

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

MJC
10/25/91

RULE REVIEW CHECKLIST

File No. 1860
DATE RECEIVED Oct 21, 1991
REVIEW DATE Oct. 30, 1991
DUE DATE Nov. 4, 1991
(DIS)APPROVED 11-4-91-mjc
WITHDRAWN _____

Docket No. 05.0009-1190
ADOPTED W/O HEARING _____
EMERGENCY RULE _____
TO REVISOR ON already have Certificate
REVISOR (DIS)APPROVED _____
FILED W/SEC. OF STATE _____
RETURNED TO AGENCY _____

✓ Rule as adopted (4 copies) - already have revisors cert.

_____ Notice to Solicit Outside Information/Opinion (if applicable)
_____ Date published in State Register
_____ Comments

_____ Petition for Adoption of a Rule

_____ Board's Authorizing Resolution
_____ Date adopted

✓ Proposed Rule
_____ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
149.226 Statutory Authority
_____ Small Business Statement
_____ Expenditure of public money statement
August 6, 1991 Signature has statement - states no written costs of local bodies is required per 14.11

✓ Statement of Need and Reasonableness (if applicable)
✓ Small Business Statement
✓ Fees - § 16A.128 approval from Finance - sent letters to Finance Committee + House

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
August 16, 1991 Dated 30/25 days before adoption
_____ Notice attached indicates it is appropriate
attached
_____ Copy of rule or summary attached

✓ Publication in State Register
August 26, 1991 Date 30/25 days before adoption

✓ 180-day deadline from:
_____ Effective date of law requiring rule (14.12) (both rules amendments don't apply)
✓ end of comment period (§ 14.26) (rules without hearing)
_____ effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
_____ Date adopted

✓ Findings of Fact, Conclusions & Order Adopting
Oct 21, 1991 Date

✓ Written Requests, Submissions or Comments
. Comment states it will effect public bodies over $100,000

✓ Declaration of Attorney 14.11
Terry O'Brien Name of SAAG representing agency

_____ Notice of Submission to Attorney General (if applicable)

_____ Affidavit of Mailing Notice to Attorney General (if applicable)

DEPARTMENT: Office of the Attorney General **STATE OF MINNESOTA**

OFFICE MEMORANDUM

DATE: November 4, 1991

TO: Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, MN

FROM: MARTHA J. CASSERLY
Special Assistant
Attorney General

PHONE: 296-6839

SUBJECT: In the Matter of the Adopted Rule Relating to Vital Statistics Fee

The above-referenced rule has been approved as to its legality by the Attorney General on November 4, 1991.

Enclosed is your copy of the approved rule. This office has already filed two copies with the Secretary of State, who will forward one copy to the Revisor of Statutes. The fourth is being retained by this division of the Attorney General's Office for its records.

Also enclosed are any petitions, requests, submissions or comments along with any extra copies of documents which you submitted to the Attorney General.

Your next step is to arrange for publication of the Notice of Adoption in the State Register. In a day or two, you should receive from the Revisor's Office three copies of the notice of adoption of your rule. You should submit two copies of the Notice of Adoption to the State Register for publication. A permanent rule without a hearing does not become effective until five days after a notice of adoption is published in the State Register in accordance with Minn. Stat. § 14.27. An emergency rule becomes effective five working days after approval by the Attorney General; however, the agency must publish a notice in the State Register in accordance with Minn. Stat. § 14.34.

If you have any questions in this regard, please contact me.

MJC:sc

cc: Terry P. O'Brien
William Brown, Chief Judge
MaryAnn Hruby

Department of Health

Adopted Permanent Rules Relating to Vital Statistics Fee Increases

Rules as Adopted

4600.0900 FEES.

[For text of subpart 1, see M.R.]

Subp. 2. **Replacement.** Effective December 1, 1991, the fee for the replacement of a birth certificate following adoption, legitimation, adjudication of paternity, or acknowledgment of paternity is $20.

Subp. 3. **Filing delayed registration.** Effective December 1, 1991, the fee for the filing of a delayed registration of birth or death is $20.

Subp. 4. **Alteration, correction, or completion.** Effective December 1, 1991, the fee for the alteration, correction, or completion of a birth or death certificate when requested more than one year after the filing of the certificate is $20.

Subp. 5. **Fee for verification.** Effective December 1, 1991, the fee for the verification of information from or noncertified copies of a birth, death, or marriage record is $8 when the applicant furnishes specific information to locate the record. When the applicant does not furnish specific information the fee is $20 per hour for staff time expended. Specific information shall include the correct date of the event and the correct name of the registrant.

Subp. 6. **Copies of other documents.** Effective December 1, 1991, the fee for issuance of a certified or noncertified copy of any document on file pertaining to a vital record or a certification that a document cannot be found is $8.

APPROVED AS TO FORM AND LEGALITY
November 4 19 91
HUBERT H. HUMPHREY, III
ATTORNEY GENERAL
BY MJ Cassedy
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV 04 1991
Joan Anderson Growe
Secretary of State

10:18
RC

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE THE MINNESOTA

COMMISSIONER OF HEALTH

In the Matter of the Proposed Adoption of the Rule Amendment of the Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0900 (1991)

DECLARATION OF COUNSEL

I, Terry P. O'Brien, Special Assistant Attorney General, do hereby declare that I have examined the above captioned rules and the supporting rulemaking record and that, based on my examination, the Administrative Procedure Act and Minn. Rules ch. 2010 have been followed. Any exceptions are listed below. For Attorney General billing purposes, the four digit docket client code is 1190.

Dated: 2 October, 1991

TERRY P. O'BRIEN
Special Assistant
Attorney General

DEPARTMENT: Office of the Attorney General

STATE OF MINNESOTA

OFFICE MEMORANDUM

DATE: October 21, 1991

TO: PATRICIA NOLTE
Legal Assistant
Public Finance Division

FROM: TERRY P. O'BRIEN
Special Assistant
Attorney General

PHONE: 297-5930

SUBJECT: In the Matter of the Proposed Adoption of the Rule Amendment of the Minnesota Department of Health to Vital Statistic Fees, Minn. Rules pt. 4600.0900 (1991).

Enclosed for your review, pursuant to Minn. Stat. § 14.26 (1990) and Minn. Rules pt. 2010.0300 (1990), are the following documents to support the above-referenced rule amendment:

1. Rules as proposed with a certificate of approval as to form by the Revisor of Statutes attached;

2. Notice of Intent to Amend Rules Without a Public Hearing (as mailed);

3. Statement of Need and Reasonableness;

4. Approval of Fee increase by the Department of Finance;

5. Letters forwarding copies of the amendments to the Chairs of the Senate Finance Committee and the House Appropriations Committee;

6. Affidavit of Mailing the Notice of Intent to Adopt a Rule Amendment Without a Public Hearing to those on the list maintained by the Department of Health and the attached list;

7. Affidavit of Mailing the Notice of Intent to Adopt a Rule Amendment Without a Public Hearing to all County Registrars, County Social Service Agencies, and known private child placing agencies and the attached list;

8. Notice of Intent to Adopt a Rule Amendment Without a Public Hearing (as published in the State Register);

9. Public requests for copies of the Proposed Rules and/or the Statement of Need and Reasonableness;

10. Two letters objecting to the proposed amendments and the Department's responses;

11. Findings of Fact, Conclusions, and Order Adopting Rule Amendment Without a Pubic Hearing;

12. Rule as adopted (original and three copies);

13. Declaration of Counsel;

I hope these documents are in order. Please contact me if you have any questions. Thank you.

TPO:mr.br1

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

BEFORE THE MINNESOTA

COMMISSIONER OF HEALTH

In the Matter of
the Proposed Adoption
of the Rule Amendment of
the Minnesota Department of Health
Relating to Vital Statistics
Fees, Minn. Rules Pt. 4600.0900
(1991)

STATEMENT OF NEED AND REASONABLENESS

Minn. Stat. § 144.226, Subd. 1 (1990), specifically authorizes the Commissioner of Health to set fees in amounts prescribed by rule for issuing certified copies of vital records, preparing new birth records, correcting vital records and verifying information contained within vital records. Additionally, Minn. Stat. § 144.122 (a) (1990) requires that the Commissioner's fees approximate the costs to administer the program. A review of fees relating to vital records demonstrates that the projected revenue for State fiscal year 1991 will not be sufficient to approximate the costs of providing vital record services to the public. Thus, the Commissioner needs to amend current Minn. Rules, part 4600.0900.

The Commissioner of Health considered many factors in the review of the rate structure to determine the most reasonable fees. Some of these factors were not considered in previous rate changes because the fiscal data and time study data were not available. In proposing the new fees, the Commissioner has considered the following factors:

1. The total cost of these activities during FY 91 was estimated at $547,000 while FY 91 revenues were only $361,125.

2. A cost analysis of component activities indicates that the fees for certified copies more than paid for the cost while the fees for preparing new birth records, correcting records, filing delayed registrations, and issuing copies of affidavits need to be substantially increased to recover costs.

Estimated cost and revenue for fiscal year 1991 by function are as follows:

	Est. FY 1991 Cost	Est. FY 1991 Revenue
Issuing Certified Copies	$186,000	$335,000
Preparing New Birth Records, Correcting Records, Filing Delayed Registrations	356,000	23,125
Issuing Copies of Affidavits	5,000	3,000
TOTAL	$547,000	$361,125

The Commissioner has determined that the most reasonable rate adjustments rest in amending the fees for preparing new birth certificates, correcting records, filing delayed registrations, and issuing copies of affidavits because of the significant difference between costs and revenues. An increased fee from $5.00 to $20.00 for preparing new birth records, correcting records, and filing delayed registrations, and an increased fee from $5.00 to $8.00 for issuing copies of affidavits will generate revenues of $611,700 for FY 93 compared to estimated FY 93 costs of $609,200. With the adoption of this new fee structure, it is estimated that revenue will approximate expenses through FY 1993 as follows:

	Est. FY 1993 Cost	Est. FY 1993 Revenue
Issuing Certified Copies	$207,000	$342,000
Preparing New Birth Records, Correcting Records, Filing Delayed Registrations	396,600	264,500
Issuing Copies of Affidavits	5,600	5,200
TOTAL	$609,200	$611,700

With these fee adjustments the fees collected will reasonably approximate the cost of providing these services.

The Commissioner has determined that the increased fees proposed in these rules will not affect small businesses for purposes of Minn. Stat. §§ 14.115 (1990).

The Commissioner of Finance has approved the proposed fee increases in accordance with Minn. Stat. § 16A.128 as fees generated to recover the cost of maintaining, providing and authenticating copies of vital records.

Dated: September 13, 1991.

MARLENE E. MARSCHALL
Commissioner of Health

.B09

Department of Health

Proposed Permanent Rules Relating to Vital Statistics Fee Increases

Rules as Proposed

4600.0900 FEES.

[For text of subpart 1, see M.R.]

Subp. 2. **Replacement.** Effective December 1, 1991, the fee for the replacement of a birth certificate ~~shall be $5~~ following adoption, legitimation, adjudication of paternity, or acknowledgment of paternity is $20.

