10:30, Friday 8 a.m. - 6 p.m., Saturday 10 a.m. - 5 p.m. and Sunday 1 - 9 p.m. Specialized libraries on the St. Paul campus have varied hours and persons should call for more information. Special libraries on the St. Paul campus are: **Forestry**, (612) 373-1407, 203 Green Hall; **Entomology, Fisheries and Wildlife**, (612) 373-1741, main floor Hodson Hall; **Plant Pathology**, (612) 373-1669, 202 Stakman Hall; **Biochemistry**, (612) 373-1582, 406 Biological Sciences Center; **Veterinary Medicine**, (612) 373-1455, 450 Veterinary Science Building; **Anderson Horticulture Library**, (612) 443-2460, Landscape Arboretum in Chaska, MN; and the **Tennant Freshwater Biological Institute Library**, (612) 471-7755, in Navarre, MN.

**Walter Library**, (612) 373-3841, houses art, education, chemistry, general collection, general reference collection, library science, music, psychology, science and technology, archives and special collections. The library is open 8 a.m. - 9 p.m. M-Th., 8 a.m. - 5 p.m. Friday, 10 a.m. - 5 p.m. Saturday and 3 p.m. - 9 p.m. on Sunday. The library is located at 117 Pleasant Street S.E. on the east bank campus.

**Wilson Library**, (612) 373-2424, is the main library on the Minneapolis campus and houses East Asian, South Asian, Middle Eastern, humanities, business and management and social sciences libraries and the reference, newspaper, map and microform divisions.

### **Coordinate Campus Libraries**

**Kiehle Library, Crookston**, (218) 281-6510, ext. 398, has about 20,000 volumes and about 560 periodicals specializing in agriculture, business, home and family service, and hotel, motel and restaurant management. The library is open to the residents of the Crookston area and materials may be checked out. Interlibrary loans can be arranged. Copy machines are available and the library subscribes to the OCLC computer data base service. Hours of operation are M-Th. 8 a.m. - 9 p.m., Friday 8 a.m. - 4:30 p.m., closed Saturday and Sunday 6 p.m. - 10 p.m. The library is located on the first floor of the Learning Resources Center, University of Minnesota-Crookston, Crookston, MN 56716.

**Library and Learning Resources Service, Duluth**, (218) 726-8100, has over 250,000 books and more than 2,700 periodicals which support the curriculum offered at the university. The library also includes a health science library and houses the Northeastern Minnesota Historical Center, a voyageurs collection, the UMD archives, a Black and Indian Culture Center and a Women's Resource Center. Limited reference service is available to the public who may use materials in the library and may apply for a courtesy card to check out materials. Photocopying machines are available. The library subscribes to the OCLC computer data base system and offers computer searching for the public on a fee basis. The library's hours of operation are M-Th. 7:45 a.m. - 11 p.m., Friday 7:45 a.m. - 5 p.m., Saturday 1 p.m. - 5 p.m. and Sunday 1 p.m. - 11 p.m. For more information, contact the library at the University of Minnesota-Duluth, Duluth, MN 55812.

**Rodney A. Briggs Library, Morris**, (612) 589-2211, ext. 6180, has 120,000 volumes and 750 periodicals with a general liberal arts emphasis and subscribes to the OCLC data base. The library offers use of its materials to residents of the Morris area after school, public, or other available library services have been investigated and found insufficient. Limited assistance and reference services are provided for individuals who are engaged in secondary or postsecondary school study, and interlibrary loans can be arranged. Materials may be used in the building or checked out by showing identification. Hours of operation are M-Th. 8 a.m. - 11 p.m., Friday 8 a.m. - 5 p.m., Saturday 11 a.m. - 5 p.m. and Sunday 2 p.m. - 11 p.m. For more information, contact the library at the University of Minnesota-Morris, Morris, MN 56267.

**Learning Resources Center, Waseca**, (507) 835-1000, ext. 304, has about 23,000 volumes and 600 periodicals specializing in agricultural industries and services, agribusiness, agricultural production, home and family services, food industries and technology, animal health technology and horticultural technology. The library also has about 2,500 titles in audio-visual materials and participates in the interlibrary loan system SMILE (Southcentral Minnesota Interlibrary Exchange). Data base searching is provided through DIALOG and the library subscribes to the OCLC computer data base. Open to the public and providing library services to the local business communities and general public, the library allows materials to be checked out by presenting a local library

card from one's community. The library's hours are M-Th. 7:30 a.m. - 10 p.m., Friday 7:30 a.m. - 5 p.m., closed Saturday, and Sunday 5 p.m. - 10 p.m. For more information, contact the library at the University of Minnesota-Waseca, Waseca, MN 56093.

**Minority Counseling and Special Services Bureau, Crookston,  
(218) 281-6510, ext. 360**

**Juan Moreno, director**

This office serves as an information and counseling bureau for all minority students and as a resource center for minority persons throughout the Crookston area. Tutoring is available in English as a second language and staff members will translate from Spanish or Mexican to English. There is no charge for most of these services, but a minimum fee is sometimes assessed for translation when the material is quite lengthy or complex. The public may also use the academic and vocational guidance services of the bureau at no cost. For information, contact the office in Bede Hall, University of Minnesota-Crookston, Crookston, MN 56716.

**Music Department, Duluth, (218) 726-8208**

**Frank P. Comella, head**

The department of music present faculty, student, and guest concerts and recitals throughout the school year. All events are open to the public and most are free. For information or to be placed on the mailing list for scheduled events, contact the department at 231 Humanities Building, University of Minnesota-Duluth, Duluth, MN 55812.

**Music School, (612) 373-3546**

**Lloyd Ultan, director**

The school sponsors a variety of student, faculty, and guest recitals as well as master classes, lectures, and demonstrations throughout the year. These events, along with performances by the University's Symphony Orchestra, Chorus, Bands, Contemporary Music Ensemble, Collegium Musicum, Chamber Singers and Chamber Orchestra, Brass Choir, Men's Chorus, and St. Paul Campus Chorus, are open to the public and usually admission is free. The University Opera Workshop presents two or three annual performances of contemporary and traditional operas.

School of Music faculty members and ensembles are available for performances off campus. Some require fees or expenses for such appearances. For information contact the school at 106 Scott Hall, 72 Pleasant Street S.E., Minneapolis, MN 55455. A calendar of events, issued quarterly, can be obtained at 104c Scott Hall, 72 Pleasant Street S.E., Minneapolis, MN 55455, (612) 376-8639.

**Natural History Area, Red River Valley, Crookston, (218) 281-6510, ext  
310 or 312**

The 85-acre site is located in the flat lakebed of glacial Lake Agassiz west of

the Crookston campus. It was established in 1971 by UMC and the Northwest agricultural Experiment Station as a living museum and teaching laboratory for students. Group tours are given periodically to the general public. The area includes nature trails and an interpretive center.

**Nature Center, William R. Bagley, Duluth, (218) 726-7263**

**Paul Monson, Olga Lakela Herberium curator**

This natural forest supporting native vegetation and small animals is located on the northwest corner of the Duluth campus and covers 24 acres. Wood chip trails, stairways and bridges permit public exploration of the area. Public access is available anytime and provides an excellent view of Duluth harbor and the western shore of Lake Superior.

**Older Adult Program, (612) 373-3941**

**Carol Johnson, program director**

This program serves older adults and the professionals and paraprofessionals who work with them. It acts as an information source on current university activities in the field of aging and provides resource people for professional development and informational purposes. Specific activities of the program include a peer counseling program, to teach older adults how to provide mental health counseling and referral services to their age-peers; a pre-retirement course; a Retired Pharmacists program; Great Decisions for Older Adults; a noncredit course, Families and Their Aging Parents; weekend seminars for older adults; Elderhostel for the Twin Cities campus; and the state office for Minnesota Elderhostel. For information, contact the program office at 201 Westbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455.

**Organization Service, State, (612) 373-3170**

**Gayle Hendrickson, assistant director**

The service provides administrative, secretarial, editorial, graphic design, and mailing services to voluntary organizations in Minnesota. Nonpartisan, nonsectarian, nonprofit voluntary organizations involved in public service may apply for membership. There are no membership fees but member organizations are charged an hourly rate for actual time spent on the job, plus any materials costs. For information, contact the service at Suite 224, 11 Oak Street S.E., Minneapolis, MN 55455.

**Ouroboros South Project and Energy House, (612) 373-5170**

**R. Scott Getty, director**

The University of Minnesota's alternative energy house in Rosemount is open to the public for touring. The house includes the following architectural designs: climate orientation, earth sheltering, sod-roof construction, insulation and thermal mass storage, natural cooling, post and beam construction, conservation, sewage waste dry composting, solar heating, wood heating, and a new wind energy system. There is a charge for tours. For tour reservations or

information, contact the project at 320 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

**Planetarium, Marshall W. Alworth, Duluth, (218) 726-7129**

The planetarium offers free, public programs each Sunday at 3 p.m. during the academic year. Special showings may be arranged by contacting the planetarium director at Lawn Drive off College Street on the University of Minnesota, Duluth campus.

**Plant Disease Clinic, (612) 373-0936**

**Ward C. Stienstra, supervisor**

The clinic personnel will answer questions on plant diseases, their causes, transmission, and control and will diagnose diseases of trees, field crops, vegetables, and house and garden plants. There are no fees. The clinic accepts telephone calls, personal visits, or letters. The office is open eight hours a day. Clients may call before coming. For assistance, contact the clinic at 104 Stakman Hall, 1519 Gortner Avenue, St. Paul, MN 55108.

**Plant Pathology Department, (612) 373-0852**

**D. W. French, head**

The department performs the following testing services for the general public: bacterial blight seed testing, mycotoxin testing of livestock feed and grain, and plant parasitic nematode soil and tissue analysis.

The testing of bean seed lots for the presence of plant pathogenic bacteria costs \$25 per sample. Mycotoxin testing of livestock feed and grain costs \$25-\$40 per sample. For information, contact the department at 304 Stakman Hall, 1519 Gortner Avenue, St. Paul, MN 55108 (612) 373-1353 (mycotoxin) or (612) 373-1351 (bean seed lots).

Nematode soil or tissue analysis costs \$3 per sample. Results will usually be mailed within 14 days of receipt of a sample. For information or instruction about collecting and submitting samples suitable for analysis, contact your county extension director or the Plant Nematology Laboratory at 110 Stakman Hall, 1519 Gortner Avenue, St. Paul, MN 55108, (612) 373-2134.

**Poison Information Center, (612) 347-3141**

**Edward Krenzelo, director**

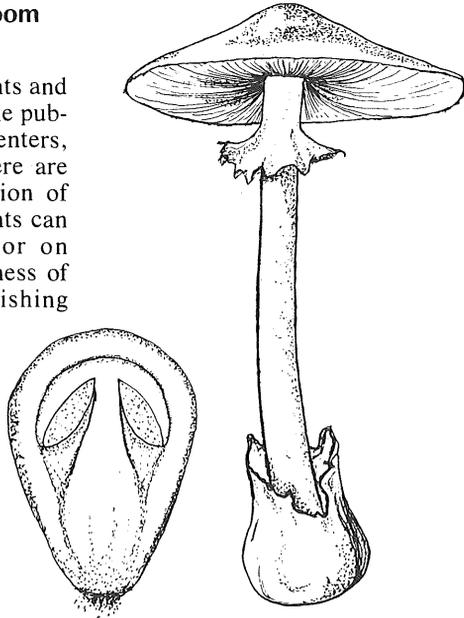
The center is a specialized library and 24-hour telephone consultative service for use by the general and professional publics when a person has been poisoned or has taken an overdose. The center is organized as a division of the Hennepin County Medical Center Emergency Department, and is staffed by College of Pharmacy faculty. For information, contact the center at Hennepin County Medical Center, 701 Park Avenue S., Minneapolis, MN 55415.

**Poisonous Plant and Mushroom Identification Service**

The service will identify plants and mushrooms as poisonous for the public, hospitals, poison control centers, veterinarians, police, etc. There are no forms or fees. Identification of poisonous yard and house plants can be made during the week or on weekends, due to the seriousness of the problem. Individuals wishing assistance should contact:

Thor Kommedahl  
 210 Stakman Hall  
 1519 Gortner Avenue  
 St. Paul, MN 55108  
 (612) 373-1376

Oliver Strand  
 205 Agronomy  
 1509 Gortner Avenue  
 St. Paul, MN 55108  
 (612) 373-1181



Identification of mushrooms as edible or poisonous will be made in emergency situations. For assistance contact:

Elwin Stewart  
 312 Stakman Hall  
 1519 Gortner Avenue  
 St. Paul, MN 55108  
 (612) 373-1383

Neil A. Anderson  
 206 Stakman Hall  
 1519 Gortner Avenue  
 St. Paul, MN 55108  
 (612) 373-1374

D. W. French  
 306 Stakman Hall  
 1519 Gortner Avenue  
 St. Paul, MN 55108  
 (612) 373-0852

**Police Department, (612) 373-3550**

**Eugene W. Wilson, chief**

The department enforces state laws, local ordinances, and regulations adopted by the Board of Regents. Crime prevention seminars are conducted for students, staff, and other community organizations. Emergency medical aid and ambulance service is provided to students, staff, and visitors on campus. Mobile and foot-patrol officers are available around the clock to receive complaints, give information, take reports, and give assistance to the public. The department also has an evening escort service as part of its sexual assault prevention program. This service is available by dialing 376-WALK Sunday through Thursday during the regular academic year. Emergency service is obtained by dialing 133 from any campus phone or by calling (612) 373-3550. Seminar information can be obtained by contacting the department at 2030 University Avenue S.E., Minneapolis, MN 55455.

**Project INFORM, Morris, (612) 589-2211, ext. 6460**

**Gail Nelson, coordinator**

This project is aimed at responding to the continuing education needs of professional and occupational groups in west central and southwestern Minnesota. Project INFORM (Identifying Needs for Occupational Recertification in Minnesota) gathers and disseminates information on educational requirements for certification or recertification and professional advancement in a wide variety of areas, including trades, teaching, management, administration, medical, pharmaceutical, and other professions. For information, contact Project INFORM at the Community Services Building, University of Minnesota-Morris, Morris, MN 56267.

**Radio Stations**

KUOM radio (770 kHz), a National Public Radio affiliate, is a service of Continuing Education and Extension on the Twin Cities campus. It broadcasts news, music, public affairs and educational programs with a transmitter power of 5,000 watts. Programs can be heard Monday through Friday from 10:30 a.m. to local sunset and Saturday from noon to local sunset. Main offices are at 550 Rarig Center, (612) 373-3177.

WMMR (730kHz), founded in 1948, is a student-operated radio station broadcasting to Twin Cities campus dormitories from Coffman Union, (612) 373-2501. During the school year the station operates daily from 7 a.m. to 2 a.m. Programs include contemporary rock music, news, and sports-including play-by-play of Gopher home games. It is a volunteer organization open to any student, regardless of background or major.

WDTH in Duluth is a 100,000-watt FM stereo radio station, broadcasting at 103.3 MHz. It is operated by Continuing Education and Extension and UMD students under the Department of Communication, (218) 726-7181, 130 Humanities Building. Programming includes news, public affairs and music.

KUMM-FM radio serves the Morris campus community. This student-operated station provides educational and entertaining programs. (612) 589-2211 ext. 6085.

KCUM-FM broadcasts to the Crookston area and is operated by UMC students, most of whom are majoring in rural communications. Programming includes news, music and live play-by-play reports of UMC athletic events. Studios are located in the Learning Resources Center, (218) 281-6510 ext. 320.

KUMW, a student-operated radio station at Waseca, broadcasts on an FM frequency on cable TV with recorded music and live programming. Studios are in the Learning Resources Center, (507) 835-7757.

**Raptor Research and Rehabilitation Center, (612) 376-5642**

This center provides medical care and rehabilitation for all injured or ill birds of prey (for example, eagles, owls, and hawks). Repaired birds are released into their native habitats and nonreparable birds are used in research, breeding programs, or zoos. Medical care for wild birds is free. For further information, contact Dr. Patrick T. Redig, (612) 373-0816 (office) or 483-3489 (home), or Dr. Gary E. Duke, (612) 373-0821 (office) or 484-4323 (home). Offices are located at 295 Animal Science/Veterinary Medicine Building, 1988 Fitch Avenue, St. Paul, MN 55108.

### **Reading Clinics, (612) 373-5834**

**Robert Schreiner, coordinator**

The clinics are operated in cooperation with area schools. While the service is primarily directed to students in the cooperating school, a limited number of school-age children from outside the school can be accommodated. Services include a diagnostic survey of the child's reading skills and approximately 20 hours of remediation. Clinics are held from mid-June to mid-July each summer. At present there is no charge for this service. For information, contact the coordinator at 136C Burton Hall, 178 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Rehabilitation Center, (612) 373-8994**

**Glenn Gullickson, Jr., director**

The center provides both inpatient and outpatient services for children and adults with neuro-musculo-skeletal problems. Services are comprehensive and are coordinated under medical direction to assist each patient in every way possible to achieve maximum self sufficiency and to participate again in the affairs of his or her home and community. Charges are made for the services provided. Some of the services provided are physical therapy, occupational therapy, speech therapy, work evaluation, and vocational counseling. Appointments can be made by writing to Box 297 Mayo Memorial Bldg., 420 Delaware Street S.E., Minneapolis, MN 55455, or by calling (612) 373-9013 for adults or (612) 373-9060 for children.

### **Retired Senior Volunteer Program, Crookston, (218) 281-6510, ext. 339**

**Harl Gamber, director**

The program serves Polk, Marshall, and Norman Counties by providing volunteer opportunities for retired persons, and at the same time providing workers for community organizations and agencies in need of help. Volunteer positions are matched to the interests, competencies, and physical capabilities of senior citizens who wish to offer their time, experience, and skills. Volunteers may be assigned to positions with publicly owned and operated facilities or projects or with local programs sponsored by private, nonprofit organizations other than political parties.

Any retired person 60 years of age or older may become a member of the program. There are no income, educational, or experience requirements. Volunteers may choose to belong to the program for a short term or for an indefinite period. To volunteer, or for more information, contact program headquarters in the White House, University of Minnesota-Crookston, Crookston, MN 56716.

Organizations such as schools, courts, libraries, museums, hospitals, nursing homes, day-care centers, religious institutions, and programs for shut-ins may request services. Members of the program cannot be used to displace employed workers. Benefits include accident insurance, out-of-pocket expenses, and transportation. To request a volunteer, contact the program at the above address and telephone number.

**Sea Grant Extension Program, Minnesota, (218) 726-8106**

**Dale R. Baker, director**

This program is a cooperative service of the university and the federal government. It offers programs to the public in the areas of coastal engineering, fisheries, marine education, and recreation and tourism. For more information, contact the program at 109 Washburn Hall, University of Minnesota-Duluth, Duluth, MN 55812.

**Small Business Institute Program, Duluth, (218) 726-7150 or 7532**

**Donald W. Ireland, director**

The program provides direct consulting services to small businesses and local governmental agencies in northeast Minnesota. The program is jointly sponsored by the School of Business and Economics and the Small Business Administration. The program provides teams of students, working under a faculty adviser, to analyze and help solve accounting and managerial problems facing small business firms and small units of local government. For information, contact the program at 213 Social Science, University of Minnesota-Duluth, Duluth, MN 55812.

**Social Welfare History Archives, (612) 373-4420**

**David Klaassen, curator**

The archives collects unpublished source materials documenting the history of social services and social reform in 20th-century America. Its holdings include the records of national voluntary sector welfare associations and Twin Cities social work agencies as well as personal papers of individual leaders in the social service field. Among the social services and concerns represented are recreation, settlement houses, child welfare, aging, race relations, community planning, services to migrants and immigrants, public health, vocational rehabilitation, and voluntarism. The archives also houses an extensive collection of pamphlets, reports, and newsletters in the welfare field. Although the archives serves primarily historians and other academic researchers, it welcomes inquiries from anyone with a serious interest in the history of social policies and programs. The collections must be used on the premises, but photoduplication services are available and staff will respond to telephone and correspondence inquiries. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. For information, contact the archives at 2520 Broadway Drive (at Highway 280), St. Paul, MN 55113.

**Soil Characterization Laboratory, (612) 376-3934**

**James Crum, director**

The laboratory is the designated laboratory for the Minnesota Cooperative Soil Survey. A wide variety of physical, chemical and mineralogical analyses are performed on soil materials. A fee is charged to users. For information contact the laboratory at 306 Soil Science, 1529 Gortner Avenue, St. Paul, MN 55108.

**Soil Survey Library, (612) 376-2567 or 373-1362**

**R. H. Rust, librarian**

The library maintains soil survey maps and reports as published for counties in Minnesota. Many reports of counties from other states are on file. Official descriptions of many soils of the United States are also on file. For information contact the Department of Soil Science, 1529 Gortner Avenue, St. Paul, MN 55108.

**Soil Testing Laboratory, (612) 373-1060**

**John Grava, supervisor**

The laboratory provides farmers, homeowners, florists, and the general public with information on proper use of fertilizers, lime, and soil additives on their soil. Soil samples can be mailed or delivered in person. Hours are 8 a.m. to noon and 1 to 4 p.m. Monday through Friday. Results are usually mailed within one week. There is a minimum fee of \$4 for each sample processed. For information about collecting and submitting a sample, contact the laboratory at 29 Soil Science Building, 1529 Gortner Avenue, St. Paul, MN 55108.

**South Asian Language and Area Studies, (612) 373-9834**

**M. A. Barker, director**

The center houses a library of films on South Asia that can be rented for a nominal fee. The center is located at 192 Klæber Court, 320-16th Avenue S.E., University of Minnesota, Minneapolis, MN 55455.

**Speakers Bureau, (612) 373-2126**

**Emmy Storholm, manager**

The bureau will provide speakers from the university for groups. A speakers guide listing staff members and administrative staff is available with biographical data on the speakers and information about music ensembles, films, and other program possibilities; the guide is free. Speakers fees may vary. Requests for speakers during the school year should be made at least two weeks in advance of the speech. During vacation and holiday periods, several weeks should be allowed. To request the guide, or obtain additional information, contact the bureau at University Relations, S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455. There are speakers available on the Crookston, Duluth, Morris, and Waseca campuses. Contact the University Relations department on the specific campus.

**Special Programs, Office of, (612) 373-0725**

**Curtis D. Norenberg, program director**

The office is a unit within the Agricultural Extension Service of the Institute of Agriculture, Forestry and Home Economics. It plans, presents and evaluates over 150 short-term continuing education programs annually in the subject areas of agriculture, forestry, home economics and veterinary medicine. Pro-

gram participants are charged a fee to cover costs. For information, call the office or write 1420 Eckles Avenue, University of Minnesota, St. Paul, MN 55108.

### **Speech and Hearing Clinic, (612) 373-4116**

This clinic provides services in the areas of articulation, stuttering, voice, laryngectomy, delayed speech and language development, and hearing. The clinic serves primarily as a means of providing clinical education for graduate students in speech and language pathology and in audiology. Fee schedule: speech pathology clinical management, \$2 per session; audiologic evaluation, \$25 (senior citizens, \$15); audiology screening, \$2; audiology screening follow-up, \$5. For information or to receive services, contact the clinic at 115 Shevlin Hall, 164 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Speech, Language, and Hearing Clinic, Duluth, (218) 726-7974**

**Ash M. Hawk, director**

The clinic is open to the public by appointment on a space-available basis, during regular working hours. The clinic provides diagnostic, rehabilitative, and educational services to those individuals with speech, language, or hearing problems. Fees vary, but costs can be estimated at the time of appointment. Appointments may be made by contacting the clinic at 15 Home Economics Building, University of Minnesota-Duluth, Duluth, MN 55812, or by calling (218) 726-7993 for audiology, or (218) 726-7992 for speech or language services.

### **Surface Analysis Center, (612) 373-2236**

**Robert M. Hexter, Lanny D. Schmidt, co-directors**

This National Science Foundation regional instrumentation facility has acquired a broad spectrum of techniques for analysis of solid surfaces. The center is available for all surface scientists, occasional users of surface science equipment, and those who need analytical services. There are three staff scientists in residence. For information, contact the center, 4th floor, Shepherd Laboratories, 100 Union Street S.E., Minneapolis, MN 55455.

### **Swine Evaluation Program, Minnesota (612) 373-1166**

**Charles J. Christians, coordinator**

The animal science extension department, in conjunction with the Minnesota Pork Producers' Association, offers swine performance testing services. A program is offered for on-farm records system and on-farm supervision of herd replacement selection. A central testing laboratory located at New Ulm is available for live animal and carcass evaluation. A fee is charged for on-farm and central test laboratory services. For information, contact 101 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108.

**Telephone Information Services (University Information),  
(612) 373-2851**

**Carol Ostrow, coordinator**

Telephone Information Services has regularly updated telephone numbers and addresses for all university employees and students, both in the Twin Cities and on the coordinate campuses. Similar information is also available about departmental offices, book stores, libraries, extension services, cafeterias, art galleries, auditoriums, sport facilities, clinics, labs, etc. Callers may use this service Monday through Friday from 7:30 a.m. to 6:00 p.m. for information or referral to information sources about all aspects of the university.

**Television, (612) 373-9742**

Several University television programs are broadcast weekly over KTCA-TV, Channel 2, the Twin Cities area public television station. The programs, most of which are produced by Media Resources of Continuing Education and Extension, range from general information to university credit courses offered by extension independent study. Program schedules can be found in newspaper television listings, or obtained from the coordinator of broadcast television at (612) 373-2846.

The Waseca campus has a two-way link with the local cable company and can originate programs at three locations on campus and feed directly into the cable system.

**Test Scoring Service, (612) 373-7740**

**Edward O. Swanson, director**

Machine scoring of examinations is provided for Minnesota educational institutions and government agencies. Standard answer sheets, basic scoring, individual reports, statistical summaries, and item analysis are available. Special processing, including custom-designed answer sheets for tests, questionnaires, and other data collection tasks, can be arranged. Fees are charged for services. For information, contact the Student Counseling Bureau Technical Division, Room 452, 2610 University Avenue, St. Paul, MN 55114.

**Testing Program, Minnesota Statewide, (612) 373-7740**

**E. Gary Joselyn, school testing consultant**

The program is operated as a service to Minnesota schools by the Student Counseling Bureau. The program furnishes educational test materials, provides scoring services, reports test results, develops Minnesota norms for the tests used, assists with research studies, and provides consultation services to the schools. Fees are charged for testing services on the basis of the number of students tested and the type of test. There is no charge for consulting services. For information, contact the program at 2610 University Avenue, St. Paul, MN 55114.

**Theatre Department and Marshall Performing Arts Center, Duluth,  
(218) 726-8562**

**R. C. Graves, head**

The department and center offer student, community, and touring group productions in theater and dance throughout the year. All productions are open to the public. Tickets for departmental productions usually range from \$1.50 to \$5. Tickets for community group or touring company productions range from \$1 to \$5. For information, or to be placed on a mailing list to receive notices of performances, contact the department at 141 Marshall Performing Arts Center, University of Minnesota-Duluth, Duluth, MN 55812.

**Tours of the Twin Cities Campuses, (612) 373-7502**

**Emmy Storholm, manager**

Tours of the Minneapolis and St. Paul areas of the Twin Cities campus may be scheduled by prospective students and their parents through University Relations. Tours are best scheduled for weekdays. A two-week notice is requested for guided tours. There is no charge for this service.

Campus maps marked for self-guided tours, and other information, will be provided by the University Relations office, S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455.

Tours of specific facilities, such as the Glensheen Museum, Gray Freshwater Biological Institute, Herbarium, Intercollegiate Athletics facilities, Landscape Arboretum, Ouroboros South Project, and University Gallery, should be arranged directly with those offices. See their entries in this section on the University of Minnesota. Tours of the coordinate campuses at Crookston, Duluth, Morris, and Waseca may be arranged by contacting the University Relations offices at the following addresses:

213 Selvig Hall  
University of Minnesota-Crookston  
Crookston, Minnesota 56716  
(218) 281-6510, ext. 434

306 Behmler Hall  
University of Minnesota-Morris  
Morris, Minnesota 56762  
(612) 589-2211

c/o Admissions Office  
184 Administration Building  
University of Minnesota-Duluth  
Duluth, Minnesota 55812  
(218) 726-7171

Administration Building  
University of Minnesota-Waseca  
Waseca, Minnesota 56093  
(507) 835-1000, ext. 264

**Travel Immunization Center, (612) 373-4015**

**Paul Rupprecht, director**

The University's Boynton Health Service serves as an officially designated travel immunization center. As such, it is authorized to administer vaccines (including yellow fever) for travel and to validate International Certificates of Vaccination for Travel. The center is open to the public for travel immunizations on a fee-for-service basis. For information, contact the center at the Boynton Health Service, 410 Church Street S.E., Minneapolis, MN 55455.

### **Tweed Museum of Art, Duluth, (218) 726-8222**

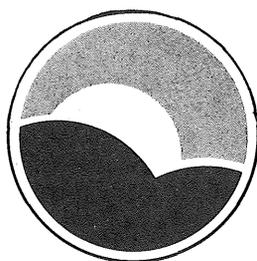
**William G. Boyce, director**

The museum is located on Ordean Court in the center of the Duluth campus. It offers a wide variety of exhibitions drawn from its extensive permanent collections, faculty and student work and traveling shows. There is a gift shop. Museum hours are 8 a.m. to 4:30 p.m. Monday through Friday, and 2 to 5 p.m. Saturday and Sunday. It is closed on major holidays. Admission is free and the museum is fully accessible to the handicapped. For information, contact the museum, University of Minnesota-Duluth, Duluth, MN 55812.

### **Underground Space Center, (612) 376-5341**

**Raymond L. Sterling, director**

The center conducts research and offers information on the wise use of underground space, specifically on earth-sheltered housing; commercial, industrial, and storage below-grade; and heat transfer. The center has available for purchase at \$14.50 (first class postage and tax included) a book entitled *Earth-Sheltered Housing Design*. The 310-page book contains guidelines, examples and resources regarding earth sheltered design. It also has available, for reproduction costs, articles and reports on various earth-sheltered space topics. The center edits a journal entitled *Underground Space* which goes only to members of the American Underground Space Association. Membership fees are: Individual — \$30, Corporate — \$100, Sustaining — \$500, and Junior member — \$15 (for students and others beginning their careers who are under age 27 and who submit a letter from a faculty member that states they qualify). The center publishes a bimonthly newsletter called *Underline* (\$4.00 for a one-year subscription). For information, contact the center at 11 Mines and Metallurgy, 221 Church Street S.E., Minneapolis, MN 55455.



### **University Archives, (612) 373-2891**

**Maxine B. Clapp, archivist**

University Archives serves as a research and information center for questions about the university, its faculty, staff, students, and publications, both past and present. The archives contain over 50,000 volumes of printed material and 9,000 linear feet of manuscripts, as well as 30,000 pictures and a large audiovisual collection. Indexes to major university publications are available. Hours are 8 a.m. to 5 p.m. Monday through Friday. There are no fees. For information, contact the office at 10 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455.

**University Child Care Center, (612) 376-5265**

**Steve Sternberg, director**

The center is a full-day, 12-month, comprehensive child care program caring for children aged three months to five years. It serves children of university students, faculty, and staff. Costs are based on a sliding fee scale dependent on family size and income; fees for full-time, five-day-a-week care range from \$35 to \$71 per week. The center presently has a lengthy waiting list. Applications and information can be obtained from the center at 1818-4th Street S., Minneapolis, MN 55454.

**University Gallery, (612) 373-3424**

**Lyndel King, director**

The gallery exhibits art materials from its permanent collection of over 7,000 paintings, prints, sculptures, ceramics, and decorative arts. The five gallery rooms also show constantly traveling exhibitions. The gallery functions not only as a center for interdisciplinary study of the humanities on campus and throughout the midwest, but also organizes major loan exhibitions that travel to other museums.

The gallery, located on the 3rd and 4th floors of Northrup Auditorium, is open to the public from 11 a.m. to 4 p.m. Monday, Wednesday, and Friday; 11 a.m. to 8 p.m. Tuesday and Thursday; and 2 to 5 p.m. Sunday. Admission is free. Guided group tours are available without charge, but reservations are necessary. For information, contact the gallery at 110 Northrop Auditorium, 84 Church Street S.E., Minneapolis, MN 55455.

Permission to study the permanent collection or to examine individual works of art can be arranged. Contact the director at the above address or phone number. The gallery operates a statewide program of touring exhibitions and live interpretive programs available to any community institutions and organizations that can provide space and adequate security. Fees for touring exhibitions vary, but are kept as low as possible. Tour sites are scheduled several months in advance, and exhibitions usually last four weeks. To arrange for a touring exhibition, contact the gallery or call (612) 376-3614.

**University of Minnesota Hospitals and Clinics, (612) 373-8484**

University Hospitals and its clinics operate a comprehensive referral center for the state and region. For general information, contact University Hospitals at 420 Delaware Street S.E., Minneapolis, MN 55455. New and expanded clinics enable the institution to better fulfill its mission of providing inpatient and outpatient services in an educational and research environment. For information on any of the following units, write to the above address or call the listed telephone number. Fees vary but can usually be estimated before the appointment.

**Audiology Clinic** (Earl Harford, director) — for infants, children, and adults; services include hearing screening, hearing evaluation, hearing-aid evaluation, counseling, speech and language evaluation, and other diagnostic and rehabilitative services. (612) 373-8740.

**Breast Diagnostic Clinic** (Deborah Boehm, nurse clinician) — screening to help detect cancer before a breast tumor can be felt; referral for patients needing surgery. (612) 373-8725.

**Cancer Detection Center Clinic** (Dr. Victor Gilbertsen, director) — offers extensive annual examinations for cancer to persons 40 years old or older. (612) 373-8900.

**Child and Adolescent Psychiatry** (Dr. Lawrence Greenberg, director) — outpatient and inpatient services for diagnosis of and therapy for psychiatric problems, including behavior disorders (such as hyperactivity), learning disabilities, autism and psychosis, antisocial and delinquent behavior, and mental retardation. These units may all be reached at (612) 373-8871: **Adolescent and Child Diagnostic and Treatment Inpatient Services** (comprehensive diagnostic and short-term therapeutic services); **Child and Adolescent Psychiatry Outpatient Clinic** (for learning, behavior, and emotional outpatient problems); and **Child Study Unit and Medication Clinic** (assessment and monitoring services for children, adolescents, and adults being treated with psychoactive medications).

**Genetics Clinic** (Dr. Richard King, director) — genetic evaluation, counseling, and management for individuals and families with genetic or chromosomal disorders, inherited traits, or birth defects. (612) 373-5006.

**Medicine Clinic** (Dr. Thomas Ferris, head) — diagnosis/treatment for adults for primary care or for problems related to internal medicine, including cardiology, endocrinology, gastroenterology, etc. (612) 373-8536.

**Neurology Clinics** (Dr. Arthur Klassen, department head) — diagnosis and treatment for children and adults with organic disorders affecting the nervous system (including epilepsy, strokes, multiple sclerosis, Parkinson's disease, and dementia). (612) 373-8547 for adults or (612) 376-3692 for children.

**Neurosurgery Clinic** (Dr. Shelley Chou, head) — for individuals with problems of the head and brain, spine and spinal cord, and nerves. (612) 373-8785.

**Obstetrics and Gynecology Clinic** (Dr. Konald Prem, head) — breast examinations, medical care of gynecologic malignant disease (including chemotherapy), problems of infertility and reproductive endocrinology, and normal and high-risk obstetric care. (612) 373-8851.

**Otolaryngology Clinic** (Dr. Michael Paparella, head) — offers medical care to individuals for all ear, nose, and throat and related head and neck problems. (612) 373-8736.

**Pediatrics Clinic** (Dr. William Krivit, head) — diagnosis/treatment of children, including all specialties and primary care. (612) 373-9108.

**Psychology Clinic** (Sue Petzel, director) — services for children, adolescents, and adults include psychological assessment; individual, couples, marital, and family counseling and psychotherapy; and consultation in response to specific needs of the community (such as to schools and health agencies). (612) 376-4512.

**Radiation Therapy Clinic** (Dr. Seymour Levitt, head) — evaluates and treats patients with known or suspected malignant diseases. (612) 373-8680.

**Renal Function Laboratory** (Dr. Mary Price, director) — assesses urinary tract function, usually in cooperation with the Spinal Cord Injury Clinic or other physical medicine or urology departments. (612) 373-8998.

**Spinal Cord Injury Clinic** (Dr. Mary Price and Dr. Sarah Gault) — assessment and episodic care for adults (age 16 or over) with traumatic spinal cord injuries. (612) 373-9036 for information; (612) 373-9013 for appointments.

**Surgery Department** (Dr. John Najarian, chairman) — services are offered in a number of areas. **General Surgery** offers care for adults, especially for the neck, breast, gastrointestinal tract, endocrine, trauma, soft tissue, and peripheral vascular disease; call (612) 373-8803. **Pediatric Surgery** offers surgical care for children and also has a cleft lip palate and plastic clinic (for congenital problems) and an endoscopic clinic; air-o-vac transportation for pediatric patients, including newborns, can be arranged; call (612) 373-8811. **Cardiovascular and Thoracic Surgery** offers emergency care for all cardiovascular (heart and blood vessel) problems; call (612) 373-9703. **Transplantation Surgery** (predominately for kidney transplantation) and the **Dialysis Unit** (for children and adults with acute or chronic renal failure), offer medical care; emergency air transportation to the hospital can be arranged, if needed; call (612) 373-8172. The **Transplantation Organ Donation Unit** accepts cadaver organs from brain-dead persons; call (612) 373-8172 (after hours, call 373-8484 and ask to have the donor doctor paged). **Colon and Rectal Surgery** treats all colon and anorectal diseases, provides sigmoidoscope and colonoscope examinations, and offers a stomal clinic; call (612) 373-9949. **Surgery Oncology** provides inpatient and outpatient services for adults with solid tumors; call (612) 373-4308. The **Ambulatory Surgery Center** provides elective surgery for outpatients for a number of minor surgery procedures; call (612) 376-2100. **Plastic and Reconstructive Surgery** offers the entire range of plastic surgery, including cosmetic, reconstructive, and hand surgery; call (612) 376-4221. The **Hyperlipidemia Program** provides clinical management of patients with hyperlipidemias, atherosclerosis, and marked obesity by means of a partial bypass of part of the small intestine; call (612) 373-8807.

### **University Media Resources, (612) 373-4760**

**Sheldon Goldstein, director**

The University Media Resources is a large comprehensive audio-visual services department of the university which produces radio, film, television and slide programs. It also has a large film processing lab, produces educational graphics and rents audio-visual equipment to university departments. For information, contact the department at 540 Rarig Center, 330-21st Avenue S., Minneapolis, MN 55455.

### **University Press, (612) 373-3266**

**John Erin, director**

The University of Minnesota Press publishes books on Minnesota and the Upper Midwest, Scandinavia and Scandinavian America, and many scholarly topics. Books may be ordered directly from the Order Services Division, University of Minnesota Press, 2037 University Avenue S.E., Minneapolis, MN 55414. A catalog of available books can be requested.

### **University Relations, (612) 373-7500**

**Russel D. Tall, director**

The University Relations department serves the public by providing visitor information, publications, speakers, special events, community relations, and

general information about the university. The department can provide a film, "Reaching Out," which shows a few of the ways the university affects people throughout the state. There are no fees for any of these services. For information, contact the department at S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455.

### **University Theatre, (612) 373-2337**

**Kent Neely, managing director**

The University Theatre offers the university and community at large theatrical entertainment throughout the year. During the academic months, a variety of plays are presented in the four-theatre complex, Rarig Center. Season tickets are offered at a reduced rate for the main stage season, and individual tickets are priced from \$4 to \$5.

In summer Rarig Center is the home of the Peppermint Tent productions for children. Two plays are offered in repertory scheduling for young people. Tickets are \$1.50 and \$2.00.

Summer is also the time for the annual production on board the Minnesota Centennial Showboat. The University Theatre presents comedy or melodrama aboard this real sternwheel riverboat from mid-June to mid-August. Tickets range from \$4 to \$5.

Information on all productions can be obtained from University Theatre, 120 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455.

### **Urban and Regional Affairs, Center for, (612) 373-7833**

**Thomas M. Scott, director**

The center (CURA) encourages university faculty and students to work with community groups, both public and private, in solving the problems of our ever-expanding urban society. Center projects may be proposed by persons from either the university or the community. The center serves as a clearinghouse, coordinating university and community resources, so that university expertise may be used by community groups and government agencies. Specific projects reflect the major problems facing our communities today: community and urban development, income and employment; human and social services, minority groups and populations, information materials and systems, neighborhoods, environment, and energy. The center publishes reports on specific programs and projects and a quarterly newsletter, the *CURA Reporter*. Proposals or requests for publications should be directed to the center at 313 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455.

### **Veterinary Diagnostic Laboratory, (612) 373-0774**

**Harold J. Kurtz, acting director**

The laboratory is the official laboratory of the Minnesota Livestock Sanitary Board. Staff members provide a wide variety of diagnostic services to veterinarians and owners of feral (wild) and domesticated animals of all types. A fee is charged to users. For information, contact the laboratory at E-220 Veterinary Diagnostic Laboratories, 1943 Carter Avenue, St. Paul, MN 55108. For after-hours information, call (612) 376-4753.

