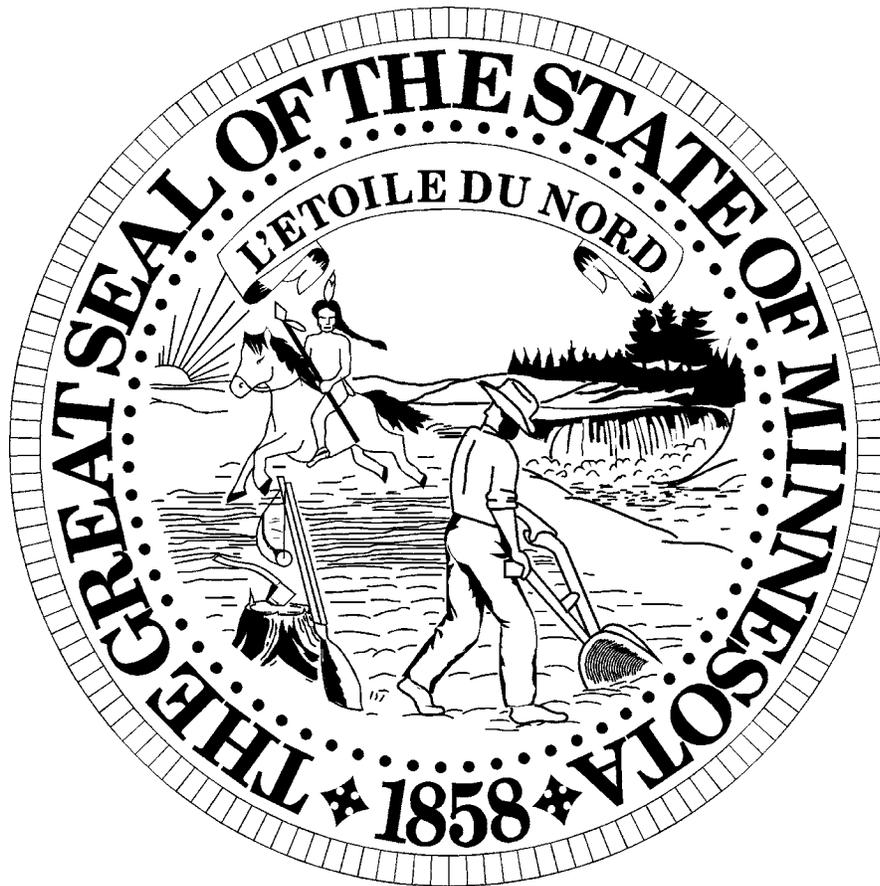


# Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;  
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;  
Official Notices; State Grants & Loans; State Contracts;  
Non-State Public Bids, Contracts and Grants**

**Monday 19 August 2019  
Volume 44, Number 8  
Pages 221 - 252**

# Minnesota State Register

## Judicial Notice Shall Be Taken of Material Published in the *Minnesota State Register*

The *Minnesota State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. It contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Vetoed Rules
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-State Public Bids, Contracts and Grants

### Printing Schedule and Submission Deadlines

Vol. 44 Issue Number	PUBLISH DATE ( <b>BOLDFACE</b> shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 9	Monday 26 August	Noon Tuesday 20 August	Noon Thursday 15 August
# 10	Tuesday 3 September	Noon Tuesday 27 August	Noon Thursday 22 August
# 11	Monday 9 September	Noon Tuesday 3 September	Noon Thursday 29 August
# 12	Monday 16 September	Noon Tuesday 10 September	Noon Thursday 5 September

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<https://www.senate.mn/>

#### Minnesota State Court System

Court Information Office (651) 296-6043  
MN Judicial Center, Rm. 135,  
25 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
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# Minnesota Rules: Amendments and Additions

**NOTICE: How to Follow State Agency Rulemaking in the State Register**

The State Register is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the State Register. Published every Monday, the State Register makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the State Register.

An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (Minnesota Statutes §§ 14.101). It does this by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as Proposed Rules, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules, and withdrawn proposed rules, are also published in the State Register. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the State Register as Adopted Rules. These final adopted rules are not printed in their entirety, but only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the State Register, the issue the rule appeared in as proposed, and later as adopted.

The State Register features partial and cumulative listings of rules in this section on the following schedule: issues #1-26 inclusive (issue #26 cumulative for issues #1-26); issues #27-52 inclusive (issue #52, cumulative for issues #27-52 or #53 in some years). A subject matter index is updated weekly and is available upon request from the editor. For copies or subscriptions to the State Register, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

**Volume 44 - Minnesota Rules**  
**(Rules Appearing in Vol. 43 Issues #27-52 are**  
**in Vol. 43, #52 - Monday 24 June 2019)**  
**Volume 44, #8**

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Comments on Planned Rules or Rule Amendments. An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

**Rules to be Adopted After a Hearing.** After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

**Rules to be Adopted Without a Hearing.** Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.1414.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated “all new material.” **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design Proposed Permanent Rules Relating to Engineering Examination and Experience, Land Surveying Education and Experience, and Geoscience Education and Experience; DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing Are Received; Revisor’s ID Number R-04579

Proposed Amendment to Rules Governing Definitions, Engineering Examination and Experience, Land Surveying Education and Experience, and Geoscience Education and Experience; Minnesota Rules, parts 1800.0050, 1800.2500, 1800.2800, 1800.2805, 1800.2900, 1800.3505, 1800.3910, and 1800.3920.

**Introduction.** The Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (“Board”) intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on September 18, 2019, the Board will hold a public hearing in Suite 295, Golden Rule Building, 85 E. 7th Place, St. Paul, Minnesota 55101, starting at 9:30 AM on Thursday, November 14, 2019. To find out

# Proposed Rules

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whether the Board will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after September 18, 2019 and before November 14, 2019.

**Agency Contact Person.** Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: Kay Weiss at the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, 85 E. 7<sup>th</sup> Place, Suite 160, St. Paul, MN 55101, 651-757-1523, Fax: 651-297-5310, and email: [kay.weiss@state.mn.us](mailto:kay.weiss@state.mn.us). TTY users may call the Board at (800) 627-3529. You may also review the proposed rule and submit written comments via the Office of Administrative Hearings Rulemaking e-comments website at <https://minnesotaoah.granicusideas.com/discussions>.

**Subject of Rules and Statutory Authority.** The proposed rules will:

- update definitions;
- allow applicants the flexibility to take the Principles and Practice of Engineering (PE) examination before completing the experience requirement;
- clarify the requirements for pre-graduation admission to the Fundamentals of Surveying (FS), Fundamentals of Geology (FG), and Fundamentals of Soil Science (FSS) examinations;
- clarify the experience requirements for land surveying, professional geology, and professional soil science licensure;
- clarify the rules for waiver of the FG and FSS examinations
- replace the requirement for a bachelor's degree with a major in geology for professional geology licensure with the requirement for a bachelor's degree with 40 semester credits among five specific areas of study;
- expand and clarify the areas of study for professional soil science licensure.

The statutory authority to adopt the rules is *Minnesota Statutes*, section 326.06 (2018). A copy of the proposed rules is published in the State Register, attached to this notice as mailed, and available on the Board's website at [mn.gov/aelslagid/rulemaking.html](http://mn.gov/aelslagid/rulemaking.html).

**Comments.** You have until 4:30 p.m. on Wednesday, September 18, 2019, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. Any comments that you have about the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Board hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on September 18, 2019. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, the Board will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format/Accommodation.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The Board might modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the

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# Proposed Rules

hearing. The adopted rules may not be substantially different than these proposed rules unless the Board follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Board encourages you to participate in the rulemaking process.

**Cancellation of Hearing.** The Board will cancel the hearing scheduled for November 14, 2019, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at 651-757-1523 or go online at [mn.gov/aelslagid/rulemaking.html](http://mn.gov/aelslagid/rulemaking.html) after September 18, 2019, to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit valid written requests for a public hearing on the rules, the Board will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Board will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Laura Sue Schlatter is assigned to conduct the hearing. Judge Schlatter's Legal Assistant, Lisa Armstrong, can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, telephone (651) 361-7888, fax (651) 539-0310, or email [lisa.armstrong@state.mn.us](mailto:lisa.armstrong@state.mn.us).

**Hearing Procedure.** If the Board holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing, the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five working-day rebuttal period when the Board and any interested person may respond in writing to any new information submitted. No one may submit new evidence during the five-day rebuttal period.