Subp. 3. **Filing delayed registration.** Effective December 1, 1991, the fee for the filing of a delayed registration of birth or death ~~shall be $5~~ is $20.

Subp. 4. **Alteration, correction, or completion.** Effective December 1, 1991, the fee for the alteration, correction, or completion of a birth or death certificate when requested more than one year after the filing of the certificate ~~shall be $5~~ is $20.

Subp. 5. **Fee for verification.** Effective December 1, 1991, the fee for the verification of information from or noncertified copies of a birth, death, or marriage record ~~shall be~~ is $8 when the applicant furnishes specific information to locate the record. When the applicant does not furnish specific information the fee ~~shall be $10~~ is $20 per hour for staff time expended. Specific information shall include the correct date of the event and the correct name of the registrant.

Subp. 6. **Copies of other documents.** Effective December 1, 1991, the fee for issuance of a certified or noncertified copy of any document on file pertaining to a vital record or a certification that a document cannot be found ~~shall be $5~~ is $8.

Approved by Revisor

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to Vital Statistics Fee Increases

AGENCY: Department of Health

MINNESOTA RULES: Chapter 4600

The attached rules are approved for publication in the State Register

Carla M. Riehle
Assistant Revisor

STATE OF MINNESOTA

COUNTY OF HENNEPIN

BEFORE THE MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of the Rule Amendment of the Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0900 (1991)

NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING

(1) NOTICE IS HEREBY GIVEN that the Minnesota Commissioner of Health (hereinafter "Commissioner"), intends to adopt the above-entitled rule amendment without a public hearing following the procedures set forth in the Administrative Procedures Act for adopting rules without a public hearing in Minn. Stat. §§ 14.22 to 14.28 (1990). The statutory authority to adopt the rules is Minn. Stat. § 144.226 (1990).

(2) All persons have 30 days from the date this notice is published in the State Register in which to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. (3) Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

In addition to submitting comments, any person may make a written request within the 30-day comment period for a public hearing on the rules. (4) If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. (6) Any person requesting a public hearing should state his or her name and address and is encouraged to identify the portion of the proposed rules addressed, the reason for the request, and any change proposed. (7) If a public hearing is required, the Commissioner will proceed pursuant to Minn. Stat. §§ 14.131 to 14.20 (1990).

(5) Comments or written requests for a public hearing must be submitted to:

Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, Minnesota 55440
Telephone: (612) 623-5121

(8) The proposed rule amendment may be modified if the modifications are supported by data and views submitted to the Commissioner and do not result in a substantial change in the rules as noticed.

(11) The rules proposed for adoption relate to increasing the fee for preparing new birth certificates, correcting records and filing delayed registrations from $5.00 to $20.00, increasing the fee for issuing copies of affidavits from $5.00 to $8.00, and increasing the hourly rate for searching vital records from $10.00 to $20.00. A free copy of the rules is available upon request from Frederick L. King.

(12) A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from Frederick L. King upon request.

(13) Minn. Stat. § 14.115 requires administrative agencies, when proposing a rule or amendment to an existing rule, to consider various methods for reducing the impact of the proposed rule or amendment on small business and to provide opportunity for small business to participate in the rulemaking process. It is the Commissioner's conclusion that Minn. Stat. § 14.115 does not apply to the proposed rule amendment. The reasons for this conclusion are set forth in the Statement of Need and Reasonableness.

(13) As the promulgation of the proposed rule will not result in the expenditures set forth in Minn. Stat. § 14.11 (1990), no written statement of costs of local public bodies is required. These rules will not have an impact on agricultural land. Pursuant to Minn. Stat. § 16A.128 (1990) the Department of Finance approved these amendments on June 25,

1991, and the Department of Health on August 5, 1991, submitted copies of these amendments to the chairs of the house appropriations and senate finance committees.

(9) If no hearing is required, upon adoption of the rule amendment, the rule amendment and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General or who wish to receive a copy of the adopted rules must submit the written request to Frederick L. King.

Dated: August 6, 1991

MARLENE E. MARSCHALL
Commissioner of Health

DEPARTMENT : HEALTH

STATE OF MINNESOTA

Office Memorandum

DATE : June 11, 1991

TO : Bruce Reddemann, Director
Budget Operations and Support
Department of Finance

FROM : David Hovet, Director
Financial Management

6/24

PHONE : 623-5072

SUBJECT : Increase in Fees

Minnesota Statute 144.226 authorizes the Commissioner of Health to establish fees for providing copies of Vital Records to the public. The commissioner will adopt rules to change the fee for preparing new birth certificates, correcting records, and filing delayed registrations of birth from $5.00 to $20.00 and issuing copies of affidavits from $5.00 to $8.00.

These proposed fees are in accordance with Minnesota Statute 16A.128, which requires the fees generated to cover the cost of the program.

Upon review of the attached supporting information justifying the need and amount of the proposed fee and pursuant to authority vested in the Department of Finance (under Minnesota Statute 16A.128, the fees set forth in the proposal of the Commissioner of Health are hereby approved.

B. J. Reddemann

Bruce J. Reddemann, Director
Budget Operations and Support

June 25, 1991
DATE

Recommend approval
Pamela Lokkesmoe
6/25/91

STATEMENT OF NEED AND REASONABLENESS

Minnesota Statues 144.226, Subdivision 1, sets forth the services for which a fee shall be charged and that the fee shall be in an amount prescribed by rule of the Commissioner. Additionally, Minnesota Statues 144,122(a) requires fees adopted by rule by the Commissioner of Health to approximate the cost to administer the program. The attached fee review indicates that projected revenue for state fiscal 1991 will not be sufficient to approximate the projected cost of providing Vital Records Services to the public, causing a need to amend Minnesota Rule 4600.900.

The process of reviewing rate structure to determine the most reasonable set of rates to be adopted considered many factors. Some of these factors were not considered in previous rate changes because fiscal data and time study data was not available. Factors considered were:

1. The total cost of the activity.
2. Separating activity into its functions.
3. Calculating the total cost of each function.
4. Estimating the revenue generated by each function.
5. Rate structure from other states for same services.

Based on the factors it was found that the function of providing certified copies was generating sufficient revenue to approximate its cost. However, the functions of preparing new birth certificates subsequent to adoption,legitimation and paternity determination, correcting records, filing delayed registrations of birth, and issuing copies of affidavits were not generating sufficient revenue to approximate their costs.

The Department determined that the most reasonable rate structure adjustment to adopt was to change the fee for preparing new birth certificates, correcting records and filing delayed registrations from $5.00 to $20.00, and changing the fee for issuing copies of affidavits from $5.00 to $8.00. With the adoption of this new fee structure it is estimated that revenues will approximate expenses through 1993.

FI-00195-02 (3/90)

Department of Finance

FEE REVIEW - Details of Cost

Date Prepared: 12/1/90

Department/Agency: Health

Budget Activity: Health Information and General Support

Fee Name: Certified Copies of Vital Records

Detailed Listing of Items Included as Costs on Fee Review Form FI-00194-07 Dollars in Thousands (137,522 = 138)

Fiscal Year	Actual F.Y. 89	Actual F.Y. 90	Estimated F.Y. 91	Requested F.Y. 92	Requested F.Y. 93
Agency Direct Expenditures	304	327	433	433	462
Salary Increases	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	31	27
Attorney General					
Statewide Indirect	6	5	7	6	7
Agency Indirect	34	46	61	66	69
Totals: must agree with cost on Fee Review Form	344	378	501	536	565

Remarks:

Updated time studies indicate that approximately 14.0 FTE plus related supplies and expense and indirect cost should be allocated to this activity. This compares to 12.2 FTE in the previous time study.

A 3.5% salary increase in 1992 and 1993 is included in these cost projections.

Department of Finance

FEE REVIEW

Copy

Date Prepared: 12/1/90

Department/Agency: Health

Budget Activity: Health Information and General Support

Fee Name: Certified Copies of Vital Records

Legal Citation: M.S. 144.226

Fee Set By: ☐ Law ☒ Agency

Purpose of Fee: To recover the cost of maintaining and providing copies of birth, death, and other vital records.

☐ Dedicated ☒ Non-Dedicated

Revenue Code: 300

APID: 40000:99-

Fund: 10

Accumulated Difference Thru 1988: 17

Dollars in Thousands (137,522=138)

Fiscal Year	Actual F.Y. 89	Actual F.Y. 90	Estimated F.Y. 91	Requested F.Y. 92	Requested F.Y. 93
Actual/Anticipated Receipts	352	359	409	584	609
Less Actual/Anticipated Costs	344	378	501	536	565
Current Difference	8	(19)	(92)	48	44
Accumulated Difference	25	6	(86)	(38)	6
Number Paying Fee	42,000				
Present Fee	$8.00/$2.00				
Date Fee Last Changed	7/1/87				

Remarks:

New time studies resulted in a higher cost in this activity than previously anticipated. The department has taken steps to initiate a fee change that will be in place by 4/1/91. This fee will more accurately reflect the cost of each fee within this activity. Thew new fees are included in the above numbers.

Fee Comparison:

	Wisconsin	Iowa	North Dakota	South Dakota
Birth Record	$8.00	$6.00	$7.00	$5.00
Death Record	5.00	6.00	5.00	5.00

Department Authorized Signature: Thomas Walsh

Finance Department Recommendation:

Executive Budget Officer Signature:

FI-00194-07 (3/90)

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

August 5, 1991

Senator Gene Merriam, Chair
Finance Committee
Minnesota Senate
Room 122, State Capitol
St. Paul, Minnesota 55155

Dear Senator Merriam:

Enclosed are copies of Proposed Rules, Notice of Hearing, and approval from the Department of Finance relating to an increase in fees for vital records services.

Sincerely,

Marlene E. Marschall
Commissioner

MEM/flk

enclosures

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

August 5, 1991

Representative Phyllis Kahn, Chair
Appropriations Committee
House of Representatives
Room 369, State Office Building
St. Paul, Minnesota 55155

Dear Representative Kahn:

Enclosed are copies of Proposed Rules, Notice of Hearing,, and approval from the Department of Finance relating to an increase in fees for vital records services.

Sincerely,

Marlene E. Marschall
Commissioner

MEM/flk

enclosures

STATE OF MINNESOTA

COUNTY OF HENNEPIN

BEFORE THE MINNESOTA

DEPARTMENT OF HEALTH

In the Matter of the Proposed Adoption of the Rule Amendment of the Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0900 (1991)

AFFIDAVIT OF MAILING THE NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND CERTIFICATE OF MAILING LIST

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

FREDERICK L. KING, being duly sworn, says:

I hereby certify that the list of persons and associations who have requested, pursuant to Minn. Stat. § 14.22, that their names be placed on the Department of Health rulemaking mailing list is accurate, complete, and current as of this 16th day of August, 1991.

That on the 16th day of August, 1991, at the City of Minneapolis, County of Hennepin, State of Minnesota, I mailed the attached Notice of Intent to Adopt Rules Without a Public Hearing by depositing in the United States mail, a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

Frederick L. King

FREDERICK L. KING

Subscribed and sworn to before me

this 16th day of August, 1991.