**Veterinary Extension and Continuing Education Office, (612) 376-3894**

**James O. Hanson, project leader**

The office offers information on animal health problems and veterinary continuing education. For general information, contact the office at 243 Veterinary Science, 1971 Commonwealth Avenue, St. Paul, MN 55108. For specific information, contact the following people at the above address or the indicated telephone numbers:

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- Animal Reproduction: Dr. Howard Whitmore, (612) 373-0811.  
Avian Health (poultry): Dr. Dave Halvorson, (612) 373-1152.  
Beef Health: Dr. Dale Haggard, (612) 376-8128.  
Companion Animals (dogs, cats): Dr. Mike Pullen, (612) 373-1126.  
Extension Meat Hygiene: Dr. Mike Pullen, (612) 373-1126.  
Mastitis Control in Dairy Cattle: Dr. Ralph Farnsworth, (612) 373-1177.  
Swine Health: Dr. David Bane, (612) 376-5652, or Dr. A. D. Leman, (612) 373-1633.  
Veterinary Continuing Education: Dr. James Hanson, (612) 373-1156.
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**Veterinary Teaching Hospital, (612) 373-1379**

**Carl R. Jessen, associate dean, veterinary medical services**

The hospital trains veterinary students, offers a referral service to private veterinary practitioners, and provides veterinary services to the public.

The Small Animal and Large Animal Clinics are open by appointment, 7:45 a.m. to 4:30 p.m. Monday through Friday. Inhospital and outpatient services are offered. Fees vary but a written cost estimate is provided before extensive treatment is undertaken. Exam costs can be determined at time of appointment. If the animal is hospitalized, a \$25 deposit is required and a daily hospitalization fee will be assessed in addition to treatment costs. Hospital policy requires cash payment of bills in full at the time of treatment or hospital discharge. To make appointments, contact the appropriate clinic at Veterinary Hospitals, 1352 Boyd Avenue, St. Paul, MN 55108, (612) 373-1636 for large animals or (612) 373-1395 for small animals.

A 24-hour emergency service is also available. People with emergency cases must call the hospital's emergency number before coming in and costs can be estimated at this time. A written cost estimate of treatment can be provided after the emergency examination but no extensive treatment is performed until the client has approved the cost involved. For emergency service, call (612) 376-4753.

The Field Services Unit provides on-site veterinary service for livestock herds (including dairy and beef cattle), swine, horses, and Como Park Zoo animals. Services include medical and surgical treatment, routine herd vaccination, and breeding assistance. Appointments are made through the Large Animal Clinic, (612) 373-1636. Fees vary according to type of service provided. A fixed trip charge is included in the bill.

**Vocational Assessment Clinic, (612) 376-7197**

**Nicki Davidson, coordinator**

The clinic provides professional services to individuals, clients of public and private community agencies, and employees of business and industrial organizations. Vocational assessment provides information that may be used in career planning, evaluating present careers, and considering changes in career plans.

Individual counseling includes four hours of psychological testing, four one-hour interviews with a counselor, and a written summary of assessment results. An appointment for the first interview can usually be made within two weeks. The fee is \$175. The small group counseling service includes four hours of psychological testing, an orientation session, and four group planning and assessment sessions led by a counselor. Group size is limited to four to ten persons. Groups are typically scheduled every month. The fee is \$100. The complete assessment process typically is scheduled over about six weeks from the first interview or orientation session to the final counseling session. To arrange an initial interview or obtain information, contact the clinic at N-555 Elliott Hall, 75 E. River Road, Minneapolis, MN 55455.

**Water Resources Research Center, (612) 376-5669**

**George R. Blake, director**

The center funds research and investigation and provides training to scientists in the fields of water and of resources that affect water. The center plans and arranges for university faculty and persons from private colleges to conduct such research. The center publishes reports of research projects and provides public information bulletins at no charge. Periodic seminars and conferences on topics of current interest are also offered and fees for seminars vary. For information or to request publications, contact the center at 866 Biological Sciences Center, 1445 Gortner Avenue, St. Paul, MN 55108.

**West Central Minnesota Historical Research Center, Morris,  
(612) 589-2211, ext. 6170**

**Wilbert H. Ahern, director**

The center is one of eight centers forming the Minnesota regional research network, a cooperative effort of the Minnesota Historical Society, the University of Minnesota, and the State University System. The center's objectives are the location and preservation of historic and contemporary records and the stimulation of interest in local and regional history. Among the center's holdings are a number of valuable manuscript and oral-history collections, including papers of and taped interviews with state legislators, business persons, farmers, attorneys, and other men and women whose lives have shaped or are shaping this region's history. For information, contact the center at the Rodney A. Briggs Library, University of Minnesota-Morris, Morris, MN 56267.

**West Central Minnesota Institute for Creative Study, Morris,  
(612) 589-2211, ext. 6417**

**Arnold E. Henjum, director**

The annual Institute for Creative Study at Morris seeks to identify and develop the intellectual and creative potential of youth. It provides superior secondary school students with a challenging summer program that encourages thought, inquiry, and creativity. All students currently enrolled in grades 7-12 in west central Minnesota schools are eligible to apply. The program is funded through summer school state aids arranged through the efforts of the State Department of Education and the superintendents of participating schools. Information is available at 200 Education Building, University of Minnesota-Morris, Morris, MN 56267.

**Women's Center, Minnesota, (612) 373-3850**

**Anne Truax, director**

The center was established to meet the continuing education needs of mature women and it works to promote full opportunity for all women — students and nonstudents. The major functions of the office are advising, referral, and providing information. The center organizes support groups, provides referrals for speakers, and serves as a consultant in conference and seminar planning. All services are open to any state resident, regardless of sex.

Staff members will provide information to anyone with questions about child care, discrimination, divorce, abortion, feminist professionals, and almost anything else having to do with women, or with men making similar changes in their lives. Support groups are facilitated by supervised interns who assist people in exploring educational, personal, and career development possibilities. Staff members will also refer people to specialized career development, testing, and counseling programs. For information, contact the center at 306 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455.

**World Affairs Center, (612) 373-3799**

**William C. Rogers, director**

The center is a clearinghouse and resource center for individuals and groups wishing to plan educational programs about U.S. foreign policy and world affairs. It also holds its own programs on important international issues. The center can suggest speakers, pamphlet material, films, and other resources available in the state and nationally. It also publishes a newsletter. For information, contact the center at 306 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

**Youth Development and Research Center, (612) 376-7624**

**Jerome Beker, director**

The center brings together knowledge and skills from various disciplines, professions, and experiences to enable those in the field to better understand and work with youth. The center sponsors public forums on practice and

research with youth; issues publications; offers continuing education and staff development for personnel in youth-serving agencies and institutions; and consults with agencies and citizen groups on youth policies, youth work, program development, and evaluation. It also maintains a resource collection of materials relating to youth and compiles specialized bibliographies for interested persons. With the exception of some of the center's publications, most services are provided free of charge. For information, contact the center at 48 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.



## State University System



407 Capitol Square Building  
550 Cedar Street  
St. Paul, Minnesota 55101  
(612) 296-2844  
Garry D. Hays, chancellor

### Minnesota Statutes, chapters 16 and 136

Minnesota's seven state universities, formerly called state colleges, serve the state as regionally-located institutions which offer quality undergraduate and graduate education at reasonable cost.

Five of the universities evolved from two-year normal schools whose single purpose was teacher education. Winona was established in 1860, Mankato in 1868, St. Cloud in 1869, Moorhead in 1888, and Bemidji in 1919.

With the changing status of elementary and secondary education during the early 1920's, the role of the normal schools was also modified. In 1921, the legislature approved the expansion of the two-year normal school curriculum to that of four-year teachers colleges which offered the bachelor of education degree. The first class to receive this degree was graduated in 1926.

During the post World War II period, the colleges broadened their curricular objectives to include an increasing number of non-teaching degree programs in the liberal arts and sciences, as well as graduate programs in teacher education. In 1953, the colleges received legislative authorization to offer the master of science degree in education.

By the mid-fifties the colleges had undergone substantial change and had developed into comprehensive, multi-purpose institutions. As a result, the legislature, in 1957, changed their designation from teachers colleges to state colleges and, in 1963, master's degree programs in fields other than education were authorized.

In 1963, the legislature authorized the establishment of the sixth state college, Southwest State in Marshall, to serve the southwestern region of Minnesota. In 1971, the legislature authorized the development of Metropolitan State as an innovative, upper-level, institution which focuses exclusively on competency-based education and which serves the metropolitan area of St. Paul and Minneapolis.

In order to acknowledge the changed character and role of the state colleges, the legislature, in 1975, redesignated them as state universities. Thus, within a century, the normal schools evolved into state universities which today are multi-purpose institutions that offer many career and professional educational opportunities.

State Universities offer two-year technical, vocational and pre-professional programs not otherwise available or accessible to students through a community college or vocational school, or which the state universities are uniquely equipped to offer. Also available are four-year bachelor's degree programs in the liberal arts and sciences, education, business, fine arts and an increasing number of occupational-vocational areas. Graduate programs leading to the master's degree and beyond in selected fields are offered, as well as external degree programs which provide students who are employed full-time with non-traditional opportunities for earning a degree. State universities also provide many foreign travel opportunities, individualized learning programs which students may design with the help of faculty, and special programs to help minorities, women, veterans, working people, the disadvantaged and the physically handicapped realize their educational goals.

### **State University Board, (612) 296-3717**

The State University System is governed by a ten-member State University Board which is responsible for the educational management of the universities, including academic programs, fiscal management, personnel, admissions requirements, and rules and regulations.

Nine members of the board are appointed by the governor subject to confirmation by the state senate. The state commissioner of education serves as an ex officio member. Eight of the board members serve four-year terms and the student or recent graduate member serves a two-year term. By 1983, board members are to be representative of Minnesota's congressional districts, and at least two members, in addition to the student member, must be graduates of state universities.

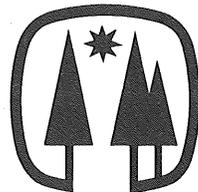
The board appoints the chancellor who serves as chief executive officer of the system and who is accountable to the board for the administration of the system. The chancellor's office is located in St. Paul and provides no services directly to the public.

### **Bemidji State University, (218) 755-2011**

**Rebecca Stafford, president**

Bemidji State University, located in Minnesota's beautiful North Country, is a tree-covered campus with 30 modern buildings spanning 89 acres on the shoreline of Lake Bemidji.

The University provides "hands on" experiences to 4,000 plus students whether they be interning in a local business, mapping the region for a geography class, flying an airplane, running a radio and TV station, touring with the internationally renowned choir, or steeping in the culture of medieval and renaissance England in the Eurospring semester at Oxford.



Unique educational programs include Army ROTC, Indian studies, environmental studies, outdoor environmental education, and many more. The Center for Environmental Studies focuses upon research and courses of study which reflect current environmental concerns. The Bald Eagle Environmental Learning Center, an extension of this program, is located approximately 25 miles east of campus and provides a base for environmental and wilderness classes. On campus, the Aquatics Laboratory is one of the finest fresh water laboratories in Minnesota.

A full range of liberal arts courses with a choice of 51 majors and 45 minors provide students with various educational choices. Professional programs are available in wide-ranging fields including social work, industrial design, and business as well as a teacher training program in almost every specialty.

Contact the Admissions Office at (218) 755-2040, Bemidji State University, Bemidji, MN 56601.

### **Mankato State University, (507) 389-1111**

**Margaret Preska, president**

Mankato State University is situated on a hilltop overlooking the city of Mankato, located in the heart of the scenic Minnesota River Valley.

The student body of 10,000 plus represents a cross section not only from Minnesota and surrounding states but from many foreign countries. Over 400 international students attend Mankato State and share their heritages with others on the campus. Other opportunities for cultural interchange are present in tours sponsored by academic departments and by a unique student teaching program in Mexico which is offered to education majors.

At the undergraduate level, students may select from over 100 majors and 50 minors offered by the six colleges that comprise the university. Pre-professional education is available in ten areas including medicine, law, and engineering. Through the Friday College and Saturday Seminars programs, students may take a full load of credits by attending class only two days per week.

On the graduate level, there are 57 programs leading to advanced degrees, including the master of arts, master of science, fifth and sixth year teaching certificates, specialist degrees, and a master of fine arts in theatre. Through the Extended Campus and Continuing Education programs, over 2,500 students each quarter are able to take classes conveniently offered in 40 communities throughout southern Minnesota.

Contact the Admissions Office at (507) 389-1823 or toll free at 1-800-722-0544, Mankato State University, Mankato, MN 56001.



**Metropolitan State University,  
(612) 296-4445**

**Reatha Clark King, president**

Metropolitan State University is especially designed to serve the adult resident of the Minneapolis-St. Paul metropolitan area who has completed part of a four-year degree program.

As an upper-division university which grants a bachelor of arts degree, the university offers competency-based education in a highly flexible format, which makes it possible for students to meld work toward a bachelor's degree with employment and family responsibilities.

Through a strong, active advising program, students design their own program and are encouraged to make full and appropriate use of community resources. Learning is accomplished through coursework, internships, independent study, tutorials, and on-the-job training, all with the active cooperation and participation of university faculty.

The great majority of the teaching faculty at Metro U is made up of successful professionals who are employed full-time in their respective fields and who teach part-time. Faculty members are carefully recruited and trained to work with experienced adult students.

The university issues a narrative transcript, focusing on the outcomes of education rather than credits and grades. Recognition or credit is awarded for learning which has resulted from various life experiences; learning which may be the result of work, independent study, travel, hobbies; and volunteer activities.

Metropolitan State has no campus — it uses existing community facilities for its needs.

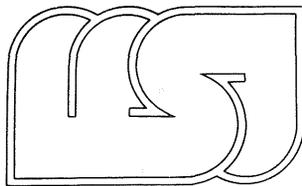
Contact the Admissions Office at (612) 296-4455, 121 Metro Square Building, St. Paul, MN 55101.

**Moorhead State University, (218) 236-2243**

**Roland Dille, president**

Moorhead State University is located on the northwestern boundary of the state. In a community of three colleges, Moorhead State participates in the Tri-College University — an arrangement among Concordia College in Moorhead, North Dakota State University in Fargo, and Moorhead State University. Students are permitted to take courses, work on degree programs, and use the libraries of each institution.

Through the National Student Exchange program, students may spend either their sophomore or junior year at one of 43 universities throughout the country while paying resident tuition. The university's boundaries also extend to Africa, Asia, Europe, South America, and Australia through the Student Teaching



Abroad Program where students can teach at participating schools in over 30 countries. These programs are in addition to over 100 traditional majors and programs offered on the campus.

Most of the more than 7,000 students are drawn from Minnesota and North Dakota, one of the states with whom Minnesota has tuition reciprocity.

The campus encompasses 104 acres, and the 28 buildings that constitute MSU are modern with excellent facilities. Most of them have been built since 1958 and the new buildings include eleven residence halls, the library, student union, Center for the Arts, four classroom buildings and the complex for physical education, health and athletics.

Contact the Admissions Office at (218) 236-2161, Moorhead State University, Moorhead, MN 56560.

### **St. Cloud State University, (612) 255-2122**

**Ted Gillett, acting president**

St. Cloud State University consists of 30 buildings situated on the west bank of the Mississippi River in St. Cloud, the metropolitan center for mid-Minnesota.

Included in the modern classroom buildings are radio and television studios, a campus laboratory school, three theatres, two museums, a concert hall, an art gallery, a computer center, a planetarium, and a gymnasium. More than a million items of information are accessible at the Learning Resources Center.

Programs of study are offered through five colleges and the School of Graduate and Continuing Studies. Interdisciplinary programs are available in such areas as criminal justice studies, public administration, women's studies, and local and urban affairs.

Four-year degree programs that are uniquely available to St. Cloud's 9,000 plus student population include arts administration, bio-medical science, industrial engineering technology, insurance and real estate, Latin American studies, nuclear medical technology and quantitative methods and information systems.

Recognizing the importance of international education, St. Cloud offers residential undergraduate study programs in Denmark, England, France, Germany, and Spain.

Contact the Admissions Office at (612) 255-2243, St. Cloud State University, St. Cloud, MN 56301.



### **Southwest State University, (507) 537-6272**

**Jon Wefald, president**

Southwest State University is located in Marshall to serve the southwestern region of the state.

The university's liberal arts and technical programs complement each other. Students may choose from among 43 baccalaureate and seven associate



degree majors, 23 minors, and 13 pre-professional programs. Through the School of Business, Science and Technology and the School of Humanities, Social Sciences and Education, students can major in a variety of disciplines ranging from biology, chemistry, physics, history, art, music, literature and theatre, to business, accounting, business education, agribusiness and engineering technology.

Unique to the university is its hotel, restaurant, and institutional management program which prepares students for careers in the hospitality field through a coupling of classroom and practical experience. The university is also becoming a leading center in the region for its studies of rural America.

Included in a student population of 2,000 are about 150 physically handicapped men and women who find interconnected buildings, ramps, elevators, specially adapted science laboratory stations, and modified living and study areas conducive to the pursuit of a complete education.

Contact the Admissions Office at (507) 537-6286, Southwest State University, Marshall, MN 56258.

### **Winona State University, (507) 457-2017**

**Robert Hanson, president**

Winona State University is located in southeastern Minnesota in the beautiful Hiawatha Valley of the Mississippi River.

Degrees are offered in areas of business and industry, natural and applied sciences, education and arts, humanities, and social sciences. Among over 40 majors, the university has programs in paralegal studies, health science, mass communications, recreation, physical therapy, social work, criminal justice, and the pre-professional sequences. Winona State also has an accredited nursing program and offers a master's degree in business administration.

With a student population of about 5,000, Winona State cooperates academically, socially, and culturally with the two private colleges in Winona — the College of Saint Teresa and Saint Mary's College. This cooperation provides expanded resources to students on all three campuses.

Contact the Admissions Office at (507) 457-2065, Winona State University, Winona, MN 55987.



### **Tuition (1982-83)**

Tuition is the same at all universities except Metropolitan State University. Non-resident students are those not residing in the state, unless eligible under the reciprocity agreement which allows Wisconsin and North and South Dakota students to attend Minnesota state universities at resident rates. Minnesota residents are also eligible to attend state colleges and universities in Wisconsin and North and South Dakota under this program.

Minnesota residents age 62 or older are entitled, without payment of tuition or activity fees, to attend courses offered for credit, to audit courses offered for credit, or to enroll in non-credit courses on a space-available basis. When a course is taken for credit, a \$6 per credit hour administration fee is charged, and the enrollee is responsible for laboratory and material fees.

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**Tuition Per Credit Hour (1982-83)**


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	1981-82 (Effective 9-1-81 through 5-31-82)	1982-83 (Effective 6-1-82)
Undergraduate/Resident	\$ 13.65	\$ 15.00
Undergraduate/Non- Resident	27.15	29.85
Graduate/Resident	17.45	19.20
Graduate/Non-Resident	35.10	38.60
Graduate/Off-Campus	29.50	32.45

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Metropolitan State University charges tuition by a different method due to the nature of the institution. Its tuition charges are:

	1981-82		1982-83	
	Resident	Non-Resident	Resident	Non-Resident
Learning Activities	\$57	\$84	\$57	\$84

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**Fees (1981-82)**

**Applications Fee** — Each application for admission to a state university shall be accompanied by a non-refundable application fee of \$10. A student registering for a short course, workshop, institute, or a course designed solely for adult education shall be exempt from this fee, provided that if the student subsequently registers as a regular student, he/she will be required to pay the application fee.

**Student Activity Fee** — Each university annually determines the amount of the activity fee to be charged; however, no student may be assessed an amount in excess of \$54 per quarter or \$27 per summer session. This fee is used to support student activities, student union debt service, student union program/operations, and the student health service.

**Transcript Fee** — The universities may charge a non-refundable fee of up to \$2 per transcript requested by the student after the first three, which are free.

**Room and Board (1981-82)**

Room and board facilities are available at all universities except Metropolitan State University. The following rates are in effect for the 1981-82 academic year.

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**Regular Year — Room and Board Rates**

	20/21 Meal Plan Only	Optional Meal Plans			
		20/21 Meals	14 Meals	15 Meals	10 Meals
Multiple occupancy room	\$1,215	\$1,255	\$1,225	\$1,215	\$1,185

### 534 / State Universities

Double occupancy room	1,265	1,305	1,270	1,260	1,235
Single occupancy room	1,415	1,450	1,420	1,410	1,380
Double used as a single	1,470	1,510	1,475	1,465	1,445
Multiple used as a double	1,470	1,510	1,475	1,465	1,445

The optional meal plans provided above allow students to participate in any 20/21 or 14 meals served during the normal seven-day week; or in any 15 or 10 meals served during the period Monday through Friday.

Units which have private bath facilities or are equipped with special furniture shall have an additional charge of \$60 per year. Universities are authorized to charge an additional fee for vacation housing sufficient to cover additional operating costs during the vacation period.

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#### Regular Year — Room Only Rates

To insure maximum utilization of existing facilities, the universities may offer a limited number of rooms on a "room only" basis with the following rates:

Double occupancy room per year	\$725
Single occupancy room per year	840
Double used as a single per year	870
Multiple used as a double per year	870

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#### Regular Year — Board Only Rate

To allow students living off-campus and university employees to participate in the food service program, "board only" contracts may be provided at the following rate:

20/21 meal plan only per year	\$700
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Students who have purchased "room only" contracts may be sold "board only" contracts at a rate where the combined room and board charge resulting shall correspond to the schedules listed above for "Regular Year — Room and Board Rates."



## Minnesota Public Utilities Commission

780 American Center Building  
160 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
(612) 296-7124  
Randall D. Young, executive secretary

Minnesota Statutes, chapters 211, 216A, 216B, 218, and 237

The Public Utilities Commission is a quasi-judicial, independent regulatory agency established to regulate telephone, gas and electric utilities, and intra-state transportation rates and authorities.

The commission conducts investigations, holds hearings, prescribes rules and issues orders governing the conduct of regulated industries. The commission supervises the management and customer service of these industries, determines proper tariffs, fares, charges and rates, prescribes uniform accounting systems, and authorizes the issuing of franchises, permits or certificates of public convenience and necessity.

The public may file with the executive secretary of the commission a complaint against any regulated industry, a request for a license, permit or other authority sought, or a request for exemption from any public service law. All public requests (petitions) are sent to the responsible division to be handled. Final authority rests with the commission which acts on each petition as it is received. All public petitions or complaints must be filed with the executive secretary of the commission. All petitions are handled as they are received.

The commission serves all orders relating to gas, electric and telephone utilities, transportation rates and motor vehicle transportation. In addition, its Technical Unit performs analyses of parties' positions on issues, and assists in drafting orders at the direction of the commission.

The commission staff maintains a schedule of all evidentiary hearings, oral arguments, and meetings of the commission. It also publishes a weekly calendar of hearings and decisions of the commission, keeps a copy of the docket file and hearing transcripts for review by the public, and provides information to the public on the specific documents needed to file a petition with the secretary of the commission.

For information on the commission's schedule, filing of specific documents, subscription to the calendar, or to inspect a docket file, contact 612/ 296-7124. There are no forms for these services. The subscription fee for the weekly calendar is \$60.00 per year. The year begins July 1 and ends June 30. All subscriptions starting after April 1 will be pro-rated on a monthly basis. All requests are handled as they are received. Many questions can be handled immediately over the phone. The docket files are available for public inspection between 8 a.m. and 4:30 p.m. weekdays.

The commission staff provides information to the public concerning motor bus and truck matters and transportation rates ruled on by the commission, and information on commission policy and case precedents. A case precedent is a previous case ruled upon which may aid the presentation of a similar case. All requests are handled immediately and without charge, unless xerox copies of commission files are requested. All xerox copies are 25¢ a page.

#### **Utility Customer Service Unit, (612) 296-7126**

##### **Richard McMillen, supervisor**

The commission's customer service unit provides assistance in resolving disputes between public utilities and their customers. The unit investigates unresolved disputes on utility rates, billing and service matters, enforcing customer service rules for gas, electric and telephone utilities. The unit also responds to inquiries regarding utility service areas, rate case issues, tariff matters and state regulatory policies.

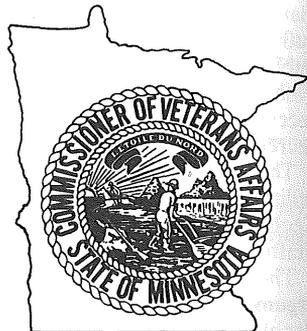
There are no forms or fees. Complaints and disputes take a varying amount of time to resolve, depending on the complexity, but the unit attempts to investigate and respond to complaints within a week. An escrow procedure is available while disputes are under investigation.

Letters of complaint or inquiry should be directed to this section at 160 East Kellogg Boulevard, 780 American Center Building, St. Paul, MN 55101. Telephone inquiries are received at (612) 296-7126 and 2387.



## Department of Veterans Affairs

Veterans Service Building, 2nd Floor  
20 West 12th Street and Columbus Avenue  
St. Paul, Minnesota 55155  
(612) 296-2562  
Charles T. Pinkham, commissioner



Minnesota Statutes, sections 196.01-198.265

The Department of Veterans Affairs assists Minnesota's 547,000 veterans and their dependents to obtain the benefits and services provided by the U.S. Veterans Administration and the state of Minnesota.

### **Veterans Benefits Division, (612) 296-1032**

**Jerome R. Husten, supervisor**

The division administers a variety of benefit programs and services available to veterans or their dependents. Disabled veterans and their dependents are eligible for temporary financial assistance during the time the veteran is disabled. Food, shelter and medical assistance may be provided if the veteran meets residency, income, disability and veteran status eligibility requirements. Application for assistance usually requires a personal appearance so that all necessary forms can be completed. A copy of the veteran's discharge papers from military service and medical proof of disability must be available.

To request information, begin application procedures or receive a detailed explanation of eligibility requirements contact the county veterans service officer, usually located in the courthouse of each Minnesota county or this division. No fees are charged for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data are available (i.e. medical proof of a disability). The assistance is sent to the applicant upon approval.

**The War Orphans Education Program** serves all children of Minnesota veterans who died from injuries incurred in military service. These children are eligible for "tuition free status" at any state college institution except the University of Minnesota. An additional \$350 per year is available for school related expenses. Eligibility requirements stipulate that the deceased veteran must have been a Minnesota resident upon entry into the service, and the dependent must have been a Minnesota resident for two years. To request

information or application forms contact the Veterans Benefits Division, (612) 296-1031. No fees are charged for this service. A minimum of seven days is required for processing a new application if all necessary documents are available.

The **Veterans Educational Assistance Program** is a one-time tuition grant of \$350 which is available to Minnesota veterans who were Minnesota residents upon entry into the service. Veterans must have exhausted their federal educational benefits prior to the 10 year limitation before they are eligible to apply for state veterans educational assistance. To request information or application forms contact the county veterans service officer or this division. The forms needed for this service are an application form, proof of an honorable discharge from military service, and a statement from the U.S. Veterans Administration that federal educational benefits have been exhausted. There is no charge for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data are available. Educational assistance will be provided by mail upon approval of the application.

**Bronze flag holders** are provided for the graves of deceased veterans buried in Minnesota. No formal application is necessary, however, all requests should be made in person or in writing to a county veterans service officer or this division. There are no fees for this service. Flag holders are distributed to the county veterans service officer upon request each spring.

**Information-referral and bonus records** is a service that helps veterans or their dependents to apply for state or federal veterans benefits. The service offers general information about available benefits and directs applicants to the proper state or federal agency. Bonus records (after each war, the state of Minnesota has paid bonuses to eligible veterans) from each war are also available from this service. Application forms should be requested in person so that supporting information or documentation required for approval of the benefit can be provided to the appropriate agency. To request information, contact a county veterans service officer or this division. The length of time necessary for the applicant to receive the benefit will depend upon the federal or state agency providing the veteran benefits.

## **Claims Division, (612) 726-9229**

**Phillip D. Nygren, supervisor**

The division professionally represents veterans and their dependents who claim benefits from the U.S. Veterans Administration. The division acts as advocate of the veteran/dependent for claims involving compensation, pensions, insurance or educational benefits, etc. This service is available to any veteran and/or dependent. To begin application procedures contact the division, 174 Federal Building, Fort Snelling, St. Paul, Minnesota 55111.

The form required by the division for this service is V.A. Form 23-22 (authorization for the department to represent the claimant on all matters regarding the claim). There is no fee for this service. Claims representatives are available at all times during the business hours.

## **Minnesota Veterans Home, (612) 729-9325**

**Jean Donaldson, administrator**

The Minnesota Veterans Home provides several levels of health care for

Minnesota veterans of all wars. In addition to providing a structured living environment for ambulatory veterans, the veterans home has available 250 beds of nursing care. To request information, application forms, or a detailed explanation of eligibility requirements contact the Minnesota Veterans Home, 51st Street and Minnehaha Avenue, Minneapolis, Minnesota 55417. Admission to the Veterans Home is made on a space available basis with consideration given to the level of health care required. The cost of care is in direct proportion to the income available to the individual.

**Minnesota Veterans Home — Hastings, (612) 437-3111**

**Dick Dobrick, superintendent**

The Minnesota Veterans Home — Hastings provides a structured living environment for approximately 200 Minnesota veterans who require domiciliary (boarding care) type health care. To request information, application forms or a detailed explanation of eligibility contact the veterans home at 1200 East 18th Street, Hastings, Minnesota 55033. Admission to the veterans home is made on a space available basis and a determination on the level of health care needed. The cost of care is charged in proportion to the income available to the individual.

**Big Island Veterans Camp, (612) 296-8301**

Big Island Veterans Camp occupies 58 acres on the east end of Big Island in Lake Minnetonka. From June 15 to Labor Day each year it is used as a recreational facility for disabled and other needy veterans. The camp offers limited cabin space and food service. However, each year nearly 1200 veterans and their families enjoy the excellent beach facilities.

Application for admission will be approved on the following priority basis: 1) disabled veterans, 2) veterans currently in the Veterans Administration Hospitals or the Minnesota Veterans Home, 3) all honorably discharged veterans, 4) unremarried surviving spouses of honorably discharged veterans, 5) income available to the applicant. To request information or application forms or to obtain a fee schedule for utilization of the Big Island Veterans Camp contact the department. Applications will be accepted and processed on a space available basis.

**Administrative Services Division, (612) 296-1030**

**Frank Singer, administrative management director**

The division is responsible for fiscal and personnel management in the department. The division answers questions concerning payments received by individuals, governmental subdivisions, businesses and from the department. To request information contact the division. There are no forms or fees required for this service. Information requested concerning payments is handled immediately.

**Guardianship Services Section, (612) 296-2764**

**Dennis Forsberg, guardianship officer**

The commissioner of veterans affairs is appointed by various probate courts

in Minnesota as fiscal guardian of the estates of incompetent veterans receiving veterans' benefits from the U.S. Veterans Administration. The section makes application for all benefits which the incompetent veteran should receive and manages the veteran's estate to ensure that funds are utilized to provide food, shelter, medical treatments or other requirements. Probate laws and procedures are followed in the administration of each guardianship case including an annual accounting to the probate court of all funds received and all expenditures made on behalf of each case.

The appointment of the commissioner of veterans affairs as guardian is approved by the U.S. Veterans Administration after the appropriate medical authority has determined that the veteran is incompetent and the probate court approves the appointment of a guardian. Questions concerning any guardianship case under the control of the commissioner of veterans affairs should be directed to this section. There are no forms or fees required for this service.

### **Field Services Division, (612) 296-1039**

**Raymond D. Schultz, supervisor**

The division provides assistance to veterans who feel their rights have been violated under the state veterans preference statutes. A formal hearing determines actions the commissioner of veterans affairs will take to resolve the matter. The division is also responsible for the operation of branch offices in Moorhead and Duluth. These offices are extensions of services available at the St. Paul and Ft. Snelling offices. The training of county veterans service officers located in each Minnesota county is also provided by this division.

Veterans who feel their rights have been violated under the state veterans preference statutes are eligible for this service if they have been employed by or have applied to work for the state, or any Minnesota county or city government. Veterans who require services of a general nature relating to veterans benefits should contact the branch officer. To request forms or information contact:

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Department of Veterans Affairs  
Field Service Division  
Veterans Service Bldg.  
St. Paul, Minnesota 55155  
(612) 296-1039

Moorhead Branch Office  
810-4th Avenue South  
P.O. Box 157, Townsite Center  
Moorhead, Minnesota 56560  
(218) 236-2824

Duluth Branch Office  
Courthouse Room 507  
Duluth, Minnesota 55802  
(218) 723-4668

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There are no fees charged for this service. The length of time needed to process a petition for review by the commissioner of veterans affairs will vary according to the individual case. Branch offices are open during normal business hours.

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**Twin Cities Veterans Service Centers**

Veterans Administration Regional  
Office and Insurance Center  
Federal Building, Fort Snelling  
St. Paul, MN 55111  
(612) 725-4115  
Morris Nooner, Jr., director

V.A. Hospital Outpatient Service  
Building 18, Fort Snelling  
St. Paul, MN 55111  
(612) 725-6767  
Wm. R. Jahnke, M.D., chief

Veterans Administration Medical  
Center  
54th Street & 48th Avenue South  
Minneapolis, MN 55417  
(612) 725-6767  
Daniel E. Cooney, director

Fort Snelling National Cemetery  
7601-34th Avenue South  
Minneapolis, MN 55450  
(612) 726-1127  
Howard J. Ferguson, director

Vet Center  
3338 University Avenue S.E.  
Minneapolis, MN 55414  
(612) 623-1970  
Ed Lord, team leader

Veterans Resource Center  
2610 University Avenue  
St. Paul, MN 55114  
(612) 376-5085  
George R. Woodbury, director

**Educational Services & Special Assistance**

Minneapolis Campus  
240 Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, MN 55455  
(612) 373-9891  
Tom Parisian, counselor

Crookston Campus  
Veterans Service Office  
Crookston, MN 56716  
(218) 281-6510

Duluth Campus  
Office of the Registrar  
Duluth, MN 55812  
(218) 726-8000  
Al Hanson, director

**Regional Veterans Service Centers**

V.A. Medical Center — Fargo, ND  
Elm & 21st Avenue North  
Fargo, ND 58102  
(701) 232-3241  
Francis E. Gathman, center director

Johnson Veterans Memorial Hospital  
— Sioux Falls, SD  
2501 West 22nd Street  
Sioux Falls, SD 57101  
(605) 336-3230  
Dexter Dix, director

V.A. Regional Office — Fargo, ND  
 655 1st Avenue North  
 Fargo, ND 58102  
 (701) 237-5771  
 William T. Garland, veterans  
 services officer

V.A. Regional Office —  
 Sioux Falls, SD  
 Court House Plaza  
 300 North Dakota Avenue  
 Sioux Falls, SD 57101  
 (605) 336-2980  
 Dexter D. Dix, director

V.A. Medical Center — St. Cloud  
 North on 33rd Ave. to 8th St. N., turn west on 8th  
 St. Cloud, MN 56301  
 (612) 252-1670  
 Robert T. Dacy, medical center director



## Board of Veterinary Medicine

717 Delaware Street S.E., Room 337  
 Minneapolis, Minnesota 55414  
 (612) 296-5388  
 Glen Nelson, D.V.M., executive secretary

### Minnesota Statutes, section 148.52

The board licenses veterinarians, examines candidates for licensure, renews licenses, records and annually renews professional corporations, establishes continuing education requirements and investigates consumer complaints.

Examinations are given every six months; presently in May and December. A veterinarian who is licensed by another state and has practiced for five years may waive the written examination and receive oral examination from the board. The board establishes continuing education requirements for license renewal. The board informs drug regulating agencies, upon request, and the Board of Animal Health of the location and status of licensees.

The board, with the assistant attorney general assigned to the board, investigates all complaints. They may suspend or revoke a license. Complaints are preferred in writing. To file a complaint, contact the board. Complaints are handled as they are received. The time to resolve a complaint varies with the complexity of the complaint.

There is an application form available from the board. An applicant must be at least 18 years old, of good moral character, and have a doctor of veterinary medicine degree from an approved school.

Fees may be set annually by the board. Renewal fees must be received by March 1, or there is a \$10.00 late fee. If the renewal fee is not received by May 1, then the board suspends the license. Presently, fees are:

Examination and first license fee	\$150.00
Renewal fee	20.00
Waiver of examination and license fee	150.00

Professional corporation fee	100.00
Corporation renewal fee	25.00
Late license fee	10.00

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**Minnesota  
Office on  
Volunteer  
Services**

127 University Avenue  
St. Paul, Minnesota 55155  
(612) 296-4731  
statewide toll-free: 1-800-652-9747  
Laura Lee M. Geraghty, director

**Minnesota Laws of 1977, chapter 389**

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

The office provides a wide variety of services. It serves as a statewide advocate for volunteerism, conducts research, and is involved in special projects to promote volunteerism. Some of its activities have included the development of a booklet, "Suggested Guidelines for Volunteer Transportation Programs," researching and advocating academic and employment credit for volunteer experience, and assisting in the development of college programs on volunteer administration.

It collects and distributes information on effective volunteer programs and maintains liaison with national, state, and local groups that are active in volunteerism. Some of the national programs it is in regular contact include ACTION, the federal volunteer agency; the National School Volunteer Program; and VOLUNTEER: The National Center for Citizen Involvement. At the state level the office is in contact with a long list of voluntary, fraternal, religious and service organizations.

M.O.V.S. maintains a lending, resource library on volunteerism which contains approximately 1,000 publications, manuals, and texts. The topics range from the basics to the advanced. It is open to the public, and materials can be checked out for three weeks.

It publishes a bimonthly newsletter titled the *Minnesota Office on Volunteer Services*. It contains information related to the field of volunteerism, such as

program profiles, current issues and trends, technical "how-to's," resources, and a calendar of training events.

M.O.V.S. provides training to volunteer leaders through a series of regional conferences and other conferences relating to specific topics in volunteerism. The office also conducts training at events sponsored by other organizations. Examples of training topics have included "Recruitment and Retention of Volunteers," "Orientation and Training of Volunteers," "Documentation of Volunteer Experience for Academic and Employment Credit," "Developing a Community Resource Volunteer Program," "Evaluation Techniques," "Staff-Volunteer Relationships," and "Rights and Responsibilities in Volunteer Relationships."

It provides technical assistance and consultation to volunteer programs and to agencies utilizing the services of volunteers in such areas as program development, insurance, public relations, and development of boards and committees.

It encourages and participates in volunteer recognition events in order to increase the visibility and status of volunteers and their accomplishments, and to encourage greater citizen participation in volunteerism. This has included the establishment of a "Task Force on Volunteer Recognition, developing and distributing recognition materials, arranging for the "Minnesota Volunteer Recognition Week" and issuing news releases and public service announcements.

A 21-member Advisory Committee is appointed by the governor through the open appointments process. It advises and makes recommendations on program directions and policy issues relating to the office and interprets the office's goals and objectives to the volunteer community. In addition, to the appointed membership, seven representatives from state departments and agencies serve on the committee in an ex-officio capacity.

M.O.V.S. is assisted in the delivery of its services on a daily basis by volunteers who serve on task forces and planning committees, as workshop leaders and as "in-office" volunteers.

Currently, there are no membership requirements or fees, except to cover workshops and conference expenses. Contact the office for more information or assistance.



## **Citizens' Committee on Voyageurs National Park**

201 Third Street  
International Falls, Minnesota 56649  
(218) 283-3507  
Donald Parmeter, executive director

### **Minnesota Statutes, section 84B.11**

Voyageurs National Park, established by Congress in 1975, is one of America's newest national parks, and is the only national park in the state of Minnesota. The park encompasses 220,000 acres of land and water along the Canadian border and is located immediately adjacent to the Boundary Waters Canoe Area Wilderness.

The Citizens' Committee on Voyageurs National Park was established in 1975 by the Minnesota state legislature. The 16-member advisory committee is composed of 12 governor-appointed members and four members appointed by the legislature. The committee conducts research and meetings into all matters related to the establishment and operation of Voyageurs National Park, and makes recommendations to the National Park Service and other appropriate federal and state agencies.

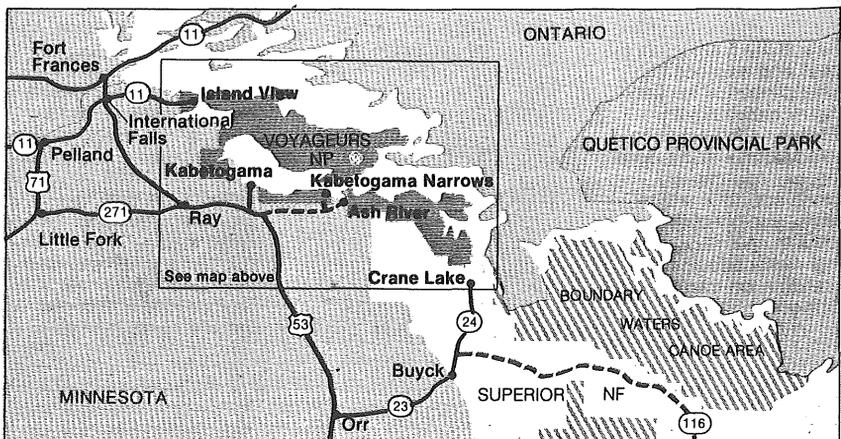
The committee is organized into various subcommittees which address specific subject areas including park management and operations, transportation, peripheral planning, economic development, concessions management and land acquisition.

Policies and programs of the National Park Service and other federal and state agencies are discussed publicly at regularly scheduled meetings held at various locations throughout the state. Full committee meetings are held quarterly, and subcommittee meetings are scheduled as necessary. The public is welcome to attend all meetings.

A broad range of issues will be addressed by the committee over the next two years. Major issues include management plans, wilderness designation, land acquisition, boundary legislation, access road improvements, peripheral planning and zoning, water level management and control, development of interpretive facilities and information centers, park promotion, wildlife and fisheries management, concessions operations, pollution control and economic development.

Committee recommendations, minutes of meetings, reports and other information regarding committee activities are available upon request.

The park preserves the natural environment experienced by the voyageurs, French-Canadian canoeemen 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 parks four entry points can set out by water



much as the voyageurs traveled in the heyday of the fur trade in the late 18th and early 19th centuries.