All post-hearing comments and responses must be submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. The Office of Administrative Hearings strongly encourages all persons submitting comments and responses to do so by way of the Office of Administrative Hearings' Rulemaking eComments website at <https://minnesotaoah.granicusideas.com/discussions>. If it is not possible to use the eComments website, post-hearing comments may be submitted in person, via United States mail, or by facsimile addressed to Judge Schlatter at the address or facsimile number listed in the section above. All comments or responses received will be available for review at the Office of Administrative Hearings' eComments website and at the Board office or on the Board's website at [mn.gov/aelslagid/rulemaking.html](http://mn.gov/aelslagid/rulemaking.html).

This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

The Board requests that any person submitting written views or data to the Administrative Law Judge before the hearing or also submit a copy of the written views or data to the Board contact person at the address stated above.

**Statement of Need and Reasonableness.** The statement of need and reasonableness summarizes the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person. The SONAR is available on the Board's website at [mn.gov/aelslagid/rulemaking.html](http://mn.gov/aelslagid/rulemaking.html).

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (651) 539-1180 or 1-800-657-3889.

# Proposed Rules

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**Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The Board will submit the rules and supporting documents to the Office of Administrative Hearings for a legal review. You may ask to be notified of the date the rules are submitted to the office. If you want either to receive notice of this, to receive a copy of the adopted rules, or to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

**Adoption Procedure after a Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date that the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date that the agency adopts the rules and the rules are filed with the Secretary of State by requesting this at the hearing or by writing to the agency contact person stated above.

**Order.** I order that the rulemaking hearing be held at the date, time, and location listed above.

Date: July 17, 2019

Signed by: Doreen Johnson, Executive Director  
Board of Architecture, Engineering, Land Surveying, Landscape  
Architecture, Geoscience and Interior Design

## 1800.0050 DEFINITIONS.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 1a. **Accredited institution of higher learning.** “Accredited institution of higher learning” means an educational institution accredited by one or more of the regional or national accrediting agencies or successor agencies recognized by the United States Department of Education.

*[For text of subparts 2 to 14, see Minnesota Rules]*

Subp. 15. **Semester credit.** “Semester credit” means the conventional United States college semester credit. Quarter credits may be converted to semester credits by multiplying them by two-thirds.

## 1800.2500 EDUCATION AND EXPERIENCE.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 2. **Admission to written Fundamentals of Engineering (FE) examination.** To qualify for admission to the written FE examination, the applicant shall present evidence of one of the following:

- A. completion of one of the ~~educational~~ education requirements in subpart 2a; ~~item A~~;
- B. being within 48 quarter or 32 semester credits of obtaining an EAC-ABET accredited bachelor's degree;
- C. completion of a minimum of 36 quarter or 24 semester credits in a graduate program in engineering where the bachelor's degree in that discipline of engineering is EAC-ABET accredited; or
- D. completion of a minimum of 36 quarter or 24 semester credits toward an EAC-ABET accredited graduate degree.

Subp. 2a. **Education and experience requirements.** To qualify for certification as an engineer-in-training, admission to the written PE examination, or licensure as a professional engineer, an applicant shall present evidence of ~~meeting the educational requirements in item A. To qualify for admission to the written PE examination or licensure as a professional engineer, an applicant shall present evidence of meeting the educational and qualifying experience requirements in items A and B.~~ one of the following:

A. Education:

- A. (+) graduation from an EAC-ABET accredited bachelor's engineering curriculum;

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# Proposed Rules

B. (2) graduation from a bachelor's engineering curriculum that receives EAC-ABET accreditation within five years of the applicant's graduation;

C. (3) has a non-EAC-ABET accredited or nonengineering bachelor's degree with the minimum number of engineering science and design credits as required in an EAC-ABET accredited degree (48 semester or 72 quarter credits);

D. (4) has a graduate degree from an engineering program where the bachelor's degree in that discipline of engineering is EAC-ABET accredited, even though the applicant's bachelor's degree was earned in a non-EAC-ABET accredited or nonengineering program;

E. (5) graduation from a bachelor's engineering curriculum that has EAC-ABET accreditation and a graduate degree in engineering from an institution with an EAC-ABET accredited bachelor's curriculum in that discipline of engineering;

F. (6) graduation from an EAC-ABET accredited graduate engineering curriculum even though the applicant's bachelor's degree was earned in a non-EAC-ABET accredited or nonengineering program;

G. (7) graduation from an EAC-ABET accredited bachelor's engineering curriculum and graduation from an EAC-ABET accredited graduate engineering curriculum;

H. (8) has a non-EAC-ABET accredited or nonengineering bachelor's degree with the minimum number of engineering science and design credits as required in an EAC-ABET accredited degree (48 semester or 72 quarter credits) and a graduate degree from an engineering program where the bachelor's degree in that discipline of engineering is EAC-ABET accredited; or

I. (9) has a non-EAC-ABET accredited or nonengineering bachelor's degree with the minimum number of engineering science and design credits as required in an EAC-ABET accredited degree (48 semester or 72 quarter credits) and a graduate degree from an EAC-ABET accredited graduate engineering curriculum.

**B. Qualifying experience:**

(1) completion of a minimum of four years of qualifying engineering experience, if the applicant meets the educational requirements of item A, subitem (1), (2), (4), (6), (8), or (9);

(2) completion of a minimum of six years of qualifying engineering experience, if the applicant meets the educational requirements of item A, subitem (3); or

(3) completion of a minimum of three years of qualifying engineering experience if the applicant meets the educational requirements of item A, subitem (5) or (7).

**C. Qualifying engineering experience gained before completion of one of the education requirements in item A must meet the following conditions:**

(1) experience must be credited at a rate of 50 percent;

(2) experience gained before completion of at least two full years of one of the engineering curricula in item A, subitem (1), (2), (3), (5), or (7), must receive no credit; and

(3) experience gained before completion of at least one full year of the graduate engineering curricula in item A, subitem (4), (6), (8), or (9), must receive no credit.

**D. Credit awarded under item C must not exceed the lesser of two years or 50 percent of the required number of years of qualifying engineering experience in this subpart.**

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Subp. 3. [Repealed, 21 SR 1427]

Subp. 4. **Experience requirement.**

A. To qualify for licensure as a professional engineer, the applicant shall present evidence of one of the following:

(1) completion of a minimum of four years of qualifying engineering experience if the applicant meets the education requirements of subpart 2a, item A, B, D, F, H, or I;

(2) completion of a minimum of six years of qualifying engineering experience if the applicant meets the education requirements of subpart 2a, item C; or

(3) completion of a minimum of three years of qualifying engineering experience if the applicant meets the education requirements of subpart 2a, item E or G.

B. Qualifying engineering experience gained before completion of one of the education requirements in subpart 2a must meet the following conditions:

(1) experience must be credited at a rate of 50 percent;

(2) experience gained before completion of at least two full years of one of the engineering curricula in subpart 2a, item A, B, C, E, or G, must receive no credit; and

(3) experience gained before completion of at least one full year of the graduate engineering curricula in subpart 2a, item D, F, H, or I, must receive no credit.

C. Credit awarded under item D must not exceed the lesser of two years or 50 percent of the required number of years of qualifying engineering experience in this subpart.

D. One year of experience consists of full- or part-time employment that extends over a period of no less than 12 months and includes no fewer than 2,000 hours of performance of engineering work described in part 1800.2805.

## **1800.2800 ENGINEERS QUALIFIED BY GRADUATION, LONG EXPERIENCE, AND EXAMINATION.**

The Fundamentals of Engineering (FE) examination must be waived in those cases where the applicant furnishes evidence of:

A. being at least 40 years of age, having a verified professional engineering record of 20 years or more of qualifying engineering experience and meeting one of the ~~educational~~ education requirements of part 1800.2500, subpart 2a;

*[For text of items B and C, see Minnesota Rules]*

## **1800.2805 QUALIFYING EXPERIENCE DEFINED.**

Subpart 1. **Qualifying experience; generally.**

A. As used in this part and parts 1800.2500 ~~and~~, 1800.2800, ~~and~~ 1800.2900, qualifying experience consists of ~~varied~~ diverse, progressive, ~~nonrepetitive~~, practical experience at performing engineering work that develops the applicant's ability to apply the knowledge gained during academic training to make sound judgments in solving engineering problems and prepares the applicant to assume responsible charge of the work involved in the practice of engineering.