Christine Grinsteinner

CHRISTINE GRINSTEINNER
NOTARY PUBLIC-MINNESOTA
DAKOTA COUNTY
MY COMMISSION EXPIRES MARCH 8, 1995

Michael J. Ahern
4800 Norwest Center
90 S. 7th St.
Minneapolis, MN 55402-4119

Donna M. Anderson
Dakota County Public
Health Department
33 E. Wentworth Ave. #345
West St. Paul, MN 55118

Anoka County Environmental
Services
% Robert Hutchison
Courthouse - 4th Floor
Anoka, MN 55303

Walter A. Baldus
Woodale Management
Services
P.O. Box 1047
Austin, MN 55912

June Barron
115 Cottage Downs
Hopkins, MN 55343

Lester Block
School of Public Health
Box 197 Mayo
University of Minnesota
Minneapolis, MN 55455

William Bond
MN Pharmacists Assoc.
2221 University Ave. S.E.
Minneapolis, MN 55414

Marge Scudder Brchan
Morrison County Public
Health Services
808 S.E. Third Street
Little Falls, MN 56345

Broeker, Geer, Fletcher
& LaFond, Limited
Attn: Sue Gilgenbach
8500 Normandale Blvd,
Suite 1510
Bloomington, MN 55437

Mark J. Brunner
Minnesota Manufactured
Housing Association
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St. Paul, MN 55103

William R. Carter, III
POST Board
1600 University Avenue
Suite 200
St. Paul, MN 55104

Rebecca A. Comstock
Dorsey & Whitney
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Minneapolis, MN 55402

William Conley
114 Mackubin Street
St. Paul, MN 55102

D.E.F.F.B.A.M.
P.O. Box 11855
St. Paul, Mn 55111

Mary Davies, Director
Dakota Mental Health Ctr
744 - 19th Avenue North
So. St. Paul, MN
55075-1390

Judith S. Douglas
The Phoenix Residence Inc
135 Colorado Street East
St. Paul, MN 55107

John E. Drawz
1500 Northland Plaza Bldg.
3800 West 80th Street
Minneapolis, MN 55431-4409

Michael J. Duffy, Director
Community Health Board
325 Lake Avenue South
Suite 604
Duluth, MN 55802

Doug Ewald
26 East Exchange Street
St. Paul, MN 55101

Carol Fielders, Nursing
Director
St. Louis County Health
Department
222 East Superior Street
Duluth, MN 55802-2134

Bob Fitzgerald, D.C.
133 West Lake Street
Minneapolis, MN 55408

Pamela A. Foster,
Supervising Sanitarian
City of Crystal
4141 Douglas Drive North
Crystal, MN 55422

Iris C. Freeman
MN Alliance For Health
Care Consumers
5609 Lyndale Ave. So.
Minneapolis, MN 55419

Cynthia R. Fremgord
QSS, Inc.
P.O. Box 838
Faribault, MN 55021

Jerry Gross
Community Living, Inc.
P.O. Box 130
Victoria, MN 55386

Lois Hacker, Prg. Spec.
Anoka Co. Community Health
and Social Services
Courthouse - Fourth Floor
Anoka, MN 55303

Bob Hamper
Dept. of Human Services
444 Lafayette Road
St. Paul, MN 55155

Robert A. Harder
MN Dental Association
2236 Marshall Avenue
St. Paul, MN 55104

Ms. Elisabeth Hennessey
Executive Director
Arc Olmsted County
903 West Center Street
Rochester, MN 55902

Mr. John W. Henrich
Bergerson Caswell
5115 Industrial Street
Maple Plain, MN 55359

Charles B. Hoffman
Director-Env. Affairs
Pickands Mather & Co.
Ste 811-200 W. Superior
St. Duluth, MN 55802

Hope Residence Inc.
Box 63
Waterville, MN 56096

Gaynold Jensen, R.D.
8400 Pennsylvania Rd #327
Minneapolis, MN 55438

Joel D. Johnson
14920 Paul Ave. No.
Mrne St. Crx., MN
55047-9751

Sharon Kannenberg
252 W. Wabasha Street
Winona, MN 55987

Bob Kent
Lakeland Drilling
Route 1, Box 67-C
Wrenshall, MN 55797

David R. Kiely
% A.R.R.M.
26 E. Exchange St. #503
St. Paul, MN 55101

Karen Knepper
N. Memorial Medical Ctr
3300 North Oakdale
Robbinsdale, MN 55422

Jim Koesling
Capitol Supply Co.
600 Lafayette Road
St. Paul, MN 55101

Julie Krause
Todd County Public Health
Nursing Service
119 Third Street
Long Prairie, MN 56347

Vicki Kunerth
3426 - 39th Ave. So.
Minneapolis, MN 55406

Sue Kvendru
MN Senior Federation
1885 University Avenue
St. Paul, MN 55104

Byron Laher
404 South 8th Street
Minneapolis, MN 55404

Wayne Larson
Mt. Olivet Rolling Acres
7200 Rolling Acres Road
Excelsior, MN 55317

Ernest K. Lehmann &
Associates, Inc.
Attn: Land Department
430 First Ave. N.-Ste. 790
Minneapolis, MN 55401

Virgil H. Lee, R.Ph., M.S.
St. Marys Hospital
Pharmacy
1216 Second St. S.W.
Rochester, MN 55902

Dakota's Children Inc.
Attn: Kathleen LeMay
400 West Marie
West St. Paul, MN 55118

Karen Lenander
Northern States Power Co.
A.S. King Plant
210 N. 10th Avenue
Bayport, MN 55003

Shirley K. Loucks
Assisi Residences, Inc.
Box 454
Blue Earth, MN 56013

David Lurie
Commissioner of Health
City of Minneapolis
250 S. 4th Street
Minneapolis, MN 55415-1372

Mary Luth, Washington
County Public Health Dir.
14900 N. 61st Street
Stillwater, MN 55082

MBW Company
513 Center Street
New Ulm, MN 56073

Manty/A Well Drilling Inc.
1392 St. Croix Tr. No.
Box 797
Lakeland, MN 55043

Ms. Mary Martin
GRAY, PLANT, MOOTY, MOOTY
& BENNETT
3400 City Center
33 South Sixth Street
Minneapolis, MN 55402

Angie McCollum
444 Lafayette Road
St. Paul, MN 55155-3843

Minnesota Chiropractic
Association
Attn: Scott Mayer
1700 W. Hwy. 36, #130
Roseville, MN 55113-4057

NASW Alan Ingram, Ex. Dir.
480 Concordia Ave.
St. Paul, MN 55103

Karen L. Nelson
620 - 7th St. N.E.
Staples, MN 56479

Toni Nelson
Pine Ridge Homes, Inc.
915 - 18th Street
Cloquet, MN 55720

Phillip C. Newberg
MN Bd Nsg Home Admin.
2700 University Ave. W.
#104
St. Paul, MN 55114-1082

Lyonel Norris, Family & Children's Service
414 South 8th Street
Minneapolis, MN 55404

Pine River Group Home, Inc.
Box 96
Pine River, MN 56474

Public Affairs Department
Care Providers of MN
2850 Metro Drive, #200
Minneapolis, MN 55425

Public Health Service
Goodhue/Wabasha
419 Bush Street
Red Wing, MN 55066

Neil A. Rowland
923 South Main Street
Chatfield, MN 55923

Brian Sachse
3600 West 80th Street
Route 9003
Bloomington, MN 55431

Vickie Schleuning
City of Minnetonka
14600 Minnetonka Boulevard
Minnetonka, MN 55343

Jeri Schoonover
LSS/Residence
945 Amble Road
Shoreview, MN 55126

Jackie Schwietz
4249 Nicollet Avenue
Minneapolis, MN 55409

Jean Searles
38 - 7th Avenue North
Hopkins, MN 55343

Randy S. Sellers
Strategic Coordinator
D.E.F.F.B.A.M.
1935 Wilson Ave. #102
St. Paul, MN 55119

Kathryn Selseth-Kill
Presbyterian Family Foundation
901 Memorial Parkway
Willmar, MN 56201

So. Center Manor
508 Park Island
Box 386
Center City, MN 55012

Dominic Sposeto
2824 Irving Ave. S.
Minneapolis, MN 55408

Michael J. Steffl
8370 Hwy 23 N.E.
Willmar, MN 56201

HA Swift
5165 N. St. Albans
St. Paul, MN 55126

James Temple
Chrestomathy Center Inc.
310 East 38th Street
Minneapolis, MN 55409

Jerry Thelen
Minneapolis Health Dept.
250 South Fourth Street
Minneapolis, MN 55415

Torgerson Well Co., Inc.
6855 Dogwood Street
Rockford, MN 55373

Eric Weller, Director
South Central MN EMS
Box 3367
Mankato, MN 56001

Colleen Wieck
State Planning Agency
300 Centennial Office Bldg
658 Cedar Street
St. Paul, MN 55155

Sue Zuidem
Hennepin County Community Health Department
525 Portland Ave. South
Level 3
Minneapolis, MN 55415

Daniel McInerney
Leonard, Street & Deinard,
Suite 2300
150 South 5th Street
Minneapolis, MN 55402

STATE OF MINNESOTA

COUNTY OF HENNEPIN

BEFORE THE MINNESOTA

COMMISSIONER OF HEALTH

In the matter of the Proposed Adoption of the Rule Amendment of the Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0900 (1991)

AFFIDAVIT OF MAILING THE NOTICE OF INTENT TO AMEND RULES WITHOUT A PUBLIC HEARING AND CERTIFICATE OF MAILING LIST

STATE OF MINNESOTA)
) SS
COUNTY OF HENNEPIN)

Frederick L. King, being duly sworn says:

That on the 16 day of August, 1991, in the City of Minneapolis, County of Hennepin, State of Minnesota, I mailed the attached Notice of Intent to Adopt Rules Without a Public Hearing by depositing in the United States mail, a copy thereof, with postage prepaid, to all persons and agencies on the attached list.

Frederick L. King

FREDERICK L. KING

Subscribed and sworn to before me this 17th day of October, 1991.