In summer, watercraft must be used for travel in the park. Boats, canoes, and guide services are available at resorts outside the park. Arrangements can be made with private resort owners for private boat tours. In winter, ice roads provide greater access into the park by car. Locally hired floatplanes are another way into the park.

The park is currently open to every type of recreational use including boating, camping, hiking, sea planing, ski-touring and snowmobiling. Campsites and developed trails for hiking and cross-country skiing are available. Accommodations are also available on the edge of the park through private resorts located at Crane Lake, Ash River, Kabetogama, and Island View.

Information regarding facilities and programs offered in Voyageurs National Park can be obtained by writing to Superintendent, Voyageurs National Park, P.O. Box 50, International Falls, MN 56649, or by calling (218) 283-9821. For a list of books and maps available by mail or at park visitor centers, write: Lake States Interpretive Association, Box 672, International Falls, MN 56649.



## Waste Management Board

7323 58th Avenue North  
Crystal, Minnesota 55428  
(612) 536-0816  
Robert G. Dunn, chairman

### Minnesota Statutes, chapter 115A

The Waste Management Board was created by the 1980 legislature to oversee state programs for effective long-range management of Minnesota's solid and hazardous wastes. The board is responsible for the development of a state Hazardous Waste Management Plan and for the siting or promotion of a variety of hazardous waste facilities.

The board is comprised of nine members appointed by the governor to four-year terms, a full time chairman and part-time citizen members from each of the state's eight congressional districts. The board's responsibilities are limited and under the 1980 Waste Management Act the board will cease activities in June 1987.

The board is required to select at least one site for a hazardous waste disposal facility, or "secure landfill," by January, 1984. Minnesota currently does not have an approved, monitored facility for the secure containment of hazardous wastes. Industries which generate hazardous wastes are required to ship wastes out of state to licensed disposal facilities.

The Waste Management Act also requires the board to consider all prudent and feasible alternatives to hazardous waste landfills, in an effort to conserve the state's natural resources and promote alternatives to land disposal of wastes. The board is also required to issue an inventory of preferred areas for hazardous waste processing facilities by January 1982. That inventory will

specify at least three preferred areas (up to 10 square miles each) for each of three different types of facilities: a hazardous waste incinerator, a chemical waste processing plant, and transfer/storage facilities for hazardous waste.

The board will not actively site hazardous waste processing facilities but will circumscribe local areas where private firms or developers will be encouraged to establish the facilities.

The Hazardous Waste Management Plan, to be issued in draft form late in 1982, will estimate the types and volumes of hazardous waste to be generated in Minnesota until the year 2000. It will specify measures needed to reduce hazardous waste generation, as well as the facilities needed to process hazardous waste. It will serve as a standard by which the need and feasibility of hazardous waste facilities will be judged in the future. For further information on the board's responsibilities in managing hazardous waste contact Alan Shilepsky, hazardous waste coordinator, at 536-0816.

The Waste Management Board was delegated four primary solid waste management responsibilities under the Waste Management Act. It promotes alternatives to landfills through an \$8.8 million grant and loan program. Grants and loans will be available to local governments to help finance projects designed to recover energy or reusable materials from solid waste, and to reduce local dependence on landfills. The funds will be available for demonstration projects with statewide application.

The board will also oversee the establishment of Solid Waste Management Districts, established at the option of two or more counties which have determined that cooperation in solid waste management is desirable or necessary in creating a resource recovery facility, or jointly using and operating a landfill.

The board also has limited powers to arbitrate local disputes over the siting of landfills or other solid waste facilities, and to review local regulations on the transport of solid wastes. For further information on the board's solid waste programs contact Bob Pulford, solid waste coordinator, at 536-0816.

The 1980 Waste Management Act emphasized public participation in waste management, including the siting of hazardous waste facilities and the development of the Hazardous Waste Management Plan. The board oversees several "citizen involvement" activities, community meetings enable citizens to participate in board activities and develop board policies and direction. Citizens also participate in public hearings on proposed sites for hazardous waste facilities, the formation of "Local Project Review Committees" for six candidate hazardous waste disposal sites, to be selected in May, 1982, and the appointment of a temporary board member from each committee.

The board also conducts special informational and citizens' meetings around the state on such topics as the hazardous waste problem for interested and concerned citizens and community groups. For further information on the board's public affairs programs contact Tom Johnson, assistant to the board chairman, at 536-0816.

The Waste Management Board is served by special advisory councils. The Hazardous Waste Management Planning Council consists of citizen members, local government officials, and representatives of hazardous waste generators and private waste management firms. The Solid Waste Management Advisory Council includes citizens and representatives of local governments and representatives of private solid waste management firms. The Local Government Advisory Task Force includes representatives from all levels of local government in Minnesota. Advisory council members serve without compensation

but are reimbursed for expenses. For more information on advisory council membership contact the chairman.

The board publishes a free monthly, 4-page newsletter, *Foresite*, containing articles on waste management issues and the board's activities. The *Foresite* mailing list currently includes more than 5000 addresses. To be placed on the mailing list contact the editor, Patrick Hirigoyen, at 536-0816.

Other publications available through the board include: *Interstate Cooperation in Hazardous Waste Planning and Management*, *Report on Liability and Long-Term Care of Hazardous Waste Facilities*, *Report on Incentives for Securing Private Investment in Hazardous Waste Management*, *Geologic and Hydrogeologic Factors Affecting the Isolation and Containment of Waste*, and the *Report on Public Participation in Developing Criteria for Hazardous Waste Processing and Disposal Sites*. Prices vary with each publication and are subject to change. Contact the board for ordering information. The board's statewide toll-free number is 1-800-652-9747.



## Board of Examiners in Watchmaking

5th Floor Metro Square Building  
7th and Robert Streets  
St. Paul, Minnesota 55101  
(612) 296-2197  
Leroy Zander, board secretary

Minnesota Statutes, sections 326.54-326.546; Minnesota Laws, 1976, chapter 222

The board licenses and regulates the practice of watchmaking and gives written and practical examinations intermittently during the year. Oral examinations are given at board meetings, usually in January and July. The applicant is expected to supply the watches used in the examination. The watches should be submitted to the board ten days prior to the examination date. If the applicant uses watches supplied by the board, a fee is charged.

For information or to request an examination or application form, contact the board.

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### Fees are:

Board-provided watch	\$10.00
Examination fee and first year license	25.00
Re-instatement fee	25.00
Reciprocity	25.00
Annual renewal fee	.00
Apprentice application and renewal	.00
Penalty fee and temporary 60 day permit	2.00
Duplicate license certificate	2.50

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Applicants receive examination results within 10 days.

The board receives and investigates complaints by members of the public or watchmakers. The board has the power to revoke and suspend licenses. For information or to make a complaint, contact the Board of Examiners in Watchmaking at its above address and phone number. Complaints are handled as they are received.



## Water Planning Board

600 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101  
(612) 296-1424  
Thomas J. Kalitowski, chairman

### Laws of Minnesota 1977, chapter 446; Minnesota Statutes, section 105.401

The focus of the board is on the identification of a strategy composed of policies and processes designed to promote efficient and effective utilization of the state's water resources in the present and future. The framework for such a strategy has been identified in the document *Toward Efficient Allocation and Management: A Strategy to Preserve and Protect Water and Related Land Resources*. This document, composed of summaries of 19 technical papers, was part of the state water plan which was completed in July 1979. In January 1981, a *Special Study of Local Water Management* was completed as part of the ongoing planning process.

Since the completion of the plan the board has begun implementing, communicating and coordinating the state water planning effort with the legislature, interested groups and organizations and regional and local governments. The board assures the participation of the public and all units of government in the preparation and implementation of all state water resources planning activities. The board directs all state involvement in activities undertaken to comply with the federal Water Resources Planning Act, including but not limited to administration of financial assistance to state water planning efforts. The board evaluates state participation in the federal-state river basin commissions and makes recommendations to the governor and the legislature concerning continued state involvement. It also evaluates and recommends improvements in state laws, rules and procedures in order to reduce overlap, duplication or conflicting jurisdictions among many state and interstate agencies having jurisdiction in the area of public water resource management and regulation.

The members of the board are the commissioners of agriculture, health and natural resources; the director of the Pollution Control Agency; the chairman of the state Soil and Water Conservation Board; three citizens selected by the governor with the consent of the senate; and a chairperson appointed by the governor. The chairperson of the board is designated as the representative of the governor on the Upper Mississippi, Missouri and Great Lakes Basin Commissions.

The board is scheduled to go out of existence in July 1982 as a result of

sunset legislation. Until then the board will continue to implement, coordinate and communicate phases of the water planning effort. Copies of the state water plan, the local water management study and technical support papers as available. Copies are free and may be obtained by contacting the Water Planning Board. The board will provide speakers on water related topics to groups free when schedules permit.



## Water Resources Board

Room 206, 555 Wabasha Street  
St. Paul, Minnesota 55102  
(612) 296-2840  
Erling M. Weiberg, executive secretary

### Minnesota Statutes, chapter 112 and sections 105.72 through 105.79

The board establishes new watershed districts and hears intervention petitions. A watershed district is established to improve water conservation in a natural watershed (the area draining into a particular river or stream). An intervention petition is the process used by people to resolve water policy problems caused by seeming contradictions in state water laws.

The board reviews the nominating petition for the establishment of a watershed district. This petition should include: the name of the district, the reason for the district, the purpose of contemplated action (improving stream channels, reclaiming wet or overflowed land, diverting watercourses, etc.), the number of proposed managers (between three and five from a list of ten nominees, unless the proposed district includes six or more counties and then there may be nine managers), a map of the proposed district, and a request for the establishment of a district.

A public hearing will then be set up in the proposed district. A nominating petition may be signed by any of the following: half of the counties within the watershed district, the county or counties comprising at least 50 percent of the watershed area, the majority of the cities within the watershed area, or at least 50 citizens of the proposed district excluding those living in a city that has already signed the petition. Copies of the petition must be filed with the secretary of the board, the auditors of the counties involved, the director of the DNR's Division of Waters and the commissioner of the Department of Natural Resources.

To file a petition, receive information or obtain a copy of the governing statute, contact the board. There are no forms or fees. Three to six months are needed to establish the watershed district after the petition has been filed.

The board hears intervention petitions when questions arise about state water policy. The intervention petition may be signed by the governor, the agency involved, the commissioner or a director of the Department of Natural Resources, persons or groups representing a substantial portion of the state, or an individual. The board decides the validity of the petition before agreeing to hear it. After deciding to hear the petition, a public hearing is held and the board writes its recommendations within 60 days of the close of the hearing.

Any district court may refer to the board any procedure before it under any

of the laws enumerated in Minnesota Statutes, section 105.74. To receive a petition form, a copy of an intervention petition, a copy of the governing statute or information, contact the board. There are no fees involved with this service.



**Department  
of Public  
Welfare  
State of  
Minnesota**



**Centennial Office Building, 4th Floor  
658 Cedar Street  
St. Paul, Minnesota 55155  
(612) 296-6117  
Arthur E. Noot, commissioner**

**Minnesota Statutes, chapters 62A, 124, 144, 245, 246, 248, 252, 252A, 253, 253A, 254, 254A, 256, 256B, 256C, 256D, 256E, 257, 259, 260, 261, 317, 373, 517, 518, 525, 626, 628, 631**

**Commissioner's Office, (612) 296-2701**

The department is charged by the legislature to develop and administer a public welfare program that will meet the needs of Minnesota residents through the provision of emergency and financial assistance and medical care (to low income persons), social services (to families, children, and adults), and rehabilitative and residential services (to the mentally ill, mentally retarded, chemically dependent and physically handicapped), as reflected in federal regulations and state law.

The department also has responsibility for the licensing and monitoring of all out-of-home care and residential programs for children and handicapped adults, and provides funding for services delivered by community mental health centers (see community mental health center listing, Addendum I, page 574). The department has supervisory responsibility for programs administered by the county welfare departments, and it directly administers the public welfare institutions. These agencies, in turn, provide the program services directly to Minnesota residents.

Requests for assistance or information should be directed to your local county welfare department (see county welfare department listing, Addendum II, page 576) and public welfare institutions (see public welfare institution listing, Addendum III, page 578).

**Executive Offices**

**Affirmative Action Office, (612) 296-3510**

**Donald L. O'Neal, director**

The office is responsible for developing and administering affirmative action plans and equal opportunity employment programs for the department.

**Appeals Office, (612) 296-9915 or 5764****Webster Martin, chief appeals referee, (612) 296-2384**

The office conducts hearings when an applicant or recipient is appealing a delay in acting upon an application for financial assistance or social services, or appealing a denial, reduction, suspension, or termination of assistance or services. Program jurisdiction includes Aid to Families with Dependent Children, Minnesota Supplemental Aid, Medical Assistance, General Assistance, General Assistance Medical Care, Food Stamps and social services. For purpose of filing an appeal or for further information, contact your local welfare agency (see county welfare department listing, Addendum II) or the Appeals Office, 4th Floor Centennial Bldg.

**Controller, (612) 296-5731****C. Thomas Rice, controller**

The controller acts as financial consultant to the department for the Department of Finance. He oversees the fiscal operations of the department and advises the commissioner on matters relating to the department's budget activities.

**Legal Services, (612) 296-6671****Paul Zerby, assistant attorney general**

The office, staffed by employees assigned by the attorney general, provides all in-court and out-of-court legal services required by the department.

**Medical Director's Office, (612) 296-3058****Ronald C. Young, M.D.**

The medical director is a member of the commissioner's staff and proposes, reviews, and monitors medical policies of the department. The medical director staffs the Medical Policy Directional Committee on Mental Health, collaborates with the assistant commissioner of each bureau, and maintains close liaison with health associations, agencies, and facilities throughout the state.

**Personnel Office, (612) 296-2706****Eleanor Hoover, director**

The office provides personnel management services to all department employees and provides a merit system for county welfare departments, county human service agencies, and local and county public health and emergency service agencies. The office recruits qualified job applicants, administers examinations for jobs in the county and local agencies and classifies positions. It administers department policies and procedures, union contracts, state and federal rules, regulations and laws. The office provides for orientation and training, provides advice and counsel about personnel practices and administers a compensation plan for county and local agencies. The office also obtains certification from local government units that want to create their own merit

systems, and supervises established systems so they comply with federal standards. For more information, call (612) 296-8067 or 3996. For more information regarding employment opportunities or labor agreements and union contracts, contact the office. For information about training and staff development, call (612) 296-5611. For information about county welfare, human service agencies, local and county public health, and emergency service employment opportunities, call (612) 296-3996.

**Policy Analysis Office, (612) 297-2573**

**Kevin Kenney, director**

The office is responsible for conducting studies requested by the legislature, the governor, and the commissioner. The office performs analyses of policy and budget issues at the commissioner's request and provides technical consultation on data collection and evaluation questions. This office also coordinates the department's legislative program.

**Bureau of Income Maintenance, (612) 296-2765 or 2766**

**Robert C. Baird, assistant commissioner**

The bureau is responsible for program development and coordination of those programs administered by county welfare agencies which provide cash, food stamps, or payments for medical services to residents of Minnesota whose income is less than the statutory limits for eligibility.

**Assistance Payments Division, (612) 296-4622**

**Charles C. Schultz, director**

The division is responsible for program development and coordination of financial assistance programs. County welfare agencies determine eligibility and issue payments of the various financial programs for individual recipients under guidelines established by this division.

**Client Eligibility Section, (612) 296-2754**

**Linda Ady, supervisor**

The section is responsible for developing and implementing policies and procedures governing client eligibility and grant payment for Emergency Assistance, Aid to Families with Dependent Children (AFDC), General Assistance (GA), Minnesota Supplemental Aid (MSA) and financial and medical assistance to Indochinese. The section also acts as a liaison with the Social Security Administration to assure effective program coordination.

**Emergency Assistance (EA)** is available from county welfare departments for individuals and families who do not have the necessary funds to avert a crisis caused by a natural disaster, lack of shelter, fuel, clothing, or other emergency conditions which place the individual or family in jeopardy. For more information or to apply, contact your local county welfare agency.

**Aid to Families with Dependent Children (AFDC)** provides monthly payments

to families with dependent children where the children are in financial need due to the unemployment of the father, or the incapacity, absence or death of either parent. As a recipient of AFDC, a family is also eligible for medical care and social services for families and children. The family's income and resources must not exceed certain limitations. Employable persons must be available for work and participate in work-training programs. There are no restrictions on who may apply; however, in order to be found eligible minimum requirements must be met. For example: children must be present in the home and deprived of parental support (e.g., absence of a parent, incapacity or unemployment of the father). The county and state split the non-federal share of total grants expended in each county. The federal share varies each biennium, but averages about 55%.

**General Assistance (GA)** provides periodic payments depending on the dates of application and eligibility to persons who are not eligible for other welfare cash grant programs. GA is primarily used by childless couples and unmarried adults and consists of allowances for shelter, food, clothing, personal needs and utilities. A person's income and resources must be insufficient to meet their needs as defined by state and county standards, and employable persons must participate in work programs and seek employment to remain eligible. There are no restrictions on who may apply; however, in order to be eligible minimum requirements must be met. For example: an applicant must not be eligible for AFDC or other federal programs and must have income insufficient to meet needs as defined by standards. The state and county share in the total grants expended within state standards. Many counties have established higher standards than state minimums and in these counties the amount which exceeds the state standard is paid from county funds with no state participation. If you qualify for GA maintenance you are also eligible for General Assistance Medical Care (GAMC) (see page 557). This program covers a wide variety of medical expenses from hospital care to dental services. Participants in the GA program may also qualify for the Food Stamp Program (see page 554). Social services such as counseling, employment and homemaking are also available through the local county welfare department.

**Minnesota Supplemental Aid (MSA)** provides monthly payments to persons who are aged, blind or disabled and who have limited income and resources. It was established in 1974 as a companion program to the federal Supplemental Security Income (SSI) program and is intended to insure that aged, blind and disabled Minnesotans were not harmed financially when SSI replaced the existing state programs. There are no restrictions on who may apply; however, in order to be eligible persons must meet criteria of age or disability and must have income which is insufficient to meet their needs as defined by statewide standards. The county and state share equally in the cost of total grants expended in each county. There is no federal participation in MSA.

For each of the programs, warrants are mailed directly to eligible clients by the county welfare agencies. Vendor payments can also be made in emergencies, when clients request them or if clients have a history of money mismanagement. Brochures giving general information regarding program requirements and application procedures can be obtained from any county welfare agency.

All information provided by clients or that is obtained through other sources

is private, as are all welfare department case records. If you do not receive the help that you are eligible for under any of these programs or disagree with any decision or action of the county welfare agency you have the right to a hearing on your complaint. To request a hearing, contact your county welfare agency or the Appeals Section of the Department of Public Welfare (see page 551). If you feel you have been discriminated against, report your complaint to the Department of Human Rights (see page 271).

### **Early Periodic Screening, Diagnosis and Treatment Section, (612) 296-6955**

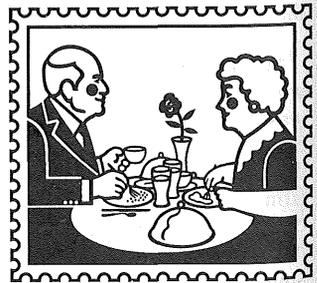
**Karen Collinson, supervisor**

Early and Periodic Screening, Diagnosis and Treatment (EPSDT) is a preventive health program available free to persons age 0-20 who are eligible for Medical Assistance. It is a careful, simple check of a child's physical, mental, and emotional health to discover and treat health problems before they become disabling. The areas checked according to the child's age are: health history, immunizations ("baby shots"), hearing and vision, blood (hemoglobin/hematocrit), urine (urinalysis), sexual development, food and nutrition, all body systems (an unclothed physical assessment), growth and development, and teeth, through a separate visit to a dentist's office. A child's screening can be obtained from a screening clinic or a local physician. Your local welfare agency will give you a list of EPSDT screening providers and will also see that your child is screened promptly. Eligible children will receive treatment for problems uncovered during screening at no cost. Contact your local welfare agency for full information (see county welfare department listing, Addendum II). EPSDT brochures are available free in each local welfare agency. State administrative costs are financed by 75% federal and 25% state dollars. Local administrative costs are reimbursed 75% federal and 25% state and county dollars. Medical costs are approximately 58% federal, 38% state and 4% local.

### **Food Stamp Program Section, (612) 296-0190**

**John Brennehan, supervisor**

The program enables low income households to buy more food of greater variety in order to improve their diets. Food Stamps are coupons which are used to buy food and are available to working people, retired people, people drawing workman's compensation or unemployment insurance, students, people receiving public assistance and others. Participants receive food stamps based on their family size and net monthly income. Stamps are given to people which allow them to buy 25% to 50% more groceries without increasing their food costs. Food Stamps are given to eligible households whose monthly household income minus deductible expenses equals or is less than the allowable food stamp net income. The amount depends on the number of people in the household. Contact your local county welfare agency for more specific information about eligibility. Information can be obtained by phone.



The program uses agricultural surpluses and seeks to establish and maintain a national level of nutrition. The food stamps issued to households are totally federally funded through the U.S. Department of Agriculture. Various administrative aspects of the program are supported with state, county and federal funds. Free brochures are available about the program from your local county welfare agency.

Information supplied to the Food Stamp Offices is private. If your application is denied or if there is disagreement, Food Stamp participants have a right to a fair hearing. If you have been discriminated against or have complaints contact this section, your county welfare agency, the Minnesota Department of Human Rights, or the U.S. Department of Agriculture's Food and Nutrition Service. The section's toll free number is 1-800-652-9747.

**Fraud and Settlement Unit, (612) 296-4699**

**Daniel P. Haley, supervisor**

The section is responsible for the development and implementation of policies and procedures for the prevention, identification, and prosecution of client fraud in all income maintenance programs. The unit obtains information from the Department of Economic Security and the Social Security Administration to determine duplicate assistance and maintains liaison activity with county investigative units. For further information, contact the unit.

**Refugee Program Office, (612) 296-1835**

**Jane Kretzmann, supervisor**

The program exists to aid refugees' transition into American life and provide services that lead to economic independence. Through contracts and administrative agreements, it coordinates and assists the efforts of county welfare departments and other public and private agencies, assesses service needs, develops fundings for services, and implements federal regulatory and reporting systems. The program is open to Indochinese refugees admitted under the Refugee Act of 1980. The program provides cash assistance, medical assistance and social services including information, referral and education, especially with English classes, and offers help in finding employment for all eligible individuals. Call or write to the office for more information. Federal funding supports this program under the authority of Public Law 92-212.



**Work and Training Section, (612) 296-1257**

**Donald S. Gralnek, supervisor**

The section supervises those programs designed to train or find employment for eligible clients through two units.

**General Assistance Work Program Unit, (612) 296-1257** — This unit is responsible for the development and operation of a work and training program in the 87 county welfare departments for General Assistance employable recipients.

**Work Incentive Program (WIN) Unit, (612) 296-1257** — This program is designed to provide opportunities for appropriate AFDC recipients to be placed in jobs or training and obtain the employment and social services necessary to become self-supporting. WIN staff help develop plans that meet the special needs of people. If medical care is needed before a person is able to do a certain job, that care is arranged and paid for. If transportation is a problem, assistance is available to help the person get to and from the job. If child care is needed, help in making satisfactory child care arrangements is offered. The program is jointly administered with the Department of Economic Security. Free brochures about the program are available, along with more information, from your local welfare agency or this unit.

### **Child Support Enforcement Division, (612) 296-2499**

**Bonnie Becker, director**

The division is responsible for policymaking and standard-setting of the child support enforcement activities carried out by units located within each of Minnesota's county welfare departments. The purpose of the support enforcement program is to ensure that those persons having a duty and an ability to support their minor children do so. More specific and detailed information regarding child support enforcement is available at any county welfare or family service agency. (See county welfare department listing, Addendum II.)

### **Invoice Processing Division, (612) 296-2846**

**Bradley J. Stoneking, director**

The division processes claims for payment of nursing home and medical services rendered to welfare recipients under the Title XIX Medicaid Program of the federal Social Security Act. This division also enrolls and trains the providers of medical services in program requirements. For further information, contact the division at 444 Lafayette Road, P.O. Box 43170, St. Paul, MN 55164.

### **Health Care Programs Division, (612) 296-8517**

**Thomas A. Gaylord, director**

This division is responsible for the administration of the Medical Assistance (MA, also known as Medicaid) and the General Assistance Medical Care (GAMC) Programs. These programs provide reimbursement for the medical care of persons whose financial resources are insufficient according to established criteria to meet the cost of necessary medical care. All sections of this division are located at 444 Lafayette Road, St. Paul, MN 55101.

### **Health Care Programs Policy Section, (612) 297-3200**

**Nancy Feldman, supervisor**

This section develops the state policies for the administration of the MA and

GAMC programs and supervises the administration of these programs by the local welfare or social service agencies. Persons interested in applying for assistance with medical bills should contact the local welfare office in the county where they live (see county welfare department listing — Addendum II).

**Medical Assistance (MA)** is a federally required program through which public and private providers give medical care to children under 21, the elderly, the blind and the disabled, whose income and resources make them eligible. MA will cover the following services: inpatient and outpatient hospital services, nursing homes, community residences for the mentally retarded, doctor's services, dental care, eyeglasses, therapy, hearing aids, prescription drugs, medical supplies, podiatry, psychological services, chiropractic care, medical transportation, home health care and early, periodic screening diagnosis and treatment (EPSDT). Some services are limited or require prior approval of the department.

Recipients of Aid to Families with Dependent Children (AFDC) and Minnesota supplemental Aid (MSA) are automatically eligible for MA. Other persons may apply for MA eligibility if they are under age 21, 65 years and older, blind or disabled. Some persons are eligible for MA only after paying a portion of their medical bills.

The MA program is funded by federal, state and county government. The current federal share in medical services reimbursement is approximately 55%, the state share is approximately 39%, and the local county funds about 4% of the costs.

**General Assistance Medical Care (GAMC)** also assists people in meeting the cost of medical care. It was created to include those people who are not eligible for the federal programs such as Medical Assistance or Medicare. GAMC services are limited to inpatient and outpatient hospital care, medical transportation, physician services, dental care and prescription drugs. Medical providers who serve GAMC clients are reimbursed at a lower rate than those in the MA Program. The state pays 90% of the costs of medical services under GAMC with the county funding the remaining 10%.

#### **Professional Services Section, (612) 296-8822**

**Thomas JoliCoeur, supervisor**

The section provides professional health care consultation to the Medical Assistance and General Assistance Medical Care Programs. The advisory unit reviews all procedures requiring prior authorization, reviews selected provider billings, and provides professional health-related input to any area or program within the MA or GAMC Programs.

The State Medical Review Team (SMRT) is comprised of physicians and disability examiners who determine permanent and total disability for purposes of income maintenance and Medical Assistance Program eligibility, and AFDC parental incapacity and Work Incentive Program impairment, based on federal and state law, rule and regulation.

#### **Benefit Recovery Section, (612) 296-6964**

**Beth Wahtera, supervisor**

The section was established to collect all potential third party resources,

thus reducing the tax dollars expended in the Medical Assistance Program. The section pursues collection of health insurance benefits, Worker's Compensation benefits and auto insurance benefits. The section also assures that a settlement, satisfactory to the Department of Public Welfare, is made in any civil action taken by a recipient where medical assistance has made payment for the medical expenses.

**Surveillance and Utilization Review Section, (612) 296-2722**

**Daniel C. Boyle, supervisor**

The section identifies and investigates improper use of the Medical Assistance (Medicaid) and General Assistance Medical Care programs by those providing medical and health care or by persons receiving these services. The section takes action to correct improper use of these programs: It restricts recipients who abuse the programs to certain physicians and pharmacists, imposes administrative sanctions against providers who abuse the programs, including recovery of funds, and makes referrals to law enforcement agencies. Improper use includes theft and filing false or incorrect bills for services, and furnishing services which are not necessary. The section and its units are located at 444 Lafayette Road, P.O. Box 43208, St. Paul, MN 55164.

**Data Services, (612) 296-7583**

This component provides computer reports and other data to the section's units needed for the identification and analysis of improper use of the health care programs, and develops reports for program management purposes as needed.

**General Support Unit, (612) 296-7852**

**E. Thomas McKeever, supervisor — chief investigator**

This unit is responsible for para-legal investigative support services in the area of fraud and abuse. Questioned services or payments indicated on the recipient's monthly Explanation of Medical Benefits form should be referred to this unit for investigation. The enrollment of individuals and organizations providing services paid by the health care programs is managed by the unit.

**Provider Surveillance and Utilization Review Unit, (612) 296-9943**

**Larry Woods, supervisor**

This unit is responsible for identification, investigation, and correction of fraud and abuse by providers of health care services participating in the health care programs. If you have documented evidence of possible fraud and abuse by a health care provider or wish further information, please contact the unit.

**Recipient Surveillance and Utilization Review Unit, (612) 296-4525**

**Michael Hofmeister, supervisor**

This unit is responsible for preventing and/or correcting fraud and improper use of medical services offered to recipients by the health care programs. If you have documented evidence of recipient misuse of medical or health services or wish further information, contact the unit.

**Utilization Control Unit, (612) 296-6963****Charlene Seavey, supervisor**

The unit is responsible for conducting on-site sample reviews, identifying problems, initiating corrective action and assuring compliance with federal regulations in the long-term care facilities, state hospitals, and state nursing homes. The unit also monitors the Minnesota Department of Health's certification and de-certification procedures for long-term care facilities, state hospitals, and state nursing homes to avoid loss of federal financial participation.

**Operations Review Division, (612) 296-4730****Joel Kvamme, director**

The division is responsible for analyzing the program quality of the Bureau of Income Maintenance services and providing statistical support for the bureau's programs.

**Corrective Action Section, (612) 297-2586****John W. Petraborg, supervisor**

The section has the responsibility for analyzing the error findings in AFDC, MA, and food stamp cases, conducting studies, determining the causes of errors, and recommending and implementing the policies and procedures to reduce or correct the errors. For further information, contact the section.

**Food Stamp Review Section, (612) 296-2834****Barton C. Bauer, supervisor**

The section is responsible for evaluating the administration of the Food Stamp Program. Both management evaluation reviews and food stamp quality control reviews are conducted by this section. For further information, contact the section.

**Quality Control Section, (612) 296-3562****Arthur S. Rusterholz, supervisor**

The section reviews a sample of cases in the AFDC and MA programs to ascertain whether or not the county agency acted properly in determining the eligibility of recipients for the assistance granted, and the correctness of the amounts of aid granted. The central processing of MA claims and recovery from liable third parties are also reviewed.

**Reports and Statistics Section, (612) 296-6154****Richard Neuman, supervisor**

The section operates the Income Maintenance Bureau's reporting systems, collects and analyzes data, monitors and projects costs and case loads, and prepares statistical reports.

**Surveillance and Utilization Review Division, (612) 296-2860**

**Thomas A. Gaylord, director**

The division operates a statewide system to identify misutilization of the Medical Assistance Program by both providers and recipients, and to take corrective action where appropriate. The division and its sections are located at 444 Lafayette Road, P.O. Box 43208, St. Paul, MN 55164.

**General Support Services Section, (612) 296-7852**

**E. Thomas McKeever, chief investigator**

The section provides analyses of computerized reports on provider and recipient medical services in order to identify areas and/or cases of potential fraud or abuse. The section also provides field investigation services to detect, correct and prevent provider and recipient abuse.

**Provider Surveillance and Utilization Review Section, (612) 296-9943**

**Mary Jo Burns, supervisor**

The section is responsible for preventing and correcting fraud or abuse by providers of medical services in the Medical Assistance Program. If you have documented evidence of provider fraud or abuse concerning the program, or wish further information, contact the section.

**Recipient Surveillance and Utilization Review Section, (612) 296-4525**

**Michael Hofmeister, supervisor**

The section is responsible for preventing and/or correcting fraud, over utilization, and underutilization of medical services offered by the Medical Assistance Program. If you have documented evidence of recipient misutilization of medical assistance or wish further information, contact the section.

**Utilization Control Section, (612) 296-6963**

**Charlene Seavey, supervisor**

The section is responsible for assuring medical necessity for admittance to inpatient hospitals and long-term care facilities, that length of stay in inpatient hospitals is within established norms, and that continued residence in long-term care facilities is certified as medically necessary.

**Bureau of Mental Health, (612) 296-3058**

**Ronald C. Young, M.D., assistant commissioner**

The bureau is responsible for the administration of the department's chemical dependency, mental health, and mental retardation programs. This includes the administration of grant funds for mental health, planning programs, developing standards, coordination of mental health, mental retardation and chemically dependent services, and monitoring of these services. The bureau also manages and supervises nine state hospitals and two state nursing homes

which provide direct care and services for the mentally ill, mentally retarded, chemically dependent and geriatric citizens of Minnesota. The nine state hospitals and two state nursing homes are listed in Addendum III, and may be contacted directly for information about their respective programs.

### **Chemical Dependency Program Division, (612) 296-4610**

**Charles M. Heinecke, director**

This division is also known as the State Authority on Alcohol and Drug Abuse. It plans, monitors and evaluates programs and services to prevent drug and alcohol abuse and that treat and rehabilitate drug and alcohol dependent persons. The division coordinates the chemical dependency activities of other state agencies. With the help of a citizens advisory council and an interdepartmental committee, the division helps to make the best use of federal, state, local and private funds.

Chemical dependency services are provided through a "continuum of care" involving about 450 facilities throughout the state. For information about the services provided by these facilities, see Alcoholism, Drug Abuse or AA in the community service or the alphabetical listing of your telephone directory. For additional information contact your county welfare department, the community mental health center (see addendums I-III for this department's entry) or call (612) 296-3391.

### **Management Support Division, (612) 297-2096**

**Tom Eberhart, director**

The division is responsible for coordination of policy development, policy implementation, and monitoring of programs/projects that extend beyond the purview of any of the individual program divisions within the bureau, intradepartmentally or interdepartmentally. The division also provides rule development, evaluation and information systems development and coordination services for the bureau.

### **Mental Illness Program Division, (612) 296-2710**

**James T. Sarazin, director**

The division has responsibility for designing, organizing and coordinating the statewide program for mentally ill persons. It is responsible for identifying the nature and extent of the problems of mental illness, the development and maintenance of a comprehensive mental health plan, initiation of participation in the formation of policies relating to mental health, and reviewing and approving plans and services in mental health programs. This division provides consultation, information, interpretation, and staff training regarding policies, rules, and regulations to mental health centers, county welfare departments, state hospitals, and other mental health providers. The division reviews all mental health program applications for program and federal and state funding approval, and approves mental health centers and clinics for insurance reimbursement.

The division acts as liaison between other state departments and the Region V Alcohol, Drug Abuse, and Mental Health Administration. It also cooperates

with other state departments in staff training, public education, and systems coordination for purposes relating to mental illness services. For information about mental illness services, contact community mental health centers, county welfare departments, and state hospitals (see Addendums I-III at the end of the department's entry).

### **Mental Retardation Division, (612) 296-2160**

**Ardo Wrobel, director**

The division plans, develops and evaluates statewide programs for mentally retarded and otherwise developmentally disabled persons in Minnesota. The service delivery system is largely decentralized. The county boards of commissioners are responsible for the planning of services to the mentally retarded population in the county, and for the case management of each individual who is in need of some form of service, placement or legal protection. For those retarded persons who are under guardianship of the commissioner of public welfare, the county social service agencies carry out protective services through the department and the courts. An extensive range of services are used by the county agencies for their clients: community residential facilities, developmental achievement centers, state hospitals, semi-independent living services, family subsidy, schools, and vocational work activity and sheltered workshops. Schools for children are administered by local school boards, and vocation services for adults are administered by the Division of Vocational Rehabilitation, Department of Economic Security. All other services used for retarded children and adults are managed by the Department of Public Welfare through grants, rules and licensure. Combinations of local, state and federal funds pay for the services.

For information about the state-wide program, contact the division. For information about services to individual clients, contact the county welfare or social services office.

### **Residential Facilities Division, (612) 296-6919**

**Dennis Boland, director**

The division provides overall management and supervision of state residential facilities, including programs for the mentally ill, chemically dependent, mentally retarded and aged. The division is responsible for program and policy compliance within state hospitals and state operated nursing homes including health services, monitoring, utilization and review, patient seclusion and restraint, the medical records system management, direction and management of budgets, capital improvement requests, staff allocations, building maintenance and renovation, procurement of supplies and equipment, surplus property, and occupational health and safety/life safety programs.

The division directly administers the Interstate Compact on Mental Health which is concerned with the transfer of state hospital patients into and out of Minnesota, the Patient Pay Program, and direct patient/resident programs, such as hospital review boards and advocacy services. Also, the division is responsible for review and development of policies related to federal and state health care licensing and certification regulations, Joint Commission on Accreditation of Hospitals certification requirements, and department program standards.

## **Bureau of Social Services, (612) 296-2307**

**Gary Haselhuhn, assistant commissioner**

The bureau supervises child, adult, and family services and programs provided through local county welfare agencies. Programs and services for the deaf, hearing impaired, blind and visually handicapped, are administered directly by the bureau. Aging programs and services are provided through a network of local agencies through grants from the contracts with the bureau.

## **Aging Program Division, (612) 296-2770**

**Gerald A. Bloedow, executive secretary**

The division plans, researches, funds and supports programs for senior citizens. It analyzes existing programs and administers the Older Americans Act Program through Area Agencies on Aging, the State Foster Grandparent Program, the Senior Companion Program, and the Retired Senior Volunteer Program (RSVP). In addition, the division serves as staff to the Minnesota Board on Aging.

The division provides assistance in planning programs for older persons, information on aging and services available to the elderly, gerontological training, and a free bimonthly newsletter which is available to the interested public. Contact the division at the Metro Square Building, Room 204, 7th and Robert Streets, St. Paul, MN 55101. To receive services, contact county social services departments (see county social service listings), community service programs funded through the Area Agencies on Aging with Older Americans Act funds, and nutrition centers. Grant application and information on funding from the Older Americans Act can be obtained directly from Area Agencies on Aging, as listed below. For more information see the entry for the Minnesota Board on Aging, page 46).

### **Region I Area Agency on Aging**

Northwest Regional Development  
Commission  
Serving Kittson, Roseau, Marshall,  
Polk, Norman, Pennington, and  
Red Lake Counties.  
425 Woodland Avenue  
Crookston, MN 56716  
(218) 281-1396

### **Region III Area Agency on Aging** Arrowhead Regional Development Commission

Serving Koochiching, St. Louis,  
Cook, Itasca, Aitkin, and  
Carlton Counties.  
200 Arrowhead Place  
Duluth, MN 55802  
(218) 722-5545

### **Region II Area Agency on Aging**

Headwaters Regional Development  
Commission  
Serving Lake of the Woods, Beltrami,  
Clearwater, Mahnommen and  
Hubbard Counties.  
Box 584  
Bemidji, MN 56601  
(218) 751-3108

### **Upper Minnesota Valley Area Agency on Aging**

Upper Minnesota Valley Regional  
Development Commission  
Serving Big Stone, Chippewa, Lac Qui  
Parle, Swift, and Yellow Medicine  
Counties.  
323 West Schlieman  
Appleton, MN 56208  
(612) 289-1981

**Region IV Area Agency on Aging**  
West Central Regional Development  
Commission  
Serving Clay, Becker, Wilkin, Otter  
Tail, Grant, Douglas, Traverse,  
Stevens, and Pope Counties.  
Administration Building  
Fergus Falls Community College  
Fergus Falls, MN 56537  
(218) 739-3356

**Region VI-E Area Agency on Aging**  
Region VI-E Regional Development  
Commission  
Serving Kandiyohi, McLeod, Meeker,  
and Renville Counties.  
333 West 6th Street — Lower Level  
Willmar, MN 56201  
(612) 235-8504

**Southwestern Area Agency on Aging**  
Southwest Regional Development  
Commission  
Serving Cottonwood, Jackson,  
Lincoln, Lyon, Murray, Nobles,  
Pipestone, Redwood, and Rock  
Counties.  
25th and Broadway — Box 265  
Slayton, MN 56172  
(507) 836-8549

**Region IX Area Agency on Aging**  
Region IX Regional Development  
Commission  
Serving Sibley, Nicollet, LeSueur,  
Brown, Watonwan, Blue Earth,  
Waseca, Martin, and Faribault  
Counties.  
410 South 5th Street — Box 3367  
Mankato, MN 56001  
(507) 387-5643

**Region XI Area Agency on Aging**  
**Metropolitan Council**  
Serving Anoka, Washington,  
Hennepin, Ramsey, Carver, Scott  
and Dakota counties.  
300 Metro Square Building  
St. Paul, MN 55101  
(612) 291-6305 or 291-6496

**Region V Area Agency on Aging**  
Region V Regional Development  
Commission  
Serving Cass, Crow Wing, Morrison,  
Todd and Wadena Counties.  
611 Iowa  
Staples, MN 56479  
(218) 894-3233

**Region VII Area Agency on Aging**  
East Central Regional Development  
Commission  
Serving Benton, Chisago, Isanti,  
Kanabec, Mille Lacs, Pine,  
Sherburne, Stearns and Wright  
Counties.  
18 North Vine Street  
Mora, MN 55051  
(612) 679-4065

**Region X Area Agency on Aging**  
Southeastern Regional Development  
Commission  
Serving Rice, Goodhue, Steele,  
Dodge, Olmsted, Winona,  
Freeborn, Mower, Fillmore,  
Houston, and Wabasha  
Counties.  
2200 Second Street Southwest  
Rochester, MN 55901  
(507) 281-4051

**Minnesota Chippewa Tribe Area Agency  
on Aging**  
Serving reservations, White Earth,  
Leech Lake, Nett Lake (Bois Forte)  
and Grant Portage.  
Box 217  
Cass Lake, MN 56633  
(218) 335-2252 ext. 267

## **Blind and Visually Handicapped Programs Division, (612) 296-6080**

### **C. Stanley Potter, director**

The division provides direct services to persons of all ages who are visually impaired, including those who have additional physical or mental deficits, when the loss of vision causes a handicap to education, self-care, or employment. Agency services include services for children, vocational rehabilitation and self-care, and independent living services.