*[For text of items B to E, see Minnesota Rules]*

*[For text of subpart 2, see Minnesota Rules]*

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## 1800.2900 PROCEDURES.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 1a. **Request for certification as an engineer-in-training.** An applicant shall submit an application for certification as an engineer-in-training following passage of the FE examination and completion of the education requirement under part 1800.2500, subpart 2a, ~~item A~~. Payment of the application fee in Minnesota Statutes, section 326.105, must accompany the application. An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs and verification of passing the FE examination must be submitted before the applicant may be certified as an engineer-in-training.

Subp. 2. **Request for admission to Principles and Practice (PE) examination.** An applicant shall submit an application for admission to the PE examination under part 1800.2700, subpart 2, accompanied by payment of the application fee in Minnesota Statutes, section 326.105. The application must be made on a form provided by the board ~~and must include a detailed listing of engineering experience gained. The experience listing must include the name and mailing address of the applicant's supervisor for each period of employment. The board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which qualifying engineering experience was gained.~~ An official transcript of grades showing the degree awarded and date of graduation for all undergraduate and graduate degree programs must accompany the completed form, unless previously submitted. The application must include one signed copy of a statement that the applicant has read the Board Rules of Professional Conduct and a signed certification as described in part 1800.0400, subpart 5.

Subp. 2a. Requirement for documentation of experience. Before a license as a professional engineer may be issued, the applicant must provide the board with a detailed listing of qualifying engineering experience gained according to part 1800.2500, subpart 4. The experience listing must include the name and mailing address of the applicant's supervisor for each period of employment. The board shall provide the applicant an experience reference form that must be signed and submitted to the board by each supervisor for each period of employment during which the qualifying engineering experience was gained.

*[For text of subparts 3 to 6, see Minnesota Rules]*

### Subp. 7. Validity of application.

*[For text of items A to D, see Minnesota Rules]*

E. An applicant who passes the PE examination and does not provide the board with a detailed listing of qualifying engineering experience within three years of the date of the application for examination must submit a new application in order to obtain a license as a professional engineer.

## 1800.3505 EDUCATION AND EXPERIENCE.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 2. **Admission to the Fundamentals of Surveying (FS) examination.** To qualify for admission to the FS examination, applicants shall present satisfactory evidence of one of the following:

A. ~~graduation from a four-year land surveying curriculum that meets the statutory requirements in place at the time of graduation from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of obtaining a land surveying degree from a four-year land surveying curriculum that is approved by the board as specified in subpart 4; or~~

B. ~~graduation from with a bachelor's curriculum that meets the statutory requirements in place at the time of graduation, degree from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of obtaining a bachelor's degree under a curriculum that is approved by the board with, and completion of a minimum of 22 11 semester credits or 32 16 quarter credits in land surveying as specified in subpart 4.~~

Subp. 3. **Admission to Principles and Practice of Surveying (PS) examination.** To qualify for admission to the

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PS examination, the applicant shall present evidence of meeting the ~~educational~~ education and qualifying experience requirements in item A or B.

*[For text of items A and B, see Minnesota Rules]*

C. Qualifying land surveying experience gained before completion of one of the education requirements in item A or B must meet the following conditions:

(1) experience must be obtained under the direct supervision of a licensed land surveyor; and

~~(2) experience must be credited at a rate of 50 percent; and~~

~~(3) (2) experience gained before completion of at least two full years of one of the land surveying curricula specified in items A and B~~ a high school degree or equivalent must receive no credit.

D. ~~Credit awarded under item C must not exceed half the minimum experience required in each of the experience categories in items A and B. A minimum of one year of qualifying experience must be gained after completion of one of the education requirements in item A or B.~~

E. One year of experience consists of full- or part-time employment that extends over a period of no less than 12 months and includes no fewer than 2,000 hours of performance of land surveying work described in item A or B.

*[For text of subpart 4, see Minnesota Rules]*

## 1800.3910 EDUCATION AND EXPERIENCE.

Subpart 1. **Written examination requirement.** An applicant for licensure within a geoscience discipline shall pass written examinations as provided in part 1800.3920.

An applicant for licensure under part 1800.0800, item I, whose original licensure in the other state was granted after August 4, 1997, shall satisfy the Minnesota licensing requirements that were in effect at the time of the applicant's original licensure in the other state. An applicant for licensure under part 1800.0800, item I, whose original licensure in the other state was granted before August 4, 1997, shall satisfy the Minnesota licensing requirements that were in effect on August 4, 1997.

The written Fundamentals of Geology (FG) examination or Fundamentals of Soil Science (FSS) examination must be waived by the board if the applicant requests a waiver and furnishes evidence of the following:

A. ~~the applicant has having~~ a doctorate degree in the geoscience discipline ~~in for~~ which the applicant is seeking licensure or equivalent doctorate degree as ~~approved~~ determined by the board; and

B. ~~the applicant meets meeting~~ the ~~educational~~ education requirements ~~specified~~ in subpart 5.

Subp. 2. **Admission to written fundamentals examination.** To qualify for admission to the written fundamentals examination for a geoscience discipline, the applicant shall present evidence of the following:

A. ~~graduation or being within 30 semester or 45 quarter credits of graduation~~ from a geoscience curriculum approved by the board ~~for, as specified in subpart 5, in~~ the geoscience discipline ~~for which~~ the applicant is seeking licensure ~~in, as specified in subpart 5;~~

B. enrollment in a geoscience curriculum approved by the board, as specified in subpart 5, and:

(1) for geology, completion of 30 semester or 45 quarter credits in geology, as specified in subpart 5; or

(2) for soil science, completion of 12 semester or 18 quarter credits in soil science and ten semester or 16 quarter credits in closely related geoscience or environmental science areas, as specified in subpart 5; or

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# Proposed Rules

~~B. C. graduation with a bachelor's degree from a non-board-approved curriculum with a minimum number of equivalent geoscience credits in geoscience as specified in subpart 5; or~~

~~C. graduation with a master's or doctorate degree in a non-board-approved curriculum with a minimum number of equivalent geoscience credits as specified in subpart 5.~~

Subp. 3. **Admission to written professional examination.** To qualify for admission to the written professional examination for a geoscience discipline, the applicant shall present evidence of meeting the ~~educational~~ education and qualifying experience requirements in items A and B.

A. Education:

(1) graduation from a geoscience curriculum approved by the board, ~~as specified in subpart 5,~~ in the geoscience discipline ~~in for~~ in for which the applicant is seeking licensure ~~with the minimum number of geoscience credits as specified in subpart 5; or~~

(2) graduation with a bachelor's degree from a non-board-approved curriculum with a minimum number of equivalent geoscience credits in geoscience as specified in subpart 5; ~~or~~

~~(3) graduation with a master's or doctorate degree in a non-board-approved curriculum with a minimum number of equivalent geoscience credits as specified in subpart 5.~~

B. Qualifying experience:

(1) completion of a minimum of ~~five~~ four years of qualifying geoscience experience in the geoscience discipline ~~in for~~ in for which the applicant is seeking licensure if the applicant ~~has graduated with a baccalaureate degree from a geoscience curriculum meeting~~ meets the education requirements of item A, subitem (1); ~~or~~

~~(2) completion of a minimum of four years of qualifying geoscience experience in the discipline in which the applicant is seeking licensure if the applicant has graduated with a master's degree or higher from geoscience curriculum meeting therequirements of item A, subitem (1);~~

~~(3) completion of a minimum of six years of qualifying geoscience experience in the discipline in which the applicant is seeking licensure if the applicant meets the educational requirements of item A, subitem (2); or~~

~~(4)~~ (2) completion of a minimum of five years of qualifying geoscience experience in the geoscience discipline ~~in for~~ in for which the applicant is seeking licensure if the applicant meets the ~~educational~~ education requirements of item A, subitem ~~(3)~~ (2).

C. Qualifying geoscience experience gained before completion of one of the education requirements in item A must meet the following conditions:

(1) experience must be credited at a rate of 50 percent; and

(2) no credit for experience gained before completion of at least two full years of one of the geoscience curricula ~~specified in item A must receive no credit; completing:~~

(a) for geology, 20 semester or 30 quarter credits in geology, as specified in subpart 5, item A, subitem (2);  
or

(b) for soil science, eight semester or 12 quarter credits as specified in subpart 5, item B, subitem (2), and seven semester or 11 quarter credits as specified in subpart 5, item B, subitem (3).

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D. Credit awarded under item C must not exceed two years of the required number of years of qualifying geoscience experience in this subpart.

E. One year of experience consists of full- or part-time employment that extends over a period of no less than 12 months and includes no fewer than 2,000 hours of performance of geoscience work described in subpart 6.

