

June 4, 2004

Michael J. Tostengard
Assistant Attorney General
445 Minnesota Street
Suite 900
St. Paul, MN 55101-2127

Ronald Kirsch
P.O. Box 927
Gaylord, MN 55334

Re: In the Matter of Ronald Kenneth Kirsch, individually and doing business as
Ron Kirsch Construction
OAH No. 3-1005-15846-2

Dear Mr. Tostengard and Mr. Kirsch:

This letter constitutes the first prehearing order in the above matter. The prehearing conference was held yesterday at the Office of Administrative Hearings. Michael J. Tostengard appeared for the Department of Commerce; Mr. Kirsch appeared on his own behalf without counsel. We set the following deadlines: The hearing will take place on July 15, 2004, at 9:30 a.m. in the Office of Administrative Hearings, 100 Washington Square, 100 Washington Avenue South, Suite 1700, Minneapolis, Minnesota. The parties shall exchange exhibits and witness lists (containing a brief summary of the expected testimony for each witness) by July 8, 2004. A copy of the witness list shall be filed with the Administrative Law Judge.

I have also enclosed for Mr. Kirsch some materials from the OAH website (the *Pro Se Guide* and *Witness Guide*). I encourage him to review these materials before the hearing. If the parties are successful in resolving this matter before the hearing, please advise me promptly.

Sincerely,

/s/ Kathleen D. Sheehy

KATHLEEN D. SHEEHY
Administrative Law Judge
612/341-7602

Encl.