Vocational rehabilitation services help persons who are blind or visually handicapped to obtain the highest level possible of physical, personal and employment achievement. Services include counseling, training to acquire skills needed to compensate for blindness, vocational planning, job training, job placement, including adaptive equipment as needed, and follow-up services. Services to blind children and their parents include parent counseling, training for parents and children in skills needed to insure proper growth and development, and help in getting the right education opportunities. Self-care and help with independent living are provided to older persons enabling them to function independently in their homes and communities. Services include counseling, training in techniques to compensate for the loss of eyesight and in methods of self-care, independent living and leisure time activities.

The division also gives direct services through four additional programs: the Business Enterprises Program, Services to Deaf-Blind, Independent Living Rehabilitation Services, and Communication Center Services.

### **Business Enterprises Section, (612) 296-6043**

#### **Ralph Rolland, supervisor**

The goal of the Business Enterprises Program is to create jobs for blind persons receiving vocational rehabilitation services by establishing cafeterias, lunch rooms, and vendaterias or vending machine routes in federal, state, public and private buildings. The division offers training in methods of operating a small business so the operator can function as an independent business person, under the continuing supervision and guidance of the program. For information, write or call the director, at 1745 University Avenue, St. Paul, MN 55104.

The agency has developed a special direct service program designed to meet the unique rehabilitation needs of persons who are deaf and blind. Services to deaf-blind children and their parents include parent counseling, training for parents and children in skills to compensate for the dual sensory loss, and consultation to educational and care facilities. For the adult deaf-blind, vocational rehabilitation services and self-care and independent living services are provided. Call Nathan Glassman at (612) 296-7569, Voice or TTY.

The goal of a special Independent Living Rehabilitation Program is to demonstrate that children and adults who are severely multi-handicapped in addition to blindness can develop the skills and knowledge needed to function independently in their own homes, acquire an appropriate education, and become eligible for vocational rehabilitation services. Counseling and training are provided to family members, and consultation and in-service training are provided to community-based facilities or resources in methods of adapting existing programs to meet the client's unique needs.

**Communication Center Section, (612) 296-7562**

**Joanne Jonson, supervisor**

The Communications Center is a coordinated statewide special library and transcription service available without charge to eligible Minnesotans. Anyone who is unable to read normal newsprint because of a visual or physical handicap is eligible. Eligible persons must fill out an application and have it signed by a doctor, nurse or other person referring them to the service. Applications are approved the same day they are received and equipment will be sent out that day. Any applicant 65 years or older, or any person with a temporary disability which prevents reading normal newsprint, or one whose illness is terminal, may apply by phone, 296-6723 in the Twin Cities or toll free in Minnesota 1-800-652-9000.

Eligible persons and schools may borrow textbooks and leisure-time books on tape from the center's library of 5,000 book titles — 30,000 open reel recordings (recorded at 3¾ ips). Individuals and schools may also borrow any book in the library on cassette at a playback speed of 15/16 ips. Eligible individuals may also borrow a special phonograph, cassette and a closed-circuit radio. A corps of 400 volunteers work with the center to help make these services possible. The cassette and phonograph are part of the Library of Congress Talking Book program which offers a wide variety of books and magazines on disc and tape from the regional library in Faribault.

The closed-circuit radio — Radio Talking Book — is a Minnesota based radio reading service whereby 100 skilled volunteers, and Communication Center staff broadcasters air 20 hours of newspapers, bestsellers, and magazines every day throughout the year. The signal is transmitted across much of the state, but is not available to the general public by law.

Eligible college students, or schools in Minnesota in which eligible students are enrolled, may call the center and request instructions for obtaining transcribed materials. The center will also research nationwide and acquire books needed on tape or in braille not available in the center's library. No charge is made to Minnesota school districts for materials provided through the center, but a charge is made by out-of-state resources if textbooks in braille or on tape are found to be available and ordered from out-of-state.

A major responsibility of the Communication Center is to prepare by request master transcriptions of books not available in the center's library, transcribing the books from inkprint onto tape or into braille. Some 225 qualified volunteers help the center staff accomplish this work. Eligible persons or schools in Minnesota requesting this service will need to send the inkprint copies they wish to have transcribed to the center for preparation. In order to use cassette tapes from the center, schools and students must obtain cassette equipment which contains a playback speed of 15/16 ips. Contact the center for more information. All services are free.

Two films, "People See Differently" and "Not Without Sight", are available from the center for loan free to any group, in or out of state. Call the center to reserve the films. The films can be shown on the premises or sent to a designated address.

The center is supported by private funding and any gift is matched with public funding, two dollars for each dollar given.

The Blind and Visually Handicapped Program Division also keeps persons whose vision precludes or handicaps them in obtaining education, self-care,

vocational adjustment or employment. Services such as living maintenance while in financial need are available. Other services such as tuition for vocational training or compensatory skill training (braille, travel skills, etc.) are not dependent on need. Whenever possible the division uses established financial programs such as Supplemental Security Income and Medical Assistance to provide need-related services. There are no fees charged for any services; however, the agency does request individuals to use their own resources where it is possible to do so.

To request services, write or call the district offices listed below or call (612) 296-9999 anytime. A counselor will contact you.

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**District Offices**  
**State Services for the Blind and Visually Handicapped**

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**Brainerd District Office**  
Serving Cass, Crow Wing,  
Morrison, Wadena and Todd  
Counties.  
411 Laurel Street  
Brainerd, MN 56401  
(218) 828-2490

**Mankato Regional Office**  
Serving Cottonwood  
Watonswan, McLeod, Brown,  
Nicollet, Steele, Martin,  
Blue Earth, Waseca, Free-  
born, Faribault, Nobles  
and Jackson Counties.  
709 South Front Street  
Mankato, MN 56001  
(507) 389-6324

**Marshall District Office**  
Serving Lac Qui Parle, Rock,  
Lyon, Chippewa, Yellow Medicine,  
Renville, Lincoln, Murray,  
Redwood, and Pipestone Counties.  
700 North Seventh Street  
P.O. Box 346B  
Marshall, MN 56258  
(507) 537-7114

**Metropolitan Regional Office**  
Serving Anoka, Washington,  
Ramsey, Hennepin, Dakota,  
Scott and Carver Counties.  
1745 University Avenue  
St. Paul, MN 55104  
(612) 296-6094

**Duluth Regional Office**  
Serving Cook, Lake, St. Louis,  
Koochiching, Itasca, Aitkin,  
Carlton, Pine and Kanabec Counties.  
14 West First Street  
Duluth, MN 55802  
(218) 723-4600

**Moorhead District Office**  
Serving Kittson, Roseau, Beltrami,  
Lake of the Woods, Polk, Traverse,  
Grant, Wilkins, Otter Tail, Hubbard,  
Becker, Clay, Pennington, Red Lake,  
Norman, Mahnomen, Clearwater, and  
Marshall Counties.  
Townsite Centre,  
810-4th Avenue South  
Moorhead, MN 56560  
(218) 236-2422

**Rochester District Office**  
Serving Goodhue, Wabasha, Winona,  
Olmsted, Dodge, Mower, Fillmore,  
and Houston Counties.  
717-3rd Avenue Southeast  
Rochester, MN 55901  
(507) 285-7282

**St. Cloud Regional Office**  
Serving Chisago, Isanti,  
Mille Lacs, Benton, Kandiyohi,  
Swift, Pope, Douglas, Stearns,  
Wright and Meeker Counties.  
1411 West St. Germain, Room 105  
St. Cloud, MN 58301  
(612) 255-2254

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**Deaf Services Division, (612) 296-3980-(Voice), (612) 296-4850-(TTY)****Dwight Maxa, Ph.D., director**

The Deaf Service Division (DSD) helps the deaf and hearing impaired population of the state to live and function as independently as possible within their local communities. To accomplish this, the division provides direct and indirect services to both consumers and service providers. DSD attempts to make all welfare programs now available to hearing individuals equally available to the hearing impaired population by working with local human service agencies, state hospitals, de-tox centers and mental health centers. DSD's major areas of activity include:

**DSD Ombudsman Section** — This is a metropolitan based program staffed by deaf counselors who use sign language to communicate. These counselors negotiate for client's rights and assist local human service agencies.

**Regional Service Centers** — The regional service center project is a coordinated project with the Department of Economic Security. There will be eight regional service centers strategically located throughout the state. The centers will provide a single entry point for hearing impaired persons who seek human services. Two of the eight centers are now established and providing services. The others will be open by June, 1983. The two centers operating now are:

Duluth RSC	Mankato RSC
Suite 437, Arrowhead Place	709½ South Front Street
205 West 2nd Street	Mankato, MN 56001
Duluth, MN 55802	(507) 389-6517 Voice
(218) 723-4962 Voice	(507) 389-6517 TTY
(218) 723-4961 TTY	

**Technical Assistance Section** — This section gives technical assistance and training to local human service agencies. The section provides information on sign language, special needs of hearing impaired people, legislation, and equipment and program options. Special services are also available to state hospitals for hearing impaired people who are hospitalized for mental illness, mental retardation or chemical dependency.

**Special Projects Section** — DSD is involved in many special projects. Current activities including *The Consumer Contact Guide* is a 194-page service directory of Minnesota's specialized programs for hearing and speech impaired persons. Papers, reports, and articles intended to help both state agencies and the general public better understand the special needs of hearing impaired people are also available. DSD sponsors major workshops and assists with the planning and coordination of numerous others to improve the service capacity of in-service professionals. A needs assessment and recommendations to improve services to this low-incidence population is now in progress. This section also helps to provide information and referral services to hearing impaired persons, their families, local human service agencies, various organizations and the general public.

**Social Services Division, (612) 296-7031****Raymond Wey, director**

The division is responsible for planning, developing, and implementing public social services throughout the state, as required by state law and Title XX

and IV of the Social Security Act. The purpose of the social service system in Minnesota is to help individuals achieve the maximum level of independent living within the family structure and the community. Services are specifically designed to help individuals to achieve or maintain self-support and economic independence, and secure protection from neglect, abuse or exploitation for those unable to protect their own interests. Social services are offered by county welfare departments and human service agencies throughout the state. Information about services available and eligibility requirements can be obtained from them.

### **Director's Office, (612) 296-4021**

#### **Chuck Fecht, associate director**

Adult Services oversees the operation of the Vulnerable Adults Act. Services include technical assistance on adult protection to county social service agencies and outreach to persons mandated to report suspected adult abuse or neglect. The unit also studies adult social services and provides for liaison with other departments, associations, and agencies working with adult services.

Volunteer Services help county social service agencies and state residential treatment centers develop and operate volunteer service programs. This unit also prepares semi-annual statistical reports of volunteer service.

### **Service Administration Section, (612) 296-2725**

#### **J. Philip Peterson, supervisor**

This section analyzes state and federal laws and other issues that affect local social service agencies and various programs. The section develops policies and procedures for dealing with the laws and issues. In addition to advising local agencies, the work of this section involves liability insurance for foster parents including those as federally recognized tribal nations, Cost of Care for emotionally handicapped and mentally retarded or epileptic children, children placed under the Interstate Compact, supervision of dependent or neglected state wards, permanency planning and placement of children legally free for adoption, the administration of day care programs, and the editing and publication of the Social Services Manual.

The **Day Care Service** staff develops state standards for the administration of social service day care programs by local social service agencies, administers federal day care regulation, administers the State Child Day Care Sliding Fee program, and provides technical assistance to local social service agencies for the development of social service day care programs.

**Community Social Services Act (CSSA)** staff provides technical assistance to local social service agencies that provide Title XX services. Promulgation of rules governing the administration of publically funded social services, management of the Case Operation System, fee schedules, other policy matters, and other issues affecting local social services are some of the other general duties of this section.

**Foster Parent Liability Insurance** staff help to provide insurance coverage to foster parents that prohibits them from libel, slander, alienation of affection suits brought against foster parents by parents or legal guardians of foster children, and coverage that provides for minimal property damage when foster children incur damage to property of someone other than the foster parent.

The Cost of Care program provides state reimbursement to local social service agencies for the cost of caring for emotionally handicapped, mentally retarded or epileptic children. Reimbursement is up to 75% for mentally retarded or epileptic children and up to 20% for emotionally handicapped youth. Cost of care also includes limited parental contributions to \$125.00 monthly, based on income and family size. This provision is subject to change to 10% of the cost of care, effective January 2, 1982.

The Adoption Unit helps to give children who are without legally responsible parents, membership in another family unit. The adoption services include: the operation of the State Adoption Exchange for approved families and waiting children; placement services in cooperation with authorized local social service agencies, out-of-state and international adoption agencies; petition studies referred by the courts; administration of the Subsidized Adoption Program; and post adoption services such as ongoing supports to adoptive families, tribal enrollment assistance, and coordination of services to adult adoptees.

### **Family and Children's Services Section, (612) 296-3800**

**Dwaine R. Lindberg, supervisor**

This section develops policies and standards for services to families. It offers consultation and technical assistance to local agencies that deliver family and children's services and



provides help to resolve community or client complaints about services. The areas covered by the section are foster care and child protective services. The specific services or programs covered by the section are:

**Counseling Services** help individuals and families deal with intra or interpersonal relationship problems or stress.

**Family Planning Services** arrange for and provide social, educational, and medical services (including sterilization) and supplies to help individuals to determine family size or prevent unplanned pregnancies.

**Foster Care Services (Children)** arrange and provide care in 24-hour-per-day family settings, as well as counseling services to the children, the foster parents, and the natural (or legal) parents. Medical services in the form of pre-placement physical examinations and annual medical re-evaluations are also part of this program.

**Homemaking Service/In-home Support Services** assist families to remain intact by providing substitute or in-home care, enhance or correct child rearing practices and develop home management skills.

**Protection Services (Children)** determines the need for protective intervention and response to instances and substantiates the evidence of neglect, abuse, or exploitation of a child. These services aim to help families recognize the causes of problems and strengthen parental ability to provide acceptable care. Medical examinations and emergency shelter are provided when needed. When necessary, staff will bring the situation to the attention of the appropriate court or law enforcement agencies and furnishing relevant data, arrange or provide legal representation for the child, and provide any planning and supervision ordered by the court.

**Residential Treatment Services (Emotionally Disturbed Children)** provide healing experiences and activities in a controlled 24-hour-per-day live-in setting. Some medical and remedial care in the form of medical supplies, prescription and nonprescription drugs as ordered by a doctor, preplacement medical examinations, annual medical re-evaluations, dental screening, and medical fees are provided.

**Services to Unmarried Parents** help them establish paternity and a plan for adequate child care.

**Services to Minor Parents** advise about available services and assure an adequate plan for the care of the child.

### **Monitoring and Reporting Section, (612) 296-2171**

**Ed Ferguson, supervisor**

This section is responsible for social service program monitoring. It also reviews the case operations system to ensure compliance with federal regulations and state policy. In local social service reviews, special emphasis is now given to determining foster care planning practices. A review of child abuse incidents occurring in licensed facilities is incorporated in local social service agency on-site reviews, and the section is involved in comprehensive purchase of service reviews.

The section collects data for the federally required Social Service Reporting Requirements (SSRR). This data is collected from county social service agencies and tabulated by the system. This data is not limited to Title XX case information.

The unit is presently developing a comprehensive social service or welfare information system. This system is intended to collect, tabulate and produce reports on all the activities of the public welfare system. The unit operates the federally required child welfare management and information system. The three new statistical information systems currently in operation are the state operated subsidized adoption system, the adult maltreatment reporting system, and the child abuse/neglect reporting system.

### **Local Fiscal Audit Division, (612) 297-3546**

**Richard D. Archer, director**

The division does on-site audits of nursing homes, residential facilities for the mentally retarded, grantees and contractors of the department. On-site audits must be made to meet the requirement of state and federal laws and regulations and to respond to the needs of the department's programs and grantees.

### **Bureau of Support Services, (612) 296-6193**

**Barbara T. Stromer, assistant commissioner**

The bureau is responsible for budget development and monitoring, information systems installation and maintenance, program evaluation and auditing, and general office support supervision.

**Long Term Care Rate Division, (612) 296-2738**

**Robert J. Rau, director**

The division is responsible for conducting desk reviews of annual cost reports submitted to the department by long term care providers and vendors of residential services who are requesting welfare rate determinations. The division conducts desk audits of annual inpatient hospital cost reports to determine year-end cost settlements of welfare services.

**Reimbursement-Collections Division, (612) 296-6530**

**Duane Cooney, director**

The division collects revenue due the state for the cost of care and treatment provided to clients in state hospital facilities. Major sources of reimbursement include individual payers, private insurance and federal financial assistance programs.

**Financial Management Division, (612) 296-5733**

**Jon B. Darling, director**

The division provides fiscal services and controls the financial transactions of the department. Primary functions include preparation of the financial portions of biennial and annual operating budgets, payment of department obligations, maintenance of financial records, preparation of financial reports (internal and external), and provision of financial technical assistance to clientele. In addition, the office is responsible for preparing welfare employees' payroll, maintaining an agencywide cost accounting system, auditing expenditure reports and processing payments for child care institutions, community facilities, and auditing county abstracts to determine state and federal obligation.

**Licensing Division, (612) 296-2539**

**John S. Buzzell, director**

The division is responsible for licensing and monitoring all out-of-home care and residential programs for children and handicapped adults to ensure that these programs meet minimum requirements for the protection of their clients. This responsibility is carried out in cooperation with health and safety inspectors from the Department of Health and the Office of the State Fire Marshal. The division will send inquiry packets on licensing and lists of licensed programs to any interested person without charge. Inquiries and complaints for investigations should be directed to the division. The division is also responsible for the development and revision of licensing rules and regulations.

**Family Care Licensing Section, (612) 296-3024**

**Mary Jane Lee, supervisor**

The section monitors the work of local, public and voluntary agencies in licensing and supervising family foster homes and family day care homes. There is no fee for a family care license.

**Nonresidential Licensing Section, (612) 296-3768****Edward Constantine, supervisor**

The section provides information and assistance to people who want to operate day care centers, nursery schools, Head Start programs, and developmental achievement centers, and outpatient programs for chemically dependent persons. The section inspects, licenses, and monitors all licensed group day care programs in Minnesota, and investigates all complaints concerning group day care programs in the state. The licensing fees range from no charge to \$150 per program, per year. For further information contact the section.

**Residential Licensing Section, (612) 296-4037****Cheryl J. Nyhus, supervisor**

The section provides information and assistance to people who want to operate group residential programs for children, mentally retarded persons, mentally ill persons, chemically dependent persons, and physically handicapped persons. The section inspects, licenses and monitors all licensed group residential programs in Minnesota, and investigates all complaints concerning group residential programs in the state. The licensing fees range from no charge to \$150 per program, per year. For further information contact the section.

**Special Services Division, (612) 296-3069****Ronald J. Lang, director**

The division provides various office management services for the central office. It also coordinates the rulemaking process, releases policy and instructional material, implements the Minnesota Data Privacy Law for the statewide welfare system, provides forms to welfare agencies and vendors, and circulates public information for the department.

The Welfare Library, once handled by this division, has been dismantled and many of its materials are now at the Oak Terrace Nursing Home, Minnetonka, MN 55343, (612) 938-7621. For information about its audiovisual materials, covering welfare-related subjects, contact Oak Terrace.

The Department of Public Welfare has 12 program manuals: *Administrative Manual*; *Catastrophic Health Expense Protection Program Manual*; *Child Support Enforcement (IV-D) Manual*; *Early Periodic Screening, Diagnosis and Treatment Manual*; *Food Stamp Manual*; *General Assistance Manual*; *Income Maintenance Manual*; *Institutions Manual*; *Medical Assistance Manual*; *Merit System Manual*; *Social Service Manual*; and *Welfare Information System Manual*. These manuals are designed to help county, state, and other agencies carry out their responsibilities for public welfare programs. These manuals set forth the fundamental policies, practices, and procedures necessary to carry out the work of these agencies. All policies in these manuals, except for internal management policies, are based upon department rules. The manuals are revised, amended, or added to as the need arises. Organizations may purchase department manuals at a fee of \$10 per manual. Checks should be made out to the Treasurer, State of Minnesota. Individuals are encouraged to review or study the manuals at local county welfare agencies (see listing in Addendum II), the State Department of Public Welfare, or at city libraries in

Minneapolis, St. Paul, and Duluth. For further information, contact the Manuals Section, (612) 296-2794.

The division investigates all incidents and accidents involving personal injury, death or damage to private property which could result in a claim against the department or its employees. This division is responsible for reporting all tort claims or problems to the State Claims Officer and the Solicitor General's Office. The division also approves payments to persons making tort claims pertaining to the Department of Public Welfare. For further information, contact the division at the first floor Centennial Office Bldg.

### **Systems and Data Flow Division, (612) 296-6429**

#### **G. Warren Petersen, director**

The division assists the department and county welfare agencies in the operational use of computers and in preparing reports. It helps divisions and sections identify data processing needs, analyzes procedures and forms, develops systems and controls to achieve desired results, prepares specifications for the preparation of computer programs to perform the processing of data and production of reports, and coordinates systems development work and data processing production with the Department of Administration's Bureau of Information Services. The division maintains the BENDEX, Buy-in, and SDX Systems that exchange information with federal agencies, and provides systems analysis support in the development, maintenance, modification and improvement of the medicaid computer processing system. For further information, contact the division at 444 Lafayette Road, P.O. Box 43170, St. Paul, MN 55164.

#### **Addendum I Community Mental Health Centers**

Anoka County Comprehensive Health Board Serving Anoka County Anoka, (612) 421-4760	Central Minnesota Mental Health Board Serving Stearns, Benton, Wright and Sherburne Counties St. Cloud, (612) 252-5010
Blue Earth County Human Service Board Serving Blue Earth County Mankato, (507) 625-9034	Dakota County Mental Health Center Serving Dakota County South St. Paul, (612) 455-9651
Brown-Nicollet Human Services Board Serving Brown and Nicollet Counties St. Peter, (507) 931-4141	Faribault-Martin-Watonwan Human Service Board Serving Faribault, Martin and Watonwan Counties Fairmont, (507) 238-4447
Carver County Mental Health Program Board Serving Carver County Waconia, (612) 448-4900	Five County Human Development Program, Inc. Serving Chisago, Isanti, Mille Lacs, Pine and Kanabec Counties Braham, (612) 396-3333

**Freeborn County Mental Health Center**

Serving Freeborn County  
Albert Lea, (507) 373-6482

**Hennepin County Community Services**

Serving Hennepin County  
Minneapolis, (612) 348-3454

**Hiawatha Valley Mental Health Center, Inc.**

Serving Winona, Wabasha and Houston Counties  
Winona, (507) 454-4341

**Lakeland Mental Health Center, Inc.**

Serving Otter Tail, Becker, Pope, Stevens, Traverse, Grant, Douglas, Wilkin, and Clay Counties  
Fergus Falls, (218) 736-6987

**LeSueur County Mental Health Board**

Serving LeSueur County  
LeCenter, (612) 357-2251

**Mower County Mental Health Center**

Serving Mower County  
Austin, (507) 433-7389

**Northeast Minnesota Area MH-MR-I Board**

Serving the lower one-third of St. Louis, Lake, Cook and Carlton Counties  
Duluth, (218) 727-5074

**Northern Pines Mental Health Center, Inc.**

Serving Morrison, Todd, Wadena and Crow Wing Counties  
Little Falls, (612) 632-6647

**Northland Area MH-MR Program, Inc.**

Serving Aitkin, Itasca and Koochiching Counties  
Grand Rapids, (218) 326-1274

**Northwestern Mental Health Center, Inc.**

Serving Polk, Norman, Mahnomen, Red Lake, Pennington, Marshall and Kittson Counties  
Crookston, (218) 281-3940

**Otter Tail County Human Services Board**

Serving Otter Tail County  
Fergus Falls, (218) 739-2271

**Ramsey County Community Human Services**

Serving Ramsey County  
St. Paul, (612) 298-4613

**Range Area Human Resources Board**

Serving the upper two-thirds of St. Louis County  
Virginia, (218) 749-2881

**Rice County Mental Health Center**

Serving Rice County  
Faribault, (507) 334-2281

**Scott County Human Services Board**

Serving Scott County  
Shakopee, (612) 455-7750

**Sibley County Mental Health Board**

Serving Sibley County  
Gaylord, (612) 237-2351

**Southwestern Mental Health Center**

Serving Rock, Nobles, Jackson, Pipestone and Cottonwood Counties  
Luverne, (507) 283-2396

**Upper Mississippi Mental Health Center, Inc.**

Serving Roseau, Lake of the Woods, Clearwater, Beltrami, Hubbard and Cass Counties  
Bemidji, (218) 751-3280

**Washington County Human Services**

Serving Washington County  
Woodbury, (612) 738-0080

**West Central Community Services**

Serving Big Stone, Lac Qui Parle, Chippewa, Swift, Renville, Kandiyohi, Meeker and McLeod Counties  
Willmar, (612) 235-4613

**Western Human Development Center, Inc.**

Serving Lyon, Lincoln, Redwood, Murray and Yellow Medicine Counties  
Marshall, (507) 532-3236

Luther Youngdahl Human Relations  
Center  
Serving Rice, Steele, Dodge and  
Waseca Counties  
Owatonna, (507) 451-2630

Zumbro Valley Mental Health Center  
Serving Olmsted, Fillmore and  
Goodhue Counties  
(507) 288-1873

**Addendum II**  
**Minnesota County Welfare Departments**

Aitkin Co. Family Service Agency  
(aids) (218) 927-2141  
(soc. serv.) (218) 927-3744  
Anoka Co. Social Service  
(Anoka) (612) 421-4760  
(Columbia Heights) (612) 789-4326  
Becker Co. Welfare Dept.  
(aids) (218) 847-5628  
(soc. serv.) (218) 847-5684  
Beltrami Co. Welfare Dept.  
(Bemidji) (218) 751-4310  
(Red Lake) (218) 679-3325  
Benton Social Service Agency  
(612) 968-6256  
Big Stone Co. Family Service Ctr.  
(612) 839-2555  
Blue Earth Co. Human Services  
(507) 625-9034  
Brown Co. Family Service Ctr.  
(507) 354-8246  
Brown/Nicollet Human Service  
Board  
(507) 931-4140 or 3000, ext. 346  
Carlton Co. Human Services Ctr.  
(218) 879-4583  
Carver Co. Family Service Dept.  
(612) 448-3661  
Cass Co. Dept. of Social Services  
(218) 547-1340  
Chippewa Co. Family Service &  
Welfare Dept.  
(612) 269-6401  
Chisago Co. Welfare & Family  
Service Dept.  
(612) 257-1300

Clay Co. Social Service Ctr.  
(218) 236-0900  
Clearwater Co. Social Service Dept.  
(aids) (218) 694-6512  
(soc. serv.) (218) 694-6164  
Cook Co. Family Service Dept.  
(aids) (218) 387-2900  
(soc. serv.) (218) 387-1484  
Cottonwood Co. Family Service  
Agency  
(507) 831-1891  
Crow Wing Co. Social Service Ctr.  
(218) 829-0311  
Dakota Co. Welfare Dept.  
(aid) (612) 457-0611  
(soc. serv.) (612) 457-0711  
Dodge Co. Social Services  
(507) 635-2211  
Douglas Co. Social Welfare Ctr.  
(612) 762-2302  
Faribault Co. Human Services Ctr.  
(507) 526-3265  
Faribault/Martin/Watonwan Human  
Services Board  
(507) 238-4447  
Fillmore Co. Welfare Dept.  
(aids) (507) 765-3821  
(soc. serv.) (507) 765-3304  
Freeborn Co. Welfare Dept.  
(507) 373-6482  
Goodhue Co. Welfare Dept.  
(612) 388-8261  
(metro area) (612) 222-3643  
Grant Co. Social Service Dept.  
(218) 685-4417

- Hennepin Co. Social Services  
(612) 348-8125
- Houston Co. Social Service  
(507) 724-3344
- Hubbard Co. Social Service Ctr.  
(218) 732-3339
- Isanti Co. Family Service & Welfare Dept.  
(612) 689-1711
- Itasca Co. Social Services  
(218) 326-9441
- Jackson Co. Welfare Dept.  
(507) 847-4000
- Kanabec Co. Family Service Dept.  
(aids) (612) 679-3465  
(soc. serv.) (612) 679-4740
- Kandiyohi Co. Family Service Dept.  
(aids) (612) 235-3014  
(soc. serv.) (612) 235-8317
- Kittson Co. Welfare Dept.  
(218) 843-6741
- Koochiching Family Services  
(218) 283-8405
- Lac Qui Parle Co. Family Service Ctr.  
(612) 598-7594
- Lake Co. Social Service Dept.  
(218) 834-2134
- Lake of the Woods Co. Social Service Dept.  
(218) 634-2642
- Le Sueur Co. Welfare Dept.  
(612) 357-2251  
(metro area) (612) 445-7543
- Lincoln Co. Family Service Ctr.  
(507) 694-1452
- Lyon Co. Welfare Dept.  
(507) 537-1441
- McLeod Co. Social Service Ctr.  
(612) 864-5551
- Mahnomen Co. Welfare Dept.  
(218) 935-2568
- Marshall Co. Welfare Dept.  
(218) 745-5124
- Martin Co. Human Service Ctr.  
(507) 238-4447
- Meeker Co. Social Service Dept.  
(612) 693-2418
- Mille Lacs Co. Family Service & Welfare Dept.  
(612) 983-6161
- Morrison Co. Social Services  
(612) 632-9201
- Mower Co. Welfare Dept.  
(507) 433-3416
- Murray Co. Family Service Ctr.  
(507) 836-6144
- Nicollet Co. Social Services  
(507) 931-6800
- Nobles Co. Family Service Agency  
(507) 372-2157
- Norman Co. Social Service Ctr.  
(218) 784-7136
- Olmsted Co. Dept. of Social Services (admin.) (507) 285-8384  
(aids) (507) 285-8395  
(soc. serv.) (507) 285-8416
- Otter Tail Co. Dept. of Social Services  
(218) 739-2271
- Pennington Co. Social Service Ctr.  
(218) 681-2880
- Pine Co. Dept. of Human Services  
(aids) (612) 629-6781  
(soc. serv.) (612) 245-2268  
(IV-D) (612) 629-2537
- Pipestone Co. Family Service Ctr.  
(507) 825-3357
- Polk Co. Social Service Ctr.  
(218) 281-3127
- Pope Co. Family Service Ctr.  
(612) 634-4591
- Ramsey Co. Welfare Dept.  
(612) 298-5351
- Red Lake Co. Social Service Ctr.  
(218) 253-4131
- Redwood Co. Welfare Dept.  
(507) 637-5741

578 / Welfare

Renville Co. Family Service Dept.  
(612) 523-2202

Rice Co. Social Services  
(507) 334-2281

Rock Co. Family Service Agency  
(507) 283-9507

Roseau Co. Social Service Ctr.  
(218) 463-2411

St. Louis Co. Welfare Dept.  
(Duluth) (218) 727-8231  
(Hibbing) (218) 262-4841  
(Virginia) (218) 365-6151

Scott Co. Human Services  
(612) 445-7750

Sherburne Co. Social Services  
(Elk River) (612) 441-1711  
(Becker) (612) 261-4550

Sibley Co. Social Services  
(aids) (612) 237-2351  
(soc. serv.) (612) 237-5266

Stearns Co. Social Service Ctr.  
(St. Cloud) (612) 251-3272  
(Sauk Centre) (612) 352-6531  
(Paynesville) (612) 243-7441

Steele Co. Social Service Ctr.  
(507) 451-6740

Stevens Co. Welfare & Family  
Service Agency  
(612) 589-1481

Swift Co. Welfare & Family Service  
Agency

(612) 843-3160

Todd Co. Social Services  
(612) 732-6181

Traverse Co. Family Service Dept.  
(612) 563-8255

Wabasha Co. Dept. of Social Services  
(612) 565-3351

Wadena Co. Social Service Dept.  
(218) 631-2832

Waseca Co. Welfare & Social Service  
Dept.  
(507) 835-3240

Washington Co. Social Services  
(612) 439-6901

Watsonwan Co. Human Service Ctr.  
(507) 375-3341

Wilkin Co. Family Service Agency  
(218) 643-8561

Winona Co. Dept. of Social Services  
(507) 452-8200

Wright Co. Human Services Agency  
(612) 682-3900  
(metro area) (612) 339-6881

Yellow Medicine Co. Family Service  
Ctr.

(612) 564-2211

Region VII North Welfare Dept.  
(507) 537-1441

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**Addendum III**  
**Public Welfare Institutions**

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Anoka State Hospital  
Anoka, MN 55303, (612) 421-3940  
Curtis W. Wrenn, chief exec.

Brainerd State Hospital  
Brainerd, MN 56401, (218) 829-1741  
Harold Gillespie, chief exec.

Cambridge State Hospital  
Cambridge, MN 55008, (612) 689-2121  
Dale Offerman, chief exec.

Faribault State Hospital  
Faribault, MN 55021, (507) 334-6411  
Charles Turnbull, chief exec.

Fergus Falls State Hospital  
Fergus Falls, MN 56537, (218)  
739-2233  
Robert Hoffmann, chief exec.

Moose Lake State Hospital  
Moose Lake, MN 55767, (218)  
485-4411  
Frank Milczark, chief exec.

St. Peter State Hospital  
 St. Peter, MN 56082, (507) 931-3000  
 Joseph Solien, chief exec.

Ah-Gwah-Ching Nursing Home  
 Walker, MN 56430, (218) 547-1250  
 James Wall, administrator

Willmar State Hospital  
 Willmar, MN 56201, (612) 235-3322  
 Lester Johnson, chief exec.

Oak Terrace Nursing Home  
 Minnetonka, MN 55343,  
 (612) 938-7621  
 Maurice Treberg, administrator



## Council on the Economic Status of Women

400 S.W. State Office Building  
 St. Paul, Minnesota 55155  
 (612) 296-8590  
 Nina Rothchild, executive director

### Laws of 1976, chapter 337

The council was established by the state legislature in 1976 and studies all matters related to the economic status of women in Minnesota including credit, family support, security of the homemaker, education and employment opportunities, and laws and business practices which constitute barriers to women in the economy. Reports and recommendations are made to the legislature and the governor. The council also conducts a project to assess sex bias and sex stereotyping in vocational education in Minnesota through a special grant.

The toll free Women's Information Line, 1-800-652-9747, is available to callers outside the Twin Cities area for general information about women's legal and economic rights. In addition, the following publications are available: a newsletter, published monthly, provides basic information about women in the state, announces public hearings, and summarizes new publications; *A Women's Place* is a booklet outlining the legal and economic rights of Minnesota women in a question-and-answer format; *Legislative Program 1981* contains 33 proposals for legislative change as endorsed by the council, including background information on how each proposal would improve the economic status of women; *Minnesota Women & Money* is a study of insurance, retirement income, credit and taxes as they affect women's economic security; *Minnesota Women: Income and Poverty* is a study of the economic status of Minnesota women with special emphasis on the two groups most vulnerable to poverty — elderly women and single-parent families; and *Minnesota Women: Jobs & Training* provides basic information about women in the labor force and their needs for job-related training. A series of reports evaluating sex equity in Minnesota's vocational education system is also available.

All the publications listed above are available free of charge and may be requested by calling or writing to the council office. Several weeks should be allowed for delivery.

The council has also compiled an *Inventory of Women's Services* under contract with the Minnesota Council on Foundations (MCF). The inventory lists non-profit programs serving women in Minnesota, and may be obtained from MCF, 413 Foshay Tower, Minneapolis 55402.

For more information or basic data on Minnesota women, contact the Council on the Economic Status of Women in Room 400 SW, State Office Bldg., St. Paul, MN 55155.



## **Workers' Compensation Court of Appeals**

**MEA Building, 2nd Floor  
55 Sherburne Avenue  
St. Paul, Minnesota 55103  
(612) 296-6526  
Raymond O. Adel, chief judge**

### **Minnesota Statutes, chapter 175A.011**

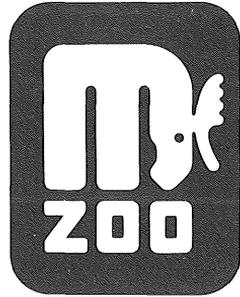
The court, consisting of five judges, exercises appellate jurisdiction in all cases and matters under the Minnesota Workers' Compensation Law and laws governing employees who contract tuberculosis. The court administers the Peace Officers Killed in Line of Duty Law. The court also determines attorney fees in excess of those allowed by a compensation judge or the Workers Compensation Division of the Department of Labor and Industry. The decisions of this court are subject to review only by the state supreme court.

Appeals can be made within 30 days after a compensation judge rules on a claim. An appeal form must be completed and accompanied by proper affidavit of service by mail. The court of appeals provides free notary service for court use only. There is also a \$10.00 fee on appeal which goes toward payment of a copy of the transcript of the original hearing before the compensation judge. Persons who have questions regarding appeals should contact the court of appeals.

The 1981 legislature established a pilot project to establish lists of doctors in three Minnesota counties who will be selected to sit on panels that determine permanent partial disability. The project, administered by the court of appeals, will operate until December 31, 1982 and its findings will be reported to the 1983 legislature. In each of three counties, St. Louis, Ramsey and Nobles, medical doctors, osteopaths, chiropractors and podiatrists will be asked to complete a one-page form and submit it to the court of appeals office if they wish to be considered as panelists in disability determinations. Lists of seven doctors will be selected by the court of appeals. The list will be submitted to the parties involved in the disability determination who will then narrow the number of doctors down to one doctor or a panel of three who will hear the disability claim and make a determination. Doctors wishing to participate in this pilot project in the three counties mentioned may request a form from the court of appeals office. There is no charge for participating in this project. Call for more information.

## Minnesota Zoological Garden

12101 Johnny Cake Ridge Road  
Apple Valley, Minnesota 55124  
(612) 432-9010 Business phone  
(612) 432-9000 Information phone  
Edward Kohn, general director



### Minnesota Statutes, chapter 85A

The Minnesota Zoological Garden is a 485-acre facility that offers 426 animal species and 2,000 plant varieties in open landscaped exhibits that imitate the natural habitats of the animals. The zoo specializes in active exhibits in which animals may be observed performing natural behaviors. A zoogeographic organization of exhibits is employed placing environmentally grouped animals in the same exhibit area. People can visit five different regions of the world any time of year, protected from Minnesota weather with 95 percent of the viewing areas under cover, and peer in on animals' private quarters by means of hidden cameras and the zoo's extensive closed circuit television network.

The zoo's **Tropics Trail** is a lush, indoor oasis of tropical plants and animals from Asia, housing more than 109 animals and 500 plant species. Multi-level pathways allow visitors to see animals in the treetops, on the ground and underwater, to observe nocturnal activities in artificial moonlight, and to walk among brightly colored birds in a large, free-flight aviary. The exhibit is housed in an acre and a half greenhouse, tall enough for 50-foot trees to grow inside. The climate controlled, sky-lit greenhouse is home to dolphins, bats, gibbons, leopards, tapirs, flamingos, frogmouths and other fascinating species.

The **Ocean Trail** takes visitors to the popular beluga whales in their 500,000 gallon aquarium. Viewed from above, below, indoors and out any day of the year, the whales' voices can even be heard broadcast through hydrophones. Demonstrations of the whales' unique characteristics and behavior occur several times each day. Marine vistas of sea creatures such as starfish, anemones, crabs, lobsters and colorful fishes from polar, temperate and tropical oceans can also be enjoyed year round.

The **Minnesota Trail** is an indoor, outdoor exhibit of 88 animal species native to Minnesota. Indoors, visitors can look on night active animals under a simulated moon, and other species which need special housing conditions. Outdoors is a protected walkway leading through Minnesota lake and forest habitats where beavers, pumas, otters, and others can look back at you from their outdoor environments. Windows and television cameras allow people to see into the animals' private dens, lairs and lodges.

The **Northern Trail** is an outdoor exhibit that offers a pleasant three-quarter mile walk to visit animals of the north, including Siberian tigers, musk oxen, bactrian camels, Mongolian wild horses, pronghorn antelope, moose, and others living outside all year. These large cold weather animals range in their natural Northern Hemisphere habitats of grassland, northern forest, arctic tundra and craggy mountains. The path is cleared all winter for those who

enjoy brisk conditions and watching the animals in the snow. For those less hardy the monorail tour is open all year.

The **Discovery Trail** introduces visitors to a variety of involving educational experiences. The various elements of Discovery Trail are: Zoo Theatre, a "hands-on" Zoo Lab with exotic animals, animal demonstrations, a performing "For the Birds" show, the human-like antics of the Japanese snow monkeys, and the nose-to-nose experience with domestic animals in the Discovery Center.

The **Sky Trail** is a monorail train that glides just above the trees over the natural beauty of the hills and lakelands of Minnesota. The train offers a bird's-eye view of the present and planned animal exhibits and nature narratives provided by a naturalist guide. The 1-1/4 mile long tour operates year round.

**Cross Country Skiing** — The Minnesota Zoo has a variety of cross-country ski trails. The Zoo Lodge features a ski center where ski rental and ski accessories are available, as well as hot drinks and soup. Trails, of varying length and difficulty, are open from 9:30 AM - 4:00 PM. There's no extra charge for skiing. Call zoo information for ski conditions.

**Hiking Trails** — Explore the zoo's natural areas. Hike along a new one-half mile nature trail designed to take you through a shade darkened forest, up and down hills, and past peaceful ponds. Native plants and animals abound. Interpretive guides will direct your senses to an awareness of what occurs daily in this natural setting.

**Bird Show** — See a snowy owl close up, hear the rush of wings as a red-tailed hawk swoops into the zoo amphitheatre, and listen to an engaging crow named "Domino." Come meet all the members of the bird show cast and find out why the Minnesota Zoo is "For the Birds"!