Subp. 4. [Repealed, 38 SR 59]

Subp. 5. **Approved geoscience education.** A curriculum approved by the board must meet the following criteria.

A. For an applicant seeking licensure as a professional geologist, the applicant shall present evidence of:

(1) a baccalaureate or higher degree ~~with a major in geology~~ from an accredited institution of higher learning;  
and

(2) a minimum of ~~30~~ 40 semester or ~~45~~ 60 quarter credits in geology ~~with a minimum of 24 semester or 36 quarter credits~~ divided among at least ~~three~~ five of the following geology areas of study:

*[For text of units (a) to (l), see Minnesota Rules]*

(m) field geology or geologic field methods.

A maximum of nine semester credits or 12 quarter credits may be applied from any one area.

B. For applicants seeking licensure as a professional soil scientist, the applicant shall present evidence of meeting the criteria in subitems (1), (2), and (3):

(1) a baccalaureate or higher degree from an accredited institution of higher learning;

(2) a minimum of 16 semester or 24 quarter credits in soil science. ~~Soil science courses include, including a~~ minimum of two semester or three quarter credits in each of the following four core soil science areas of study:

*[For text of units (a) to (d), see Minnesota Rules]*

(3) a minimum of 14 semester or 21 quarter credits in soil science, closely related geoscience courses, environmental science that may interact with or impact soil, or investigatory methods used in the practice of geoscience including any of the following ~~categories~~ areas of study:

(a) soil science:

i. introduction to soil science; or

ii. any soil science area of study listed in item B, subitem (2);

~~(a)~~ (b) geology;

~~i.~~ groundwater geology;

~~ii.~~ i. introduction to geology or introduction to physical geology; or

~~iii.~~ ii. any geology course area of study listed in item A, subitem (2);

~~(b)~~ hydrology and water quality;

~~(c)~~ water and wastewater microbiology;

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- (c) soil or geology-based natural resource inventory;
- (d) interaction of soil and with solid, liquid, gaseous, or hazardous waste processing I or H wastes;
- (e) hydrology and water quality;
- ~~(e)~~ (f) remote sensing, aerial photo interpretation, or Geographic Information Systems (GIS) in natural resource systems; or
- ~~(f)~~ (f) aerial photo interpretation;
- ~~(g)~~ (g) remote sensing;
- ~~(h)~~ (h) natural resource inventory;
- ~~(i)~~ (i) introduction to land use planning;
- ~~(j)~~ (j) land use and state government;
- ~~(k)~~ (g) use of and impacts to soil in agronomy; agricultural engineering, environmental science, forestry, or land use planning.
- ~~(l)~~ (l) agricultural engineering;
- ~~(m)~~ (m) engineering or forestry courses related to soil management;
- ~~(n)~~ (n) plant physiology; or
- ~~(o)~~ (o) ecology courses.

C. A maximum of three semester or five quarter credits of masters or doctorate degree thesis credits can be applied to the total number of credits.

~~D.~~ The same course must not be used to meet the requirement for more than one area.

D. Credits may only be applied to one required area of study.

Subp. 6. **Qualifying experience defined.** Qualifying experience for geology licensure must be obtained under the direct supervision of a licensed geologist. Qualifying experience for soil science licensure must be obtained under the direct supervision of a licensed ~~geologist soil scientist~~, licensed ~~soil scientist geologist~~, or licensed professional engineer who has qualified education and experience in the soil science discipline.

*[For text of items A to D, see Minnesota Rules]*

Subp. 7. [Repealed, 38 SR 59]

## **1800.3920 WRITTEN EXAMINATION.**

*[For text of subpart 1, see Minnesota Rules]*

Subp. 2. **Fundamentals examination.** ~~An applicant shall be admitted to~~ The fundamentals examination for a geoscience discipline, if, by the date of the examination, ~~the applicant has completed the education may be taken upon meeting the requirements in part 1800.3910, subpart 2. The applicant shall submit an official transcript from the college or university the applicant is attending or has attended.~~ An applicant taking the fundamentals examination in a geoscience discipline shall be notified of the score in writing. An applicant failing this examination and electing to take the examination again shall take the entire examination. A description of the scope of the fundamentals examinations for each geoscience

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discipline is provided in subpart 4.

A final official transcript showing the degree awarded and date of graduation shall be submitted to the board before the in-training number is released to the applicant. The passing of this examination and providing proof of the degree awarded and date of graduation gives the applicant the in-training status as defined in Minnesota Statutes, section 326.10, subdivision 7, paragraph (3). The applicant shall take and pass the fundamentals examination in the geoscience discipline for which the applicant is seeking licensure before being permitted to take the professional examination.

Subp. 3. **Professional examination.** An applicant shall be admitted to the professional examination ~~in~~ for the geoscience discipline in which the applicant is seeking licensure, if, by the date of the examination, the applicant has received confirmation of passing the fundamentals examination in the geoscience discipline in which the applicant is seeking licensure and meets the education and experience requirements in part 1800.3910, subpart 3. The applicant shall submit verification of completion of the experience requirements in part 1800.3910, subpart 3, to the board before the applicant is qualified for admission to the professional examination. The professional examination covering the principles and practice of geoscience in the geoscience discipline in which the applicant is seeking licensure is required as described in subpart 4. A person failing the professional examination and electing to take the examination again shall take the entire professional examination. A description of the scope of the professional examination for each geoscience discipline is provided in subpart 4.

*[For text of subparts 4 and 5, see Minnesota Rules]*

## Department of Labor and Industry

### Construction Codes and Licensing Division

#### **Proposed Amendment to and Repeal of Rules Governing the Adoption of the International Fire Code; DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing Are Received; Revisor's ID Number R-04516**

##### **Proposed Amendment to and Repeal of Rules Governing the Adoption of the *International Fire Code*, *Minnesota Rules*, Chapter 7511**

**Introduction.** The Department of Labor and Industry (the “Department” or “agency”), in cooperation with the State Fire Marshal Division, intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on September 25, 2019, the Department will hold a public hearing in the Minnesota Room, Department of Labor and Industry, 443 Lafayette Road N., St. Paul, Minnesota 55155, starting at 9:30 a.m. on Friday, October 11, 2019, and continuing until the hearing is completed. To find out whether the Department will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after September 25, 2019, and before October 11, 2019.

**Agency Contact Person.** Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: Amanda Spuckler at the Department of Labor and Industry, 443 Lafayette Road N., St. Paul, Minnesota 55155, phone 651-284-5006, and email to: [dli.rules@state.mn.us](mailto:dli.rules@state.mn.us).

**Subject of Rules and Statutory Authority.** In consultation with the Department of Public Safety's State Fire Marshal Division, the Department of Labor and Industry is updating the Minnesota State Fire Code by incorporating by reference, with amendments, the 2018 edition of the International Fire Code (“IFC”). Specifically, the proposed rules incorporate chapters of the IFC that will apply, and amend certain IFC provisions. One section that is new in the 2018 IFC that is incorporated by reference without any amendment is a section regulating mobile food preparation vehicles. The proposed rules amend the IFC in connection with the following topics: applicability of construction and design provisions; operational provisions; references to other International Code Council codes; standards for existing Group I