Christine Grinstenner

NOTARY PUBLIC

CHRISTINE GRINSTENNER
NOTARY PUBLIC-MINNESOTA
DAKOTA COUNTY
MY COMMISSION EXPIRES MARCH 8, 1995

MINNESOTA CLERK OFFICES
VITAL RECORD INFORMATION

AITKIN
Florence Tarr
209 2nd St NW
Aitkin MN 56431
218 927-2107

ANOKA
Jane Morrow
Court Administrator
Courthouse
Anoka MN 55303
612 422-7399 or 7400

BECKER
Marlene Martinson
Becker County Recorder Office
PO Box 595
Detroit Lakes MN 56501
218 846-7304

BELTRAMI
C.B. Qualle
P.O. Box 1008
Bemidji MN 56601
218 759-4120

BENTON
Alice Englemeyer
Benton County Courthouse
Foley MN 56329
612 968-6254

BIG STONE
Diane Shelstad
Court Administrator
20 S.E. 2nd St
Ortonville MN 56278
612 839-2537

BLUE EARTH
Patty O'Connor, Director
Vital Statistics
Blue Earth Co
Mankato MN 56001
507 387-8343

BROWN
Tom Weilage, Recorder
Brown County Courthouse
New Ulm MN 56073
507 359-7900 Ext 31

CARLTON
Bruce G Ahlgren
PO Box 190
Carlton MN 55718
218 384-4281

CARVER
Gregory M. Ess
Carver County Courthouse
600 E 4th St
Chaska MN 55318
612 448-1203

CASS
Karen Flier, Deputy Tres.
Marge Daniels, Co Tres.
Cass Co Courthouse
300 Minnesota Ave
Walker MN 56484
218 547-3300

CHIPPEWA
Clifford M. Toov
Chippewa County Courthouse
11 St. & Highway 7
Montevideo MN 56265
612 269-7774

CHISAGO
Rick Ford
Chisago County Courthouse
Center City MN 55012
612 257-1300

CLAY
Bonnie Rehder
Clay Co Recorder
PO Box 280
Moorhead MN 56560
218 299-5034

CLEARWATER
Vernon K. Lundin
Clearwater Cty Courthouse
Bagley MN 56621
218 694-6177

COOK
Carol Eckel
PO Box 1150
Grand Marais MN 55604
218 387-2282

COTTONWOOD
Mary Ann Anderson, Recorder
PO BOX 97
Windom, MN 56101
507 831-1356

MINNESOTA CLERK OFFICES
VITAL RECORD INFORMATION

CROW WING
Darrell Paske
Court Administrator
Crow Wing Co.
Brainerd MN 56401
218 828-3959

DAKOTA
Dakota County Vital Statistics
Government Center
1560 Highway 55
Hastings MN 55033
Norma B. Marsh
612 438-4312 or 4313

DODGE
Pauline J. Huse
District Court
Box 96
Mantorville MN 55955
507 635-6260

DOUGLAS
Darlene Chermak, Recorder
305 8th Ave W
Alexandria MN 56308
612 762-2381

FARIBAULT
Nancy Huff, Recorder
PO Box 130
Blue Earth, MN 56013
507 526-5147

FILLMORE
O.H. Amdahl, Recorder
County Courthouse
Preston MN 55965
507 765-3852

FREEBORN
Charles Kjos, Court Admin
411 S Broadway
Albert Lea MN 56007
507 377-5153

GOODHUE
Craig A. Anderson
Goodhue Co Recorder
PO Box 408
Red Wing MN 55066
612 388-8261

GRANT
Leroy Larson, Cty Recorder
Grant County Courthouse
Elbow Lake MN 56531
218 685-4133

Hennepin
Director of Licensing
Hennepin County Government
Public Service Level - West
300 South Sixth St.
Minneapolis MN 55487-0026
612 348-3639
612 348-8241 Public Number
Deaths 612 348-8919

HOUSTON
Darlene Larson
Houston Ct Administrator
Caledonia MN 55921
507 724-5211

HUBBARD
Kathy Rossi
Hubbard Co Courthouse
County Recorders Office
Park Rapids MN 56470
218 732-3552

Isanti
Susan LaBore
Isanti County Courthouse
237 SW 2nd Ave
Cambridge MN 55008
612 689-2292

ITASCA
Beverly A. Sigfrinius
Court Administrator
Itasca County Courthouse
123 4th St N.E.
Grand Rapids MN 55744-2600
218 327-2870

JACKSON
David Johnson
Jackson County Courthouse
PO Box G
Jackson MN 56143
507 847-4400

KANABEC
Velma J. Besser
Kanabec Co Recorder
18 No Vine St
Mora MN 55051
612 679-1441

KANDIYOHI
Julie Gravley
County Recorder
PO Box 736
Willmar MN 56201
612 231-6223

MINNESOTA CLERK OFFICES
VITAL RECORD INFORMATION

KITTSON
Paul Clay
Court Administrator
PO Box 39
Hallock MN 56728
218 843-3632

Koochiching
Terrance Carew
Koochiching Courthouse
4th St & 8th Ave
International Falls MN 56649
218 283-6260

LAC QUI PARLE
Becky Knudson, Court Administrator
Lac Qui Parle County
PO Box 36
Madison MN 56256
612 598-3536 or 3915

LAKE
Larry Saur
Court Administrator
Lake County Courthouse
601 3rd Ave
Two Harbors MN 55616
218 834-8330

LAKE OF THE WOODS
Evelyn Slick
District Court
PO Box 808
Baudette MN 56623
218 634-1451

LESUEUR
Patrick J. O'Meara
Court Administrator
LeSueur County
Courthouse
LeCenter MN 56057
612 357-2251

LINCOLN
Wendy Rost
Court Administrator
PO Box 15
Ivanhoe MN 56142
507 694-1355 or 1505

LYON
Jeanine Barker, Recorder
607 W Main St
Marshall MN 56258
507 537-6722

MAHNOMEN
Lois Jean Cook
Court Administrator
Mahnomen County Courthouse
Mahnomen MN 56557
218 935-2251

MARSHALL
Sandra Steinhauer
Court Administrator
Marshall Cty Court House
Warren MN 56762
218 745-4921

MARTIN
Gerald Jenkinson
Martin County Recorder
PO Box 785
Courthouse
Fairmont MN 56031
507 238-3213

MCLEOD
Joan Proehl
Court Administrator
McLeod County Courthouse
Glencoe MN 55336
612 864-5551

MEEKER
Linda Jagush
Court Administrator
Meeker County Courthouse
Litchfield MN 55355
612 693-2458

MILLE LACS
Virginia Maurer
Court Administrator
Mille Lacs County
Milaca MN 56353
612 983-2561

MORRISON
James R Anderson
Recorder
County Courthouse
Little Falls MN 56345
612 632-2941

MINNESOTA CLERK OFFICES
VITAL RECORD INFORMATION

MOWER
Charles Enger
Recorder
201 1st St NE
Austin MN 55912
507 437-9446

MURRAY
Steven H. Hoffman
Court Administrator
Murray County Courthouse
Slayton MN 56172
507 836-6148

NICOLLET
Kathy Conlon
Recorder
County Courthouse
St Peter MN 56082
507 931-6800 ext 237

NOBLES
Joyce Howard, Recorder
Donna Meinders, Deputy
County Recorders Office
PO Box 757
Worthington MN 56187
507 372-8236

NORMAN
Gordon Bahner
Court Administrator
Norman County Courthouse
Ada MN 56510
218 784-7131

OLMSTED
Lois Finstuen
Recorder
515 2nd St SW
Rochester MN 55902
507 285-8195

OTTER TAIL
Evelace Hanson
Recorder
PO Bos 867
Fergus Falls MN 56538
218 739-2271

PENNINGTON
Miss Ardith Johnson
Court Administrator
Pennington Cty Courthouse
Thief River Falls MN 56701
218 681-2407

PINE
Ina D'Aoust
Court Administrator
Pine County Courthouse
Pine City MN 55063
612 629-6781

PIPESTONE
Steven R. Schulze
Court Administrator
Pipestone County Courthouse
Pipestone MN 56164
507 825-4550

POLK
Sheryl Hanson Cariveau
Polk Cty Recorder
Box 397
Crookston MN 56716 -0397
218 281-3464

POPE
Dorothy Moe
Court Administrator
Pope County Courthouse
Glenwood MN 56334
612 634-5301

RAMSEY
J.E. Gockowski
Ramsey Co Court Administrator
1215 Court House
15 W Kellogg Blvd
St. Paul MN 55102
612 298-5214

RED LAKE
Jerry Thibert
124 N Main St
Red Lake Falls MN 56750
218 253-2997

REDWOOD
Shirley F Redman
Redwood Cty Recorder
PO Box 45
Redwood Falls 56283
507 637-8327

RENVILLE
Gail Miller
Recorder
500 E DePue
Olivia MN 56277
612 523-1000

MINNESOTA CLERK OFFICES
VITAL RECORD INFORMATION

RICE
Ralph Brown
Recorder
218 NW 3rd St
Faribault MN 55021
507 332-6100

ROCK
Anna Mae Huiskes
Rock County
Court Administrator
Box 245
Luverne MN 56156
507 283-9501

ROSEAU
Betty Larson
216 Center Street W
Roseau MN 56751
218 463-2541

SCOTT
Paul Wermerschirchen
Recorder
428 S Holmes
Shakopee MN 55379
612 496-8141

ST. LOUIS
Joseph M. Lasky
District Court
100 N 5th Ave E RM 320
Duluth MN 55802
218 726-2438

ST. PAUL
Department of Community Services
Division of Public Health
Vital Statistics
555 Cedar Street
St Paul MN 55101
292-7728

SHERBURNE
Pat Rasmussen
Recorder
PO Box 320
Elk River MN 55330
612 441-1441 ext 32

SIBLEY
Cheryl Dummer, Court Administrator
Sibley County Courthouse
Box 867
Gaylord MN 55334
612 237-2491

STEARNS
Hank Kohorst
Stearns County Auditor
Administrative Center
705 Courthouse Square
Room 125
St. Cloud MN 56303
612 656-3925

STEELE
Gordon Meiners
Steele Cty Courthouse
PO Box 487
Owatonna MN 55060
507 451-8040

STEVENS
J.W. Schmidt
Court Administrator
Box 530
Morris MN 56267
612 589-4764

SWIFT
Carol Jensen
Court Administrator
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Benson MN 56215
612 843-2744

TODD
Cheryl Perish, Recorder
215 First Ave S
Long Prairie MN 56347
612 732-4459

TRAVERSE
Roger E. Strand
Court Administrator
Box 867
Wheaton MN 56296
612 563-4343

WABASHA
David Meyer
Court Administrator
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Wabasha MN 55981
612 565-3579

WADENA
Judy Aagard, Recorder
PO Box 415
Wadena MN 56482
218 631-2362

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VITAL RECORD INFORMATION

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307 N State
Waseca MN 56093
507 835-0540

WASHINGTON
Marie Sunlitis
Government Center
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Stillwater MN 55082
612 430-6260

WATONWAN
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St. James MN 56081
507 375-3341 EXT. 402

WILKIN
Diane Caspers
Court Administrator
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Breckenridge MN 56520
218 643-4972

WINONA
Sally Cumiskey
Court Administrator
171 W 3rd
Winona MN 55987
507 457-6395

WRIGHT
LaVonn Nordeen
Court Administrator
10 NW 2nd St
Buffalo MN 55313
612 682-3900

YELLOW MEDICINE
Norman J. Opdahl
Recorder
415 9th Ave
Granite Falls MN 56241
612 564-2529