**Whale Feeding Contest** — Visitors may sign up every Saturday for a chance to feed the Zoo's two beluga whales. The contest is limited to those persons age 10 or older. You must be present to win. The drawing is held every Saturday at noon. The winner is announced over the public address system. The winner assists with the one o'clock whale feeding, receives a black and white photo of the event and a Beluga Book.

**Whale Training Show** — There are four shows a day displaying natural behaviors.

**Dolphin Training Show** — There are four shows a day displaying natural behaviors.

The Minnesota Zoological Garden is a new kind of zoo, offering visitors a unique opportunity to discover other living things and our relationship to them. A quality zoo fosters awareness and becomes a vital part of the cultural environment. The Minnesota Zoo is involved in cooperative programs with the artistic, educational and scientific communities as well as serving as an outstanding recreational and educational experience for families and all generations to enjoy.

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**Hours:** 9:30 a.m. - 6:00 p.m. (May-September)  
9:30 a.m. - 4:00 p.m. (October-April)

**Admission:** Under 6 Free  
6 through 11 \$1.00



**Biological Programs Division, (612) 432-9010 ext. 260**

**Sanford Friedman, assistant director**

The division consists of three major activity areas which manage all of the animal and plant related functions.

**Animal Management, (612) 432-9010 ext. 275 and 261**

**John Lewis, senior curator; Frank Wright, D.V.M., veterinarian**

Animal Management procures animals for the exhibits and maintains the general health of all animals through examination, testing, recommended diet control and care of injured or sick exhibit animals. This department develops special exhibits and manages the day to day care of the zoo animals.

**Exhibition and Horticulture, (612) 432-9010 ext. 267**

**Steve Wachter, manager**

The primary concern of this department is the appearance of exhibits. This includes growing and maintaining the plants used in the exhibit areas; advising and working with the grounds maintenance department in reseeding, replanting and care of all the natural vegetation on the zoo site; and fabricating and maintaining exhibit furnishings including artificial rockwork and trees.

**Information and Research, (612) 432-9010 ext. 316 and 294**

**Nathan Flesness, systems manager; Sally Beauchemin, animal management records specialist**

This department collects, stores, and analyzes biological information with its primary focus on the Minnesota Zoological Garden's contribution to the International Species Inventory System (ISIS).

**Public Affairs Division, (612) 432-9010 ext. 220**

**David Bender, assistant director**

The Public Affairs Division consists of seven activity areas that serve the public, including the marketing activities. The objectives of the marketing program are to improve the overall image of the Minnesota Zoo, to improve attendance, and to expand zoo services to the community.

**Creative Services, (612) 432-9010 ext. 232**

**Dave Carlson, manager**

Creative Services provides a wide range of support activities for the zoo's marketing, promotional, and educational programs both on-site and off-site. These include graphic design and display, color and black and white photography, electronics systems maintenance and a variety of audio-visual productions such as video, audio, filmstrip and multi-image slide shows.

**Public Information, (612) 432-9010 ext. 253**

**Nancy Gibson, information officer**

This department handles press and media relations, public relations and general communication of information to diverse clientele.

**Promotions/Special Events, (612) 432-9010 ext. 217**

**Dorothy Molstad, manager**

This activity provides a promotion and event program integrated with public relations, group sales and cooperative community ventures. This activity brings artists, entertainers, theater groups and many others to the zoo for special exhibits and programs throughout the year.

**Public Education Programs, (612) 432-9010 ext. 227**

**Kathleen Lundgren, manager**

The Public Education Program at the zoo provides a quality education experience for Minnesota students, grades K-12. General tours and learning excursions are available free of charge for classes with advance reservations. Print materials, slide and video shows are some of the educational tools available through the education programs. In addition, visitors of all ages are encouraged to take advantage of special classes taught at the zoo in the evenings and on weekends. For information on classes currently available, contact this department or write to the Education Department at the zoo.

**Library Services, (612) 432-9010 ext. 230**

**Angie Norell, librarian**

Library Services provides specialized materials on plants and animals of the world for zoo staff, visitors and educational projects.

**Volunteer Programs, (612) 432-9010 ext. 235**

**Sheri White, volunteer coordinator**

The volunteer corps contributes a personal touch to visitors of the zoo. Providing information and acting as guides, this group of more than 300 has been highly trained in animal and plant life. Visitors will recognize them at the zoo by their blue sashes and "Ask Me" buttons. People interested in becoming involved at the zoo as a volunteer may contact the Minnesota Zoological Society, mentioned later in this entry, at (612) 222-1706.

**Business Management Services Division, (612) 432-9010 ext. 302**

**Steve Iserman, manager**

This division is responsible for both business operations and administrative services. The Management Services department provides the personnel, purchasing and inventory, finance and general administrative functions for the zoo. Contact the following people for information about their specific areas:

Mary O'Neill, ext. 309, personnel officer; Sue Woodgate, ext. 298, purchasing; Doug Rickabaugh, ext. 303, finance officer; Steve Specktor, ext. 306, contracts administrator; and Dan Christenson, ext. 313, inventory control.

**Business Services, (612) 432-9010 ext. 257**

**Ladd Conrad, manager**

This department is responsible for business operations including sales and admissions, concessions, group scheduling, and gift stores. Services for groups of 25 or more including discount tickets and picnic reservations can be arranged by contacting Sue Hoffman, group sales manager, ext. 215.

**Physical Facilities and Construction Division, (612) 432-9010 ext. 240**

**Pat Burns, manager**

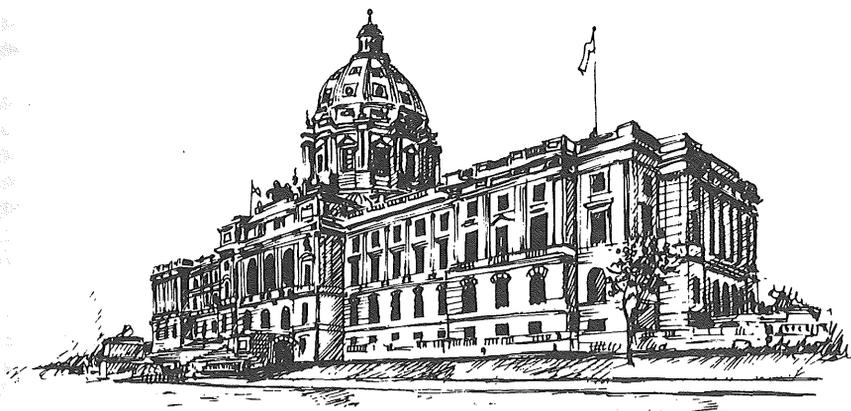
This division manages security functions, all of the grounds and buildings, the maintenance, and future construction and design. Contact the following for further information about their specific areas: Fred Apfelbacher, ext. 312, engineering operations; Don Vanderhoff, ext. 244, engineering maintenance; Bob Rowe, ext. 243, buildings and grounds; and Gene Barthel, ext. 241, building maintenance.

**Friends of the Zoo**

The zoo is befriended by two support groups. **The Minnesota Zoological Garden Foundation**, located at 1422 West Lake Street, Minneapolis, Minnesota 55408 (612) 827-3661, is a tax-exempt, non-profit corporation which seeks financial support from businesses, foundations and organizations for expansion and enhancement of the zoo.

The **Minnesota Zoological Society**, located at 555 Wabasha Avenue, St. Paul, Minnesota 55102, (612) 222-1706, is a citizen's group supporting the values upon which the zoo is based. Membership in the society includes free admission to the zoo, a monthly newsletter *Zoo News*, an annual subscription to the bi-monthly *Animal Kingdom* magazine, a free zoo poster and free admittance to on-going education programs at the zoo. Part of the membership fee is tax deductible. Individual memberships are \$21.50 and family memberships are \$32.50. About 250 society members are active, trained staff volunteers working at the zoo. Volunteers are trained by the entire zoo staff through general class training and then receive special training for specific jobs such as learning excursions, animal demonstrations, zoo lab (a hands-on approach to learning), speaker's bureau, giving on-site information at an exhibit and assisting in other educational departments such as the library and classroom. Training is paid for by the zoo and is an intensive 42-hour program. To volunteer contact the society. At the date of publication (12-81) the future of the society is uncertain.





## Minnesota State Legislature

### Senate Office

231 State Capitol  
St. Paul, Minnesota 55155  
(612) 296-2343

### House Information

9 State Capitol  
St. Paul, Minnesota 55155  
(612) 296-2146

The legislature's principal legal task is to make law by which public safety is established. It also proposes amendments to the state constitution for approval by the electorate, elects regents of the University of Minnesota, confirms certain gubernatorial appointments (senate), and performs legislative oversight or review. The legislature also judges the election and qualifications of its members, may punish or expel members for contempt or disorderly behavior, and may impeach or remove from office members of the executive and judicial branches.

The Minnesota Legislature is composed of 201 members: 134 representatives and 67 senators. To be elected a member of the Minnesota Senate or House of Representatives a person must be a qualified voter, 21 years old, a resident of Minnesota for one year, and a resident of the legislative district for six months immediately preceding the election. Senators serve four-year terms and representatives serve two-year terms.

The legislature convenes in regular session each odd-numbered year on the first Tuesday after the first Monday in January. The legislature can meet in regular session in both years of the biennium for a total of 120 legislative days, providing that the legislature cannot meet after the first Monday following the third Saturday in May of any year. These two sessions are considered as one session with a temporary adjournment between them. Journal pages of both houses are numbered consecutively through both years and bills are numbered consecutively in order of introduction through both years. Bills which have not become law or been defeated by legislative action or vetoed by the end of the first half of the session are still available for possible action in the second half of the session. This means standing committees may hear such bills in the interim recess and make recommendations on their passage.

The legislature may be called into special session at any time by the gov-

error. Special sessions become necessary when legislative action is needed to meet emergencies or when legislative work is unfinished at the end of a regular session. The governor is the only official empowered to call a special session. The governor does not have the power to limit the length or scope of the session.

The speaker of the house, who is nominated by the majority caucus, is both a voting member of the house of representatives and the presiding officer. The speaker also presides over joint sessions of the house and senate. The speaker works closely with the house majority and becomes a leading spokesman for caucus policies. The speaker names the committee members and chairmen of the house committees.

The senate elects its president from among its ranks. The president presides over the senate and shares with the speaker of the house chairmanship of the Legislative Coordinating Commission. The senate Committee on Committees names the committee members and chairmen of the senate committees.

Each house elects staff members. The secretary of the senate and the chief clerk of the house are the highest ranking staff officer in each body.

## Committees

The committee system is a vital component of the legislative machinery. The volume of legislation pending before a single session is too great to permit all legislators to work closely with all proposals. It is at the committee level that the public may testify for or against a bill. Both proponents and opponents of proposed legislation are heard before committees make their recommendation to the full legislature. The fate of any legislative proposal may be decided by a committee. After study, hearings, research and deliberation, a bill may be amended, recommended for passage, re-referred to another committee, or it may be tabled.

The number of committees in each house and the number of members serving on each committee varies from session to session as state concerns and problems dictate. Besides the standing committees which operate during each session, some committees continue to study specific problems during the legislative interim to report findings to the next legislative session. Each legislative body has a Rules Committee which directs the operating procedures of the legislature.

In the house of representatives committee members and chairmen are named by the speaker of the house; in the senate this is done by the Committee on Committees.

Committees meet regularly during each session. Interested citizens may check State Capitol bulletin boards to determine what committees are meeting on any particular day.

The most favorable action a committee can take on a bill is to send it to the floor of a legislative body with a recommendation that the bill be passed. Other action by the committee will likely mean its future is in doubt. A committee report is subject to approval by the full house or senate. A report recommending passage of a bill from a committee is normally accepted by the legislative body. Rejecting this report makes it difficult for a bill to be revived.

Each house may resolve itself into a Committee of the Whole to consider bills reported to the house by standing committees. While sitting as the Committee of the Whole, legislators are given an opportunity to become more

familiar with various proposals and to take preliminary action before the measure comes before the body for final passage.

The number of bills introduced each session makes it impossible for committees to consider all proposals. Many subcommittees are established to study controversial or complicated bills and to study a subject on which several bills have been introduced. Subcommittees report their findings to the whole committee. For information about subcommittees, call Senate or House Information Offices. Committees may hold meetings in local communities to facilitate citizen participation.

## The Legislative Process

Anyone can propose an idea for a bill: an individual, consumer group, corporation, professional association, governmental unit or the governor. Most frequently ideas come from members of the legislature. The revisor of statutes puts the idea into the proper legal form as a bill for introduction into the house of representatives or the senate, usually both.

Each bill must have a legislator to introduce it in the legislature as chief author. The chief author's name appears on the bill with the bill's file number as identification while it moves through the legislative process. The chief author of a bill, under legislative rules, may select other authors, but no more than a total of five in the house and three in the senate. These authors' names also appear on the bill.

When introduced in the house, a bill receives a house file number (H.F. 1758, for example); in the senate, a senate file number (S.F. 429, for example). These numbers indicate the bill's chronological order of introduction in each body. All revenue (tax measures) must originate in the house. All other matters may originate in either the house or the senate. The bill has its first reading (the Minnesota Constitution requires three readings for all bills, on three separate days), and the presiding officer of the house or senate refers it to an appropriate standing committee. All committee meetings are open to the public. A committee may recommend passage of a bill in its original form, recommend passage after amendment by the committee, make no recommendation (in which case a bill may die when the session ends), or refer a bill to another committee (one requiring funds to the appropriation or finance committee, for example). After acting on a bill, the committee sends a report to the house or senate stating its actions and recommendations.

After adoption of the committee report in the senate or house, the bill has its second reading and goes onto General Orders of the Day. In Committee of the Whole, legislators discuss bills on general orders. They may debate the issues, adopt amendments, present arguments on the bills, and vote to recommend that a bill pass, not pass, be postponed or have further committee action.

The calendar is a list of bills the Committee of the Whole recommends to pass. At this point a bill has its third reading, amendments to the bill must have the unanimous consent of the entire body, and legislators vote on it for the final time. By committee recommendation, bills of a non-controversial nature can by-pass general orders and go directly onto a "consent calendar," usually passing without debate. Every bill requires a majority vote of the full membership of the house and senate to pass. Voice votes may be used in house and senate votes until the bill is being voted on in final passage. That final vote and vote on any amendments are roll call or recorded votes.

When the house and the senate both pass the same version of a bill, that bill goes to the governor for his approval or disapproval. If the house and senate do not agree, a conference committee, made up of three to five senators and an equal number of representatives, meets to reach an agreement. If both bodies then pass the bill in compromise form, it goes to the governor.

When a bill arrives, the governor may sign it and the bill becomes law; veto it (return it with a "veto message" stating objections to the body where it originated); pocket veto the bill (after final adjournment of the legislature); or exercise the right to line veto portions of appropriations bills. If the governor does not sign or veto a bill within three days after receiving it, while the legislature is in session, the bill becomes a law.

### Frequently Called Numbers:

Office	Location	Telephone Number
Capitol Guides	Minnesota Historical Society	(612) 296-2881
Capitol Information Desk	1st Floor Capitol	296-2739
Capitol Security	B-4 Capitol	296-6741
Committee Scheduler	299-G State Office Bldg.	296-6586
House Information Office	9 Capitol	296-2146
Legislative Reference Library	111 Capitol	296-3398
Meeting Room Scheduler	282 State Office Bldg.	296-7435
News Reporters/Press	B-28 Capitol	296-6561
Revisor of Statutes	3 Capitol	296-2868
Senate Information Office	B-29 Capitol	296-0504
EMERGENCY		296-2100

### Capitol Tours, (612) 296-2881

Daily tours of the Capitol are given by Minnesota Historical Society tour guides. To make reservations or to obtain more information call the number above. Tours are free and regularly given on the hour all year round according to the following schedule: Monday through Friday 9 a.m. to 4 p.m.; Saturday 10 a.m. to 3 p.m.; Sunday 1 p.m. to 3 p.m.

### House and Senate Galleries

Galleries for listening and viewing the legislature in action are open to the public and are located on the third floor of the Capitol. The house generally meets at the beginning of the session on Mondays and Thursdays in the afternoon about 2 p.m. in the north wing. Its gallery has about 150 seats and standing room for another 50. The senate usually meets on Mondays and Thursdays at the beginning of the session at 11 a.m. in the west wing. The senate gallery seats approximately 235. In order to assure seating it is suggested that persons arrive 10-15 minutes early for the senate and 15-20 minutes early for the house. Schedules are subject to change, especially as the legisla-

tive session nears its completion. Call the House and Senate Information Offices for specific schedules for each day.

## **Minnesota House of Representatives**

### **Legislative Information Services**

#### **Chief Clerk's Office, (612) 296-2314**

**Edward A. Burdick, chief clerk**

The Chief Clerk's Office makes available to the public daily journals, general orders, calendars, copies of typewritten and printed bills and will answer questions about the general operations and activities of the house. There is no charge for this service or any of the above materials. Persons interested in this information may stop in at the office to pick up materials, or they may call or write in and the materials will be sent to them free of charge. The office is located in Room 211 of the State Capitol.

#### **House Index, (612) 296-6646**

**Stephen Fischer, clerk**

The House Index will supply information upon request concerning the status of bills, bill authors, topics of bills, companion bills, chapter numbers and other questions about house activities. The House Index will also provide help with computer terminal operation for persons using the House Index computers which store information about the status of bills. Services are provided free of charge between 8 a.m. and 5 p.m. during legislative sessions and interim periods. The office is located in Room 211 at the State Capitol.

#### **House Public Information Office, (612) 296-2146**

**Jean Steiner, information officer**

The House Public Information Office publishes *WEEKLY WRAP-UP* (which lists committee meeting and house action summaries), committee meeting notices, informational magazines, directories and brochures. The office also assists persons who wish to determine the legislative district they are in. Publications listed above are provided free of charge to interested persons who request to be placed on the mailing list. Requests may be made in person, by phone or mail. The office is located in Room 9 at the State Capitol.

#### **House Research, (612) 296-6753**

**Peter B. Levine, director**

The House Research Department serves the entire membership of the house by assisting representatives in developing, introducing and evaluating legislation. Established in 1967, the department provides research assistance, issue analysis and background information to house committees and individual representatives during the legislative session. Legislative analysts in the department

are assigned one or more major subject areas and serve as research staff to house committees. House members also request information and reports directly from legislative analysts in the department. During the interim, the department provides research and materials for activated committees. The staff prepares work programs, develops materials for committees, prepares final reports for presentation to the legislature and continues providing research assistance to individual members of the house. The department is located in Room 17 of the State Capitol.

### Minnesota House of Representatives Standing Committees

Committees and committee chairmen are subject to change as a result of the November 1982 elections, but the listings below are current as of press time (November 1981) through 1982. Contact House Information (612) 296-2146 for further information.

Committee/Chairman	Telephone	Meeting Days	State Office Building Meeting Room	Meeting Time
Agriculture Steve Wenzel	296-4247	W	83	10:00 a.m.
Appropriations Michael Sieben	296-2080	M,T,W,Th	57	8:00 a.m.
Appropriations Divisions (meet when full committee does not meet)				
Education Division Lyndon Carlson	296-3367		57	8:00 a.m.
Health, Welfare & Corrections Division Don Samuelson	296-4276		51	8:00 a.m.
State Departments Division Phyllis Kahn	296-4257		14	8:00 a.m.
Semi-State Division Glen Anderson	296-4228		22	8:00 a.m.
Commerce & Economic Development John Sarna	296-4371	T,Th	81	10:00 a.m.
Criminal Justice Robert Vanasek	296-4229	M,W	81	10:00 a.m.
Education Carl Johnson	296-4271	M,W	81	8:00 a.m.
School Aids Division/ Education Bob McEachern	296-7175	M	57	12:00 noon
Energy Ken Nelson	296-4375	T	57	12:00 noon

Environment & Natural Resources	296-4282	T,Th	83	10:00 a.m.
Willard Munger				
Financial Institutions & Insurance	296-3921	W	81	12:00 noon
Bernard Brinkman				
General Legislation & Veterans' Affairs	296-4388	Th	57	12:00 noon
Richard Kostohryz				
Governmental Operations	296-5158	M,T,W,Th	83	8:00 a.m.
Fred Norton				
Health & Welfare	296-4884	T,Th	57	10:00 a.m.
James Swanson				
Judiciary	296-2995	T	81	12:00 noon
Tad Jude				
Labor-Management Relations	296-4230	M	81	12:00 noon
James Rice				
Local and Urban Affairs	296-4226	T,Th	83	12:00 noon
Gordon Voss				
Reapportionment and Elections	296-7171	M,W	57	10:00 a.m.
Paul McCarron				
Regulated Industries	296-7172	M	83	10:00 a.m.
Joel Jacobs				
Rules and Legislative Administration	296-4390	Meets at Call of Chair		
Willis Eken				
Taxes	296-3949	T,Th	81	8:00 a.m.
Irvin Anderson		F		10:00 a.m.
Revenue Division/Taxes	296-4992	F	81	8:30 a.m.
John Tomlinson				
Tax Laws Division/Taxes	296-7168	W	123 Cap.	8:00 a.m.
Walter Hanson				
Transportation	296-4293	W	83	12:00 noon
George Mann				

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### House Service Offices

Office	Location	Telephone
Chief Clerk	211 Capitol	296-2314
Finance	10 Capitol	-6648
High School Page Program	124 C Capitol	-7139
Index	211 Capitol	-6646
Intern Program	124 C Capitol	-7452
Educational Services	124 D Capitol	-8081
Post Office	74 B State Office Bldg.	-4366

## 594 / Legislature

Public Information	9 Capitol	-2146
Supply	20 State Office Bldg.	-2305
Research	17 Capitol	-6753
Sergeant at Arms	74 C State Office Bldg.	-4860
IR Steno	324 State Office Bldg.	-4269
Receptionist	1st Floor State Office Bldg.	-7186
Receptionist	2nd Floor State Office Bldg.	-4215
Receptionist	3rd Floor State Office Bldg.	-4307
Receptionist	4th Floor State Office Bldg.	-3806

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## Minnesota Senate

### Legislative Information Services

#### Secretary of the Senate's Office, (612) 296-2343

Patrick E. Flahaven, secretary of the senate

The Secretary of the Senate's Office makes available to the public daily journals, agendas, calendars, copies of typewritten and printed bills and will answer questions about the general operation of the senate and its activities. There is no charge for this service or any of the above materials. Persons interested in this information may stop in at the office to pick up materials, or they may call or write in and the materials will be sent to them free of charge. The office is in Room 231 of the State Capitol.

#### Senate Index, (612) 296-2887

Ardis Jacobson, clerk

The Senate Index will supply information upon request concerning the status of bills, authors, topics, companion bills, chapter numbers and other questions about senate activities. They will also assist with microfilm readers at the counter. Services are free of charge and are provided between 8 a.m. and 5 p.m. (and sometimes later) during legislative sessions and between 7:30 a.m. and 5:30 p.m. during the interim. The office is located in Room 231 of the State Capitol.

#### Senate Public Information Office, (612) 296-0504

Karen L. Clark, information officer

The Senate Public Information Office publishes *A Guide to the Minnesota Senate, BRIEFLY*, a weekly summary of committee and senate action, a senate newsletter and provides a senate hotline for committee information open 24 hours daily all year round. The hotline number is (612) 296-8088. Publications listed above are provided free of charge to interested persons who request to be placed on the mailing list. Requests may be made in person or by phone or mail. The office is located in Room B29 in the State Capitol.

**Office of Senate Research, (612) 296-7678****William Riemerman, director**

The office was created in 1973 to provide information to senators on issues and events affecting proposed legislation and serves the entire senate membership on a nonpartisan basis. Besides information, the office provides analysis and continuing staff support on request to individual members of the senate, to committees and subcommittees of the senate and to senate-created ad hoc groups as task forces and study commissions. Senate research staff are not assigned to specific committees or subject areas, except for taxes and school finance which require nearly full-time services of several members. General knowledge of the legislature and the issues likely to come before it are considered more important to proper operation of the office than is the development of single areas of expertise.

**Office of Senate Counsel, (612) 296-2511****Larry Fredrickson, coordinator**

The office was established in 1967 to provide senators with legal assistance and to aid in the development, introduction and evaluation of legislation. Serving the entire membership of the senate on a nonpartisan basis, the staff consists of twelve attorneys, and interns as required for special projects. Each counsel is assigned to one or more committees, performing legal services for the committees and members as requested. The counsel drafts legislation, reviews each bill prior to committee hearings, and advises the author and the committee on the bill's effect on existing law and any technical or substantive difficulties associated with the bill as introduced. When necessary the counsel suggests alternative solutions and drafts necessary amendments.

During the interim between legislative sessions, the counsel focuses on broader problems than specific bills, defining problems and gathering legal and background information, and suggesting alternative avenues of investigation or possible solutions. On occasion, counsel participates in litigation concerning senate subpoenas, the constitutionality of laws recently enacted and other matters.

**Minnesota Senate Standing Committees and Meeting Schedule:**

Committees and committee chairmen are subject to change as a result of the November 1982 elections when all the state senators are up for re-election. The listings below are current as of press time (November 1981) through 1982. Contact Senate Information (612) 296-0504 for further information.

Committee/Chairman	Capitol		Meeting Days	Capitol	
	Office Room No.	Telephone		Meeting Room	Meeting Time
Agriculture & Natural Resources Gene Merriam	24	296-4157	T,Th	15	3-6 p.m.
Commerce Robert Tennesen	309	296-4158	T,F Th	112 112	10-12 noon 1-3 p.m.

## 596 / Legislature

Education	328	296-4185	M	15	1-3 p.m.
Jerome Hughes			T,F	15	8-10 a.m.
Education Aids	326	196-8867	On Call	15	
Subcommittee					
Neil Dieterich					
Elections & Reapportionment	235	296-8866	T	112	1-3 p.m.
Peter Stumpf			W	112	1-2 p.m.
Employment	325	296-8865	M,Th	118	8-9:30 a.m.
Florian Chmielewski			W	118	8-10 a.m.
Energy & Housing	301	296-8864	T,F	118	10-12 noon
Hubert Humphrey			Th	118	1-3 p.m.
Finance	121	296-6436	M,W,F	112	3-6 p.m.
Gerald Willet					
General Legislation & Administrative Rules	29	296-8863	M,Th	112	9:30-11 a.m.
Wayne Olhoff					
Governmental Operations	306	296-4175	T,W,F	15	1-3 p.m.
Franklin Knoll					
Health, Welfare & Corrections	303	296-4151	T,Th	118	3-6 p.m.
Sam Solon					
Judiciary	27	296-4841	M,Th	112	8-9:30 a.m.
Jack Davies			W	112	8-10 a.m.
Local Government & Urban Affairs	328	296-4150	M,F	15	9:30-11 a.m.
Myrton Wegener			W (optional)	15	8-10 a.m.
Public Employees & Pensions	323	296-8412	T,F	118	8-10 a.m.
Allan Spear			M	118	1-3 p.m.
Rules & Administration	208	296-4196	On Call	15	
Roger Moe					
Taxes & Tax Laws	205	296-4839	M,W,F	15	3-6 p.m.
Douglas Johnson					
Transportation	303	296-4186	M	112	1-3 p.m.
Clarence Purfeerst			T,F	112	8-10 a.m.
Veterans' Affairs	235	296-1771	W	112	2-3 p.m.
Robert Schmitz			F	112	1-3 p.m.

## Senate Service Offices

Office	Location	Telephone
Counsel	480 State Office Bldg.	296-2511
Duplicating	B-15 Capitol	296-4383
Majority Caucus Research	G-24 Capitol and 446 State Office Bldg.	296-4949 -4113
Meeting Room Scheduler	231 Capitol	296-2343
Minority Caucus Research	110 State Office Bldg.	296-4847
Minority Office	110 State Office Bldg.	296-4111
Pages	Senate Chamber	296-4159

Personnel Office	233 Capitol	296-6160
Post Office	B-42 Capitol	296-8153
Public Information	B-29 Capitol	296-0504
Receptionist	2nd Floor South, Capitol	296-7197
Receptionist	2nd Floor North, Capitol	296-7198
Receptionist	3rd Floor South, Capitol	296-0168
Receptionist	3rd Floor North, Capitol	296-0293
Research	461 State Office Bldg.	296-7678
Secretary of the Senate	231 State Capitol	296-2343
Sergeant at Arms	Senate Chamber	296-7159
Supply Room	B-43 Capitol	296-5720
Word Processing	B-14 Capitol	296-8076

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## Legislative Commissions

### Legislative Coordinating Commission

The commission coordinates the activities of the house and senate, recommends policies to the two bodies, and supervises the Office of Revisor of Statutes and the Legislative Reference Library. The chairmanship of the 12-member commission alternates annually between the president of the senate and the speaker of the house. For more information contact those legislative officers.

The commission consists of the two legislative officials mentioned above, the majority leader of the senate, two senators appointed by the majority leader of the senate, the minority leader of the senate, one senator appointed by the minority leader of the senate, the majority leader of the house, two representatives appointed by the speaker of the house, the minority leader of the house and one representative appointed by the minority leader of the house.

### Legislative Reference Library, (612) 296-3398

#### Linda Montgomery, director

The library, established in 1969, is a nonpartisan information service. The library's primary clientele are legislators and their staff with service available to other state agencies and the public on an as-time-permits basis. It operates under the jurisdiction of the Legislative Coordinating Commission on a year round basis and is open 8 a.m. to 5 p.m. Monday through Friday, and some Saturdays and evenings during legislative sessions.

The library's collection includes books, pamphlets and government publications on topics which are or may become of interest to the legislature. The library also receives about 400 periodicals and 40 newspapers. Copies of house and senate journals, *Legislative Manuals* since 1887, and bills' introductions in either house are also available in the library.

In 1974, legislation was passed requiring all state agencies to deposit copies of their publications in the library. These holdings are listed as received in the monthly publication *LRL Checklist*. Subscriptions to the checklist are available through the Documents Center, 117 University Avenue, St. Paul, MN 55155. Most of the publications which have appeared on the checklist are

available on 42X microfiche and can also be purchased from the Documents Center.

Since 1975 the library, at the direction of the rules committees, has received and made available for public use copies of the tape recordings of the senate and house floor and committee debate, and the accompanying minutes and logs. The library has only three listening devices so those wishing to make use of these are urged to make reservations in advance.

The library quarters are small and seating capacity is limited. Materials do not circulate to the public although formal inter-library loan requests from other libraries are honored. No copying facilities are available on the premises. The library is located in Room 111 of the State Capitol.

### **Office of the Revisor of Statutes, (612) 296-2868**

#### **Steven C. Cross, revisor of statutes**

A principal function of the Office of the Revisor of Statutes is to provide a drafting service. The revisor's staff drafts bills, resolutions, amendments, motions, and other documents for the members of the legislature, heads of executive departments, and for the governor. The staff also drafts administrative rules for state agencies which request assistance. All proposed rules, whether or not drafted in the revisor's office, must be submitted to the revisor for approval of style and form before the procedure to adopt rules can begin, and again before the final rules are adopted. An advanced computer text management system is used to assist in the drafting and revision process.

A second principal function is that of publisher of three major publications.

After each session, the revisor edits and publishes a volume called the *Laws of Minnesota*. It consists of the text of all bills and resolutions adopted together with tables showing old laws amended and an index.

Each two years the revisor publishes the *Minnesota Statutes*, with *Minnesota Statutes Supplement* published in the intervening years. Preparation of statutes and supplements requires the revisor to incorporate new laws, modify text of laws in accordance with amendments adopted, delete laws repealed, and make certain permitted editorial changes in text. Numerous tables, historical reference, appendixes, and an index are also prepared.

Beginning in the fall of 1982, another major publication will be added. It will be *Minnesota Rules*. It will consist of all of Minnesota's administrative rules together with a consolidated index and other finding aids. The set is the successor publication to *Minnesota Code of Agency Rules* which will terminate in July, 1982. Rules will be a hard bound set of about eight to ten books. It will be updated periodically by a *Minnesota Rules Supplement*.

The revisor's staff also performs a variety of other "minor" functions. Under the direction of the secretary of the senate and chief clerk of the house of representatives, the revisor's staff inserts adopted amendments into the text of an amended bill, called an engrossment, and prints a new version of the bill with the amendments incorporated. The revisor's staff also prepares a version of a bill as agreed to by both houses, called an enrollment, and presents it to the governor for signature or veto.

When requested by a standing committee of the house of representatives, the revisor's staff prepares an analysis of a bill which is printed with the bill.

Biannually, the revisor's staff publishes a report entitled *Report of the Revisor of Statutes on Opinions of the Supreme Court* which analyzes decisions

of the Minnesota Supreme Court which criticize any enactment of the legislature or declare an enactment to be unconstitutional.

Each year the revisor submits to the legislature a revisor's bill which corrects mistakes in prior enactments or which improve and clarify the form of laws. The revisor also periodically proposes revisor's rules, with consent of the agency affected, to improve and clarify the form of rules.

The revisor also provides members of the legislature, when they request it, with constructions of a statute or a proposed statute; provides key word searches of the statutes; provides computer development services to the senate and house of representatives; publishes a bill drafting guide called the *Revisor's Manual with Styles and Forms*; and publishes a yearly summary of legislative enactments called *Actions of the Legislature*.

The revisor is also charged to accumulate information on the practical operation of other states' laws; to maintain an index of bills and resolutions; to prepare indexes of all permanent laws; to maintain records of all documents prepared in the office; and to provide any other services requested by either house of the legislature. The revisor is also a member of the Uniform Laws Commission.

All publications of the revisor of statutes, both for legislative and publication operations, are available from the State Register and Documents Division, Department of Administration, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

The revisor is appointed by the Legislative Coordinating Commission and serves at its pleasure. The revisor's office was established in 1939 and currently employs a staff of up to 58 persons, including attorneys, supervisors, bill drafting assistants, editorial assistants, computer technicians, administrative staff, and messengers.

The revisor's drafting office is located in Room 3, State Capitol. The publications office is located at Room 600, State Office Building.

#### **Office of the Legislative Auditor, (612) 296-4708**

**Gerald W. Christensen, legislative auditor**

The legislative auditor conducts financial and compliance post audits of state departments, agencies, boards and commissions. The auditor determines the degree to which the activities and programs entered into or funded by the state are accomplishing their goals and objectives. This includes an evaluation of goals and objectives, measurement of program results and effectiveness, alternative means of achieving the same results and efficiency in the allocation of resources. The legislative auditor also serves with the attorney general and the director of the state historical society in directing the destruction or other disposition of public records determined to be no longer of any value. The office of the legislative auditor is located on the first floor of the Veteran's Service Bldg., 20 West 12th Street, St. Paul, MN 55155.

#### **Legislative Science and Technology Research Office, (612) 296-8041**

**John G. Malinka, director/staff scientist**

The office provides legislators and legislative committees with scientific and technical information and analysis, necessary for responsible decision-making.

The office also promotes communication between legislators and members of Minnesota's scientific and technical community.

Information is provided in several ways. Short reports (called inquiry responses) provide brief, concise answers to specific technical questions, and include background information and a list of resource persons and references. Turn-around time varies from a week to several months. Topics vary widely. Some examples are health effects of formaldehyde gas, energy conservation, crop residues and biomass fuels, environmental impacts of uranium mining, and treatment and disposal methods for hazardous waste.

Research reports are in-depth studies on broad technical and scientific topics of interest to standing committees and legislators and are prepared by staff and occasionally by consultants. Topics and expenditures are subject to the approval of the Joint Legislative Committee on Science and Technology. Reports have been written on alternative residential space heating technologies, sludge disposal and utilization, residential solar equipment, and use of highway de-icing salts.

Office staff are frequently consulted as legislators consider bills which involve science or technical issues, and staff draft portions of bills or entire bills upon request.

Workshops or seminars address general scientific and technical issues of legislative concern, and provide forums for discussion between legislators and technical experts. Topics have included acid rain, groundwater resources, hazardous waste, air pollution, and energy. Testimony to legislative committees from staff, consultants, and technical experts has covered topics such as beverage container energy use, disposal of low-level radioactive waste, health effects of high voltage transmission lines, ethanol production, and truck weights.

Field trips are sponsored which offer legislators opportunities to observe on-site operation of specific technologies and question experts in the field. Visits have been made to a paper plant, landfills, sewage sludge facilities, and a nuclear power plant.

The office publishes a newsletter several times each year to inform legislators of current activities, services and publications available through the office. The office provides written documents to members of the public if requested to do so by a state legislator. However, in general, office services are limited to legislators and legislative staff.

The office operates under the jurisdiction of the Joint Legislative Coordinating Commission and its activities are overseen by the commission's Joint Legislative Committee on Science and Technology. A fifteen member Resource Council, composed of individuals with expertise in various technical disciplines, serves as an advisory body for the research office and legislative committee. The office is located in Room 49 of the State Office Building.

## **Legislative Commission on Employee Relations, (612) 296-2963**

**Jermaine Foslien, administrative assistant**

The Legislative Commission on Employee Relations (LCER) has two basic functions under the 1980 Minnesota Statutes, sections 3.855 and 179.74, subd. 5. It periodically reviews the functions of the public sector labor relations, civil service and related statutes and makes recommendations for statutory changes

to the full legislature. The commission also monitors state employee collective bargaining and reviews and approves or rejects state labor agreements prior to their submission to the legislature.

The commission is composed of the senate majority leader, the senate minority leader, the chairmen of the senate committees on governmental operations, finance, and taxes, and a member designated by the senate minority leader, the speaker of the house, the house minority leader, the chairmen of the house committees on governmental operations, appropriations, and taxes, and a member designated by the house minority leader. The LCER is served by staff from house research, senate counsel and senate research and by caucus research staff from both houses.

Meetings are held on an irregular basis and are open to the public. Persons wishing to receive meeting notices should contact the office at 430 State Office Building, St. Paul, MN 55155.

### **Legislative Commission to Review Administrative Rules, (612) 296-1143**

**Susan Robertson, executive director**

The commission promotes adequate and proper rules by agencies and an understanding upon the part of the public regarding those rules. The commission holds public hearings, investigates complaints about rules, and acts on any complaints which it deems to be meritorious and worthy of attention. The commission may, if the circumstances warrant, suspend any rule complained of by the affirmative vote of six members. In addition to suspension, the commission can make legislative recommendations, recommendations to agencies and it can direct agencies to hold rule hearings to consider the adoption of new rules or revision of existing rules.

The commission is a permanent bipartisan legislative body established in 1974 and consists of five senators appointed by the senate Committee on Committees and five representatives appointed by the speaker of the house. The commission meets at the call of the chairman, or upon a call signed by two of the members or five members of the full legislature. Chairmanship of the commission rotates between the house and the senate every two years. Regular monthly meetings are held throughout the year. The commission receives complaints from the public, legislators, and interested groups. Any person wishing to register a complaint with regard to an administrative rule may contact any of the commission members or the commission's executive director. All commission meetings are open to the public and the public may give testimony at any commission meeting. Offices are located in Room 430 of the State Office Building in St. Paul, MN 55155.

The commission publishes a biennial report which contains a summary of commission actions as well as recommendations for the future. The staff also prepares reports on all major issues which come before the commission. The biennial report and staff reports are available through the commission office or the Legislative Reference Library.

### **Legislative Commission on Minnesota Resources, (612) 296-2406**

**Robert E. Hansen, executive director**

This commission provides the legislature with the background necessary to

evaluate programs proposed to preserve, develop and maintain the natural resources of the state. Working cooperatively with the appropriate standing committees, the commission will continue to identify and research emerging resource issues facing the state. The commission has requested the advice of a wide range of organizations and individuals, including the appropriate standing committees, as to which resource issues present the most pressing problems to the state and deserve special consideration by the commission. The commission recommends to the legislature appropriations for certain programs and closely monitors those programs enacted in order to carry out its statutory charge. The commission is composed of 14 members, seven senators appointed by the Committee on Committees and seven representatives appointed by the speaker of the house. The commission is bipartisan, bicameral and the appointees serve until a successor is appointed. The commission is located in B-46 of the State Capitol.

### **Legislative Commission on Pensions and Retirement, (612) 296-2750 and 6806**

**Lawrence Martin, executive secretary**

The commission studies all pension plans, including social security, covering non-federal governmental employees in Minnesota. Reports and recommendations are made to the legislature. Proposed pension legislation is analyzed particularly for actuarial soundness and adherence to sound pension policy. The annual actuarial valuation studies which are submitted to the legislature by the various pension plans are reviewed by this commission. Selection of the 10-member commission is made by the senate Committee on Rules and Administration which chooses five senate members, and by the speaker of the house who picks five house members. Members serve two-year terms. The commission office is located in Room 147 of the State Office Building.

### **Interstate Cooperation Commission, (612) 296-3391**

The Interstate Cooperation Commission participates on behalf of the state of Minnesota as a member of the Council on State Governments. The purpose is to encourage and assist the legislative, executive, administrative and judicial officials and employees of this state to develop and maintain friendly contact by correspondence, conference and other means with officials and employees of the other states, of the federal government and of local units of government.

To advance cooperation between Minnesota and other units of government whenever advisable, the commission may formulate and aid in the adoption of compacts, the enactment of uniform or reciprocal statutes and the adoption of uniform or reciprocal administrative rules and regulations. The commission encourages the informal cooperation of governmental offices with one another, the personal cooperation of governmental officials and employees with one another individually, the interchange and clearance of research and information and other processes of cooperation.

The commission consists of five senators, five representatives, and five employees from the executive branch. The governor, president of the senate, and the speaker of the house are ex-officio, non-voting members.