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# Proposed Rules

occupancies; mixed occupancies; permits; Board of Appeals; violations; terms not defined; definitions; clothes dryers; general storage; clearance of vegetation from structures; covered mall buildings; emergency preparedness requirements; electrical equipment, wiring and hazards; elevator operation, maintenance, and fire service keys; commercial kitchen hoods; pedestrian walkways and pedestrian tunnels; scope of code with respect to inspection and maintenance of fire and smoke protection features; door and window openings; duct and air transfer openings; decorative vegetation in new and existing buildings; decorative materials and artificial decorative vegetation in new and existing buildings; inspection and testing of fire alarm and water-based automatic fire-extinguishing systems; ceilings in buildings protected by automatic sprinklers or automatic fire detectors; requirements for automatic sprinkler systems; requirements for an approved audible and an approved visible alarm; alternative automatic fire-extinguishing systems; standpipe systems; portable fire extinguishers; fire alarm and detection systems, including required fire alarm shop drawings; emergency voice/alarm communication systems; fire alarm system audibility levels; monitoring of fire alarm systems; smoke control systems; smoke and heat removal; carbon monoxide detection; means of egress requirements for both new construction and existing buildings; required number of exits and exit access doorways; for spaces with one exit or exit access doorway, maximum occupant loads and maximum common path of egress travel distance; accessibility requirements for means of egress; means of egress doors, gates and turnstiles; stairways for means of egress, including alternating tread devices and ships ladders; requirements for guards; aisles and aisle accessways serving as part of the exit access; corridors, including fire-resistance rating and corridor continuity; interior exit stairways and ramps; penetrations into or through interior exit passageways; requirements for rooms or spaces used for assembly purposes, including bleacher requirements; maintenance of the means of egress; fire safety requirements for existing buildings, including requirements for sprinkler systems, fire alarm systems, and smoke alarms; means of egress requirements for existing buildings, including replacement of windows provided for emergency escape and egress; separation of occupancies and hazardous areas; means of egress illumination; solar photovoltaic power systems; helistops and heliports; flammable and combustible liquid motor fuel-dispensing facilities; spray finishing; owner's responsibility for fire protection; medical gases; storage of flammable and combustible liquids; the transfer of flammable and combustible liquids from tank vehicles and tank cars; portable fire extinguishers for tank vehicles; on-demand mobile fueling operations; liquefied petroleum gas; amendments to IFC appendices; referenced standards; and adult day services centers, residential hospice facilities, and supervised living facilities. The proposed rules also repeal existing Minnesota Rules amending the IFC in connection with the following topics: aerial luminaries; certain use- and occupancy-related requirements; emergency and standby power systems; electrical equipment, wiring and hazards; decorative materials other than decorative vegetation; sprinkler system design pressure safety margin; smoke alarms; emergency alarm systems; means of egress; accessible means of egress; exit and exit access doorways; operational constraints for emergency escape and rescue openings; replacement windows; liquefied petroleum gas motor fuel-dispensing facilities; and medical gases.

The statutory authority to adopt the rules is in *Minnesota Statutes*, sections 326B.02, subdivision 6. A copy of the proposed rules is published on the Department's web site at: <https://www.dli.mn.gov/about-department/rulemaking/rulemaking-docket-minnesota-rules-chapter-7511>. A free paper copy of the rules is available upon request from the agency contact person listed above.

**Comments.** You have until 4:30 p.m. on Wednesday, September 25, 2019, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. Any comments that you have about the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Department hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on Wednesday, September 25, 2019. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

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**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, the Department will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format/Accommodation.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The Department might modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

**Cancellation of Hearing.** The Department will cancel the hearing scheduled for October 11, 2019, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at (651) 284-5006 after September 25, 2019, to find out whether the hearing will be held. On the scheduled day, you may check for whether the hearing will be held by calling (651) 284-5006 or going on-line at <https://www.dli.mn.gov/about-department/rulemaking/rulemaking-docket-minnesota-rules-chapter-7511>.

**Notice of Hearing.** If 25 or more persons submit valid written requests for a public hearing on the rules, the Department will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Department will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge James E. LaFave is assigned to conduct the hearing. Judge LaFave can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, telephone (651) 361-7875, and fax (651) 539-0310.

**Hearing Procedure.** If the Department holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit new evidence during the five day rebuttal period.

All post-hearing comments and responses must be submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. The Office of Administrative Hearings strongly encourages all persons submitting comments and responses to do so by way of the Office of Administrative Hearings' Rulemaking eComments website at <https://minnesotaoah.granicusideas.com/discussions>. If it is not possible to use the eComments website, post-hearing comments may be submitted in person, via United States mail, or by facsimile addressed to Judge LaFave at the address or facsimile number listed in the section above.

All comments or responses received will be available for review at the Office of Administrative Hearings' eComments website and at the Minnesota Department of Labor and Industry or on the agency's website at: <http://www.dli.mn.gov/about-department/rulemaking/rulemaking-docket-minnesota-rules-chapter-7511>.

This rule hearing procedure is governed by Minnesota Rules, parts 1400.2000 to 1400.2240, and Minnesota Statutes, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

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# Proposed Rules

**Statement of Need and Reasonableness.** The statement of need and reasonableness summarizes the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person. The statement of need and reasonableness may be viewed at: <https://www.dli.mn.gov/about-department/rulemaking/rulemaking-docket-minnesota-rules-chapter-7511>.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (651) 539-1180 or 1-800-657-3889.

**Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The Department will submit the rules and supporting documents to the Office of Administrative Hearings for a legal review. You may ask to be notified of the date the rules are submitted to the office. If you want either to receive notice of this, to receive a copy of the adopted rules, or to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

**Adoption Procedure after a Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date that the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date that the agency adopts the rules and the rules are filed with the Secretary of State by requesting this at the hearing or by writing to the agency contact person stated above.

**Order.** I order that the rulemaking hearing be held at the date, time, and location listed above.

Date: July 19, 2019

Nancy J. Leppink, Commissioner  
Department of Labor and Industry

## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."  
**Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Department of Health

### Adopted Permanent Rules Governing Radiation Safety

The rules proposed and published at *State Register*, Volume 43, Number 45, pages 1289-1291, May 06, 2019 (43 SR 1289), are adopted as proposed.

# Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the Constitution of the State of Minnesota, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### Executive Order 19-34; Rescinding Executive Order 11-05 – Placing Children at the Center of Government

I, **Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

Children unite us. They are our future, and the overall wellbeing of our state depends on the success of our youngest Minnesotans. To ensure Minnesota is a top place to live, our state needs to focus on preparing the next generation of Minnesotans to work and lead in a rapidly changing world.

Although Minnesota is ranked as a top state to live and work, this is not yet true for every Minnesotan. Today race, zip code, and income are too often determinants of opportunity. Our systems have not led to equitable outcomes for our children—especially our children of color, indigenous children, and children in greater Minnesota. And there are opportunities to improve the effectiveness of service delivery in our current systems to children and families who need them most.

The work of improving outcomes, promoting equity, and bridging the opportunity gap is not the work of one state agency. It is a mission for all and a collective effort that requires coordination, collaboration, innovation, and focus across state agencies to apply a data-driven, results-oriented approach to align programs and activities with children and families at the center. This alignment of resources, data, and policy should bring forth additional support for key investments in children. Research points to the importance of taking a whole family approach, meaning our systems must focus on services and opportunities for the child as well as the adults in their lives.

Minnesota's rich history of public-private collaboration is also a powerful tool to help address the needs of Minnesota's children. Meaningful public-private collaboration can play an important role in ensuring that best practices are utilized, community voices are heard and responded to, and private sector resources are maximally leveraged.

Additionally, the engagement of children, families, local governments, Tribal Nations, and communities is critical for learning, accountability, and action in ensuring the systems serving children and families provide what is needed for each and every child to thrive.

For these reasons, I order that:

1. The Children's Cabinet, established under Minnesota Statutes 2018, Section 4.045, is charged with taking a data-driven and results-oriented approach to coordinating, streamlining, and aligning programs and strategies. It is also charged with promoting action and accountability to ensure that each and every Minnesota child, no matter their race or zip code, are prepared to participate in the state's future workforce and to be the leaders of tomorrow. By aligning programs and strategies, the Cabinet will seek to create a more efficient and effective government to achieve the objectives of this Executive Order.
2. The Children's Cabinet will examine programs, policies, practices, and services to ensure that Minnesota promotes equity for children and families—and make recommendations on how to improve Minnesota's

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# Executive Orders

- systems. The Cabinet will focus special attention on preventing and reducing the need for involvement with the child welfare system, public safety system, and criminal justice system. The Cabinet will work to include the perspective of these families as well as other populations including children of color, indigenous children, children in greater Minnesota, military-connected families, LGBTQ children, and children who have disabilities, among others.
3. The Children's Cabinet will focus on a broad range of issues and challenges, informed by children, youth, family, and community priorities. The Cabinet will utilize a results-based accountability lens in four priority areas:
    - a. Healthy beginnings (beginning with the prenatal period)
    - b. Child care and education (beginning with early childhood)
    - c. Mental health and well-being
    - d. Housing stability for children, youth, and families
  4. The Children's Cabinet members will have the roles, responsibilities, and support to target and take action to fulfill the Cabinet's charge. The members will engage and bring forth to the Cabinet needs of children and families and consider these priorities in their agencies' work, utilizing the Cabinet as a place for cross-agency governance and leadership.
  5. The Children's Cabinet will consist of:
    - a. The Governor and Lieutenant Governor
    - b. Per statute, the Commissioners of the following agencies:
      - i. Department of Administration
      - ii. Department of Corrections
      - iii. Department of Education
      - iv. Department of Employment and Economic Development
      - v. Department of Health
      - vi. Minnesota Housing Finance Agency
      - vii. Department of Human Services
      - viii. Department of Management and Budget
      - ix. Department of Public Safety
      - x. Department of Transportation
    - c. To fulfill the mission of placing children at the center of government, the following agencies will also participate in the work of the Children's Cabinet:
      - i. Department of Agriculture
      - ii. Department of Commerce
      - iii. Office of Higher Education