DIRECTORY OF
MINNESOTA COUNTY WELFARE AND HUMAN SERVICES AGENCIES

RECD AUG 02 1991

DHS-2090
3/91

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
1. Aitkin County Family Service Agency	Lester Kachinske	(Aids) (Social Services)	218/927-2141 218/927-3744	204 - 1st St. NW Courthouse Annex Aitkin 56431-1291
2. Anoka County Community Health and Social Services	Julie Brunner	(Health & Social Serv.) (Financial Services) (Anoka County Branch)	612/422-7000 612/422-7200 612/789-4326	325 East Main Street Courthouse, Anoka 55303 3980 Central Ave NE Columbia Heights 55421
3. Becker County Human Services	Matt Casey	(Aids) (Social Services)	218/847-5628 218/847-5684	County Annex, 712 Minnesota Ave. P.O. Box 1637 Detroit Lakes 56501-1637
4. Beltrami County Social Service Center	Stephen Jackelen	 (Beltrami Co. Branch)	218/751-4310 218/679-3945	522 Beltrami Avenue, P.O. Box 6008 Bemidji 56601 Red Lake 56671
5. Benton County Social Service Agency	Donald J. Sykora		612/968-6254	Courthouse, Foley 56329
6. Big Stone County Family Service Center	Daniel Hanratty		612/839-2555	340 NW Second Street, Box 338 Ortonville 56278
7. Blue Earth County Human Services	Dennis McCoy	**Telefax Phone Number**	507/625-3031 507/387-8379	Blue Earth County Government Ctr. 410 S. Fifth Street, P.O. Box 8608 Mankato 56001
8. Brown County Family Service Center	Thomas Henderson		507/354-8246	1117 Center St., P.O. Box 788 New Ulm 56073
9. Carlton County Human Service Center	William Pinsonnault	**Telefax Phone Number***	218/879-4583 218/879-4583 *X197	1215 Avenue C, Cloquet 55720
10. Carver Co. Community Social Serv.	Gary Bork	**Telefax Phone Number**	612/448-3661 612/448-1206	Carver County Courthouse, Box 7 Chaska 55318
11. Cass County Dept. of Social Serv.	John Fjelstul		218/547-1340	Welfare Building, Box 519 Walker 56484

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
12. Chippewa County Family Services	Kevin P. Coler		612/269-6401	Community Service Building
		Telefax Phone Number	612/269-6405	Suite 200 Montevideo 56265
13. Chisago County Human Services	Marina Vork	(Administration)	612/257-0352	313 Main St., Room 309
		(Child Support)	612/257-0329	Center City 55012-9665
		(Inc. Maintenance)	612/257-0318	
		(Social Services)	612/257-0337	
		(TDD)	612/257-3000	
		Telefax Phone Number	612/257-0454	
		(Metro)	612/462-2141 or 612/462-7999	
14. Clay County Social Service Center	Dennis Lien	(Social Services)	218/299-5200	1004 First Avenue North, Box 1177
		(IV-D)	218/299-5209	Moorhead 56560
		(Food Stamps)	218/299-5208	
	Clay County Social Service Anex		218/299-5180	123-1/2 21st St. S. Moorhead 56560
15. Clearwater Dept. of Human Services	Ordean A. Synstelien	(Aids)	218/694-6512	Courthouse, Box X, Bagley 56621
		(Social Services)	218/694-6164	
16. Cook County Social Services	Warren Anderson		218/387-2282	Courthouse, Grand Marais 55604 & NorShor Bldg, Grand Marais 55604
17. Cottonwood County Family Service Agency	Duane Ahlness		507/831-1891	Industrial Park Site, Box 9, Windom 56101
18. Crow Wing County Social Service Center	Dennis O. Johnson	(Social Services)	218/828-3966	County Service Building, Box 686
		(Income Maintenance)	218/828-3968	Brainerd 56401
		Telefax Phone Number	218/828-2927	
19. Dakota County Human Services	Dave Rooney, Human Services Director Sally Moran, Deputy Director Jerry Krueger, Employment & Economic Assistance Sally Moran, Social Services Director		612/450-2611	33 E. Wentworth, Suite 166 West St. Paul 55118
		Telefax Phone Number	612/450-2948	
20. Dodge County Social Services	Brian D. Hartung	(Admin./Social Services)	507/635-6170	Box 278, Mantorville 55955
		(Income Maintenance)		

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
21. Douglas County Social Services	F. Michael Marxen		612/762-2302	Courthouse, 305 - 8th Avenue West
		Telefax Phone Number	612/762-2389	Alexandria 56308
22. Faribault County Human Services Center	(See HSB of Faribault/Martin Co.)		507/526-3265	Faribault County Office Building Box 217, Blue Earth 56013
23. Fillmore County Welfare Department	Thomas Boyd	(Aids/Social Services)	507/765-2175	Courthouse, Preston 55965
24. Freeborn County Department of Human Services	Darryl Meyer	(Gen. Info./Inc. Maint.)	507/377-5400	203 West Clark Street
		(Support/Collections)		Post Office Box 1246
		Comm. Support/Mental Health	507/377-5440	Albert Lea 56007-1246
		Victim's Crisis Center	507/377-5460	
		Children & Adult Services	507/377-5480	
		Telefax Phone Number	507/377-5160	
25. Goodhue County Social Service Center	Greg Schoener		612/388-8261	Citizen's Building, 426 West Ave P.O. Box 31, Red Wing 55066
26. Grant County Social Service Department	Joyce M. Pesch		218/685-4417	28 Central South, P.O. Box 1006 Elbow Lake 56531
27. Hennepin County Bureau of Social Services	Case Inquiries - All Programs		612/348-3000	
	Kevin Kenney, Bureau of Social Services		612/348-4806	A-2303 Government Center
	Telefax Phone Number		612/348-7970	A-1005 Government Center
	Michael Weber, Community Services			300 South 6th St.
	John L. Sims, Director, Economic Assist.			Minneapolis 55487
28. Houston County Social Services	Harold Thompson		507/724-5211	Courthouse, P.O. Box 310
		Telefax Phone Number	507/724-5550	Caledonia 55921-0310
29. Hubbard County Social Service Center	Daryl Bessler		218/732-1451	Courthouse, Park Rapids 56470
30. Isanti County Family Service & Welfare Dept.	Ronald Mooers		612/689-1711	1557 S. Highway 293 Cambridge 55008
31. Itasca County Human Services	Tom Papin	(Aids)	218/327-2941	123 NE 4th St., Courthouse
		(Sr. Comm. Services PAS/ACG)	218/327-2971	Grand Rapids 55744-2680
		(MR Unit)	218/326-6601	
		(Social Services)	218/327-2981	
		Telefax Phone Number*	218/327-2848*	

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
32. Jackson County Human Services	Norbert L. Bruegmann	<u>Telefax Phone Number</u>	507/847-4000 507/847-5616	310 Sherman Street, P.O. Box 67 Jackson, 56143
33. Kanabec County Family Service Department	Philip Peterson	(Aids) (Social Services)	612/679-3465 612/679-4740	114 W. Maple, Mora 50551
34. Kandiyohi County Family Service Dept.	John Haines	(Aids)	612/231-6232	Courthouse, Box 757, Willmar 56201
		(Social Services)	612/235-8317	905 West Litchfield, Box 757 Willmar 56201
35. Kittson County Welfare Department	John R. Beau Lac		218/843-2689	Box 160, Hallock 56728
36. Koochiching Family Services	Teresa VanderEyk		218/283-8405	615 - 4th Street International Falls 56649
		(Northome Branch)	218/897-5266	Northome 56661
37. Lac qui Parle County Family Service Center	Joel Churness		612/598-7594	Courthouse, Box 7, Madison 56256
38. Lake County Social Service Department	William T. Green		218/834-8400	616 Third Ave., Two Harbors 55616
39. Lake of the Woods Social Service Department	Robert Goudge		218/634-2642	Courthouse, Box G-200, Baudette 56623
40. LeSeuer County Department of Human Services	Barbara Droher		612/357-2251 800/635-9786	88 S. Park Ave. LeCenter 56057-1620
41. Lincoln County	(See Region VIII North Welfare)		507/694-1452	Courthouse, P.O. Box 44 Ivanhoe 56142-0044
42. Lyon County	(See Region VIII North Welfare)		507/537-6747	Courthouse, 607 W. Main, Marshall 56258
43. McLeod County Social Service Center	Daniel Papin	VOICE/TDD <u>Telfax Phone Number</u>	612/864-3144 612/864-5265	County Office Bldg., P.O. Box 130 Glencoe 55336
44. Mahnomen County Human Services	Gordon Hagen		218/935-2568	Courthouse, Mahnomen 56557
45. Marshall County Social Services Department	Jennifer Anderson		218/745-5124	208 E. Colvin Ave., Warren 56762

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
46. Martin County Human Services Center	(See HSB of Faribault/Martin Co.)		507/238-4757	P.O. Box 938, 218 Lake Avenue Farimont 56031
47. Meeker County Social Services	Clark Gustafson		612/693-2418	325 Sibley Ave. S., Litchfield 55355
48. Mille Lacs County Family Services & Welfare Dept.	William McQuillan		612/983-6161	635 2nd St. Courthouse, Milaca 56353
49. Morrison County Social Services	Kenneth Ebel		612/632-2951	Government Center Little Falls 56345
50. Mower County Social Services	James Huber	(Aids & Services)	507/437-9483 507/437-9484 507/437-9485	Courthouse, 201 First Street N.E. Austin 55912
		(Food Stamps)	507/437-9514	
		Telefax Phone Number	507/437-9471	
51. Murray County	(See Region VIII North Welfare)		507/836-6144	Courts Building, Slayton 56172
52. Nicollet County Social Services	Clifford Nebel		507/931-1022	Courthouse, Box 300, St. Peter 56082
		Telefax Phone Number	507/931-9220	
		Branch Office	507/387-4556	360 Pierce Avenue, Box 2095 North Mankato 56002-2095
53. Nobles County Family Service Agency	Lee McAllister		507/372-2157	901 Fourth Avenue, Box 189 Worthington 56187
54. Norman County Social Service Center	David N. Bertils		507/784-7136	County Office Building, Ada 56510
55. Olmsted County Department of Social Services	Patricia Carlson	(Administration)	507/285-8382	515 2nd St. SW, Rochester 55901
		(Aids & Social Services)	507/285-8416	
		Telefax Phone Number	507/287-2361	
56. Otter Tail County Department of Social Services	Thomas M. Fawcett		218/739-4491	Government Services Building 505 South Court Street Fergus Falls 56537
57. Pennington County Department of Welfare and Human Services	Phyllis Schmidt		218/681-2880	Box 340, 318 N. Knight Avenue Thief River Falls 56701