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**Minnesota's United States Senators**


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Senator Rudy Boschwitz  
210 Bremer Bldg.  
419 Robert Street North,  
St. Paul 55101  
(612) 221-0904

2107 Dirksen Office Building  
Washington, D.C. 20510  
(202) 224-5641

Senator Dave Durenburger  
550 E. Butler Square  
100 6th Street North  
Minneapolis 55403  
(612) 725-6111

353 Russell Senate Office Building  
Washington, D.C. 20510  
(202) 224-3244

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**Minnesota's Representatives in the United States Congress**


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**First District:**

Arlen Erdahl  
33 Wentworth Ave. East., Suite 330  
West St. Paul 55118  
(612) 725-7716

1518 Longworth Office Building  
Washington, D.C. 20515  
(202) 225-2271

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**Second District**

Tom Hagedorn  
P.O. Box 3148  
Mankato 56001  
(507) 387-8226

2344 Rayburn Office Building  
Washington, D.C. 20515  
(202) 225-2472

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**Third District**

Bill Frenzel  
180 Federal Building  
Minneapolis 55401  
(612) 349-5100

1026 Longworth Office Building  
Washington, D.C. 20515  
(202) 225-2871

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**Fourth District:**

Bruce Vento  
150 Mears Park Place  
405 Sibley Street  
St. Paul 55101  
(612) 725-7869

230 Cannon Office Building  
Washington, D.C. 20515  
(202) 225-6631

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**Fifth District:**

Martin O. Sabo  
462 Federal Building  
Minneapolis 55401  
(612) 725-2081

426 Cannon Office Building  
Washington, D.C. 20515  
(202) 225-4755

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**Sixth District:**

Vin Weber  
720 St. Germain St. West  
St. Cloud 56301  
(612) 252-7580

514 Cannon Office Building  
Washington, D.C. 20515  
(202) 225-2331

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**Seventh District:**

Arlan Stangeland  
4th Floor-403 Center Ave.  
Moorhead 56560  
(218) 233-8631  
WATS 1-800-423-3770

1519 Longworth Office Building  
Washington, D.C. 20515  
(202) 225-2165

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**Eighth District:**

James L. Oberstar  
231 Federal Building  
Duluth 55802  
(218) 727-7474

2351 Rayburn Office Building  
Washington, D.C. 20515  
(202) 225-6211

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**United States Senators from Iowa**

Charles E. Grassley  
US Senator-Iowa  
344 Russell Bldg.  
Washington DC 20510

Roger W. Jepsen  
US Senator-Iowa  
5327 Dirksen Bldg.  
Washington DC 20510

**United States Senators from North Dakota**

Mark Andrews  
US Senator-North Dakota  
5205 Dirksen Bldg.  
Washington DC 20510

Quentin N. Burdick  
US Senator-North Dakota  
451 Russell Bldg.  
Washington DC 20510

**United States Senators from South Dakota**

James Abdnor  
US Senator-South Dakota  
4241 Dirksen Bldg.  
Washington DC 20510

Larry Pressler  
US Senator-South Dakota  
2104 Dirksen Bldg.  
Washington DC 20510

**United States Senators from Wisconsin**

Robert W. Kasten Jr.  
US Senator-Wisconsin  
221 Russell Bldg.  
Washington DC 20510

William Proxmire  
US Senator-Wisconsin  
5241 Dirksen Bldg.  
Washington DC 20510

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## Election Information

**Party Caucuses: Tuesday, February 23, 1982, 8:00 p.m.**

Locations for each party caucus are posted around each voting district in public buildings. People can also call their county auditor or city clerk for specific locations.

**Filing for Offices: Opens July 6, 1982. Closes 5 p.m. July 20, 1982.**

Filing for a political office is done at one's county office, unless the district in which a person is running for election crosses county lines, in which case filing for office is done at the Secretary of State's office.

**Primary Election: Tuesday, September 14, 1982**

**General Election: Tuesday, November 2, 1982**

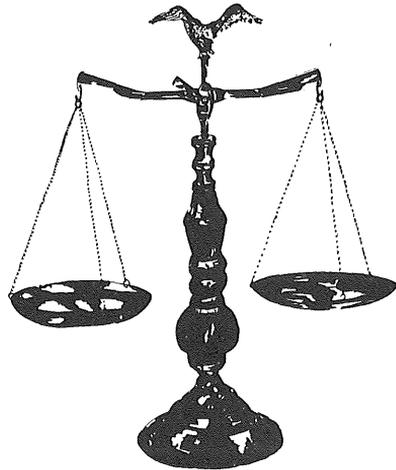
To find your polling place call your city clerk or county auditor. Call these same offices to register to vote, to file an absentee ballot, or for more information about voting.



## Minnesota Judicial System

Article Six of the Minnesota Constitution establishes the judicial branch which serves as the final upholder of the constitution of the state and the nation. The judicial branch is responsible for interpreting the laws in cases that are brought before it and must be certain that challenged laws do not violate the constitution.

In Minnesota there are several different levels of courts. What distinguishes one court from another are the types of cases that can be heard by a judge of that court. This is called the court's jurisdiction. Under a progressive new law, judges from one court level can be assigned cases from another level to reduce delay and court backlog.



### Conciliation Court

The court with the most limited jurisdiction in Minnesota is conciliation court, sometimes called "the people's court" and known in other states as "small claims" court. Conciliation court is Minnesota's court of small claims, the court where civil matters in amounts up to \$1,000 can be heard. Conciliation courts are divisions of the county courts, except in Ramsey and Hennepin

counties, and each county has a conciliation court. In 1980 over 101,000 cases were presented in conciliation court.

Conciliation court is unique because no attorneys are needed, and in many counties, attorneys are not permitted to represent persons in conciliation court. The processes and hearings in conciliation court are usually informal, less structured and without the legal trappings of other courts, making it easier for people to present their own cases.

A conciliation court claim is not difficult to file, and there are some basic rules that ease the path. Before filing a conciliation court suit, people should first attempt to settle the problem. Negotiating can save everybody time, money, and personal energy. It can also bring a successful resolution to the problem.

If a matter can't be resolved, the next step is to file the claim. Claim forms are available at the courthouse or can be obtained by mail. Before filling out the claim, certain information should be gathered: 1) the exact name of the other party; 2) the other party's address; 3) a short statement about the problem; 4) the dates, times, and locations involved in the problem situation; and 5) the amount of damages caused. The clerk of court can be quite helpful assisting people in filling out conciliation court claims.

The completed conciliation court claim is generally mailed to the person being sued, and a court hearing is set, usually within a month or six weeks. The person who has been sued has the opportunity to bring a counterclaim, that is, sue the original party for any damages that the original party caused. This must be done by a form completed at least five days before the scheduled hearing.

The hearing is the most important part of the case. While judges in conciliation court do not demand strict adherence to rules of court and evidence, each side must be prepared to prove its claims. There is, in fact, no substitute for preparation for a conciliation court hearing.

Preparation consists of determining the essential facts and gathering the evidence to prove them. The first step in preparation is to write down what happened and what damages occurred. This information should be consolidated into a few short statements. Next, anything that can be shown in court to prove these statements should be collected. Are there documents such as receipts, leases, bills, contracts or letters? Are there photographs or actual items that can be taken to court? Are there witnesses, either a person who observed the incident or someone who knew the circumstances before and after? Can you show the costs of damages with an estimate for repairs or a cancelled check?

Judges and referees who hear conciliation court cases emphasize that all too often people fail to bring relevant evidence to court with them. This failure may cause them to lose.

Once in court, the person filing the claim will speak first. The person being sued will then have an opportunity to present his or her point of view. But whichever side, speaking clearly and to the point is the real key. In court, a person should be calm, organized, and assertive, but never argumentative with the judge or other party.

Decisions from conciliation court are usually sent in the mail a few days after the hearing. Someone who loses in conciliation court can appeal if he or she is dissatisfied with the decision, but only by acting promptly. The appeal period ends ten days after the decision is reached. Preparing an appeal is more difficult than filing the initial conciliation court claim, and often an attorney is needed at

this stage. If appealed, the case proceeds as if there had been no decision in conciliation court. Once filed, an appeal is heard by a judge from the county court, or in the Twin Cities, by a judge from the municipal court.

### County Court

County court is the next level of courts in Minnesota. The county court system was established in 1971 and combines probate and municipal courts into one court and in some instances combines two or more counties into a single county court district. There are 67 county courts, serving all counties, except for Hennepin and Ramsey counties where there are municipal courts.

The county court handles cases in four areas: civil, criminal, family and probate court matters. The county court has civil jurisdiction where the amount in controversy does not exceed \$5,000 excluding interest and costs. In the criminal area, county courts can handle cases that are less serious in nature such as misdemeanor, petty misdemeanor and some initial appearances in felony matters. On a misdemeanor charge, a person could be fined up to \$500 and jailed for no longer than 90 days. The county courts handle matters including all cases under the juvenile court act, all cases arising out of or affecting the family relationship, such as divorces, child support, and also civil commitments. The county court has concurrent jurisdiction with the district court over actions for divorce, separation, adoption and change of name. In the probate area, the court hears all cases in law and in equity for the administration of estates of deceased persons and all guardianship and incompetency proceedings. In addition, the county court may establish a traffic violations bureau. From county court, appeals can be made to a panel of three judges from the district court.

Judges from the county court may be assigned to hear district court cases, to facilitate processing of the court's case load. Judges are elected by the voters of their respective county court districts for six-year terms. Candidates file for a specific judgeship, and this information is stated on the ballot. Judges are nominated and elected without party distinction.

### Municipal Court

Hennepin and Ramsey counties have the only separate municipal courts in Minnesota and these municipal courts handle the large volume of cases and serve the diverse population of the Twin Cities. Municipal court judges can hear civil cases in amounts up to \$6,000, and criminal cases where a misdemeanor or petty misdemeanor is charged. Some cases that could be heard by a county court, such as divorces, juvenile and probate matters, are handled by other courts in the Twin Cities. From both county court and municipal court, appeals can be made to a panel of three judges from the district court.

Appeals from conciliation court in the Twin Cities are heard by the municipal court. Municipal court judges are elected by voters of Hennepin and Ramsey counties for six-year terms. Judges from the municipal court can also be assigned to hear district court cases should the need arise.

### Probate Court

Probate court jurisdiction is incorporated into the county court except in Hennepin and Ramsey counties which have a separate probate court as part of

the district court with judges elected for six-year terms. The probate court has unlimited original jurisdiction in law and equity for the administration of the estates of deceased persons and all guardianship and incompetency proceedings. There is a probate registrar in every county.

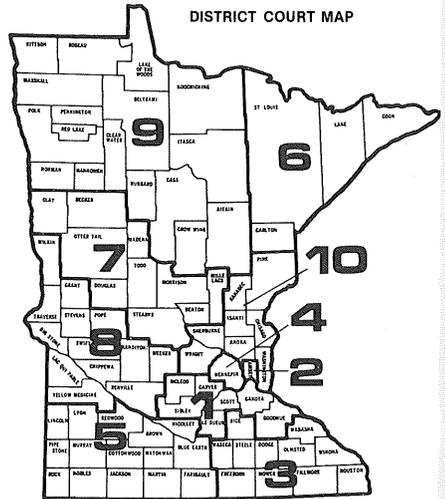
### District Court

The district courts handle cases involving large dollar amounts in the civil area or serious offenses in the criminal area. The district court gets its name from the ten judicial districts that divide the state. With a total of 72 judges, the district courts can take any civil case, no matter what the dollar amount, and any criminal case, no matter what the charge. But, because county and municipal courts hear some of these matters, the district courts generally handle felony cases and gross misdemeanors in the criminal area. A felony is a crime for which a person could spend a year or more in prison, and a gross misdemeanor is a crime which could bring from three to twelve months in jail. The judicial courts must also handle all civil cases in which the amount of damages is over \$5,000 (\$6,000 in the Twin Cities), or in which special non-monetary (equity) relief is sought. At present the law provides for appeals from county and municipal courts to three judge panels from the district courts and states that district courts shall have such appellate jurisdiction as may be prescribed by law.

In Ramsey and Hennepin counties the district courts have jurisdiction of juvenile, probate and family court matters. In both counties the district court judges assign a specific district judge to the juvenile division for a period of not more than three years during which time the judge handles juvenile matters exclusively.

Judges are elected by the voters of their respective districts for six-year terms. Candidates file for a specific judgeship, and this information is stated on the ballot. Judges are nominated and elected without party designation.

There are three or more judges in each district. Each year judges of every district meet to elect a chief judge and an assistant chief judge, who have the administrative responsibility of coordinating the business of the court in that district. Chief judges, and assistant chief judges attend meetings called by the chief justice of the supreme court, who has the responsibility of supervising and coordinating the work of the districts. Each district also has a district administrator who is responsible for managerial functions such as developing budgets, handling personnel matters, overseeing the processing of cases, and planning and implementing judicial policies. The chief justice of the supreme court has the power to assign judges from one district to serve in another district.



If someone is dissatisfied with a decision of the district court, there is only one place in the state to go — to the Minnesota Supreme Court, the highest court. The Minnesota Supreme Court hears appeals of cases from courts throughout the state and can make decisions that impact on future cases, as well.

## Supreme Court

Each year hundreds of people from throughout the state bring their appeals of legal cases to the Minnesota Supreme Court. Appeals are the main business of the state's highest court, along with administering the court system and regulating the practice of law. To the supreme court may be taken appeals from decisions of the state's trial courts and state hearing agencies, such as the Tax Court or Worker's Compensation Court of Appeals. In 1978 there were 1,192 appeals, an increase of nearly 300% from only ten years ago. About half of the cases were in "special term" or extraordinary matters. There were 330 oral arguments before panels of three or more justices.

But numbers alone do not reflect the true impact of the supreme court's role. In hearing appeals from lower courts, the supreme court acts as the legal system's safety valve, a double-check to assure that justice is being administered in a fair and legally correct manner throughout the state. In addition, it is this court's obligation to insure that the constitution is upheld in cases brought before it.

The cases that come to the court span a broad range of topics, from major policy questions to problems facing the average citizen. Recent cases include election contests, child custody problems, rights of persons charged with crimes, questions on taxes, personal injuries, pensions, and many others.

The decisions of the supreme court sometimes only affect those people involved in the lawsuit. But, as often happens, the court's orders may touch the lives of many citizens in the state. For example, the supreme court made a ruling on wild and scenic rivers, important to environmentalists, campers, canoers, and also to property owners. The court upheld a challenged state law that prevented certain owners of river front property from cutting trees or building too close to the water in order to preserve the river's natural beauty. This and other decisions of the supreme court serve as a model for all future cases in the state and must be followed under a rule of precedent.

A case gets to the supreme court when there is an unhappy litigant (a party to a lawsuit) who is dissatisfied with the decision of a lower court. Cases never begin in the supreme court, but they often end there. There must also be some legal basis for the appeal. The basis might be that a judge made an error in interpreting the law, that the law violates the constitution, or that proper procedures were not followed.

The handling of a case before the supreme court is different than that of any other court in the state. There are, for example, no witnesses, no juries, no evidence and no trials. Instead of one judge, there are nine justices. If an oral hearing is granted — some cases are decided on the lawyer's written briefs only — the attorneys are limited to no more than forty minutes in their arguments to persuade the court.

All of the decisions of the supreme court are written. One justice is assigned to write the opinion of the court, explaining the legal basis, and other justices review it and make revisions. With the high volume of cases before them, this

process takes from one to six months. The opinion is then released and printed immediately in a legal newspaper. Later the decisions are bound in books for law libraries.

Minnesota Supreme Court opinions can be appealed only to the United States Supreme Court, and then only if a matter of the United States Constitution is involved. Each year less than a half dozen Minnesota cases reach that stage.

Minnesota's eight associate and one chief justice also are charged with other duties. The supreme court supervises and coordinates the work of the state's courts. Under their auspices come a host of judiciary functions, from overseeing the processing of cases and making rules for the courts, to admitting applicants to the practice of law and disciplining wayward lawyers and judges. The supreme court is located in the State Capitol in St. Paul, MN 55155, (612) 296-2581.

The supreme court has one court term each year beginning in September and continuing through May, and often going into June. During the summer the court conducts hearings which do not require oral arguments. The court has a commissioner's office which is responsible for the preparation of "special term" matters (extraordinary and emergency appeals, matters usually not heard in open court) and most cases processed without an oral hearing.

Under the law, a candidate seeking election to the supreme court must specify that the candidate is filing for a specific justice's office which would otherwise become vacant. The justices are elected to six-year terms on a non-partisan ballot. Vacancies during a term on the court are filled by governor's appointment.

### Frequently Called Numbers:

Office	Location	Telephone
State Court Administrator	317-D State Capitol or 40 N. Milton Ave., Room 300 St. Paul, MN 55104	(612)297-2157 (612)296-2474
Commissioner of the Supreme Court	322 State Capitol	(612) 296-6125
Clerk of the Supreme Court	230 State Capitol	(612) 296-2581
Deputy Clerk of the Supreme Court	230 State Capitol	(612) 296-2581
Administrative Assistant for the Supreme Court	317-A State Capitol	(612) 297-2241
State Law Library	117 University Avenue St. Paul, MN 55155	(612) 296-2775
State Public Defender	University of Minnesota Law School or William Mitchell College of Law	(612) 373-5725 (612) 297-2535

The supreme court usually meets in the mornings at 9:00 a.m. September through May and generally does not hear cases on Fridays. Public seating in the supreme court chambers is available for about 36 people. Seating is on a first come basis and reservations are not taken. For specific information about what case is being heard on a specific day, call the Office of the Chief Clerk of the Supreme Court.

## **Office of the State Court Administrator, (612) 296-2474**

**Laurence, C. Harmon, state court administrator**

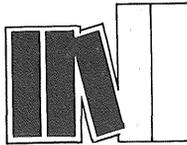
The state court administrator is appointed by the supreme court and is responsible for the overall administration, budgeting and planning for all the courts in the state. Under the auspices of the state court administrator comes a host of functions, committees and boards, including the Judicial Planning Committee, State Judicial Information Systems, Administrative Staff to the Supreme Court, Continuing Education for State Court Personnel and Trial Court Information Systems.

Each judicial district has a district administrator, pursuant to the Court Reorganization Act of 1977, and these administrators work in conjunction with the state court administrator for the improved management and planning of the courts. For information or assistance contact the Office of the State Court Administrator at Room 317D State Capitol, St. Paul, MN 55155 (612) 297-2157 or at Room 300, Legal Education Center, 40 N. Milton Avenue, St. Paul, MN 55104, (612) 296-2474.

## **Minnesota State Law Library, (612) 296-2775**

**Marvin Roger Anderson, state law librarian**

**Minnesota Statutes, section 480.09**



The State Law Library, established in 1849, is designed to meet the legal research needs of the supreme court, other branches of government and the legal profession. A division of the supreme court, the law library is open to the public and offers access to about 250,000 volumes of legal materials. The library's collection includes law reports, statutes and session laws of all 50 states, federal statutes, digests, encyclopedias, legal texts and periodicals, and looseleaf services. In addition the library has statutes and law reports of Canada. The briefs and transcripts of Minnesota Supreme Court and the briefs of the United States Supreme Court are also included in the collection. The library is a selective depository of federal and state government documents.

The library has established a program to organize and unify the system of county law libraries throughout the state. A survey has been completed, a directory of the county law libraries has been published, and ongoing relations between the State Law Library and county law libraries has been established. For further information concerning this project contact the State Law Library.

The library maintains a reference desk and a copy machine is available at 10¢-15¢ per page. The library's hours are 7:30 to 5:00 p.m. Monday through Friday and 8:30 a.m. to 12:30 p.m. on Saturday. (The library is closed on Saturday, Memorial Day through Labor Day.) The library is located at 117 University Avenue, St. Paul, MN 55155.

### **Judicial Planning Committee, (612) 296-6282**

**Gregory Lang, staff director**

The committee conducts various studies of different aspects of the Minnesota court system and seeks ways to improve them. The committee has several subcommittees which review the court system including public defense, court reporters, referees and judicial officers, trial court budget and personnel intermediate appellate courts, long range planning, redistricting and court facilities. A *Criminal Benchbook* is being written for judges in the state by the staff and is expected to be published in early 1982. The committee is an agency of the supreme court. A staff of five assists the subcommittees. The committee is composed of 30 people including lawyers, judges, lay people and members of the bar, and is located at Room 201, 40 North Milton, St. Paul, MN 55104.

### **Information Systems Office of the State Court Administrator, (612) 296-1370**

**Jim Rebo, director**

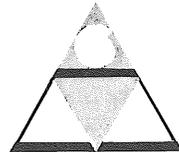
The office was established in 1977 by the supreme court and the state court administrator as a result of the Court Reorganization Act of 1977 which mandated the state court administrator to promulgate and administer uniform requirements on information systems, court records and statistics. This office collects data pertaining to all the cases in all the courts in Minnesota and makes this information available to clerks, judges, the legislature and others so as to encourage the expeditious and cost effective movement of the state's caseload while adhering to due process of law.

An office of the state court administrator, the Information Systems Office concentrates on two areas: statewide management systems development and trial court information systems projects. The office does not manage trial court case loads, but serves to measure trial court case load management performance and to provide management development efforts. For example, to help trial court operations functions the office has selected several pilot sites to develop new streamlined systems to improve court management, calendars, record keeping, and case loads. It is hoped that better systems can be developed at these pilot sites with federal funding, and then be transferred to courts in all 87 Minnesota counties over the long term future. For more information contact the office at Room 304, Legal Education Center, 40 N. Milton, St. Paul, MN 55104.

### **County Attorneys' Council, (612) 296-6972**

**David W. Larson, executive director**

**Minnesota Statutes, sections 388.19 and 388.20**



The County Attorneys Council is a service and planning agency that works to maintain and improve the quality of legal services provided by county attorneys' offices in both the enforcement of the state criminal code and the implementation of civil law responsibilities of the county attorney. The council has

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

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

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

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

The council is comprised of all 87 county attorneys and the attorney general. The governing body of the council is called the Board of Governors which is comprised of the attorney general and five county attorneys elected for one year terms at the annual meeting of the council which is held in November of each year. For more information or to request materials, contact the council at Suite 100, 40 North Milton Street, St. Paul, MN 55104.

### **Office of Continuing Education for State Court Personnel, (612) 296-6508**

**Wm. Paul Westphal, Jr., director**

The office conducts basic orientation and instruction courses and in-service training for judges, clerks of courts, deputy clerks, probate registrars, court reporters, bailiffs, and to a limited extent for prosecutors (county attorneys) and public defenders. Programs are specifically offered for people working for the court system and on the public payroll. The office, established in 1973, administers the Minnesota Supreme Court's mandatory judicial education requirement and the court support personnel education requirement. For more information contact the office, located at Room 205 Legal Education Center, 40 North Milton, St. Paul, MN 55104. The office maintains a mailing list of state court personnel and notifies people about appropriate educational programs. Instructional fees are paid for by legislative appropriation and L.E.A.A. grants.

**Board of Continuing Legal Education, (612) 227-5430**

**Douglas R. Heidenreich, executive director**

The office was established in 1975 and approves programs for the purposes of attorneys meeting their continuing education requirements as set by the supreme court. All lawyers in Minnesota have to maintain 45 hours of continuing education every three years and report that they are doing so to the board. The office periodically publishes information about courses available in *Bench and Bar* and occasionally sends reminders to lawyers about fulfilling their continuing education requirements. The office submits an annual report to the supreme court.

A Board of Continuing Legal Education oversees this work and is composed of 13 members appointed by the supreme court. Three members of the board are nonlawyers, one is a district judge and the others are attorneys. All serve a term of three years, except for the chairman who serves at the pleasure of the supreme court for an indefinite period. For more information contact the board at 875 Summit Avenue, St. Paul, MN 55105.

**Judicial Advisory Service, (612) 296-1877**

**Steve Forestell, director**

The office provides a centralized law clerk service to county and municipal judges. The staff conducts specific research for judges in these courts and prepares written memorandums for use in their opinions. The office is located in Room 202, 40 North Milton, St. Paul, MN 55104.

**Juvenile Justice Study Commission, (612) 373-2726**

**Richard Clendenen, director**

The Supreme Court Juvenile Justice Study Commission is a citizen's group established in 1975 by the supreme court to help develop guidelines and standards for the juvenile justice field, particularly the juvenile courts. It is a fact finding and research group which publishes its findings and makes them available to juvenile justice personnel and the public. There are 19 citizen members of the commission appointed by the supreme court and one liaison member from the supreme court. The commission usually meets once every four to six weeks and meetings are open to the public. Staff researchers for the commission are provided through a contract with the Office of Delinquency Control, University of Minnesota, 119 Temporary North of Appleby Building, 122 Pleasant Street S.E., Minneapolis, MN 55455.

Two special task forces have been established — one to draft proposed uniform rules of procedure for Minnesota's juvenile courts. The other is examining and evaluating alternatives to traditional juvenile court process. The commission also issues a 4-page, quarterly newsletter, *Focus*. Persons desiring copies of the commission's reports or newsletters may contact the commission at the above address.

**Board on Judicial Standards, (612) 296-3999****George J. Kurvers, executive secretary****Minnesota Statutes, sections 490.15, 490.16 and 546.27**

The board serves as the disciplinary body for the state's judges. The board investigates complaints against judges and determines if a judge has violated the code of judicial conduct. The board can reprimand a judge privately or can, after a hearing, recommend to the supreme court that a judge be retired for disability that seriously interferes with the performance of his or her duties and is, or is likely to become, permanent. The board can also recommend that a judge be censured or removed for action or inaction that may constitute persistent failure to perform his or her duties, incompetence in performing his or her duties, or habitual intemperance or conduct prejudicial to the administration of justice that brings the judicial office into disrepute.

A complaint relating to conduct of a judge may be initiated upon any reasonable basis by judges, lawyers, court personnel or members of the general public. All proceedings shall be confidential until there has been a determination of probable cause and formal charges have been filed against a judge. All complaints filed with the board are considered.

The board was established in 1971 and consists of three judges, two lawyers and four public citizens. The members are appointed by the governor with the advise and consent of the senate. They may serve two full four year terms or their equivalent. The board usually meets once a month. To file a complaint or request information, contact the board at 202 Minnesota State Bank Building, 200 South Robert Street, St. Paul, MN 55107.

**State Board of Law Examiners, (612) 222-2050****Richard E. Klein, director of bar admissions****Rules of the Supreme Court; Minnesota Statutes, section 481.01**

The Board of Law Examiners is responsible for the screening of all applications for admission to the practice of law in Minnesota. The board prepares the bar examinations, supervises the grading and recommends successful candidates to the supreme court for admission. Certificates authorizing the holder to practice law are issued by the supreme court upon admission.

The bar examination is administered twice each year, in February and July. Applicants must be graduates of duly qualified law schools prior to taking the exam. The filing fee for an applicant to take the examination is \$150.00 which includes the \$50.00 cost of taking the examination. Timely filing expires 90 days prior to the first day of the examination. An application which is filed one to ten days late must be accompanied by an additional fee of \$25.00. Applications may be filed thereafter up to 10 days before the examination and must be accompanied by an additional sum of \$100.00.

Unsuccessful applicants on the examination may repeat twice more and the fee in such instances is \$100.00. An applicant who has been unsuccessful three times may petition the Board of Law Examiners for permission to take the examination for a fourth and final time and must submit with such petition a study plan for approval by the board.

Attorneys admitted in other states desiring admission in Minnesota either by examination or on motion, if admitted more than one year, must pay \$400.00. The examination requirement may be waived by the board for attorneys admitted in other states who have been engaged in the practice of law or in full-time teaching in an approved law school for five of the seven years immediately preceding the date of filing the application.

The Board of Law Examiners is appointed by the supreme court and is composed of nine members, seven of whom are lawyers and two who are non-lawyers, and the appointments are for a term of three years. The board elects its own president and the secretary is appointed by the supreme court. Subject to the approval of the supreme court, the board is authorized to employ a director of bar admissions. For further information contact the director of bar admissions. Room 200A Minnesota State Bank Building, 200 South Robert Street, St. Paul, MN 55107.

### **Lawyers Professional Responsibility Board, (612) 296-3952**

#### **Michael J. Hoover, director of lawyers professional responsibility**

The board accepts referrals from judges, other lawyers, or the general public concerning complaints against any Minnesota lawyer. Most complaints are investigated initially by local bar association ethics committees composed of both lawyers and non-lawyers. When the committees have completed their investigations, they forward their findings to the director who reviews them and makes the final disposition of all complaints.

If the director determines that disciplinary action is appropriate, the case is first submitted to the board which may either privately discipline the lawyer or direct the filing of petitions in the supreme court seeking public discipline or disbarment. It is the responsibility of the director to prosecute public petitions seeking discipline or disbarment.

The board was established by the supreme court in 1971. It was formerly called the State Board of Professional Responsibility. The board is funded by registration fees paid by Minnesota lawyers. The board consists of 12 lawyer members, 8 non-lawyers, and a chairman. Members may serve two 3-year terms. A director of lawyers professional responsibility is appointed by the supreme court and serves at its pleasure. The director also has a staff consisting of an assistant and such additional personnel as may be approved by the court. To file a complaint or request more information, contact the board by calling the above number or by writing Lawyers Board, Space Center Bldg., 4th Floor, 444 Lafayette Road, St. Paul, MN 55101.

### **State Public Defender, (612) 373-5725**

#### **C. Paul Jones, state public defender**

#### **Minnesota Statutes, sections 611.22-611.25**

The Minnesota Public Defender provides legal representation without charge to all indigent clients in criminal cases involving appeals to the Minnesota Supreme Court, post conviction proceedings in the district courts throughout the state, appeals to the Minnesota Supreme Court from unsuccessful post

conviction proceedings and in juvenile and adult parole revocation proceedings.

The Minnesota Public Defender also provides legal services to inmates and parolees regarding their civil legal problems. This civil division is known as Legal Assistance to Minnesota Prisoners (L.A.M.P.).

The Minnesota Public Defender represents inmates in prison disciplinary hearings involving claimed violations of one or more of the sixty or so institutional rules and regulations. This in prison disciplinary hearing division is known as the Legal Advocacy Project (L.A.P.).

Correspondence and inquiries should be made to the State Public Defender's Office which is located at 95 Subplaza, Law Center, University of Minnesota, Minneapolis, MN 55455.

There are trial court public defenders in eight judicial districts in the state who are paid by the counties in the judicial districts on an annual basis. In the West Central or Eighth Judicial District and the Southeast or Third Judicial District, attorneys are appointed as each case arises and are paid by the county where the appointment takes place upon the completion of each case.

**Alternative Public Defender Programs**

Legal Rights Center  
808 Franklin Avenue East  
Minneapolis, MN 55404  
(612) 871-4886

Neighborhood Justice Center  
464 South Robert Street  
St. Paul, MN 55107  
(612) 227-8497

Leech Lake Reservation Criminal  
and Juvenile Defense Corporation  
P.O. Box 308  
Cass Lake, MN 56633  
(218) 335-2207

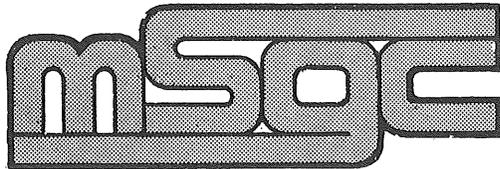
White Earth Reservation Criminal  
and Juvenile Defense Corporation  
White Earth, MN 56591  
(218) 983-3285

Neighborhood Justice Center, Inc.  
500 Laurel Avenue  
St. Paul, MN 55103  
(612) 222-4703

Neighborhood Justice Center  
Dakota Co. Juvenile Office  
1068 South Robert Street  
West St. Paul, MN 55118  
(612) 455-0472

Duluth Indian Legal Services  
217 North 4th Avenue West  
Duluth, MN 55806  
(218) 727-2881

**Minnesota Sentencing  
Guidelines Commission**  
(612) 296-0144



**Dale G. Parent, director**

Laws 1978, Chapter 723, (Minnesota Statutes, section 244.09)

The commission was established to promulgate and submit to the legislature by January 1, 1980, sentencing guidelines for district court judges. The guide-

lines are advisory to the court in order to reduce the disparity in sentencing practices throughout the state in terms of length of incarceration as well as incarceration versus probation. In developing the guidelines, the commission, following a legislative directive, relied on appropriate combinations of offense and offender characteristics, and consideration to prior sentencing and releasing practices and available correctional resources. The guidelines became effective on May 1, 1980, and apply to sentencing for all felony offenses committed on or after May 1, 1980.

The commission is required to monitor and modify the guidelines and evaluate their effectiveness after a reasonable period of operation. In addition, the commission is required to conduct ongoing research and make periodic recommendations to the legislature regarding improvement in sentencing, the criminal code or other criminal procedures.

The commission is conducting an evaluation study of the effectiveness of the guidelines in reducing disparity, and will make a preliminary report to the 1982 session of the legislature. It will also study the effects of sentencing guidelines on plea negotiations and charging practices before and after implementation of the guidelines. Further, the commission is considering the development of 'non-imprisonment' guidelines, which would provide advisory guidelines to the courts in the use of local jail time as a condition of a stayed felony sentence.

In accordance with Article I of the law, there are nine commission members, each appointed for four years: the chief justice of the supreme court or his designee; two district court judges appointed by the chief justice of the supreme court; one public defender appointed by the governor upon recommendation of the state public defender; one county attorney appointed by the governor upon recommendation of the Board of Governors of the County Attorney Council; the commissioner of corrections or his designee; the chairman of the Minnesota Corrections Board; and two public members appointed by the governor. The term of office for the current commission members expires in June 1982. It is expected that new appointments will be made at that time in accordance with the above procedure.

The commission usually meets the third Thursday of each month, or as often as necessary. All meetings of the commission are public. Anyone desiring to be placed on the mailing list to receive notice of meetings and copies of published reports may contact the administrative assistant at Suite 284 Metro Square Building, 7th and Robert Street, St. Paul, MN 55101.



# Minnesota Profile

## Land

The state that now is called Minnesota is an ancient land whose story was written in stone over two billion years back in geological time. The rocks visible in Minnesota are among the oldest to be seen in the world, and the results of almost every geological process operating in and on the earth can be viewed in the state.

**Geology** — In Minnesota's early days great lava flows were forced from the earth's interior, and in the process of expulsion of gases and magma, very great pressure raised high mountain ranges. Minnesota's volcanism was of the type that forced its way among older rocks deep below the surface. Minnesota is one of several states with large areas where these ancient rocks, formed underground, are now exposed on the surface.

Geologists have found sedimentary rocks layered, folded and tilted, or crumpled into wavy lines, indicating that originally flat layers were pushed up into ridges and mountains. By measuring the angle and thickness of these layers of rock (strata) and studying the places where still hidden underground strata appear as outcrops on the surface, geologists have determined that a great mountain chain, sometimes referred to as the Killarney mountains, extended from Minnesota, across Wisconsin and Michigan, and on eastward into Canada. This mountain range towered over the landscape for millions of years until the combined forces of glaciers, earthquakes and weather eroded them away. What is left are only ancient granite hills which lie west of Lake Superior's North Shore and the Laurentian peneplain. This peneplain (literally "almost a plain") is a vast, nearly level platform that extends from northeastern Minnesota up through central Canada.

About one billion years ago ancient seas submerged this peneplain again and again, and then finally retreated to make this the first large part of North America to be more or less permanently elevated above sea level. During the eons of geological time Minnesota's climate varied from arctic cold to tropical and its exposed surface was eroded deeply by the elements, exposing large areas of the earth's oldest rocks — granites, gneisses, and schists — that were probably formed during one of the earth's earliest eras, the archeozoic era.

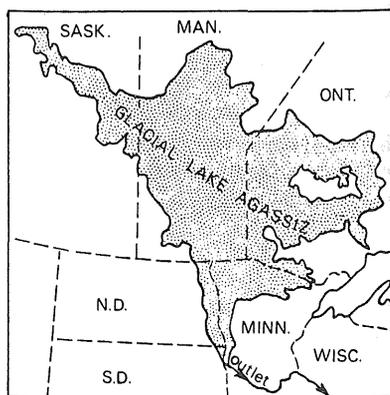
Along the North Shore of Lake Superior can be seen hardened sheets of lava that long ago flowed out from fissures on the surface of the earth and now slope down beneath the water of the lake. The Giant's Range is a more or less continuous ridge of granite nearly 100 miles long rising 50 to 500 feet above the general level of the region of the Laurentian peneplain. It extends from a few miles north of Grand Rapids northeastward to beyond Birch Lake in eastern St. Louis County and western Lake County and is an ancient granite. Yet it is still not as old as the granite that can be seen around Saganaga Lake on the Minnesota border. South of the granite ridge lie the rich iron-bearing rocks that are mined today in Minnesota's widely known open-pit iron mines of the Mesabi and Vermilion Ranges, where Indian legend tells of the burial places of giant red men.

**Glaciers** — During the Pleistocene epoch (1,000,000 to 10,000 years ago), four massive glaciers advanced and retreated over the land of Minnesota. These glaciers bear the names of the states that mark the ice sheets' farthest advance to the south and their characteristic deposits. The Nebraskan Ice Sheet moved down from the northwest and spread as far south as St. Louis, 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 melt-waters also left many different kinds of deposits, some 500 feet deep, over the rest of the state. The glacial ice, possibly one mile thick in places, scoured the bedrock in northeastern Minnesota, scooped out the basins for the Great Lakes, eroded a mighty mountain range, and carved the bed for Glacial Lake Agassiz, an ancient lake so large its area could contain all the Great Lakes rolled into one.

Enormous amounts of water were released as the glaciers melted, forming large glacial lakes. The largest of these lakes was Lake Agassiz which covered the northwestern part of the state 9,000 to 12,000 years ago and dipped down into the Red River Valley. The lake broadened as it extended farther north into Canada where it spread from Ontario to Saskatchewan. As natural dams gave way Lake Agassiz spilled out over its banks and began draining at its south bank, creating Glacial River Warren. River Warren carved and eroded the Precambrian rock, estimated to be 1.6 to 3.3 billion years old, and dug today's Minnesota River Valley. Later Lake Agassiz spilled into Lake Superior.



Abundant deposits from previous glaciers have been eroded by streams in the southwestern and southeastern corners of the state. Southeastern Minnesota, a country of steep valleys, rocky bluffs, and flat uplands, displays sedimentary rocks of the Paleozoic age as a result of this stream erosion. The dalles of the St. Croix River is the meeting place of two rivers that joined to

form the St. Croix. Water draining from glacial Lake Duluth drilled a deep, narrow path through hard igneous rock, joining the previously formed lower river. Rocks and gravel, swirling in eddies, carved the dalles' potholes, stone wells up to 60 feet deep. Pines cling precariously today to steep rock walls that tower as high as 200 feet above the river. The St. Croix's depth at the dalles averages 70 feet, with holes as deep as 100 feet.

**Ecosystems** — Today, three major ecosystems exist in Minnesota: the boreal coniferous forest, the temperate deciduous forest, and the temperate grassland. Dominating the northeastern third of the state is the boreal coniferous forest made up of pine, spruce, and fir, with tamarack in bog areas. The temperate deciduous forest, running along the western and southern edges of the boreal coniferous forest, stretches diagonally from the northwestern to the southeastern corners of the state and consists of oak, maple, and basswood. This band of hardwoods, known as the Big Woods, averages 40 to 80 miles in width. South and west of these hardwood forests, and dominating the southwestern third of the state, is the temperate grassland or tallgrass prairie. In this region is the most fertile soil of the state, rich in organic matter and high in soluble mineral plant food.

Little remains of the tallgrass prairie, nearly all has been taken for agriculture with only small pockets of prairie reserves due to the efforts of conservation groups. Most of the Big Woods have been cleared for crops, pasture and urbanization. The coniferous forestlands, cut over for timber, are growing back with aspen, birch and jack pine and are used today by the state's forest products industries.

The state stretches some 400 miles from north to south, while the width varies from 327 miles at its greatest along the Canadian border, down to an average of 225 miles. The total area of the state is 84,068 square miles, ranking Minnesota 12th largest of the 50 states. Land area is 80,009 square miles and inland waters area 4,059 square miles, a greater water area than any other state. The number of lakes 10 acres and more are 15,291.

Sometimes known as the "Mother of Three Seas," Minnesota receives no water from other states. It is a supplier of fresh water to the rest of the continent with all its waters flowing out of the state in three directions. Most of the state's land drains to the south through the Mississippi and its tributaries into the Gulf of Mexico. The Red River Valley drains northward into Lake Winnipeg and Hudson Bay, and Lake Superior and its tributary rivers drain eastward into the Atlantic Ocean.

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 precipitation is 24.71 inches and the average annual snowfall is 42.3 inches. The average temperature in degrees for each month is: January 14°; February 17°; March 30°; April 46°; May 58°; June 68°; July 73°; August 71°; September 62°; October 50°; November 33°; December 20°.

In July, the average daily high and low temperatures range from 85°F to 55°F in southern Minnesota, 80°F to 55°F in the northwest, and 70°F to 50°F along the shore of Lake Superior. Average daily high and low temperatures in Janu-

ary range from 25°F to 5°F in the south, and from 15°F to -5°F in the north. The average frost-free days range from less than 90 days in parts of the north to more than 160 days in parts of the south. Annual regional precipitation averages range from more than 30 inches in the southeast and the extreme northeast, to less than 20 inches in the northwest. Average seasonal snowfall ranges from less than 40 inches in the western part of the state to more than 70 inches in the extreme northeastern tip. Most parts of Minnesota have continuous snow cover from about mid-December to mid-March, or about 90 days.

Seven earthquakes have been recorded in Minnesota in the last 120 years. The most recent quake, July 10, 1975, was centered in the neighboring towns of Alberta and Morris and registered 4.8 on the Richter scale, with no injuries or damages reported. The only recorded earthquake damage suffered in the state came in 1917 from a quake centered in Staples, registering 6.0 on the Richter scale, the strongest recorded in the state, which knocked over some chimneys.

The name of the state comes from two Dakota Indian words, *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" (Star of the North) describes the state's central and northernmost position among the 48 coterminous states.