# Executive Orders

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- iv. Department of Human Rights
  - v. Department of Labor & Industry
  - vi. Metropolitan Council
  - vii. Department of Military Affairs
  - viii. Minnesota IT Services
  - ix. Department of Natural Resources
  - x. Department of Revenue
  - xi. Iron Range Resources and Rehabilitation Board
  - xii. Pollution Control Agency
- d. A senior leadership team consisting of cross-agency staff comprised of agency leadership from all participating agencies, designated by the Commissioners.
6. The Children’s Cabinet will be informed by and engage with children and families, the state’s partners and administrators who serve them, and other community organizations and leaders. This engagement will include dialogue with existing state advisory bodies focused on work related to the Children’s Cabinet.
  7. The Department of Management and Budget will provide staffing and administrative support to the Children’s Cabinet.
  8. The Governor’s Children’s Cabinet Advisory Council (“Advisory Council”) is established.
  9. The Advisory Council will be comprised of up to 15 leaders appointed by the Governor. The Advisory Council will focus on equity and addressing the opportunity gap from a whole family, whole system approach. The Advisory Council is charged to:
    - a. Engage with community, business, expert, and advocacy organizations, and other stakeholders—including children and families—to inform recommendations and provide stakeholders with updates on the Advisory Council’s recommendations.
    - b. Identify opportunities for, and barriers to, collaboration and coordination among child development services targeting children and families, and meeting the basic needs of Minnesota families, including collaboration and coordination among State agencies responsible for funding and administering such programs and public-private partnerships.
    - c. Promote equity by examining programs, policies, and practices to ensure that they do not deepen the disparities experienced by children of color, indigenous children, and children in greater Minnesota.
    - d. The Advisory Council will seek to have representation from the following groups:
      - i. Individuals with the perspective of children and families
      - ii. People of color, indigenous people, people in greater Minnesota, military-connected families, families with children who have disabilities, and LGBTQ families
      - iii. Administrators, counties, tribes and school districts serving children, youth, and families

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# Executive Orders

10. The Department of Management and Budget will provide staffing and administrative support to the Advisory Council.
11. The State Advisory Council on Early Childhood Education and Care will be comprised of up to 15 members, including those set forth in Minnesota Statutes 2018, section 124D.141 and Public Law 110-134, and additional members as appointed by the Governor.
12. The State Advisory Council on Early Childhood Education and Care will continue its work as set forth under Minnesota Statutes 2018, section 124D.141 and Public Law 110-134 and provide counsel to the Advisory Council and Children's Cabinet.
13. Executive Order 11-05, as amended by Executive Order 19-29, is rescinded.

This Executive Order is effective fifteen days after publication in the State Register and filing with the Secretary of State. It will remain in effect until rescinded by proper authority or until it expires in accordance with Minnesota Statutes 2018, section 4.035, subdivision 3.

Signed on August 7, 2019.

**Tim Walz**  
Governor

Filed According to Law:

**Steve Simon**  
Secretary of State

## Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Department of Administration Governor's Council on Developmental Disabilities Notice of Meeting Schedule for Federal Fiscal Year 2020

The Minnesota Governor's Council on Developmental Disabilities (GCDD) meets on the first Wednesday of the even-numbered months at the Continuing Education and Conference Center, University of Minnesota, St. Paul Campus, 1890 Buford Avenue, St. Paul, Minnesota 55108. Regular GCDD meetings are from 9:30 a.m. to 2:30 p.m. The meeting schedule for FFY 2020 is as follows:

October 2, 2019  
December 4, 2019  
February 5, 2020  
April 1, 2020  
June 3, 2020  
August 5, 2020

# Official Notices

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Under provisions of the Developmental Disabilities Assistance and Bill of Rights Act (P.L. 106-402), the GCDD's business - information, education, and training – is intended to increase the independence, productivity, self determination, integration and inclusion of people with developmental disabilities and their families in the community.

For further information, contact the GCDD by **phone**: (651) 296-4018; **toll free**: (877) 348-0505; **Minnesota Relay Service**: (800) 627-3529 or 711; or **Email**: [admin.dd@state.mn.us](mailto:admin.dd@state.mn.us). Individuals needing accommodations should contact the GCDD at least 10 days in advance of the meeting date.

Meeting dates are also posted at the GCDD website at <http://mn.gov/mnddc/council/meetings.htm>

## Executive Council, State Board of Investment and Land Exchange Board Official Meeting Notice

The Executive Council, State Board of Investment and the Land Exchange Board will meet on **Thursday, August 22, 2019 at 10:00 A.M.** in G23 Senate Committee Room, State Capitol, 75 Rev. Dr. Martin Luther King Jr. Boulevard, St. Paul, MN.

Some members of the Executive Council, State Board of Investment and Land Exchange Boards may participate in the meeting electronically. If a Board Member calls in, in accordance with Minnesota Statutes, section 13D.015, subd. 4, the Executive Council, State Board of Investment and Land Exchange Board shall, to the extent practical, allow a person to monitor the meeting electronically from a remote location. The person making a connection may be required to pay for documented marginal costs that the entity incurs as a result of the additional connection.

## Department of Human Services Economic Assistance and Employment Supports Division MFIP Transitional Standard with Supplemental Nutrition Assistance Program (SNAP) Cost of Living (COLA) Adjustment for October 1, 2019

Minnesota Statute 256J.24, Subd. 5a requires the Commissioner of Human Services to adjust the food portion of the Minnesota Family Investment Program (MFIP) Transitional Standard on October 1 of each year to reflect the COLA to the Supplemental Nutrition Assistance Program (SNAP). The statute also requires the Commissioner to annually publish the adjusted Transitional Standard for assistance unit sizes one to ten. The Transitional Standard consists of a cash and food portion. The MFIP Transitional Standard and cash and food portions effective October 1, 2019 are listed below.

Family Size	1	2	3	4	5	6	7	8	9	10	Over 10
Transitional Standard	\$422	\$752	\$989	\$1,204	\$1,392	\$1,609	\$1,762	\$1,945	\$2,126	\$2,301	\$174
Cash Portion	\$250	\$437	\$532	\$621	\$697	\$773	\$850	\$916	\$980	\$1,035	\$53
Food Portion	\$172	\$315	\$457	\$583	\$695	\$836	\$912	\$1,029	\$1,146	\$1,266	\$121

## Department of Natural Resources

### Notice of Proposed Changes Affecting Recreational Trails and Off-Highway Vehicle Use within Rum River State Forest and Scattered Forest Lands within the Vicinity of the Rum River State Forest

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Natural Resources (DNR) is considering changes to recreational trails and within the Rum River State Forests in Mille Lacs County as scattered DNR Forestry lands within Mille Lacs and Morrison Counties.

The proposed changes include designating new motorized trail segments.

Areas with new motorized trail designations are classified as "limited," which means forest roads are open to motor vehicles unless posted closed, and trails are closed to motorized vehicles unless posted open.

*Minnesota Statutes*, section 89.19, subdivision 2 governs designations of forest trails and changes to existing designations.

The DNR will hold an open house to present information and receive public comments on the proposed changes. The open house is scheduled for October 21, 2019, from 6:00 PM to 8:00 PM at the Lions Community Center, 806 West Kathio Street, Onamia.

Summaries of the proposals and related maps are on the DNR website at [www.dnr.state.mn.us/input/mgmtplans/ohv/designation/revisions.html](http://www.dnr.state.mn.us/input/mgmtplans/ohv/designation/revisions.html). Questions regarding the proposals and the public review period should be directed to:

Joe Unger, Planner  
Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155-4039  
Phone: (651) 259-5584  
E-mail: [forestrailplanning.dnr@state.mn.us](mailto:forestrailplanning.dnr@state.mn.us)

Written comments on the proposals can be submitted to the above address until **4:30 p.m. on November 4, 2019**.