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
58. Pine County Department of Human Services	Robert Walz		1-800-874-6326 or 612/629-6781	Courthouse, 305 6th St. Pine City 55063
			1-800-874-6355 or 612/245-2268	City Hall, Sandstone 55072
59. Pipestone County Family Service Center	Dennis Roelfsema		507/825-3357	Post Office Box 157 Pipestone 56164
60. Polk County Social Service Center	Bill Kurpius-Brock	(Social Services, Acct., Financial Assistance)	218/281-3127	Courthouse, P.O. Box 608 Crookston 56716
		Child Support Unit	218/281-3423	223 E. 7th St., Box 608
		Migrant Social Services	218/281-7329	Crookston 56716
		Telefax Phone Number	218/281-3926	
	East Grand Forks Branch - Financial Assistance		218/773-2431	Professional Building,P.O. Box 433
		Telefax Phone Number	218/773-3602	East Grand Forks 56721
	Fosston Branch - Financial Assistance		218/435-1585	102 2nd Street NW
		Telefax Phone Number	218/435-1552	Fosston 56542
61. Pope County Family Service Department	John V. DeMorett		612/634-5301	Courthouse, Glenwood 56334
62. Ramsey County Human Service Department	Thomas J. Fashingbauer		612/298-5351	160 East Kelloggg Boulevard St. Paul 55101
63. Red Lake County Social Service Center	Linda D. Carroll		218/253-4131	Courthouse, Annex Building P.O. Box 356, Red Lake Falls 56750
64. Redwood County Human Services Department	Gordon Fritz		507/637-5741	301 South Jefferson, P.O. Box 27 Redwood Falls 56283
Region VIII North Welfare Department	Frank Moorse		507/537-6747	Courthouse, Marshall 56258
65. Renville County Human Services & Welfare Dept.	Gerald Brustuen		612/523-2202	300 South Seventh Street Olivia 56277
66. Rice County Social Services	Daly Szyszka		507/332-6115	1201 W. Division Street, Box 718 Faribault 55021
67. Rock County Family Service Agency	Charles Olson		507/283-9507	2 Roundwind Road, Box 219 Luverne 56156

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
78. Traverse County Social Services Department	Christeen Borsheim		612/563-8255	15 - 10th St. South, Wheaton 56296
79. Wabasha County Department of Social Services	Terry Smith	(Social Services Admin.) (Income Maint./Acct.) (IV-D Child Support) **Telefax Phone Number**	612/565-3351 612/565-2613 612/565-3356 612/565-2774	Courthouse, Wabasha 55981
80. Wadena County Social Service Department	Paul M. Sailer	(Social Services Div.) (Financial Serv., Acct. Child Support, Housing)	218/631-4225 218/631-2832	22 Southeast Dayton, Wadena 56482 124 Southeast 1st St., Wadena 56482
81. Waseca County Welfare & Social Service Dept.	Russell W. Lee	**Telefax Phone Number**	507/835-0560 507/835-0633	123 - 3rd Ave. NW, Waseca 56093
82. Washington County Community Social Services	James R. Schug	**Telefax Phone Number**	612/439-6901 612/430-6245	Washington Co. Government Center 14900 - 61st Street North P.O. Box 30, Stillwater 55082-0030
83. Watonwan County Human Services Center	Daniel Boerner		507/375-3294	720 - 1st Avenue South, Box 31 St. James 56081
84. Wilkin County Family Service Agency	David L. Sayler		218/643-8561	Courthouse, Breckenridge 56520
85. Winona County Department of Human Services	Wm. Craig Brooks	**Telefax Phone Number**	507/457-6200 507/457-6469	County Office Building 202 West 3rd Street, Winona 55987
86. Wright County Human Services	Don Mleziva	(Administration, Acct. Child Support, Income Main.) (Social Serv. & Comm. Health) (Metro Area) **Telefax Phone Number**	612/682-7414 612/682-7400 612/339-6881 612/682-6178	Government Center 10 NW 2nd St. Buffalo 55313
87. Yellow Medicine County Family Service Center	Richard Wambeke		612/564-2211	Courthouse, Granite Falls 56241

COUNTY	DIRECTOR		TELEPHONE	ADDRESS
68. Roseau County Social Service Center	David Anderson		218/463-2411	300 - 6th Street Southwest
		Telefax Phone Number	218/463-1455	Roseau 56751
69. St. Louis County Social Service Department	Robert Zeleznikar		218/726-2000	Government Services Center
		Telefax Phone Number	218/726-2163	320 West 2nd Street, Duluth 55802
	(St. Louis County Branch Office)		218/262-6000	Graysher Shopping Center
		Telefax Phone Number	218/263-3520	Hibbing 55746
	(St. Louis County Branch Office)		218/749-7100	Northland Office Center
		Telefax Phone Number	218/749-7123	307 S. 1st Street, Virginia 55792
	(St. Louis County Branch Office)		218/365-6151	118 South 4th Ave. East, Ely 55731
70. Scott County Human Services	Eileen Moran		612/445-7751	Courthouse, Rm 300, 428 S. Holmes
		Telefax Phone Number	612/496-8257	Shakopee 55379-1375
71. Sherburne County Social Services	Donald Strei	(Metro)	612/441-1711	13880 Hwy. 10, P.O. Box 310 Elk River 55330
		(Sherburne Co. Branch)	612/261-4550	County Office Building
		(Toll Free - St. Cloud)	612/253-2384	13122 1st Street, Becker 55308
		Telefax Phone Number	612/441-1711 X597*	
72. Sibley County Human Services	Daniel Bergner		612/237-2978	Box 237, 112 Fifth St. Gaylord 55334
73. Stearns County Social Service Center	Pasquale Serrano	(Social Serv., Financial Aid)	612/656-6000	New Administration Ctr.
		TDD	612/656-6204	705 Courthouse Square
		Telefax Phone Number	612/656-6253	P.O. Box 1107 St. Cloud 56301-1107
		(Stearns Co. Branch)	612/352-6531	Sauk Centre 56378
		Telefax Phone Number	612/352-2350	
4. Steele County Social Service Center	Stanley A. Groff		507/451-0414	590 Dunnell Drive, P.O. 890
		Telefax Phone Number	507/451-6803	Owatonna 55060
5. Stevens County Social Services Department	George French		612/589-1481	Courthouse, Box 530-HS Morris 56267
6. Swift County Welfare & Family Service Agency	Ronald G. Laycock		612/843-3160	109 - 12th Street South P.O. Box 208, Benson 56215
7. Todd County Social Services	Frank Sandelin		612/732-4500	Courthouse Annex, 212 2nd Ave. S Long Prairie 56347

MULTI-COUNTY HUMAN SERVICE BOARDS AND WELFARE DEPARTMENTS

COUNTY	DIRECTOR	TELEPHONE	ADDRESS
Human Services Board of Faribault and Martin Counties	Duane Shimpach, Director Thomas Hustvet, Income Maint./Child Support Carmen Reckard, Community Health Services Dorothy Kappes, Community Social Services David Rynders, Mental Health/Chemical Dependency	507/238-4757 507/526-3265 507/375-3293 507/238-4757 507/238-2521	218 Lake Avenue, P.O. Box 938
Region VIII North Welfare Department (Lincoln, Lyon, Murray Counties)	Frank Moorse	507/537-6747	Courthouse, 607 West Main Marshall 56258

COUNTY TELEFAX PHONE NUMBER

When calling, wait for the phone to be answered by the receptionist, announce "This is a FAX" or ask for the extension, and then proceed to send the material.

For information on Minnesota Department of Human Servies programs, please contact the DHS Information Desk at 612/296-6117.

Published by the Minnesota Department of Human Services, Management Services Division.

BETHANY CHRISTIAN SERVICES
P.O. Box 143, 123 Albany S.E., Orange City, IA 51041
(712/737-4831)
(statewide)

BUILDING FAMILIES THROUGH ADOPTION
P.O. Box 550, Dawson, MN 56232
(612/769-2933)
(statewide)

CARITAS FAMILY SERVICES •••
Suite 100, 305 7th Avenue North
St. Cloud, MN 56301
(612/252-4121)
(Dioceses of St. Cloud and New Ulm)

CATHOLIC CHARITIES DIOCESE OF WINONA •••
111 Riverfront, Winona, MN 55987
(507/454-2270)
(Diocese of Winona)

HOPE INTERNATIONAL FAMILY SERVICES, INC.
421 South Main Street, Stillwater, MN 55082
(612/439-2446)
(Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Washington and Wright Counties)

JEWISH FAMILY SERVICES OF ST. PAUL •••
1546 St. Clair Avenue, St. Paul, MN 55105
(612/698-8081)
(statewide)

LDS SOCIAL SERVICES •••
1813 North Mill Street, Suite F, Naperville, IL 60563
(708/389-0486)
(LDS Church Members)

CATHOLIC CHARITIES, ARCHDIOCESE OF MINNEAPOLIS/ST. PAUL and SETON CENTER •••
426 Main Street, St. Paul, MN 55102
(612/224-4805)
(Anoka, Carver, Chisago, Dakota, Goodhue, Hennepin, LeSueur, Ramsey, Rice, Scott, Washington, and Wright Counties)

CHILDREN'S HOME SOCIETY OF MINNESOTA •••
2230 Como Avenue, St. Paul, MN 55108
(612/646-6393)
(statewide)

CHRISTIAN FAMILY SERVICES, INC.•••
15 10th Street South, Fargo, ND 58103
(701/237-4473)
(statewide)

CROSSROADS ADOPTION SERVICES, INC.
4640 West 77th Street, Suite 179
Minneapolis, MN 55435
(612/831-5707)
(statewide)

FOREVER FAMILIES INTERNATIONAL ADOPTION AGENCY
2004 Hw. 37, Eveleth, MN 55734
(218/744-4734)
(Statewide)

THE LUTHERAN HOME •••
611 West Main Street
Belle Plain, MN 56011
(612/873-2215)
(statewide-adoptive applicants: WELS-ELS church members)

LUTHERAN SOCIAL SERVICE OF MINNESOTA •••
2414 Park Avenue, Minneapolis, MN 55404
(612/871-0221)
(statewide)

NEW HORIZONS INTERNATIONAL FAMILY SERVICES, INC.
Box 58, Frost, MN 56033
(507/878-3317)
(Southern Minnesota)

NEW LIFE FAMILY SERVICE •••
3361 Republic Avenue, Suite 201
St. Louis Park, MN 55426
(612/920-8117)
(Born again Christians — evangelical church members; Anoka, Carver, Dakota, Dodge, Fillmore, Hennepin, Olmsted, Ramsey, Scott and Wright Counties)

OFFICE OF CHRISTIAN SERVICE •••
P.O. Box 610, 1200 Memorial Drive
Crookston, MN 56716
(218/281-4224)
(Diocese of Crookston)

Subp. 2. **Notice.** The permittee must mail notice of the request for modification to persons who commented on the draft release permit documents, the mailing list of part 4420.0060, subpart 2, the governmental units with approval authority over the release, and the local governmental units within whose boundaries the release is permitted. The persons who commented on the draft release and local governmental units must be given at least ten working days from receipt of the notice to prepare a response to the requested modification for presentation at the board meeting. However, the chair may determine that there is imminent and substantial danger to human health or the environment requiring immediate board action and call a special meeting of the board or the persons who commented on the draft release permit documents and local governmental units may request or agree that the board meeting be held less than ten working days after notification.

Subp 3. **Board action.** If the board determines that the requested modification is in accordance with part 4420.0035, the board may approve the modification.

4420.0060 MAILING LISTS.

Subpart 1. **General mailing list.** A person who desires to receive copies of general public notices issued by the chair or board relating to this chapter and notices of application issued by an applicant shall submit to the chair a written request that the person's name and address be placed on a mailing list kept by the chair for the purpose of issuing general public notices.