## People

**Ancient Peoples** — The first people of the state may have arrived 30,000 years ago, when it is thought that Asia and North America were connected by an ice bridge across the Bearing Straits. A people of the Pleistocene Epoch roamed the state about 20,000 years ago. Near Pelican Rapids, in Otter Tail County, the skeleton of one of these ancient peoples were unearthed in 1931. The skeleton, of a young woman about 15 years old, was found with a dagger shaped from an elk antler and a conch-shell ornament 9 or 10 feet below the surface of silt deposits from Glacial Lake Pelican. Referred to as the "Lady in the Lake" this fossil homo sapiens is proof not only of man in Minnesota, but also of southern contacts since the conch shell could not have come from a source nearer than the Gulf of Mexico. Another ancient skeleton has been found, called "Browns Valley Man," believed to be an Indian who lived and hunted in primeval Minnesota seven or eight thousand years ago.

In Itasca State Park in Clearwater County there are several sites that show evidence of human habitation 6,000 to 8,000 years ago. All under 200-year-old pines. At the Jeffers Petroglyphs, located on Cottonwood County Road 2, archeologists have discovered over 2,000 carvings on the outcropping of quartzite which still shows the ripple marks of an ancient sea dating back nearly one billion years. Some carvings were made nearly 5,000 years ago in this hard rock. The figures and symbols are diverse, showing thunderbirds, turtles, buffalo, human forms and other figures more difficult to identify.

**Mississippi Tradition** — Much evidence of many Indian civilizations can be found throughout the state in mounds, village sites and battle grounds. The Woodland era, from about 1,000 B.C. to the arrival of the white man, experienced an intrusion about 1,000 A.D. by a vigorous American Indian cultural tradition called the "Mississippian Tradition." This culture arose in the central Mississippi River Valley and extended its influence over much of the American midlands. Its remains have been found in village sites near Red Wing and Mankato. The globular forms of the Mississippian Tradition's pottery, which differ from the elongated pottery of the Woodland culture, have been found south of a line drawn from the Twin Cities to Lake Traverse on the western border.

The Mississippian culture represents the climax of prehistoric cultural development in North America north of Mexico. Mississippian peoples lived in towns, villages and hamlets, making a living by intensive cultivation of maize, beans and squash. Major towns of several thousand inhabitants were dominated by a central ceremonial precinct consisting of an open plaza surrounded by large flat-topped pyramidal earthen mounds which served as platforms for wooden buildings and temples. These "temple towns" were the political, economic and ceremonial administrative centers for larger regions of villages and hamlets. Archaeologists are now beginning to discover that by 1,200 A.D. this Mississippian culture was rapidly approaching a level of urbanization reached thousands of years earlier in Mexico and parts of the Old World.

The most elaborate of the known Mississippian mound-builder sites is Cahokia, near Collinsville, Illinois, a few miles from East St. Louis. At one time thousands of people lived there, in an elaborate and organized city, built around ceremonial centers of high, pyramidal earthen mounds. A central group, of over one hundred mounds, was occupied in the period between about A.D. 800 and 1550. About eighty of the Cahokia mounds survive today. The largest, Monks Mound, is the largest Indian mound in America north of Mexico, and the largest prehistoric earthwork in the world. It is built on a base that covers sixteen acres and rises in four steps to a height of about 100 feet.

**Mound Builders** — At the time of arrival of Columbus in 1492 it is estimated that there were about 100,000 Indians on the western plains between the Mississippi River and the Rocky Mountains. The most common relic of the early Indians of the western part of the Great Plains are tipi rings — circles of stones, typically 10 to 20 feet in diameter, and shown to be more than a thousand years old. Less known and far fewer in number are a group of stone alignments, effigy figures and spoked wheels called "medicine wheels." At least fifty medicine wheels are known today, found mainly along the eastern range of the Rocky Mountains from Wyoming through Montana and into Alberta and Saskatchewan in Canada. Others, possibly related, have been reported as far south as southern Arizona. Best known of the country's effigy mounds is located in Ohio and is called the Great Serpent Mound, believed to represent Ursa Minor, the Little Dipper. Other stone alignments marking eclipses and star positions have been discovered across the country and seem to have come from the Hopewell culture which rose in prominence several hundred years before Christ. About 30 miles south of the Minnesota-Iowa border, near the Mississippi River town of Marquette, lies Effigy Mounds National Monument which preserves Indian mounds in the shapes of birds, snakes and mammals.

Some of the North American Indians were still using platform mounds when

European explorers first explored the continent in the 16th century. Originally there must have been more than 10,000 Indian mounds in Minnesota. An actual count in the 1880's, with several counties omitted, put the number at 7,773. Largest of the state's prehistoric mounds is Grand Mound, located on the shore of the Rainy River, 17 miles west of International Falls. This mound is more than a hundred feet long, nearly as wide, and 45 feet high, and contains finds of bone and copper left from a culture that existed some ten to twenty centuries ago.

Perhaps the most interesting of the effigy mounds found in Minnesota lies northeast of Lake Winnibigoshish, on the shore of Cut Foot Sioux Lake. It is an earthen mound 25 feet wide by 30 feet long in the shape of a turtle, surrounded by another mound in the form of a snake. The mounds commemorate two major battles between the Dakota and Ojibwa. The Dakota claimed the region, but the Ojibwa, under pressure of the white man's advance, looked on the area as a new homeland. In 1748, a battle between the two tribes ended with the complete rout of the Ojibwa. The Dakota built the turtle mound to mark their victory, pointing the head north, the direction their enemy had fled. Later that year, the Ojibwa surrounded and overran the Dakota and built the snake around the Dakota to show that their enemies had been defeated. The head and tail pointed south to warn other Dakota tribes that the Ojibwa intended to continue to push south.

**Vikings** — The most controversial of Minnesota's archaeological remains is the Kensington Runestone, of unproved authenticity. Found on the Olof Ohman farm 2½ miles northeast of Kensington in 1898, the runestone claims to record a visit by the Vikings to Minnesota. Magnus Erickson, ruler of all Norway and Sweden, had dispatched Baron Paul Knutson on an expedition to reassert control over errant colonists in Greenland. Not finding them in Greenland, Knutson sailed on to Vinland and later into Hudson's Bay and into the interior by way of the Nelson, Lake Winnepeg and the Red River. One day, returning to camp, they discovered 10 of their men had been killed by the Indians. Before they left they chiseled a record of their presence. The translation of the stone reads: "8 Goths and 22 Norwegians on this exploration journey from Vinland over the west. We had camp by 2 rocky islets one-day-voyage north from this stone. We were fishing one day. After we came home, we found 10 men red with blood and tortured. Hail Virgin Mary, save us from evil. Have 10 man-crew by the sea to look after our ships. 14 day voyage from this island. Year 1362." Conjecture has it that the Vikings, fearing they would never see their homeland again, decided to remain in the wilderness and moved west of the Red River. There they met the Mandan Indians in central North Dakota, intermarried with them and became the progenitors of a blue-eyed, fair-skinned Indian people, later discovered by French explorers who were surprised by their find.

**Indian Culture** — The plains were a melting pot for more than 30 different peoples belonging to at least five language stocks. Hunting skills were refined to an art by men, who were careful to take only the animals they needed. The plains tribes organized warrior societies whose men, united into shield brotherhoods, lived for the joy and honor of counting coup (touching a live enemy and getting away unharmed). Many tribes awarded an eagle feather for each coup

and these deeds earned a warrior the right to hold office. Indian women, united into belt sisterhoods, maintained camps and embellished rituals by making ceremonial garments, mats, baskets and pottery. They also planted gardens, collected wild and seasonal foods and preserved them, besides helping the men fish, harvest wild rice, and build canoes, tipis and lodges.

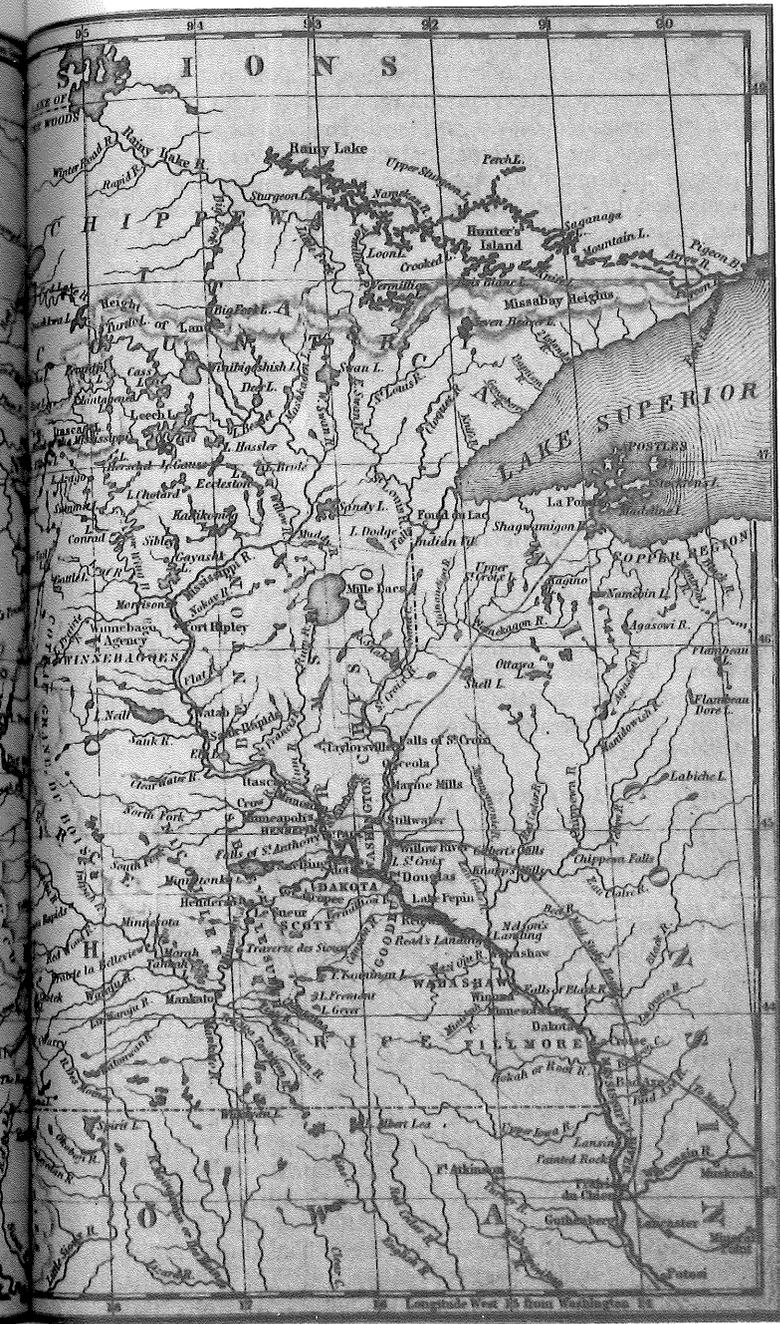
Long before the Europeans arrived the Indians of North America traded with each other. Trading brought honor to both giver and receiver alike. They exchanged their metals, shells, pottery, hides and things they could not get in their own regions. They also traded ideas and customs such as farming methods and seeds, methods of firing pottery, religious customs and ceremonial articles. When horses began to appear on the plains in the early 1700s, agriculture faded behind the more important buffalo hunts, the people became more nomadic, and their social and economic status changed greatly with horses and horse trading becoming very important. Hunters began taking more than they needed to obtain horses, and later, guns and ammunition. Women, who had refined the skills of processing hides, skins and furs, had an important voice in determining the value of traded goods.

When the fur traders and voyageurs arrived they saw the value of Indian women and intermarried with them. Their children, known as *métis* (mixed bloods), also became excellent fur traders. The women served the traders as guides, mediators, interpreters and teachers of Indian language and customs. They cleaned beaver skins, made snowshoes and leather shoes, kept the traders supplied with food, showed them how to make and repair canoes and which routes to travel. One Indian guide, Mantonabee, said in the 1770s, "When all the men are heavy laden, they cannot hunt. One woman can carry or haul as much as two men. Women pitch our tents, make and mend our clothing, and keep us warm at night. In fact there is no such thing as traveling any long distance for any length of time in this country without the help of women."

**Dakota** — Two major Indian tribes occupied what is now Minnesota, the Dakota (Sioux) and the Ojibwa (Chippewa). The Dakota or Lakota, depending on their dialect, have lived in this mid-American region for a long time, although no one knows what their relationship is to the primitive peoples of the postglacial era. The Dakota, or "allies," are members of the Siouan linguistic family and part of a confederacy of seven tribes. The largest of the seven tribes was the Tetons, who along with the Yankton and Yanktonai were people of the plains area that stretched out to the Missouri and beyond. The Santee were a group of four tribes that were primarily Minnesotan: Mdewakanton, Wahpekute, Wahpeton, and Sisseton, and of these the Mdewakanton — meaning the "people of the spirit or holy lake" — occupied the place of central importance in Minnesota.

The Dakota were a tall, robust people who valued the skills of hunting and fishing, and thrived on the rigors of warfare. They used no metals, but relied on stone, wood, and bone to fashion their tools and weapons. These nomadic people followed the plentiful buffalo herds, lived in skin-stitched tipis in winter and bark lodges in summer, and created a culture rich in religion, music and storytelling. They traveled on foot and in wooden dugouts or buffalo skin boats, and later earned a reputation as the finest horsemen of the American plains. The Dakota predominated throughout much of Minnesota for many centuries.





**Ojibwa** — In the 1700's the dominance of the Dakota was challenged by the Ojibwa nation, members of the Algonquian linguistic family. For centuries the Ojibwa had inhabited the lands to the north of the Great Lakes, but under the combined pressure of European settlement and the encroachment of the Iroquois Confederation they migrated slowly westward. The Ojibwa were shorter and stockier than the Dakota, but their long contact with the whites had given them skill in the use of firearms. Their tools and cooking instruments were metal. And they possessed the finest means of transportation on the continent: the birchbark canoe, faster and more maneuverable than the boats of the Dakota.

In 1745 the Ojibwa won the most decisive battle in the war with the Dakota at the great Dakota village of Kathio on the western shore of Mille Lacs. The Ojibwa were able to push the Dakota southward and southwestward onto the prairie lands and out of the woodlands of Minnesota in the 1730s and 1740s.

**Europeans** — The first Europeans to traverse the Minnesota region arrived in the early 1600s, and by the 1670s and 1680s, with about 7,000 people in the St. Lawrence Valley, they had discovered the Upper Mississippi and proclaimed a mid-American empire for Louis XIV of France. This adventurous, vigorous people were the first to open the American West as they explored, made maps, trapped, traded, and conducted missionary work. For many of the early French, fur trading and searching for the legendary northwest passage to the Pacific and Cathay formed their principal interests in North America. Both interests commingled as trade often financed exploration. The early explorers chose one of two routes to the west: the first starting at the west end of Lake Superior, and the second starting at Lake Michigan, crossing to the Mississippi and moving northward. Both routes converged on Minnesota.

**French** — The names of these explorers, voyageurs, missionaries, trappers and traders are used every day for streets, cities, townships and counties and recall great adventures of exploration and discovery: Jean Nicolet (discovered Lake Michigan); Robert Cavalier, sieur de La Salle (traveled the Mississippi from its mouth to St. Anthony Falls and discovered the Minnesota River); Pierre Esprit Radisson and Louis Chouart, sieur des Groseilliers (explored Lake Superior); Louis Jolliet (discovered the Mississippi); Jacques Marquette (established mission of Sault Ste. Marie at the Great Lakes junction and crossroads of white and Indian travel at the Chippewa village, Saulteurs); Daniel Greysolon, sieur DuLhut (explored Mille Lacs and the St. Croix River); Louis Hennepin (discovered Lake Pepin and St. Anthony Falls); Pierre Gaultier de Varennes, sieur de La Verendrye (discovered the Lake of the Woods and established Fort St. Charles there, from which explorations of the upper Missouri River were launched); and Samuel de Champlain and Count Frontnac (Canadian governors who directed and inspired explorations).

There were many who came to the Minnesota wilderness in pursuit of the riches of the fur trade, who traveled the woodlands of the region in canoes and by foot, trading the products of Europe for the furs the Indians trapped. It was a period of mutual dependence and respect between the two races, the Indians desiring the goods the French provided, the French making no effort to dislodge the Indians from their lands. Minnesota was no longer a region isolated from the rest of the world. Empire had reached Minnesota with France claim-

ing 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. The soldiers of France passed from Minnesota, but the French influence lived on as Frenchmen continued to work the fur trade and give to Minnesota one more ingredient in the creation of its multi-national culture and tradition.

The British continued the French policy of trade with the Indians, while avoiding settlement of Indian lands. They established numerous trading posts with the most significant at Grand Portage on the mouth of the Pidgeon River. From here the activities of the North West Company tied together a fur trading empire that stretched from the Rocky Mountains to the fur auction halls of London. The men of the company were strong-willed merchants who did much to explore and map the interior of the North American Continent. *The Travels of Jonathan Carver*, the first book of travel in this region by an English writer, came from an attempt to discover a Northwest Passage from the Pacific to Hudson Bay. The principle interest of the British, however, always remained the trading in furs. In this enterprise they were assisted by the legendary French-Canadian voyaguers, who together with their British organizers made Grand Portage a bustling center of trade for the entire Northwest region. By 1797 the Minnesota area of the Northwest Territory had been mapped by North West trader David Thompson.

For half a century the British continued to tap the wealth of the Minnesota region. The legal transfer of the area to the new American nation after 1783 meant nothing to the entrepreneurs of the North West Company. Not until the War of 1812 did they finally begin to recognize the unrelenting nature of the American approach.

**Yankees** — President Thomas Jefferson purchased that part of Minnesota lying west of the Mississippi River in 1803 from Napoleon Bonaparte in the Louisiana Purchase. Jefferson commissioned Lewis and Clark on their expedition to explore the new lands. Starting at St. Louis in May 1804 the explorers reached the Pacific on November 7, 1805. About a month earlier, on September 25, Zebulon Pike raised the stars and stripes over Minnesota on Pike Island at the mouth of the Minnesota River, later to be established as Fort Snelling, the first U.S. military post established in Minnesota. Chief Little Crow and 150 of his Dakota warriors were urged by Pike in a council to keep the peace with their traditional enemies, the Ojibwa, and to abandon their trade with the British. Pike promised to establish government trading "factories" and secured two tracts of land for military posts, one at the mouth of the St. Croix and the other from below the mouth of the Minnesota to above the Falls of St. Anthony, nine miles on either side of the river. The treaty, celebrated with an exchange of gifts and payment for the 100,000 acres of land with 60 gallons of whiskey and \$2,000, was ratified by the U.S. Senate in 1808.

The first large wave of settlers to come to Minnesota was made up of Yankees, citizens of the new nation, the United States. With the building of Fort St. Anthony in 1819, begun by Zebulon Pike, the first permanent American settlement took root in Minnesota. The soldiers built a sawmill at St. Anthony Falls

in 1822 and a flour mill in 1823. The first steam boat arrived at Fort St. Anthony on May 10, 1823.

In 1825 the fort was renamed Fort Snelling after its commander Col. Josiah Snelling. Under the shadows of Fort Snelling, a town grew. Yankee fur traders bartered for the furs Indians trapped, but unlike the French and British, they had to face the decline in the fur trade after the 1830s. With the privilege of seniority in the region, these men became investors and entrepreneurs in numerous enterprises and formed the nucleus of the Minnesota territorial leadership. Recognizing the need for more people to clear the timber and cultivate the land they began to sell the idea of Minnesota. Agents were hired and equipped with promotional literature to attract the oppressed, discontented, and ambitious of Europe, and the east coast.

In 1832 Henry R. Schoolcraft, an explorer and writer, attracted attention by discovering the source of the Mississippi River with his Ojibwa guide Ozawindib. He named the long sought river source Lake Itasca by combining syllables of the Latin words for truth and head — *veritas* and *caput*.

Missionaries came to the region representing every denomination of Christianity. They built schools for Indian children, and though they made few converts, the schools soon became centers of settlement as families newly arrived from the east gravitated to these unexpected reminders of home. Thus, the state's missionaries became the state's first educators.

In 1883 Franklin Steele established a claim at the Falls of St. Anthony, the future site of Minneapolis. The same year "Pigs Eye" Pierre Parrant built a shanty and settled on the present site of the city of St. Paul, then called "Pigs Eye." The Chapel of St. Paul was built by Father Galtier and consecrated in 1841, lending its name to the future capitol of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

**Minnesota Territory** — In 1849 Minnesota was organized as a territory with Alexander Ramsey the first territorial governor. The first newspaper of Minnesota, the *Minnesota Pioneer*, began publication that year under the editorship of James M. Goodhue. During the territorial period 88 other newspapers were established, including the *St. Cloud Visitor*, edited by Jane Grey Swisshelm, a fiery antislavery crusader. During the 1850s, Swisshelm wrote articles and lectured on "Slavery as I Have Seen It in a Slave State" and "Women in Politics." To avoid a libel suit with a prominent St. Cloud citizen, she agreed to cease attacking him in the *Visitor*. The following week, she changed the paper's name to *St. Cloud Democrat* and continued her abolitionist and feminist crusade, even though an angry mob broke into her office, destroyed her printing press, and burned her in effigy.

In one year Alexander Faribault, who established a trading post near the site of Faribault in the 1820s, recorded a fur trade which included 1,100 minks, 2,050 pounds of deerskins and 39,080 muskrats. Just 25 years later the Minnesota River Valley had been all but trapped out. Both game and fur animals were scarce, the buffalo had been driven to the plains of the upper Missouri and the Red River Valley. In 1851 the Traverse des Sioux Treaty was signed by the Dakota and sold to the white man 24 million acres, beginning an immigration rush.

**Statehood** — On May 11, 1858, Minnesota became the 32nd state to enter the union with Henry H. Sibley the state's first governor. In size, only Texas and California were larger. The new state soon had the distinction of being the first

state to offer troops to the Union cause in 1861. A little over a year later, on July 2, 1862, at the Battle of Gettysburg, the First Minnesota Regiment made its famous charge and within 15 minutes 215 of the 262 men were killed or wounded. The same day the first railroad opened in Minnesota, connecting Minneapolis and St. Paul.

**Indian War** — The Sioux treaties of the 1850s stand as monuments to the greedy U.S. policy toward Indian lands, and insensitive view of the Indians' way of life. No tactics of bullying, cheating or lying were neglected. When the whirlwind was reaped a decade later the immediate victims were the comparatively innocent white settlers near the reservations, not the businessmen, traders and politicians who were ultimately responsible. Discontent had been growing among the Dakota, confined by treaties to reservations along the Minnesota River. In the summer of 1862 the Dakota faced starvation when their government annuities were delayed by bureaucratic red tape. The Upper Sioux Agency was one of the points where the U.S. distributed food, supplies and annual payments to the Dakota. The agency was also an educational center where Indians learned farming, carpentry, and other skills valued by the white man. On August 17, 1862, four young Dakota shot and killed five settlers in Acton Township in Meeker County, beginning the Sioux Uprising. Chief Little Crow declared war on the whites the next day. The Dakota attacked the Upper Sioux Agency and burned it to the ground. The Indians also attacked settlements in the Minnesota River Valley and prepared to overrun the garrison at Fort Ridgely. Chief Big Eagle later said, "We thought the fort was the door to the valley as far as to St. Paul, and that if we got through the door, nothing could stop us this side of the Mississippi."

On September 2, 1862, settlers near Forest City, hearing that the Dakota warriors had defeated a company of soldiers about 20 miles north of the village, hastily built a stockade within 24 hours. Twenty Dakota horsemen attacked Forest City the next day. Thwarted by the stockade and 40 armed settlers, they soon gave up their attack. The Battle of Wood Lake was the last major skirmish of the Sioux Uprising, and led to the release of 269 prisoners in September 1862. The site of the Dakota camp near Montevideo where Col. Henry H. Sibley took custody of the captives was later called Camp Release and is now a state monument.

In the end those who suffered most were the Indians. After the uprising all treaty rights of the Santee Sioux were cancelled. Those who had not fled to Canada or the western plains were imprisoned or deported to a bleak resettlement camp on the Missouri River, where hundreds starved. In Minnesota, meanwhile, Indians were hunted down with bloodhounds and a bounty was paid for their scalps. President Abraham Lincoln ordered the execution of 39 Indians, even though a military tribunal had originally sentenced more than 300 to die for participating in the uprising. Thirty-eight Indians were publicly hanged in Mankato on December 26, 1862.

**Immigrants** — With the passage of the Homestead Act of 1862 immigrants from many countries entered Minnesota in growing numbers. Germans formed the largest single group of immigrants. They built successful farms in the Mississippi and Minnesota River valleys. Many were skilled tradesmen who gravitated to the growing towns and cities of Minnesota. The Norwegians were the second largest single group. They settled into farming in the southeastern

counties of the state and in the Red River valley, while many chose Minneapolis as their home. The Swedes also sought out farms, but concentrated their settlements in the area between the Mississippi and St. Croix rivers. Together with the Norwegians and Danes, the Swedes did much to give Minnesota its Scandinavian flavor. Newspapers in all three languages flourished, Lutheran churches prospered, and Lutheran colleges were founded. The Scandinavians soon replaced the Yankees as the political leaders of the state. The Irish also sought farms in the state, but for the most part they gravitated to Minnesota's larger cities making their living as shopkeepers, laborers, and particularly in St. Paul, as political and social leaders.

Over the decades of the 19th and 20th centuries many other groups immigrated to the state adding to its cosmopolitan character and coloring its cultural, religious, and political fabric. These people included Czechs, Slovenes, Swiss, Poles, Russians, Finns, Bohemians, French Canadians, Mexicans, Dutch, Icelanders, Welsh, Luxemburgers, Greeks, Italians, Austrians, Cornish, Slovakian, Moravian, Serbian, Croatian, Hungarian, and important Jewish immigration from several European countries. Although Asiatics have never amounted for as much as one tenth of 1% of the state's population, during World War II their number increased when a group of Japanese Americans moved from the West Coast. During 1975-1981, over 21,500 Indochinese settled in Minnesota giving the state the sixth largest Indochinese population in the country, and the largest concentration of Hmong in the U.S., living in St. Paul. Also comprising this immigrant group are Vietnamese, Laotians, Cambodians and ethnic Chinese.

For all these groups abandoning their native homes and crossing an ocean or continent prepared them for making a deep commitment to their new homeland and encouraged a heavy investment in building a purposeful and promising future. Minnesota's history has been one written by its people. Each group has added to the complexity of the whole and helped to create a humane society, attuned to its past while aware of the promise of its future. Their cultural heritages are celebrated across the state through their variations in architecture, business and social practices, traditional art forms and ethnic festivals.

Preliminary results of the 1980 U.S. Census showed that Minnesota's population was divided by race in the following ways: 3,936,948 white; 53,342 Black; 35,026 American Indian, Eskimo and Aleut; 26,533 Asian and Pacific

**Population growth of Minnesota  
1850-1970**

1850 (the Minnesota Territory included a large part of the area of the present states of North and South Dakotas)	6,077
1860	172,023
1870	439,706
1880	780,773
1890	1,310,283
1900	1,751,394
1910	2,075,708
1920	2,387,125
1930	2,563,953
1940	2,792,300
1950	2,982,483
1960	3,413,864
1970	3,805,069
1980	4,077,148

Islander; and 25,299 classified as Other (includes Asian and Pacific Islander groups not identified separately, e.g., Cambodian, Indochinese, Pakistani, Indonesian, Fiji Islander; and other races not included in the specific categories listed on the questionnaire). An ethnicity question, whose results are part of the above totals, determined there were 32,124 persons of Hispanic origin in the state. The census showed that the state's population grew by 7.1% since 1970, (See the accompanying population growth chart for 10-year totals).

The census' final count of housing units in Minnesota was 1,613,342 which includes both occupied and vacant housing units. This figure represents an increase of 336,790, or 26.4%, from the 1,276,552 units listed in the 1970 census.

## Lumber

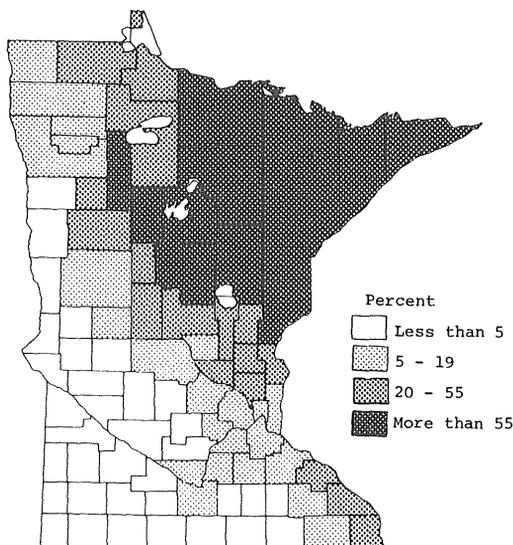
Minnesota's oldest manufacturing industry is lumbering. In 1839 the first commercial sawmill was built at the village of Marine on the St. Croix River. Loggers, coming to Minnesota from the east, thought the vast stands of red and white pine would last a thousand years. In fact, Minnesota contained about 30 million acres of virgin timber, or about 60% of the state.

Logs from northern Minnesota's extensive pine forests were milled into planks, beams, and shingles and sold to lumberyards in the midwestern states where settlement was rapidly increasing. Minnesota's vast river system floated the timber to the state's mills, powered sawmills, and later carried finished lumber to markets as far as Chicago and St. Louis. Large mills were built at the Falls of St. Anthony in Minneapolis and at other waterpower sites. By the early 1850s, with the forest resource barely touched, the annual harvest of timber was worth \$2.5 million.

Daniel Stanchfield was the first lumberman to extensively probe the forests of the Rum River valley. In 1840 he and his crew built two large lumber camps on the river, and that winter 2.5 million board feet of lumber was cut. By 1852, 22 logging camps operated on the Rum River and its territories. One company reported it "sawed day and night, in season, for 15 years on one project." Further northwest, near Bemidji, there were 14 sawmills at one time producing one million board feet of lumber a day which resulted in Bemidji being logged off in 20 years.

President Abraham Lincoln signed the Homestead Act in 1862 primarily for the benefit of farmers. But loggers turned the law to their advantage by filing phony homestead claims and logging off entire townships in a single season. The following year, they filed new claims and logged off the next township. Lumber became a big business and soon there were 153 sawmills operating in the St. Croix and Mississippi River valleys. With each decade lumbering grew, moving farther northward in pursuit of the massive virgin pines. After the 1880s, Duluth, then Virginia, and later Cloquet became important lumbering centers with large mills.

A forestry association to protect timber resources was founded in 1876 which became the first of many groups that focused increasing, though haphazard and sporadic, attention on the conserving of Minnesota's natural resources. On September 1, 1894, one of the greatest forest fires in the nation's history, the Great Hinckley Forest Fire, burned nearly 400 square miles, including the towns of Hinckley and Sandstone. Over 400 people lost their lives. Christopher Columbus Andrews, a Massachusetts lawyer who moved to Minnesota, be-



### Forested Areas

Through forest management, more trees are planted or regenerated naturally in Minnesota each year than are being harvested or destroyed by fire, insects or disease. More than 20 million trees are planted each year by the wood fiber industry, other private interests, and county, state and federal forest services. Trees are supplied by the more than 1,400 tree farms located throughout the state. Thus, future production of forest products in Minnesota is assured.

came the state's leading forest management advocate. In 1895 he was named the state's first chief fire warden and later became forestry commissioner and secretary of the state's forestry board.

The industry reached its peak year in 1905, then began a steady decline as the supply of good trees dwindled, and by 1915 sawmilling in the state was only half of what it had been a decade earlier.

In 1909 President Theodore Roosevelt established the Superior National Forest, setting aside 3,000,000 acres of wilderness. Within this forest is the Boundary Waters Canoe Area, the last extensive conifer forest ecosystem in the eastern United States. It still contains some virgin stands of 300-year-old red, or Norway, pines which reach a mature height of 60 to 100 feet.

During the 1920's the lumbering era came to an end in Minnesota, just 90 years after it had begun. The last of the big mills closed, and most of the lumbermen moved their equipment to the forests of Washington and Oregon. The lumbering industry was in part replaced by other manufactures based on raw materials from the forests, such as paper, fence posts, telephone poles, and wood pulp.

In 1931 the state Department of Conservation (now the Department of Natural Resources — DNR) was established to develop a systematic program for the preservation and wise use of the state's forest, game and fish, soil and mineral, and water resources. Today the DNR plants millions of new trees yearly, watches over the state park system and supervises the activities of 1.8 million fishermen and 500,000 hunters.

Today about 34% of the state is forested, with lumbering still a big business. The 1974 forest harvest was valued at \$1.3 billion. Contributing to the state's economy through forest-based industries are lumber and wood products, furniture and fixtures and paper milling. Minnesota's 454 lumber and wood-product companies manufactured forest products worth \$388 million during 1971 and employed 7,400 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates 11 pulp and paper mills in the state. In 1971, these mills used the equivalent of 1.5 million cords of pulpwood. That same year, Minnesota's forests also provided 164 million board feet of lumber, logs and bolts; over 4.9 million Christmas trees and wreaths; 28,000 cords of matchwood, veneer logs and cooperage; 3.8 million posts and poles; and 244,000 cords of fuel wood. These forest products, excluding pulpwood, had a value over \$42 million. Secondary processing of all of Minnesota's forest products results in total value exceeding half a billion dollars and employs many thousands of Minnesotans.

## Mining

Minnesota iron ore was observed east of Lake Vermilion as early as 1850 by Henry H. Eames, Minnesota's state geologist. About the same time the Bessemer and Kelly processes developed an efficient method of converting iron into steel and increased the nation's demand for iron ore. Again in 1865 rich deposits of iron ore were unearthed in the Lake Vermilion area. Following a report of gold in the same area, prospectors and explorers headed for northeastern Minnesota. Finding little gold, explorers searched for iron ore and in the 1870s began packing ore samples out of the deep forests for inspection and analysis.

In 1884 commercial iron ore production began on Minnesota's Vermilion range at Soudan. The largest iron ore deposit of the Lake Superior region, the Mesabi range, was discovered in 1890 at Mountain Iron. The ore-bearing rock was almost 70% iron and so close to the surface that shaft mining was unnecessary. Near the town of Hibbing is the world's largest open-pit iron ore mine, almost five miles across and nearly 600 feet deep.

Iron ore was discovered and mines opened in quick succession in the Biwabik and Hibbing areas, and near Virginia and Eveleth. As mining operations moved westward along the Mesabi, a third Minnesota iron range was being explored and developed. The Cuyuna Range, east and north of Brainerd, shipped its first iron ore in 1911. The Cuyuna Range is different from the Vermilion and Mesabi Ranges because of its high manganese content. During World War I, 90% of the nation's manganese came from the Cuyuna Range. Ore was first discovered there in the 1890s by Cuyler Adams who named the range after himself and his dog Una.

More than 400 producing iron ore mines located on Minnesota's three iron ranges have supplied the nation's iron and steel needs and singled out Minnesota as the nation's top iron ore producer. During the first decade of the 20th century, 208 million tons of iron ore were shipped down the Great Lakes. With demands high because of World War I, total shipments for the next decade exceeded 360 million tons. Shipments for the ten-year period of the 1920s was nearly 365 million tons. Only 250 million tons of iron ore were shipped during the 1930s. More than 338 million tons of Minnesota iron ore were shipped in the five years of World War II, another 304 million tons during the five years following the war, and 344 million tons were shipped from 1950-1955.

In the early fifties, after meeting the heavy demands for iron during the world wars and supplying the growing steel industry, the high grade iron ore deposits neared exhaustion. Yet about the same time, after decades of experimenting, a process was developed for extracting and pelletizing iron ore from low-grade

ore-bearing rock. This ore, called taconite and once considered a waste product, has a magnetic quality which is used to separate iron from rock. Taconite processing began at Silver Bay in 1956 and maintained Minnesota's national dominance in iron ore production. As a result, the non-magnetic ore from the Cuyuna and Vermilion Ranges is no longer mined. Almost all of the ore shipped from Minnesota today is in the form of taconite pellets.

Minnesota currently supplies more than 60% of the iron ore mined in the United States. Mining is a \$950 million business in Minnesota, with over \$3 billion invested in taconite processing centers to extract the ore. Minnesota's mining companies maintain reserves of high grade ore for future use.

Minnesota mines also produce manganiferous ore, sand, gravel, and building stones. The state has ranked high in the production of building stones since the 1880s, particularly granite from the quarries near St. Cloud and Ortonville. Architects and engineers know well the 40-odd varieties of Minnesota stone including Lasota limestone, Winona travertine and Kettle River sandstone.

## Agriculture

Agriculture has played a key role in the development of Minnesota. At one time, most of the human resources in the state were employed in agriculture and related services. Over the years, major changes have been seen in the make-up of agricultural production, types of crops grown, farm size, number of farms, farm income, farm ownership and farm investment.

In 1880, small grains accounted for over half of the value of Minnesota's commodity production. This provided the resource base for thriving flour milling and grain trade industries.

Flour milling, the second major industry to develop in Minnesota, grew slowly as small mills were built along the rivers and creeks throughout the settled parts of the state. Wheat, corn and rye were ground into flour for the people who lived nearby.

Flour milling began in Minneapolis in the 1850's. The first mills were built by lumbermen who needed a dependable source of flour to feed their lumberjacks. By the 1850's more than enough wheat was raised for local needs and the surplus was shipped to Eastern cities. Some lumbermen (John S. Pillsbury and William D. Washburn), decided to shift altogether to flour milling, investing their money from the lumber business, and building mills and railroads. To insure a constant supply of wheat for their mills, they helped organize the cash grain market, which brought wheat from the entire northwest to Minneapolis, making the city the banking center for the region.

The Civil War increased the demand for wheat. In the 1870's, railroads were built westward through Minnesota to the Red River Valley where newly arrived immigrants were opening farms to raise wheat. By the late 1870's, nearly 70% of Minnesota land farmed was in wheat, mostly in the southeastern counties. By 1880, hundreds of mills were operating in Minnesota, the largest being in Minneapolis. However, between 1880 and 1920, wheat production declined rapidly in prominence as farmers realized that one-crop farming wore out the soil and left them penniless if the crop failed. They diversified into other grains, dairy products, beef cattle, potatoes, poultry and other crops and livestock.

By the 1890's, the diversification of Minnesota agriculture was creating other agribusiness opportunities. Dairying had become an important industry and

hundreds of small creameries were scattered throughout the state. Flax was also raised in sufficient quantities to require creation of factories to crush the flaxseed for linseed oil and meal. The nation's largest meat packer started business in South St. Paul in 1887 and Minnesota beef cattle contributed to the state's meat packing industry.

The flour milling industry continued to grow long after 1900. Minneapolis mills drew on supplies from Montana and the Dakotas, while Minnesota farmers raised less wheat (only 43% of Minnesota farm land was in wheat in 1900). 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, millers could not buy hard spring wheat from farmers because land was being used for other crops. Wheat farmers in the Dakotas and northwestern Minnesota were shifting from spring wheat to durum wheat that was used for macaroni and spaghetti. Railroad freight rates between Minneapolis and the East rose so high that it was cheaper to ship grain to the East and grind it there. Thus, Minneapolis millers moved their milling operations out of the state and Minnesota lost its rank as the top milling state.

After the turn of the century, Minnesota farmers derived more and more of their income from livestock and dairy products. After 1910, livestock and dairy products made up most of the income of the state's farmers. In 1910, 60% of the state's farm land was sown in cash crops and 40% was allocated to livestock and its products. Twenty years later only 22% was in cash crops and the rest, 78%, was used for livestock.

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 1979, \$2.95 billion was received from livestock and products and \$2.7 billion was received from crops. In 1980, dairy farmers received nearly \$1.2 billion in receipts for the sale of milk. Minnesota was the second leading state in the production of manufactured dairy products.

Meat packing in Minnesota rose sharply during the 1920's and employed nearly 7% of the state's labor force. Most meat packing plants were, and still are, located in the southern part of the state, part of the corn belt. During the 1930's Minnesota meat packing grew so rapidly that by the end of the decade it was the top food industry in wages paid, number of employees and value added by manufacture. The 1977 Census of Manufacturing Industry, reported 8,100 employed in meat packing plants for that year, only 2.4% of the labor force employed in manufacturing industries.

After a small beginning in the 1900's, vegetable canning increased in importance during the 1930's. The growth of the canning industry for preserving perishable commodities was an important influence on the development of agriculture. Along with other technological advances, it had the effect of widening the markets for farm producers, thus increasing their production opportunities and their income-earning possibilities.

Soybeans, previously raised as a forage crop, came into prominence in Minnesota agriculture in the 1940's when processors began to use them for oil and meat. During World War II, with demand for oil high, soybean mills were built

near the bean fields and some linseed oil plants were converted to bean oil production. By the end of the 1950's Minnesota was producing 12% of the nation's bean crop, and a considerable percentage of its soybean oil.

Today, soybeans are Minnesota's second most valuable crop, worth close to \$1 billion annually. In 1979, nearly 5.3 million acres of soybeans were harvested, representing about a fourth of all harvested acreage. Minnesota soybean acreage has increased over 2,500 times since 1934 when information on soybean production was first recorded.

Corn is Minnesota's most valuable crop and occupies more acreage than any other crop. In 1980 Minnesota farmers harvested a corn crop that yielded 100 bushels or more per acre. Production totalled 610 million bushels from 6.03 million acres for a sales value of \$1.86 billion.

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. New crops and new foreign markets for small grains have brought a shift in types of crops grown in the last few years.

As a natural resource industry, agriculture is a major employer in Minnesota and generates a large portion of the state's total economic activity. Hundreds of different occupations are dependent upon today's scientific agriculture and the sophisticated related industries that market, process, package and distribute its products worldwide.