## Minnesota Office of the Secretary of State

### **REQUEST FOR COMMENTS for the Possible Amendment of Rules Governing Election Administration, Voter Registration, Petitions, Absentee Ballots, Presidential Nomination Primary, Voting System Testing, Optical Scan Voting Systems, Recounts, Election Judge Training Program, Ballot Preparation and Redistricting, *Minnesota Rules*, 8200, 8205, 8210, 8215, 8220, 8230, 8235, 8240, 8250 and 8255; Revisor's ID Number R-04618**

**Subject of Rules.** The Office of the Minnesota Secretary of State requests comments on its possible amendment to rules governing Election Administration, Voter Registration, Petitions, Absentee Ballots, Presidential Nomination Primary, Voting System Testing, Optical Scan Voting Systems, Recounts, Election Judge Training Program, Ballot Preparation and Redistricting. The Office is considering rules and rule amendments including but not limited to amendments to reflect statutory changes made in recent years as well as: affecting voter registration generally, including but not limited to the manner, format, content of and procedures relating to voter registration materials, verification procedures, and records; petitions generally, including but not limited to the manner, format, content and procedures relating to petitions; absentee and mail balloting generally, including but not limited to the manner, format, content of and procedures for absentee and mail balloting materials and records; voting system testing generally, including but not limited to the scope and standards for voting system examination and testing, the examination and certification of

# Official Notices

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voting systems, the preparation and testing of election programs, the security of voting systems and programs; optical scan voting systems generally, including but not limited to procedures for central count optical scan voting systems and precinct-count optical scan voting systems; ballot marking devices generally, including but not limited to text and audio instructions for voters; election judge training programs generally, including but not limited to training requirements and standards, training methods and programs, courses and materials, records, plans, certifications, feedback and schedules; and ballot preparation generally, including but not limited to the format and layout of partisan and nonpartisan ballots, ballots for electronic voting systems, and redistricting, as well as other elections-related rule provisions that may arise but only as time permits, as well as changes suggested by the recipients of this request for comments, or the general public.

**Persons Affected.** The rules and possible amendments to rules would likely affect voters, local election officials and election staff, political parties, candidates, election equipment vendors and manufacturers, private and county attorneys, and election advocacy groups.

**Statutory Authority.** *Minnesota Statutes*, sections 201.022, 201.061, 201.071, 201.091, 201.221, 203B.04, 203B.08, 203B.09, 203B.125, 203B.14, 204B.071, 204B.14, 204B.25, 204B.45, 204C.361, 204D.08, 204D.11, 205.17, 205A.08, 206.57, 206.81, 206.82, 206.84, 206.882, 207A.11, 211C.03, 211C.04 and 211C.06, authorize the Office: to adopt rules for the administration of the statewide voter registrations system; to define documentation sufficient for election day registration; to define the form of the voter registration application and the voter certificate of eligibility; to provide for public information list or statewide information system requests; governing the general administration of voter registration and the format and use of polling place rosters; governing absentee ballot procedures for persons permanently unable to go to the polling place due to illness or disability; providing procedures for the accurate and timely return of absentee ballots; establishing methods and procedures for issuing ballot cards and related absentee ballot forms; establishing the form, content and type size and style for the printing of blank applications for absentee ballots, absentee voter lists, return envelopes, certificates of eligibility to vote by absentee ballot, ballot envelopes and directions for casting an absentee ballot; providing for the reconciliation of voters and ballot cards; governing the manner in which petitions required for any election are circulated, signed, filed and inspected; establishing programs for the training of county auditors, local election officials and election judges; providing for the conduct of mail balloting, including instructions to voters, procedures for the challenge of voters, public observation of the counting of ballots, and procedures for the proper handling and safeguarding of ballots to ensure the integrity of the election; adopting uniform recount procedures; providing for the format and preparation of the state primary ballot and the state general election ballot as well as municipal and school district ballots; providing for the examination and use of electronic voting systems; providing for the experimental use of electronic voting systems; specifying test procedures for electronic voting systems and electronic ballot markers; providing for procedures to instruct election judges and voters in the use of electronic voting systems and electronic ballot markers, as well as standard ballot formats for electronic voting systems; governing the rotation of candidate names; governing the presidential nomination primary; and prescribing the manner and form of a recall petition as well as the evaluation of the number and eligibility of signers of a recall petition.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules changes and suggestions in writing until 4:30 p.m. on Friday, October 18, 2019. The Office of the Secretary of State also requests comments about the “cumulative effect of the rule with other federal and state regulations,” as required by *Minnesota Statutes*, section 14.131(8), and whether the cost of complying with the rule in the first year after the rule takes effect will exceed \$25,000 for one small city or business, as required by *Minnesota Statutes*, section 14.127. The Office of the Secretary of State also requests commenters detail the nature or causes of recent compliance cost increases, if any are noted.

**Rules Drafts.** The Office of the Secretary of State has not yet drafted the possible rule amendments, and is seeking feedback on the goals and objectives that should inform the drafting of these rule amendments from interested persons and stakeholders. The Office of the Secretary of State does not anticipate that a draft of the rules will be available before the publication of the proposed rules.

**Agency Contact Person.** Written comments, questions, and requests for more information on these possible rules should be directed to: Samm Bonowitz, Government Relations Director at the Office of the Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, MN 55155; Phone 651-201-1334; Fax 651-296-

3073; Email [samm.bonawitz@state.mn.us](mailto:samm.bonawitz@state.mn.us) TTY users may call the Office of Secretary of State at 711.

**Alternative Format.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: August 12, 2019

Steve Simon  
Secretary of State

## State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the State Register, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

## Minnesota Department of Health (MDH) 2019 IIMG Career Guidance and Support Grant Program Application Period Open – Deadline Extended

Minnesota Department of Health invites all eligible nonprofit organizations to submit an application for the **Immigrant International Medical Graduate (IMG) Career Guidance and Support Grant Program**.

This program is one aspect of a comprehensive program authorized by Minnesota State Statute 144.1911 to address barriers to practice and facilitate pathways to assist immigrant international medical graduates integrate into the Minnesota health care delivery system, with the goal of increasing access to primary care in rural and underserved areas of the state.

Eligible applicants are nonprofit organizations located in Minnesota with demonstrable experience:

- Working with immigrants/refuges in Minnesota;
- Providing career guidance and support, preferably in health occupations;
- Partnering with educational and support service agencies to maximize resources; and
- Collaborating with Minnesota health professionals' licensing board.

Up to \$750,000 is available to fund up to three organizations for 21 months to implement initiatives, which assist IMGs with career guidance and support in the recertification process. Application deadline extended to **August 31, 2019**. The RFP and application instructions are currently available on the Office of Rural Health & Primary Care (ORPHC) website: <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/pdf/2019imgcgrfp.pdf>. Feel free to send an email to [MN\\_health.IMG@state.mn.us](mailto:MN_health.IMG@state.mn.us) for more information or assistance.

# State Contracts

**Informal Solicitations:** Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Website at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) for informal solicitation announcements.

**Formal Solicitations:** Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements: \$0 - \$5,000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600 \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days; \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

## Department of Administration

### Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Restore Governor's Residence Phase 2 – Predesign Update (SDSB Project # 19-03)

The State of Minnesota, acting through The Department of Administration, through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota Department of Administration's website at <https://mn.gov/admin/government/construction-projects/sdsb/projects/> (click 19-03).

A mandatory informational meeting is scheduled for **Monday, August 26, 2019 at 1:00 p.m. CT at the Minnesota Governor's Residence, 1006 Summit Ave. St. Paul, MN 55105.**

Any questions should be directed to Jennifer Barber at [Jennifer.barber@state.mn.us](mailto:Jennifer.barber@state.mn.us). Project questions will be taken by this individual only. Questions regarding this RFP must be received by **Tuesday, August 27, 2019, no later than 12:00 p.m. Central Time.**

Proposals must be delivered to Jennifer Barber, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services, Room 309, Administration Building, 50 Sherburne Ave., St. Paul, MN 55155 (651.201.2389) not later than **12:00 Noon on Tuesday, September 3, 2019.** Late responses will not be considered.

The Department of Administration is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Minnesota State Colleges and Universities (Minnesota State) Request for Proposal (RFP) FOR Enterprise Resource Planning (ERP) Solution

### Background

Minnesota State Colleges and Universities (Minnesota State) is the fourth-largest system of higher education in the United States. Minnesota State services approximately 375,000 students each year, and is comprised of 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees.

For more information about Minnesota State's strategic plans, mission, and vision, please view its website at <http://www.minnstate.edu/>

Minnesota State's Integrated Statewide Records System (ISRS) was created 25 years ago to implement a single, common accounting system to support the merging of public state universities, community colleges, and technical colleges. Minnesota State leveraged this opportunity to implement the technology not only to meet the minimum standard of consolidating accounting systems, but also to consolidate human resources functionality, financial reporting, and core student functionality (e.g., registration, student housing, financial aid, and student services). The original vision was based on the desire to create a single integrated data system that would serve the needs of all institutions (system office, colleges, and universities) and their students, faculty, and staff – all while providing flexibility to support autonomy and individuality of each institution. Minnesota State has enforced many high-level, student-based policy regulations adopted by the State of Minnesota which are designed to provide equitable experiences across the state. Beyond these regulations, Minnesota State institutions have been allowed to exercise autonomy, which has resulted in various business processes. In addition, institutions have developed or purchased auxiliary solutions to augment ISRS system functionality.