Subp. 2. **Specific release mailing list.** A person who desires to receive copies of all public notices for a specific proposed or permitted release shall submit to the chair a written request that the person's name and address be placed on that specific mailing list kept by the chair for the purpose of issuing public notices on each specific proposed or permitted release.

4420.0070 GENERAL RESPONSIBILITIES.

The board shall monitor the effectiveness of this chapter and shall take appropriate measures to modify and improve the effectiveness of this chapter. The board shall assist governmental units and interested persons in understanding the rules.

Department of Health

Proposed Permanent Rules Relating to Vital Statistics Fee Increases

Notice of Intent to Amend Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Commissioner of Health (hereinafter "Commissioner"), intends to adopt the above-entitled rule amendment without a public hearing following the procedures set forth in the Administrative Procedures Act for adopting rules without a public hearing in *Minnesota Statutes* §§ 14.22 to 14.28 (1990). The statutory authority to adopt the rules is *Minnesota Statutes* § 144.226 (1990).

All persons have 30 days from the date this notice is published in the *State Register* in which to submit comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Comment is encouraged. Each comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

In addition to submitting comments, any person may make a written request within the 30-day comment period for a public hearing on the rules. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address and is encouraged to identify the portion of the proposed rules addressed, the reason for the request, and any change proposed. If a public hearing is required, the Commissioner will proceed pursuant to *Minnesota Statutes* §§ 14.131 to 14.20 (1990).

Comments or written requests for a public hearing must be submitted to:

Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, Minnesota 55440
Telephone: (612) 623-5121

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

The proposed rule amendment may be modified if the modifications are supported by data and views submitted to the Commissioner and do not result in a substantial change in the rules as noticed.

The rules proposed for adoption relate to increasing the fee for preparing new birth certificates, correcting records and filing delayed registrations from $5.00 to $20.00, increasing the fee for issuing copies of affidavits from $5.00 to $8.00, and increasing the hourly rate for searching vital records from $10.00 to $20.00. A free copy of the rules is available upon request from Frederick L. King.

A STATEMENT OF NEED AND REASONABLENESS that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from Frederick L. King upon request.

Minnesota Statutes § 14.115 requires administrative agencies, when preparing a rule or amendment to an existing rule, to consider various methods for reducing the impact of the proposed rule or amendment on small business and to provide opportunity for small business to participate in the rulemaking process. It is the Commissioner's conclusion that *Minnesota Statutes* § 14.115 does not apply to the proposed rule amendment. The reasons for this conclusion are set forth in the **STATEMENT OF NEED AND REASONABLENESS.**

As the promulgation of the proposed rule will not result in the expenditures set forth in *Minnesota Statutes* § 14.11 (1990), no written statement of costs of local public bodies is required. These rules will not have an impact on agricultural land. Pursuant to *Minnesota Statutes* § 16A.128 (1990) the Department of Finance approved these amendments on June 25, 1991, and the Department of Health on August 5, 1991, submitted copies of these amendments to the chairs of the house appropriations and senate finance committees.

If no hearing is required, upon adoption of the rule amendment, the rule amendment and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General or who wish to receive a copy of the adopted rules must submit the written request to Frederick L. King.

Dated: 6 August 1991

Marlene E. Marschall
Commissioner of Health

Rules as Proposed

4600.0900 FEES.

[For text of subpart 1, see M.R.]

Subp. 2. **Replacement.** Effective December 1, 1991, the fee for the replacement of a birth certificate ~~shall be $5~~ following adoption, legitimation, adjudication of paternity, or acknowledgment of paternity is $20.

Subp. 3. **Filing delayed registration.** Effective December 1, 1991, the fee for the filing of a delayed registration of birth or death ~~shall be $5~~ is $20.

Subp. 4. **Alteration, correction, or completion.** Effective December 1, 1991, the fee for the alteration, correction, or completion of a birth or death certificate when requested more than one year after the filing of the certificate ~~shall be $5~~ is $20.

Subp. 5. **Fee for verification.** Effective December 1, 1991, the fee for the verification of information from or noncertified copies of a birth, death, or marriage record ~~shall be~~ is $8 when the applicant furnishes specific information to locate the record. When the applicant does not furnish specific information the fee ~~shall be $10~~ is $20 per hour for staff time expended. Specific information shall include the correct date of the event and the correct name of the registrant.

Subp. 6. **Copies of other documents.** Effective December 1, 1991, the fee for issuance of a certified or noncertified copy of any document on file pertaining to a vital record or a certification that a document cannot be found ~~shall be $5~~ is $8.

Pollution Control Agency

Proposed Permanent Rules Relating to Priorities for Soil Lead Abatement

Notice of Intent to Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (Agency) intends to adopt the above-entitled rules without a public hearing following the procedures set forth in the Administrative Procedure Act in *Minnesota Statutes* §§ 14.22 to 14.28 (1990). The Agency's authority to adopt the rule is set forth in *Minnesota Statutes* § 116.53, subd. 2 (1990).

PUBLIC REQUESTS FOR COPIES OF THE RULES



CITY OF VIRGINIA

327 FIRST STREET SOUTH
VIRGINIA, MINNESOTA 55792-2623

DATE: August 19, 1991

TO: Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Steet Southeast
Minneapolis, MN 55440

FROM: Patricia L. Stark P.S.
Deputy City Clerk
327 First Street South
Virginia, MN 55792

We have today received your communication regarding a Proposed Adoption of the Rule Amendment of the Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0900 (1991).

Please send us a copy of the proposed rules and adopted rules.

CD AUG 20 19

Susan K. Lemieux 218-741-3890
City Clerk/Finance Director

Nicholas R. Dragisich
City Administrator 218-749-2938
City Engineer 218-741-2388

Elder E. Metsa 218-741-0483
Mayor

FAX 218-741-4840

Thomas Butorac 218-741-0581
City Attorney

James P. Carey 218-741-3038
City Assessor

EQUAL OPPORTUNITY EMPLOYER

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

August 26, 1991

Ms. Patricia L. Stark
Deputy City Clerk
327 First Street South
Virginia, Minnesota 55792

Dear Ms. Stark:

As you requested, enclosed is a copy of a proposed rule increasing fees for vital record services and and an explanation of why this is necessary.

Please contact me if you have any questions.

Sincerely,

Frederick L. King

Frederick L. King
State Registrar of
Vital Statistics

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ROGER E. STRAND
COURT ADMINISTRATOR
TRAVERSE COUNTY
WHEATON, MINNESOTA 56296
Telephones: (612) 563-4343 or (612) 563-4311
FAX: (612) 563-4311

EIGHTH JUDICIAL DISTRICT
DISTRICT JUDGES:
KEITH C. DAVISON
BRUCE N. REUTHER
JON STAFSHOLT
TERRY P. COLLINS

SHEILA R. POHL
Deputy
CINDY BLASING
Deputy
ROGER E. STRAND
Probate Registrar

August 19, 1991

Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, Minnesota 55440

Dear Mr. King:

In today's mail I received notification of intent by your department to raise fees concerning vital records.

I would like to request a copy of the rules proposed for adoption, and also a copy of the Statement of Need and Reasonableness.

Sincerely,

Roger E. Strand

Roger E. Strand

res

CD AUG 20 19

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

August 26, 1991

Mr. Roger Strand
Court Administrator
Traverse County
Wheaton, Minnesota 56298

Dear Mr. Strand:

As you requested, enclosed is a copy of a proposed rule increasing fees for vital record services and and an explanation of why this is necessary.

Please contact me if you have any questions.

Sincerely,

Frederick L. King

Frederick L. King
State Registrar of
Vital Statistics

an equal opportunity employer

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Julie Gravley
Kandiyohi County Recorder & Office of Vital Statistics

Kandiyohi County Courthouse • P.O. Box 736, 505 West Becker • Willmar, Minnesota 56201 • Phone (612) 231-6223

WORKING HOURS:
Monday - Friday
8:00 a.m. - 4:30 p.m.

August 19, 1991

Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware St. Southeast
Minneapolis, MN 55440

Dear Mr. King:

I received the copy of the Notice of Intent to Amend Rules Without A Public Hearing this morning. After reading the notice several questions came to mind. I would like a copy of the rules sent to me. Thank you.

Sincerely,

Julie Gravley

Julie Gravley
Kandiyohi County Recorder

CD AUG 20 199

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

August 26, 1991

Ms. Julie Gravley
Kandiyohi County Recorder
P.O. Box 736
Willmar, Minnesota 56201

Dear Ms. Gravley:

As you requested, enclosed is a copy of a proposed rule increasing fees for vital record services and and an explanation of why this is necessary.

Please contact me if you have any questions.

Sincerely,

Frederick L. King

Frederick L. King
State Registrar of
Vital Statistics

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Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, Minnesota 55440
Telephone: (612) 623-5121

The proposed rule amendment may be modified if the modifications are supported by data and views submitted to the Commissioner and do not result in a substantial change in the rules as noticed.

The rules proposed for adoption relate to increasing the fee for preparing new birth certificates, correcting records and filing delayed registrations from $5.00 to $20.00, increasing the fee for issuing copies of affidavits from $5.00 to $8.00, and increasing the hourly rate for searching vital records from $10.00 to $20.00. **A free copy of the rules is available upon request from Frederick L. King.**

PLEASE SEND TO:

NOBLES COUNTY RECORDER
JOYCE HOWARD
P. O. BOX 757
WORTHINGTON, MINNESOTA 56187

CD AUG 21 19

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

August 26, 1991

Ms. Joyce Howqrd
Nobles County Recorder
P.O. Box 757
Worthington, Minnesota 56187

Dear Ms. Howard:

As you requested, enclosed is a copy of a proposed rule increasing fees for vital record services and and an explanation of why this is necessary.

Please contact me if you have any questions.

Sincerely,

Frederick L. King
State Registrar of
Vital Statistics

CATHOLIC CHARITIES
THE ARCHDIOCESE OF ST. PAUL AND MINNEAPOLIS

Seton

* 1600 University West, Suite 400
St. Paul, MN 55104
(612) 641-1180

2450 Riverside Avenue South, Minneapolis, MN 55454
(612) 337-4600

Michelle R. Bailey, Administrator

August 21, 1991

Mr. Frederick L. King, State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, MN 55440

Dear Mr. King:

Please send a copy of Rule Amendment of Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0900 (1991), when it is adopted, to:

Mary O. Weinberger
Seton/Catholic Charities
1600 University Ave. West, #400
St. Paul, MN 55104-3825

Thank you.

Sincerely,

Mary O. Weinberger

Mary O. Weinberger, LSW
Adoption/Post Legal Coordinator

MOW:gmr [king.let]

CD AUG 28 19

Supported through private contributions, United Way, and Annual Catholic Appeal. Accredited by Council on Accreditation of Services for Families and Children. An Equal Opportunity Employer/Affirmative Action.