Minnesota has one of the shortest growing seasons in the nation. The average ranging from a maximum of 164 frost-free days in southeastern counties to a minimum of only 68 days in northeastern counties. Considering the climate and the fact that 14 other states have larger acreages of agricultural land, it is interesting to note that in 1977, after three years of severe drought, Minnesota produced the second highest gross tonnage of field and orchard crops in the nation, over 55 million tons of grains, oilseeds, vegetables, fruits, nuts, forage, sugarbeets and seeds. That is nearly three and a half times Minnesota's gross crops tonnage produced in 1935 when agriculture peaked at the end of the era of four-legged horsepower.

Minnesota agriculture has made significant progress through mechanization and scientific technology. In 1935, Minnesota had 204,000 farming units occupying 32.9 million acres of agricultural land. Crops production averaged about 81.5 tons for each family farming unit, and slightly over one-half ton per acre. Minnesota's 1980 crops production averaged over 477 tons per farm and nearly two tons per acre. These figures for 1980 show the average Minnesota farm family today is producing almost six times as much as the farm family of 1935, while each acre is producing four times as much as in 1935.

In 1935, most Minnesota farms were heavily self-sufficient. Considerable farming was still being done with horses. Farmers rarely experienced shortages or energy crises because they produced their own energy for the draft animals in the form of oats, corn and hay. Petroleum was needed on farms only to grease wagon axles, the windmill, the well pump jack, or to fuel the kerosene or oil stove and the lanterns that lit thousands of farm houses. Tractors and electricity were just beginning to make their impact upon Minnesota agriculture. The shift from animal power to tractor power expanded the production capacity of individual farmers by freeing both the land and labor resources needed to service draft animals.

Hybrid seeds, commercial fertilizers, pesticides, irrigation, farm manage-

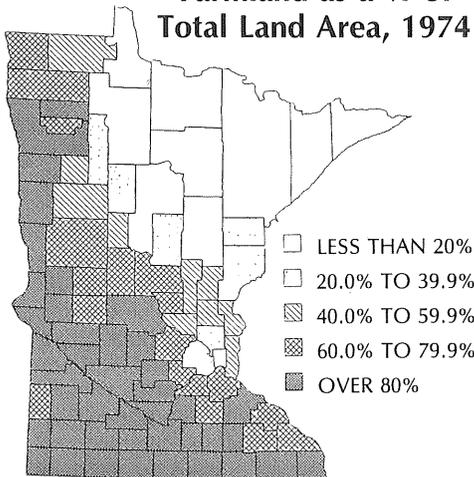
ment training and hundreds of other technological advances common today were not yet available. Farmers worked long hours, every day, spring, summer, fall, and winter. The labor was largely physical. Crops were harvested mainly by hand. Neighbors pooled their labor, farm to farm, shocking and threshing grains with a commonly owned steam-powered threshing rig — now a relic of the past. Farmers spent much of the winter picking their open-pollinated corn by hand, walking alongside and pitching the ears into a horse-drawn wagon. Once loaded in the field and driven to the farmstead, the grain was shoveled by hand into granaries and corn cribs. Effective mechanization in the form of machinery and equipment, substituting for labor, reduced the physical energy requirement of many farm tasks and expanded the production capacity of a single farm worker.

Average yields of Minnesota crops per acre in 1935 were only 33 bushels of corn, 10.6 bushels of wheat, 25.5 bushels of barley, 37 bushels of oats, 9.5 bushels of flaxseed, 17.5 bushels of rye, 5,000 pounds of potatoes, 14 bushels of soybeans, 7.5 tons of sugarbeets and less than 1.5 tons of hay. The development of a wide range of yield enhancing technologies for both crops and livestock has increased production.

In 1979, the average crop yields per acre were 100 bushels of corn, 35.1 bushels of wheat, 53 bushels of barley, 57 bushels of oats, 14.5 bushels of flaxseed, 25 bushels of rye, 19,800 pounds of potatoes, 32 bushels of soybeans, 15.5 tons of sugarbeets, and 3 tons of hay. In addition, two new crops have become significant to the state's agriculture. Sunflower seeds, growing at 1,389 pounds per acre, and dry edible beans, with 1,560 pounds produced per acre, have both doubled per acre yield since their introduction into the state's commercial agriculture in 1964.

Minnesota ranks among the leading food and fiber producers in the U.S. and is recognized as a major supplier in the global markets. For example, in the 1980 marketing year, Minnesota ranked sixth among all states in the foreign export of farm products. Foreign trade missions come in increasing num-

**Farmland as a % of Total Land Area, 1974**



**Major Agricultural Regions**



bers to Minnesota. The Minneapolis Grain Exchange is the world's leading public grain market and the St. Paul Union Stockyard and market facility in South St. Paul is the world's largest public livestock auction market. The Port of Duluth and the Mississippi River carry Minnesota agricultural products to markets in Europe, the Middle East, Africa, South America and Asia.

Minnesota stands out among the 50 states for its leadership in conserving the vital human and land resources of agriculture. Minnesota's major safeguard for family agriculture, the "Farm Security Act," is a state guaranteed, farm real estate purchase loan program which has become a national model. This program gives farmers, who otherwise would be unable to obtain credit, the opportunity to buy their own farms, as an alternative to tenant and/or share-crop farming. During the first year of this new program, 40 farmers qualified and the state of Minnesota guaranteed over \$5 million borrowed from sellers and commercial lenders on farm land transfers. By the end of 1981, the program had approved 318 farm loan guarantees, totalling \$56,057,520. Over 51,650 acres of land have been purchased by farmers under this program.

Total crop production in Minnesota, in 1979, included 606 million bushels of corn, 167.36 million bushels of soybeans, 90.384 million bushels of wheat, 84.93 million bushels of oats, 1.87 billion pounds of sunflowers and 9.03 million tons of hay. Total livestock and poultry production that year included 3,650,000 cattle, 4,100,000 hogs and pigs, 255,000 sheep and lambs, 11,920,000 chickens, and 593,000 turkey breeder hens.

Today, Minnesota agriculture occupies 30.3 million acres of land, almost 56% of the state's total area and over 60% of the state's land surface. This agricultural land is valued at over \$315 billion. The 105,000 farms (of which 89% are family owned, 9% are partnerships and 1% are corporations) sharing this rich natural resource are the most efficient in state history, and among the most efficient in the world. The average 286 acre farm represents nearly a \$300,000 investment, and grows enough food to feed 68 people an entire year.

Minnesota agriculture generates over \$6 billion annually in earned gross income from the marketing of farm-produced food and fiber. Minnesota ranks seventh highest among all states in gross farm income, employs 155,000 family farm workers, the highest in the nation, and consistently ranks among the top ten states in overseas export sales of agricultural products.

## Manufacturing

From 1850 onward, the growth of settlement and agriculture in Minnesota created a need for a variety of articles used by farmers. Many small factories were started which turned out plows, wagons, grain cutters, hay rakes, and other farm equipment. In the 1870s there were harvester factories in Minneapolis and St. Paul and a thresher firm in Stillwater. Other factories came into existence about the same time which produced bricks, butter churns, carriages and beer, and still others used the flour of the mills for bakery goods, while some supplied the mills with supplies they needed such as barrels and sacks.

The first factories were built in the southeastern counties of the state where the first settlements were located and where the Mississippi and its tributaries furnished water power.

Construction of the railroads after 1870 clustered industries at a few points. The greatest concentration of industry was in Minneapolis and St. Paul where, in 1870, 40% of the state's manufacturing employment was located. In 1900 half

of the state's factory workers lived in the Twin Cities where a growing diversity of products were manufactured.

Minnesota's most important manufacturers were closely tied to raw materials from the woods and farms. As the kinds of raw materials changed so did the kinds of manufacture based on those materials. Paper manufacturing grew in importance as the virgin timber ran out; meat packing gained on wheat milling, and soybean oil manufacturing replaced the production of linseed oil. Factory locations were also changed to be nearer to the sources of raw materials.

World War II brought about an increase in the percentage of the state's employed people working in manufacturing. Because so many people have been employed in farming and mining, the number of factory workers, compared to the total labor force, has always been relatively low in Minnesota. With the increased use of machinery on farms fewer people were needed to do the same amount of work, and many workers released from farms moved to urban areas and sought employment in factories. The increased manufacturing employment continued into the 1950s. In 1947, 12½% of the state's workers were employed in the factories. By 1950 the figure rose to 16½%, a rise almost five times greater than the national average for those years. In 1960, 20% of the state's workers were employed in factories, with the main shift in and around the Twin Cities.

Metal goods and other manufacturing became as important as food processing as a result of World War II. The most important Minnesota manufacturing industry to develop after the war was the making of computers and other kinds of electronic equipment. During the 1940's nearly 60 kinds of manufacturing industries increased in Minnesota and 32 kinds grew more than the national average. Among the fastest growing were the making of machine tools, electrical machinery and communications equipment. Other Minnesota manufactures which grew faster than the national average were the making of cheese, dried milk, and cosmetics. While all this growth in manufacturing took place, exceeding the national average, Minnesota's population increased only half as fast as the national average.

Manufacturing became the dominant source of income in the state in 1952. In 1976, Minnesota's more than 5,800 manufacturing plants had shipments valued at \$20.4 billion — more than three times their value at the beginning of the 1960s. Employment in Minnesota's manufacturing industries for the period of 1940–1977 increased by 189%, compared to a national increase of only 82%.

A continuing process of industrial diversification, beginning about the time of World War II, has moved Minnesota into a position of industrial leadership in the United States. Of the nation's 500 largest industrial corporations, about 25% manufacture or process some portion of their output in Minnesota, and 13 of those 500 companies are headquartered in the state. Headquartered in Minnesota are four of the nation's largest transportation companies, two of the largest merchandising firms and one of the largest utility companies.

Minnesota's healthy and well-rounded economy benefits from its varied economic base, technical facilities, highly skilled and educated workers and natural resources. The state is a leader in the manufacture and distribution of medical instruments and supplies, and accounts for more than half of the cardiac pacemakers sold throughout the world. The state has some of the fastest growing computer companies. Minnesota now ranks third in the nation in terms of sales of computing and office machines, stimulating a flow of

microelectronics specialists from the University of Minnesota, 60% to 80% of whom take jobs within the state. More than 170 electronic and related technical businesses employ more than 70,000 people.

Out of a total population of 4,070,600 the state's non-agricultural labor force is 1.77 million (1980 annual average) with more than 372,500 (1980 annual average) holding manufacturing jobs. The 1980 total personal income was \$39.7 billion, or \$9,724 per capita. The 1980 annual average income for manufacturing was \$6.067 billion and the personal income generated was \$7.6 billion. Income generated by wages and salaries for 1980 was \$30.3 billion. Cash receipts from farm marketing were almost \$6 billion and the total personal income generated on farms was \$1.3 billion.

Minnesota is a leader in meat packing, flour milling, vegetable canning and in processing dairy products. Also ranking high in Minnesota's industrial production beside food processing are paper products, fabricated metals, chemicals, printing and publishing and petroleum refining.

## Commerce and Finance

Minnesota serves as the financial hub of the upper Midwest. With \$17 billion in commercial bank assets and \$12 billion in member bank assets, the state's financial community is in a sound position to assist Minnesota's industrial growth. The Federal Reserve Bank headquarters for the Ninth Federal Reserve District is located in Minneapolis, as well as two of the largest bank holding companies, a federal land bank, a federal intermediate credit bank, a bank for cooperatives and 3 of the nation's 25 largest savings and loan associations.

Minnesota is also home to some of the nation's largest insurance companies. As a group, 63 insurance companies, with home offices in the Twin Cities, generated more than \$1 billion in premium income for each of the last two years. The Twin Cities is also the home of one of the largest mutual fund conglomerates.

Gross product in Minnesota's finance, insurance and real estate industries was at the \$4 billion level in 1976 and accounted for 13.6 percent of the gross state product. The average annual growth rate during the 1965-76 period was 9.0%. At the national level, gross product of finance, insurance and real estate was approximately \$194 billion in 1976 or about 15% of the gross national product. The average annual growth rate for the 1965-76 period for the nation was 6.9%.

Employment in Minnesota's finance, insurance and real estate industries averaged 75,000 workers during the year 1975. The average annual growth rate in employment during the past decade amounted to 3.6% and the number of new jobs increased by 22,000. Growth at the national level was slightly lower at a 3.4% annual rate, with the present employment standing at approximately 4.2 million and the gain in jobs over the past decade at 1.2 million.

Employment in finance, insurance and real estate as a percentage of the nonagricultural labor force is close to 5% for the state while that for the U.S. is 5.5%.

The Twin Cities metropolitan area dominates the upper Midwest in wholesaling, finance and cultural activities. This multistate region includes eastern Montana, North and South Dakota, northern Iowa, western Wisconsin

sin, upper Michigan and Minnesota. Within this region no urban center has as much as one-tenth the population of the Twin Cities area, about 2 million.

Minnesota's three largest commercial enterprises are manufacturing, trade and finance, insurance and real estate. Minnesota's products are known throughout the world: flour, meat, canned meat and frozen foods, electronic equipment, plastics, cheese, paper, wearing apparel, coated products, control apparatus, skis, snowmobiles, farm machinery and heavy industrial machinery.

A long time leader in the cooperative movement, Minnesota's cooperatives are known for their strength and scope and are supported by state laws enacted to protect and encourage them, Oliver H. Kelley, a Minnesota farmer from Elk River in Anoka County, founded the National Grange, or the Patrons of Husbandry, in 1867. The organization promoted education in agriculture and provided social and cultural opportunities for farmers and their wives through club meetings. Since that time thousands of cooperatives of all sizes, working in rural and urban areas, assist residents in grain marketing, dairy production, milk and oil distribution, insurance, hardware, book buying, banking and food purchasing.

## Education

Minnesota's educational system was energetically established by missionaries and educators from eastern colleges who imparted a strong New England influence. In 1847 the New England Popular Education Society sent Minnesota its first teacher, Harriet Bishop, who opened the first permanent school in the region, a one-room log cabin in St. Paul.

In 1849 common grade schools were established in the Minnesota Territory by the Territorial Legislature. From the one-room mission schoolhouses in rural areas has grown a comprehensive elementary and secondary system. Today each school system functions under an elected school board and is coordinated by the Minnesota Department of Education. Over 60% of the cost of operating these schools is covered by the state, with funds graduated in favor of districts having a poorer tax base. Minnesota's high school dropout rate of 7.6% is the nation's lowest.

Complementing the state system are private schools, mostly Catholic, a few Lutheran, and a small number nondenominational, many having been boys' military academies. These schools are maintained by tuition and voluntary contributions.

The University of Minnesota was chartered in 1851 as a land-grant college and preparatory school when the territory consisted of 7,000 settlers. Today it spreads across 4 state campuses and 12 research, experimental and branch stations. The combined campuses of the University of Minnesota in Minneapolis and St. Paul have the largest daytime enrollment of full-time students of any campus in the country. With over 50,000 full-time students, the U of M is considered a great national institution excelling in political science, engineering and physics, journalism, mining, agriculture, medicine and dentistry. The university's alumni and faculty have included 7 Nobel laureates. Its graduate school ranks among the top 10 in the number of doctoral degrees conferred annually.

Research facilities and scientific manpower at the U of M are a prime impetus in developing "think" industries in the state. The university's research

contributed to the discovery of an economic way to convert taconite to high-grade iron ore, sought out the potential in electronics, and developed rust-resistant wheat, corn hybrids, and northern growing fruits. Pioneering discoveries and breakthroughs were made by U of M doctors in the Salk vaccine, intestinal and open heart surgery, and the association of cholesterol with hardening of the arteries.

The state also operates 7 state universities, 18 community colleges, and 34 vocational-technical schools. In addition to these public schools, 9 junior colleges and 27 liberal arts colleges and universities are supported by the private sector.

## Government

Minnesota has a reputation for independent political thinking. From its very beginning this has been a strong influence and resulted in the refusal of both Democrat and Republican delegates to meet in the same convention. Therefore, each party convened their delegates to the state's constitutional convention in separate sessions. A constitution was written by a conference committee, composed of five members from each party who reported back to and received advice from their respective conventions. On August 28, 1857 the report of the conference committee was adopted by both conventions without amendment. Signing it was another problem, for the bitterness between the two parties was so strong that neither would sign a document which bore the signatures of the other. Minnesota's ingenuity won out by having the Republicans sign one constitution on white paper and the Democrats sign another on blue paper. Both were sent to Washington, D.C. for ratification, and Minnesota became the 32nd state to enter the Union on May 11, 1858.

Administrative functions of the executive branch have become more complex as the state has grown. Specialized agencies were created to take care of new duties, but gradually, as they overlapped, reorganizations took place. A reorganization occurred in 1925, and again in 1939 which brought the agencies' functions into a more orderly arrangement with the creation of the Department of Administration. In 1973 another reorganization set up new departments of finance and personnel, brought together functions that had been fragmented, and gave the governor more control over them. Today the governor appoints the heads of most state departments, boards and agencies for terms ranging from two to six years.

A Public Employment Study by the state Department of Finance issued in 1979 found that there were fewer full-time employees in Minnesota government than in most states. The study ranked Minnesota 45th in the nation among states in 1977, while Minnesota local government employment ranked 15th. The same study showed that in terms of growth in the last two decades, Minnesota government employment has been growing at a slower rate than the national average in the last 20 years (2.6% in Minnesota as compared to 3.8% among all states).

The state's chief sources of revenues are personal and corporate taxes on income, sales and gross receipts, gasoline, motor vehicles, iron ore gross earnings of railroad and communications companies, property, liquor and cigarettes. In 1967 the legislature enacted a 4% sales tax which covers all retail purchases with the exception of food, medicines, clothing and gasoline. In 1981 the sales tax was raised to 5%.



was granted to local communities to encourage the establishment of local mental-health centers, redistributing patient loads in state hospitals, preventing overcrowding and improving patient care.

Minnesota was the first state in the nation to enact a limited statewide compulsory primary law in 1901. The right to vote is granted to all those 18 years and older who have been United States citizens for at least 3 months, residents of the state for 6 months, and residents of a precinct for 30 days.

There are 87 counties, 855 municipalities and 1,798 townships in Minnesota. Most local governmental services are provided by counties and municipalities. Townships' responsibilities are limited to maintenance of local roads and certain welfare services. There has been a steady decline in the number of school districts due to consolidation, especially in rural areas. Currently there are 437 school districts. Two hundred eleven special districts provide for sewers, conservation, water supply, fire protection, parks, airports, and mosquito control.

## Health

Based on available statistics, the average citizen in Minnesota appears to have always lived longer than the average citizen in the United States. Today, three-fourths of the state's population reaches the age of 67 before dying and the average life expectancy of any baby born in Minnesota is 75 years. This represents a gain in life expectancy of 38 years since 1841 when a physician in the fledgling territory noted that half of the white population was dead by the age of 36.

In 1872 Minnesota became the third state in the nation to establish a board of health. In those days, smallpox, typhoid fever, diphtheria, and other communicable diseases were almost constantly present. The first health department office was set up in Red Wing with two employees and a total year's appropriation of \$500. It immediately began to wage war against epidemic and infectious diseases. The greatest gain in life expectancy occurred between 1880 and 1930 — a span of time during which enormous advances were made in disease prevention and control.

To control infectious diseases, the health department turned its early attention to the need for safe water supplies and sanitary conditions in public institutions. Minnesota pioneered the use of chlorine in public water supplies as a means of controlling typhoid in the state. In 1910, the health department installed a system of chlorination in the Minneapolis water supply, making it the first major municipality in the nation to have such a system. Duluth followed suit in 1912 and St. Paul in 1920. These chlorination systems produced an immediate and dramatic decline in typhoid and other water-borne diseases in these cities. In 1910, there were 3,204 cases of typhoid in the state, 688 of which were fatal. There have been very few typhoid cases and no deaths reported in the past decade.

Control of food-borne diseases has come a long way since a state organization of traveling businessmen pushed for the creation of a hotel inspection section of the health department in 1903. At that time, cities that wanted their food, beverage, and lodging establishments inspected had to invite the inspector and pay his stagecoach and railway fares for the visit. Today, all of the state's hotels, resorts and restaurants are inspected regularly.

In 1936, the Pigseye sewage plant was built on the Mississippi River by the Minneapolis/St. Paul sanitation district. Construction of the plant was based on

studies done by the health department. The plant eliminated sewage dumping from the metropolitan area into the river and helped control infectious diseases. It was the first sewage treatment plant to be built on the entire length of the Mississippi.

In 1937, the health department adopted state water supply standards that became a model for the entire country and are still basically in use today.

Minnesota also ranks as one of the top states in adjusting fluoride content of its municipal water supplies to recommended levels. The board of health first endorsed fluoridation in 1950, a year before its endorsement by the U.S. Public Health Service. Though communities are responsible for installing their own fluoridation equipment and maintaining correct fluoride levels in their water supplies, the health department provides them with engineering and laboratory assistance.

Through the years, most communicable diseases have been eliminated as serious public health problems in the state and in the nation. The last serious outbreak of smallpox in Minnesota was in 1924-25 when 4,098 cases and 505 deaths were reported. There have been no reported cases in the state since 1947.

Until immunization against diphtheria became available in 1926, the major weapon against it was quarantine or isolation. There were 5,012 reported diphtheria cases resulting in 566 deaths in Minnesota in 1910. There has been only one reported case in the state in the last decade.

Tuberculosis is no longer the scourge it was in earlier times. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculous drugs became available and were distributed to TB patients free-of-charge by the health department. Since then, the disease has gradually and steadily declined.

Intensive immunization programs, carried out by the state and local health departments in cooperation with medical societies, have kept polio from being the great crippler and killer it once was. The Minnesota Health Department received national and international recognition for its part in developing and testing the oral polio vaccine in 1957.

Much credit for what has been accomplished in the past century in the control of communicable diseases goes to physicians, particularly those in general practice. At the same time, the health department has provided services to many physicians that might otherwise have been accessible to only a few. Its epidemiologists ("disease detectives") have been able to pinpoint sources of disease, its laboratories to identify the causes of illness and its health regulations to check the spread of disease.

Through these efforts, the deadliest communicable diseases had been conquered by the 1940s, and the prevention and treatment of the common childhood diseases (polio, measles, rubella, mumps), has become possible in the last 25 years. For example, 99% of Minnesota's school children now have proof of immunization against measles, and the number of measles cases in the state has decreased substantially. This decrease results from a 1980 amendment which strengthened and clarified the state's school immunization law.

Children in Minnesota are more healthy today than at any previous point in history. In the early years of the state, almost 50% of all deaths in Minnesota occurred to those under five years of age. Little improvement occurred until after 1900. By 1930 the percentage of death had been reduced by two-thirds, and in 1980 it was only one-tenth of its former level. This improvement was largely the result of better sanitation, nutrition and housing as well as extensive

use of vaccines and antibiotics. These measures, along with improved prenatal, obstetrical and pediatric care have helped to bring about a dramatic drop in the mortality rate of infants as well.

When communicable disease control became a reality through advances in sanitation, immunization and treatment, the health department turned its attention to chronic diseases and conditions. Since the causes of many of these health problems are deeply rooted in the environment and the way of life in modern America, public health efforts now focus on lifestyle, the environment and the health care system in the state. Programs dealing with lifestyle practices such as smoking, exercise, diet and stress are receiving new emphasis.

In addition to discovering new ways to take care of chronic diseases and the factors that contribute to them, the health department is exploring new avenues to enrich the lives of Minnesotans. A major focus of the health department is providing assistance and support to local community health service agencies to help them effectively respond to current public health problems in their service areas. Approximately 96 percent of the counties in Minnesota have local boards of health which plan for and provide needed public health services for local residents. Other department programs study the health risks of Minnesota's air, food, water, and industry, and encourage Minnesotans to stay healthy by informing them about good health practices.

Enormous contributions to the states' health and to the practice of medicine have come from the University of Minnesota Hospitals, including its Dr. C. Walton Lillehei in the field of open-heart surgery and Dr. Owen H. Wangenstein, surgery educator and inventor. The tradition goes far back to the Minnesota frontier through Dr. William Worrall Mayo and his sons Drs. Will J. and Charles H. Mayo who established the Mayo Clinic and hospitals in Rochester, Minn., in 1863. This ever diversifying and expanding institution continues its adventure in medicine by making life-serving discoveries through research, diagnosis and its non-surgical medical techniques. Another state pioneer doctor was Dr. Martha G. Ripley who founded Maternity Hospital for Minneapolis's unwed mothers in 1887, specifying that the medical department was to be under the care and control of female physicians. And no attempt to give recognition can be complete without mentioning the controversial, yet popular, Sister Elizabeth Kenny. This self-trained Australian bush nurse pioneered a successful hotpack and mobility treatment in Minneapolis for victims of poliomyelitis, establishing that city as an important treatment center during the 1940 and 1950 polio epidemics.

## Transportation

Minnesota was opened to the world through the expert and daring handling of the birch bark canoe by explorers and the French voyageurs. The state's 25,000 miles of streams and rivers provided the first avenues of transportation for bringing settlers and merchandise into the Minnesota territory, and carrying out the state's furs, lumber, grain and minerals. As settlements grew, trails and roads developed. In the early 1800s oxcarts of the Red River Valley carrying fur and buffalo hides to St. Paul, carved a system of roads from the settlements around Pembina to St. Paul. The Red River Oxcart Trail paralleled the Mississippi from St. Paul to Sauk Rapids then forked into different trails to the northwest and during the 1850s carried 500-600 carts a year. The trail can still

be seen today at the wayside park near U.S. Highway 10, about five miles north of Anoka.

Railroad construction in Minnesota began in the 1860s following plans and land grants made during the previous two decades. By far the most celebrated railroader in Minnesota was the "Empire Builder," James J. Hill, founder of the Great Northern Railroad. In 1893, the Great Northern Railroad linked St. Paul with Seattle by way of 1,816 miles of track.

By 1900 there were fewer than a dozen automobiles in Minnesota and less than 75 miles of paved roads. The horse remained the peoples' engine. Steam-driven paddlewheelers still plied the Mississippi, trains had been operating for only 40 years in the state and electric trolley cars for only nine years. In 1921 the Minnesota Department of Highways began contracting to build roads and by 1925 more than 500,000 vehicles were registered in Minnesota. During the same year more than 15 million passengers traveled by bus throughout the state.

Air transportation boasts several pioneers from Minnesota, most notable among them was Charles A. Lindbergh who flew solo, non-stop from New York to Paris in May 1927. Northwest Airlines, headquartered in the Twin Cities, had airmail contracts in 1926 and began scheduled passenger service in 1930. In aeronautics, Minnesota's Dr. Jeannette R. Piccard is recognized as the first woman in space after riding a high altitude, helium-filled balloon into the stratosphere in 1934.

In 1950, passenger planes were rapidly replacing trains and buses as the preferred mode of long-distance travel. More than one million cars were on the roads and the first four-lane highways were in use as a result of an era of concentrated highway construction begun after the end of World War II. In 1956 the Interstate highway system was created, and today Minnesota has three major systems: I-35, I-90 and I-94.

The movement of people and goods in Minnesota and the Upper Midwest focuses on the Twin Cities area. Regional and transcontinental rail and highway systems radiate outward from the Twin Cities, tying large and small communities into one interdependent network. Minnesota has nearly four million motor vehicles on its 128,000 miles of roads and streets. The trucking industry is dependent upon this road system. More than 84% of all Minnesota grown fresh fruit and vegetables and 58% of Minnesota's manufactured products are shipped by truck. More than 30 class I and II intrastate motor-freight carriers operate in the state.

Independent of the major Twin Cities transportation network is the rail system of northeastern Minnesota, which brings iron ore and taconite products for transshipment at the commercial Lake Superior ports of Duluth/Superior, Two Harbors, Taconite Harbor and Silver Bay. Since opening the Great Lakes waterway to ocean-going vessels in 1959, products of the Upper Midwest are carried directly to locations throughout the world. Each year, 65 million tons of freight are shipped through the Lake Superior ports. The port of Duluth/Superior, first in tonnage among Great Lakes ports, is one of the 10 busiest ports in the U.S. and the largest inland port in the world. Over \$25 million has been invested in port facilities and equipment since the opening of the St. Lawrence Seaway, making the port of Duluth one of the finest and most complete ports of its kind. Duluth's specialized docks for bulk shipments (among them the six iron ore docks) are world-renowned.

Barges on both the Minnesota and Mississippi Rivers now carry 20 million

tons of bulk products to and from the major inland ports of St. Paul and Minneapolis. Coming upstream are coal, oil and salt and transported downstream are grain, sand and gravel. St. Paul is the largest port in the upper reaches of the Mississippi River, connecting the upper Midwest with the Gulf of Mexico and beyond. The St. Paul Port Authority, a major land developer along the river, is landlord to 155 industrial tenants and employer of 16,000 workers.

The Twin Cities, also the air hub of the Upper Midwest, is served by several scheduled commercial airlines and has direct non-stop flights to Europe. The Minneapolis/St. Paul International Airport handles 9.3 million passengers and 540 million pounds of freight annually. Minnesota ranks fourth in the nation with 139 municipally owned airports open to the public. It also has 17 privately-owned airports open to the public, 12 privately-owned airports and 268 personal-use airports.

Airports, heliports and seaplane bases have been established since the early 1900s for recreation, business and freight. Today there are 11 privately-owned heliports with two open to the public, and six personal-use heliports. Seaplane bases include 26 privately-owned bases, 12 open to the public, and 68 personal-use seaplane bases. In 1979 the world's first binational airport was opened across the U.S./Canadian border between Pinecreek, Minnesota and Piney, Manitoba.

Shipping 36 million tons and receiving 42 million tons, 15 railroad companies operate 6,300 miles of track in Minnesota. Amtrak serves more than 200,000 rail passengers to and from the Twin Cities, Cambridge, Sandstone, Duluth, Winona, Red Wing, St. Cloud, Staples, and Detroit Lakes.

Minnesota has 5,800 miles of trunk pipelines used exclusively for intercity movement. They include 1,600 miles of crude oil lines, 2,100 miles of petroleum product lines, and 2,100 miles of natural gas lines. The petroleum lines carry all types of refined petroleum products such as all grades of gasoline and fuel oils, liquid fertilizers, and sometimes crude oil.

Eighteen intercity bus companies furnish service to approximately 550 communities statewide. Providing passenger, commuter, and freight services over longer distances continue to be the primary activities of intercity bus companies. In addition, 57 local bus systems outside the Twin Cities metropolitan area supply regularly scheduled and on-demand services within communities and rural areas. These local buses provide 11.4 million rides a year. In addition, more than 92 million bus rides are provided within the Twin Cities area.

## Art, Literature, Music, Theater, Dance

Minnesota's cultural life represents a rich fabric of ethnic origins, a long tradition of sturdy, self-reliance, climate and geographical location. Although the Twin Cities, are often perceived as the center for the arts in the Upper Midwest, arts activities thrive in nearly every town in the state. Because Minnesota's artists live, work and create throughout the state, their individual perceptions, visions and means of expressing themselves add depth to living in Minnesota, and make the arts of this state unique and vital, rejuvenating and inspiring.

A number of major literary figures in the nation have come from Minnesota or have been strongly influenced by its people and geography. One of the great works about the settlement of this country by European immigrants, *Giants in*

*the Earth* was written by Norwegian settler and St. Olaf College professor, Ole R lvaag. Carol Ryrie Brink, Wanda Gag, Laura Ingalls Wilder and Maud Hart Lovelace all wrote classic children's stories drawn from their Minnesota childhoods on the prairie. In 1930, Sinclair Lewis, a native of Sauk Centre, became the first American to win the Nobel Prize for literature. Minnesota experiences have not only been the basis of prose works, but also of poetry. John Berryman, Allen Tate, Robert Penn Warren, Robert Bly and Meridel LeSueur are but a few of the poets who have been recognized for their contributions to American literature. Other writers of note are Knut Hamsun, F. Scott Fitzgerald, Selma Borg, Charles Flandrau, Dr. Charles Eastman, Ignatius Donnelly, Thorstein Veblen, Arthur Upson, Martha Ostenso, Margaret Culkin Banning, Mabel Seeley, Ruth Sawtell Wallis and Eric Sevareid.

The literary works of the state are actively promoted by many small presses and literary magazines. This is where the works of many of the poets and novelists of the state are first available to the public. Writers such as Jon Hassler, Carol Bly, Susan Allen Toth, Judith Guest, Frederick Manfred, Tom McGrath, Joseph Maiolo, James Moore, Patricia Hampl, to name only a few, are part of an increasingly recognized group who create a special vision of Minnesota for all of us to share.

*"From the half  
of the sky  
that which lives there  
is coming, and makes a noise."*

This translation of an American Indian song by Frances Densmore illuminates one of two musical traditions of Minnesota which we have inherited. While much of the tribal music of the state was recorded in the early part of this century, it has only recently been acknowledged by performers and composers outside of American Indian community.

Concert music grew out of the influence of European traditions. As early as 1863 instrumental ensembles were offering public performances. St. Paul and Minneapolis were also stopping places for the great operatic tours and keyboard stars of the 1880's and 1890's. This opportunity to present the great classical performers of the world to Minnesotans led to the founding in 1882 of the Schubert Club of St. Paul and Duluth's Matinee Musicale. Both groups continue to offer a variety of musical performers and recitalists to the public.

German and Scandinavian settlements fostered a strong interest in choral music. The singing societies of these communities were the origin of many high school, college, church and community choruses which are performing today.

In 1903 the Minneapolis Symphony Orchestra, later to become the Minnesota Orchestra, was founded and Emil Oberhoffer became its first conductor. He has been succeeded by a number of prominent conductors including Eugene Ormandy, Dimitri Mitropoulos, Antal Dorati and Stanislaw Skrowaczewski. Under music director Neville Marriner with assistance from conductors Klaus Tennstadt, Henry Charles Smith, Leonard Slatkin and Skrowaczewski the Minnesota Orchestra is prominent among the nation's orchestras. The Saint Paul Chamber Orchestra is hailed as one of the nation's top chamber orchestras. Orchestras in Duluth, Fargo-Moorhead and Rochester are cited for their commitment to new composers, and the special musical needs of young people.

One of the nation's oldest community theatres, the Duluth Playhouse, was

founded in 1914. The state's first professional theatre, the Old Log was founded in 1941. Community theatres have thrived in the state since the first one was founded. However, it is the opening of the Guthrie Theater in the early 1960's that marks the beginning of a "theatre boom" in the Twin Cities and around the state. Today, Minnesota is home to a large number of outstanding theatre companies including the Children's Theatre Company, the Cricket Theatre — a company committed to contemporary American playwrights, and prominent community theatres such as Theatre-in-the-Round, the Fargo-Moorhead Community Theatre, Chimera Theatre, Rochester Civic Theatre among many others.

Minnesota is home to many other performing arts organizations including several opera companies of which the Minnesota Opera Company, with its commitment to producing contemporary operatic works, is probably best known. Dance is a fast-growing art form with several companies and independent choreographers offering a variety of dance styles and viewpoints.

The 1970's marked the development of several organizations in the state which promote the work of independent artists. The Minnesota Composers Forum, the Minnesota Independent Choreographers Alliance and the Playwrights' Center all offer unparalleled opportunities for individual artists to create and perform their works.

In January 1883 the Minneapolis Society of Fine Arts was formed and in November of that year its first successful exhibition was held. Two patrons have left their imprint on the artistic life of the community — William Watts Folwell, first president of the University of Minnesota and Thomas Barlow Walker, businessman and timber baron, founder of the Walker Foundation and the Walker Art Center. In 1886 the Minneapolis School of Art was opened and in 1915 the school moved to its present location as part of the Minneapolis Institute of Arts complex. The University Gallery was established in 1933 and in Duluth the collection of the Tweed family was given to the University of Minnesota to establish the Tweed Museum. While private collections were the basis for establishing many museums, in the 1970's 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 and the former Duluth Depot now houses the St. Louis County Heritage and Arts Center.

Among the well known people in the history of Minnesota art are Peter Rindisbacher, George Catlin, Seth Eastman, John Rowson Smith, John Bovard, J. D. Larpenteur, Peter Gui Clausen, Frank Bass, Gilbert Munger, Charles (Carl) Gutherz, Alexis Fournier, Robert Koehler, Elizabeth Olds, Cameron Booth and Adolf Arthur Dehn. Sculptors include Peter Winnen, Jakob H. F. Fjelde, Daniel Chester French, Paul Manship and John B. Flanagan. 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, and Frank Lloyd Wright.

The arts in Minnesota are supported primarily through earned income and private, philanthropic contributions. Since 1965 public money has supported the arts through the National Endowment for the Arts and the Minnesota State Arts Board. In 1976 regional arts councils were created to serve each of the state's development regions. The Arts Endowment, Arts Board and regional arts councils offer a variety of grants programs which ensure that the arts are accessible to as many members of the public as possible. Further, this part-

nership of private and public support makes Minnesota unique in its support of arts organizations and artists and will result in continuing the tradition of the arts in this state.

Holding both a central position in celebrating the arts and humanities, and standing out as the country's leading public radio network is Minnesota Public Radio. Supported by the people of the region, this innovative radio network contributes its programs nationally, among them Garrison Keillor's widely acclaimed *Prairie Home Companion Show*.

Important museums serving the Upper Midwest and located in the Twin Cities are the Bell Museum of Natural History, the Minnesota Historical Society, the American Swedish Institute, the National History Museum and Planetarium of the Minneapolis Public Library, the Science Museum of Minnesota and its Wm. L. McKnight-3M Omnitheater, the U of M Landscape Arboretum and the Como Zoo and Conservatory.

## Recreation, Travel, and Tourism

Vacationers came to Minnesota even before the Civil War coaxed by "cascades and pine forests and cooling breezes." It is estimated that 8,000,000 travelers spent \$2,002,000,000 in Minnesota in 1980. The tourist-travel industry provides a substantial contribution to Minnesota's economy and generates an estimated \$160 million in state tax receipts. Approximately 45% to 50% of all tourism dollars spent in Minnesota are spent by residents.

Minnesotans are outdoor people and at least half of them customarily vacation within their own state. In summer, campers and cars towing boats travel to northern lakes for swimming, boating, fishing, hiking, camping and canoeing, an exodus involving about a fifth of the population. In the fall, hunters take out 300,000 deer licenses annually, besides licenses for other game, including duck, pheasant, moose and bear. From late November through early March there is downhill and cross-country skiing in more than 30 ski areas, snowmobiling on 5,800 miles of trails, plus skating, tobogganing, snowshoeing, dog sled racing, ice boating and ice hockey. Winters also bring out over 250,000 ice fisherman and thousands of ice houses.

"Land of Ten Thousand Lakes" is an understatement for Minnesota. There are over 15,000 lakes of 10 acres or more, covering fully 5% of the state. Altogether, about 25,000 miles of streams and rivers flow through the land. Adding to these plentiful and varied waters the state raises and distributes about 250,000,000 fish annually to stock 2.5 million acres of water used by 1.8 million licensed anglers.

Two major attractions in the northeastern "Arrowhead" region of the state are Voyageurs National Park and the Boundary Waters Canoe Area. Voyageurs National Park, established in 1971, is America's newest national park and covers some 219,000 acres of Minnesota lake country near the Canadian border. The Boundary Waters Canoe Area, a federally protected wilderness preserve, is the largest unit of the National Wilderness Preservation System and the nation's only wilderness canoe area.

At the Canadian border vast expanses of forest and lakes stretch out almost endlessly and contain the only sizeable population of timber wolves left in the United States south of Alaska. Moose and bear feed there and bald and golden eagles can still be seen.

Four million acres of parks in over 70 locations, with about 900 miles of

recreational trails, display some of the state's abundant natural wonders. Two National Monuments are located in Minnesota. Pipestone, in the southwestern area, memorialized in Longfellow's "Song of Hiawatha," is the site of quarries from which an unusual red stone has been taken for centuries by the Plains Indians to make ceremonial pipes. Grand Portage, in the northeast, is a faithful reconstruction of a North West Company trading post established in 1778. Located on Lake Superior, this was a major gateway to the Northwest territory and a vital link to the fur trade empire.

Many historic sites enrich the Minnesota landscape, including the 5,000 year old Jeffers Petroglyphs, the Sinclair Lewis museum in Sauk Centre, the boyhood home of Charles Lindbergh in Little Falls, the Sioux Agencies, Fort Snelling, the Mille Lacs Indian Museum, the Mayo house, fur trading establishments and one of the largest prehistoric Indian burial grounds.

Over 200 festivals celebrating ethnic heritages, historical events, arts and crafts and special industries are held throughout the year. Three of the best known are the Minneapolis Aquatennial in July, the St. Paul Winter Carnival in late January and the Minnesota State Fair in St. Paul during the ten days prior to Labor Day, one of the countries largest state fairs drawing close to a million and a half people each year.

Minnesota is home for major league teams in soccer, hockey, football and baseball, and supports a variety of teams fielded by the University of Minnesota, state universities and colleges, and private schools. State high school championship playoffs for hockey and for boys' and girls' basketball attract large groups each year.

The newly opened Minnesota Zoological Garden is a 500 acre environmental, education, conservation, research and education center of national scope. The zoo provides unsurpassed animal management through special care for animal privacy to encourage normal breeding and rearing of animals. The \$30 million complex is four zoos in one, featuring a Northern Trek with elevated monorail, a Tropical Exhibit of 1½ acres of jungle plants, waterfalls, streams and ravines under one free standing roof for year round visiting, a Children's Zoo with live animal contact and a Minnesota Exhibit. Simulated animal habitats for 60 types of mammals, 120 types of birds, 30 types of reptiles, 75 types of fish and 24 types of assorted amphibians and invertebrates. A 35 channel television network allows visitors and researchers to observe undisturbed animals in their natural habitats. Special emphasis is given to preserving and breeding endangered species.

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