### **Nature of the RFP**

Minnesota State is seeking a next generation ERP solution with the following integrated suite of applications to provide a world-class student experience, while serving business operations and managing academic programs: Student Information System (SIS), Financial Information System (FIS), Human Resource Information System (HRIS), Reporting and Analytics. In addition, Minnesota State would like to explore options for replacing or integrating with existing auxiliary solutions noted within the functional requirements.

Proposals must be submitted by the primary software vendor who is expected to be the long-term vendor contracted with Minnesota State. In cases where implementation services are provided by an external certified partner, the primary software vendor must select one service partner and present one single unified proposal.

Included in the proposal should be a dedicated implementation services team to ensure the proposed solution(s) deliver on the requirements and needs of Minnesota State. The implementation services team will be responsible for the implementation of the proposed ERP solutions(s), including but not limited to project oversight, integrations, data migrations, documentation, and training materials. The implementation services team must demonstrate experience and success in implementing cloud-based or hosted enterprise solutions in a statewide environment, while successfully guiding the organization through the change.

### **Selection Timeline**

- |  |   |
|--|---|
| • Thursday, June 20, 2019                              | Minnesota State publishes RFP notice                  |
| • Thursday, June 27, 2019                              | 1pm – 3pm CT, Pre-Proposal Review                     |
| • Friday, July 19, 2019                                | Deadline for vendor questions                         |
| • Friday, July 26, 2019                                | Deadline to post responses to vendor questions        |
| • Tuesday, September 3, 2019                           | 3pm CT, Deadline for RFP proposal submissions         |
| • Wednesday, September 4 to Thursday, October 17, 2019 | Review RFP proposals                                  |
| • Friday, October 18, 2019                             | Vendors invited for oral presentations and interviews |
| • November 2019  | Oral presentations and interviews by invited vendors  |
| • January 2020   | Negotiations begin with the preferred vendor          |
| • March 31, 2020                                       | Planned deadline for executing the contract           |

Any questions please contact: Jennell Flodquist (email: [NextGenRFP@minnstate.edu](mailto:NextGenRFP@minnstate.edu) phone: 651-201-1524)

The RFP can be downloaded at the following URL: <http://minnstate.edu/vendors/index.html>

# State Contracts

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## Minnesota State Colleges and Universities (Minnesota State) Non-Construction Related Bid and Contracting Opportunities

Minnesota State is now placing additional public notices for P/T contract opportunities, goods/commodities, and non-construction related services on its Vendor and Supplier Opportunities website (<http://minnstate.edu/vendors/index.html>). New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

If you have any questions regarding this notice, or are having problems viewing the information on the Vendor and Supplier Opportunities website, please call the Minnesota State Procurement Unit at 651-201-1444, Monday-Friday, 9:00 am – 4:00 pm.

## Minnesota State Colleges and Universities (Minnesota State) St. Cloud Technical & Community College Formal Request for Proposal for Strategic Planning

Response Due Date and Time: **Wednesday, September 4, 2019 at 2:00 p.m. Central Time**

The complete Request for Proposal will be available on Monday, August 19, 2019 on the website <http://www.sctcc.edu/rfp>.

Title of Project: Strategic Planning

Geographic Location Requirements: St. Cloud Technical & Community College, 1540 Northway Drive, St. Cloud, MN 56303

Responses must be received at the location listed below:

St. Cloud Technical & Community College  
1540 Northway Drive  
St. Cloud, MN 56303  
Susan Meyer, Purchasing Agent, Room 1-401  
Phone: (320) 308-5973  
Fax: (320) 308-5027  
E-mail: [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

Contact for questions: Susan Meyer, Phone: (320) 308-5973 e-mail: [smeyer@sctcc.edu](mailto:smeyer@sctcc.edu)

Your response to this Request for Proposal (RFP) must be returned sealed. Sealed responses must be received no later than the due date and time specified above. Late responses cannot be considered and the responses will be rejected.

The laws of Minnesota and MnSCU Board of Trustees policies and procedures apply to this RFP.

All attached General RFP Terms and Conditions, Specifications and Special Terms and Conditions are part of the RFP and will be incorporated into any contract(s) entered into as a result of this RFP.

All responses to this RFP must be prepared as stated herein and properly signed. **Address all correspondence and inquiries regarding this RFP to the Contact person above. This is a request for responses to an RFP and is NOT a purchase order.**

## Minnesota Sports Facilities Authority (MSFA) Advertisement for Proposals for Broadcast Technology - U.S. Bank Stadium

1. Proposals - Electronically submit proposals for Broadcast Technology - U.S. Bank Stadium, Minneapolis, Minnesota, to Tadd Wilson, SMG-US Bank Stadium at [twilson@usbankstadium.com](mailto:twilson@usbankstadium.com) on or before **5:00pm on August 19, 2019**.

2. Work Includes – Provide terms for the services, labor, materials, tools, equipment, transportation, management, including other incidentals necessary for supplying the listed broadcast technology items.

3. Examining Documents – Documents are available for review by request only. Please submit a request to [twilson@usbankstadium.com](mailto:twilson@usbankstadium.com).

4. Affirmative Action - All proposers, applicants, prime contractors and prospective subcontractors will be subject to a pre-award compliance review to ensure the employment of minorities, women and disabled person.

The Minnesota Sports Facilities Authority and SMG reserve the right to reject any and all proposals and to waive any informalities in any proposals received without explanation.

Michael Vekich, Chair  
Minnesota Sports Facilities Authority

## Minnesota Department of Transportation (MnDOT) Engineering Services Division Notices Regarding Professional/Technical (P/T) Contracting

**P/T Contracting Opportunities:** MnDOT is now placing additional public notices for P/T contract opportunities on the MnDOT's Consultant Services website. New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

**Taxpayers' Transportation Accountability Act (TTAA) Notices:** MnDOT is posting notices as required by the TTAA on the MnDOT Consultant Services website.

**MnDOT's Prequalification Program:** MnDOT maintains a Pre-Qualification Program in order to streamline the process of contracting for highway related P/T services. Program information, application requirements, application forms and contact information can be found on MnDOT's Consultant Services website. Applications may be submitted at any time for this Program.

**MnDOT Consultant Services website:** [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult)

If you have any questions regarding this notice, or are having problems viewing the information on the Consultant Services website, please call the Consultant Services Help Line at 651-366-4611, Monday – Friday, 9:00am – 4:00pm.

# Non-State Public Bids, Contracts & Grants

The State Register also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

## Metropolitan Airports Commission (MAC) Public Notice for Statements of Qualification for Environmental Legal Services

The Metropolitan Airports Commission (“MAC”) is requesting Statements of Qualifications (SOQ) from law firms interested in assisting MAC with Environmental Legal Services.

MAC’s Request for Qualifications for Environmental Legal Services is available on the following website at: <http://www.metroairports.org/business/solicitations/default.aspx> (Select: Solicitations/Request for Qualifications/Environmental Legal Services Request for Qualifications).

You may also contact Wendy Jo Cornelius, Manager, Legal Administration,, at [wendy.cornelius@mspmacc.org](mailto:wendy.cornelius@mspmacc.org) with any questions by or before Friday, August 30, 2019.

The SOQs are due on or before **4:00 p.m. on Monday, September 9, 2019**.

## Metropolitan Airports Commission (MAC) Public Notice for Statements of Qualification for General Legal Services

The Metropolitan Airports Commission (“MAC”) is requesting Statements of Qualifications (SOQ) from law firms interested in assisting MAC with General Legal Services.

MAC’s Request for Qualifications for General Legal Services is available on the following website at: <http://www.metroairports.org/business/solicitations/default.aspx> (Select: Solicitations/Request for Qualifications/General Legal Services Request for Qualifications).

You may also contact Wendy Jo Cornelius, Manager, Legal Administration,, at [wendy.cornelius@mspmacc.org](mailto:wendy.cornelius@mspmacc.org) with any questions by or before Friday, August 30, 2019.

The SOQs are due on or before **4:00 p.m. on Monday, September 9, 2019**.