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

September 12, 1991

Ms. Mary O. Weinberger
Seton/Catholic Charities
1600 University Avenue W
#400
St. Paul, Minnesota 55104-3825

Dear Ms. Weinberger:

As you requested, enclosed is a copy of the rule amendment relating to vital statistics fees. Also enclosed is a copy of the Statement of Need and Reasonableness in connection with the amendment.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Frederick L. King
State Registrar of
Vital Statistics

enclosures

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Celebrate MINNESOTA 1990

OFFICE OF THE COMMISSIONER
211 Transportation Building
Telephone: _____

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY
SAINT PAUL 55155

August 28, 1991

Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware Street Southeast
Minneapolis, Minnesota 55440

Dear Mr. King:

In the August 26, 1991, State Register, the Department of Health published Proposed Permanent Rules Relating to Vital Statistics Fee Increases.

Please send me a copy of the Statement of Need and Reasonableness for these rules. Send the Statement to the following address:

Dave Orren, Rules Coordinator
Department of Public Safety
208 Transportation Building
St. Paul, Minnesota 55155

Yours very truly,

Dave Orren

Dave Orren

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

September 12, 1991

Mr. Dave Orren
State of Minnesota
Department of Public Safety
211 Transportation Building
St. Paul, Minnesota 55155

Dear Mr. Orren:

As you requested, enclosed is a copy of the Statement of Need and Reasonableness for the proposed rules relating to vital statistics fee increases.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Frederick L. King
State Registrar of
Vital Statistics

enclosure

an equal opportunity employer

Celebrate MINNESOTA 1990

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

telephone request

August 27, 1991

Ms. Jackie Cooper-Lawson
Vital Statistics
Anoka County Courthouse
Anoka, Minnesota 55303

Dear Ms. Cooper-Lawson:

As you requested, enclosed is a copy of a proposed rule increasing fees for vital record services and and an explanation of why this is necessary.

Please contact me if you have any questions.

Sincerely,

Frederick L. King

Frederick L. King
State Registrar of
Vital Statistics

Minnesota Statutes 144.226, Subdivision 1, sets forth the services for which a fee shall be charged and that the fee shall be in an amount prescribed by rule of the Commissioner. Additionally, Minnesota Statutes 144.122 (a) requires fees adopted by rule by the Commissioner of Health to approximate the cost to administer the program. A review of fees indicates that projected revenues for state fiscal year 1991 will not be sufficient to approximate the projected cost of providing Vital Records Services to the public, causing a need to amend Minnesota Rule 4600.0900.

The process of reviewing rate structure to determine the most reasonable set of rates to be adopted considered many factors. Some of these factors were not considered in previous rate changes because fiscal data and time study data was not available. Factors considered were:

1. The total cost of the activity.
2. Separating activity into its functions.
3. Calculating the total cost of each function.
4. Estimating the revenue generated by each function.

Based on these factors it was found that the function of providing certified copies was generating sufficient revenue to approximate cost. However, the function of preparing new birth certificates subsequent to adoption, legitimation, and paternity determination, correcting records, filing delayed registrations of birth, and issuing copies of affidavits were not generating sufficient revenues to approximate their costs. Following are estimated cost and revenue for fiscal year 1991 by function:

	Cost	Revenue
Issuing Certified Copies	186,000	335,000
Preparing New Birth Records	176,000	17,500
Correcting Records	175,000	5,000
Filing Delayed Registrations	5,000	625
Issuing Copies of Affidavits	5,000	3,000

The Department has determined that the most reasonable rate structure adjustment to adopt was to change the fee for preparing new birth certificates, correcting records and filing delayed registrations from $5.00 to $20.00, and changing the fee for issuing copies of affidavits from $5.00 to $8.00. Following are estimated cost and revenue for fiscal year 1993 by function using the new rate structure:

	Cost	Revenue
Issuing Certified Copies	207,000	342,000
Preparing New Birth Records	196,000	240,000
Correcting Records	195,000	22,000
Filing Delayed Registrations	5,600	2,500
Issuing Copies of Affidavits	5,600	5,200

With the adoption of this new fee structure it is estimated that revenues will approximate expenses in fiscal year 1993.

TWO LETTERS IN OPPOSITION AND THE DEPARTMENT'S RESPONSES

COUNTY OF STEARNS

Office of Social Services

Administration Center Rm 254 • 705 Courthouse Square • P.O. Box 1107 • St. Cloud, MN 56302
612-656-6000 • Fax 612-656-6253 • TDD 612-656-6204

Social Services ..... (612) 656-6000
Financial ..... (612) 656-6078
Food Stamps ..... (612) 656-6070
Support, Collections, Investigations ..... (612) 656-6086

September 3, 1991

Mr. Frederick L. King
State Registrar
Minnesota Dept. of Health
717 Delaware Street S.E.
Minneapolis, MN 55440

RE: Minnesota Rules 4600.0900 (1991)

Dear Mr. King:

On behalf of the Stearns County Welfare Board, we would like to go on record as being opposed to the proposal of raising fees in the amount and percentage as indicated in your "Notice of Intent".

We believe that there may be a need, but the reasonableness is elusive with a 300 percent increase being proposed in one area and large increases in the other two areas. In that our expenditures to the Department of Health are about $1,000 for the year, a 300 percent increase for this county alone would be over $3,000 annually. It would appear that the costs to public bodies would exceed the $100,000 identified in Minnesota Statute 14.11.

The increase proposed would be a direct cost to counties. This appears to be another area of cost shift to local government.

Very truly yours,

P. S. Serrano
Director
Stearns County Social Services

PSS/jmg

Enclosure

RECD SEP 05 1991

cc Ms. Marlene E. Marschall
Commissioner of Health

Area Legislators

COMMISSIONERS

Mary C. Arnzen, Lay Member | Robert Gambrino, District 1 | Mark Sakry, District 2 | Rose Arnold, District 3 | Leigh Lenzmeier, District 4 | Henry Dickhaus, District 5 | Bernadine Doll, Lay Member

#003-1240

"Affirmative Action / Equal Opportunity Employer"

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

September 13, 1991

Mr. P. S. Serrano, Director
Stearns County Social Services
Administration Center, Room 254
705 Courthouse Square
St. Cloud, Minnesota 56302

Dear Mr. Serrano:

Thank you for your recent letter concerning our proposed amendments to rules relating to vital statistics fees.

I am enclosing a copy of the Statement of Need and Reasonableness which explains our rationale for the increase.

An alternative would be to raise the fee for certified copies of birth and death certificates. However, since this function is already generating sufficient revenues to cover expenses we felt it more prudent to raise the fee for those services which are not generating enough revenue to cover costs.

Sincerely,

Frederick L. King
State Registrar of
Vital Statistics

enclosure

cc: Marlene E. Marschall

SENATOR
JOE BERTRAM, SR.

COMMITTEES:
Chairman, Veterans & Military Affairs
General Legislation and Gaming
Taxes and Tax Laws
Local and Urban Government
Agriculture
Rules

Senate

State of Minnesota

Joe Bertram

ST. PAUL OFFICE:
323 State Capitol
St. Paul, MN 55155
612-296-2084
ADMINISTRATIVE ASSISTANT
Dan Larson
SECRETARY
Emma Holm
PAYNESVILLE OFFICE & HOME:
887 Flanders Drive
Paynesville, MN 56362
612-243-4708
FARM OFFICE
612-987-3401

September 17, 1991

Mr. Frederick L. King
State Registrar
Minnesota Department of Health
717 Delaware St. S.E.
Minneapolis, MN 55440

Dear Mr. King:

I was recently made aware of a proposal by the department to increase fees charged to local government agencies for services provided. I am writing to oppose these increases on the basis that the increases are too steep and as such, unreasonable.

Local governments have been hit extremely hard these past few years and are operating at exceedingly low funding levels. We need to recognize that there are limits to what we can ask for the services that are provided.

I am requesting further action on this proposal be halted until this rule change can have a chance to be reviewed by the public.

Thanks for your concern on this most important matter.

Sincerely,

Senator Joe Bertram, Chairman
Veterans and General Legislation Committee

JB:djl

cc: Commissioner Natalie Steffen

RECD SEP 19 1991

Paid for by People to Re-elect Joe Bertram, Lloyd Peterson, Paynesville, Honorary Chairman.

minnesota department of health
717 s.e. delaware st. p.o. box 9441 minneapolis 55440
(612) 623-5000

September 26, 1991

Senator Joe Bertram, Chairman
Veterans and General Legislative Committee
Minnesota State Senate
323 State Capitol
St. Paul, Minnesota 55155

Dear Senator Bertram:

Thank you for your recent letter expressing concern over the proposed increase in fees for vital record services.

The proposed fee increase has been developed according to the provisions of Minnesota Statutes Section 16A.128. A copy of the Statement of Need and Reasonableness is enclosed.

We believe that this proposal is fully in accord with the legal requirements and that the impact on local government will be minimal. The majority of requests we receive from local units of government are for copies of affidavits. This fee is being increased from $5.00 to $8.00. The estimated revenues from this source for FY 93 for the entire state is only $5,200. Some counties also purchase certified copies of birth certificates for social service clients but this fee is not being increased by this proposal.

Since we received only one letter of opposition in addition to yours, we assume that our proposal is generally recognized as necessary and reasonable. Therefore, we plan to proceed accordingly.

Sincerely,

Frederick L. King
State Registrar of
Vital Statistics

enclosures

an equal opportunity employer

Celebrate MINNESOTA 1990

STATE OF MINNESOTA

COUNTY OF HENNEPIN

BEFORE THE MINNESOTA

COMMISSIONER OF HEALTH

In the Matter of the Proposed Adoption of the Rule Amendment of the Minnesota Department of Health Relating to Vital Statistics Fees, Minn. Rules pt. 4600.0090 (1991)

FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULES WITHOUT A PUBLIC HEARING

(1) Notice of the Minnesota Commissioner of Health (hereinafter "Commissioner"), intent to adopt the above-entitled rule was published in the State Register on August 26, 1991, and was sent by United States mail to all persons on the list maintained by the Department of Health pursuant to Minn. Stat. S 14.22 on August 16, 1991. (2) Before the Notice of Intent to adopt Rules Without a Public Hearing was mailed to all persons on the rulemaking list and published in the State Register, a statement of need and reasonableness was prepared and available to the public. (3) Before the notice was submitted to the State Register, a copy of the Notice of Intent to Adopt Rules Without a Public Hearing and the proposed rules were sent to the chairs of the house appropriations committee and the senate finance committee.

(4) All persons were given the opportunity to submit comment on the rules for 30 days after notice of proposed rulemaking.

The Commissioner of Finance approved these fee increases, which approval is submitted as a part of this record.

All persons were given the opportunity to submit comments on the rules for 30 days after notice of the proposed rule making.

(5) The Commissioner did not receive requests for a public hearing from 25 or more persons which were not withdrawn. Seven letters were received in which persons requested copies of the proposed

rules subsequent to publication and mailing of the notice. (7) Two persons submitted letters raising concern about the proposed fee increase, only one of which may be interpreted to request a public hearing. These two letters and the Department's response will be a part of this record. The State Registrar sent each of these persons copies of the Statement of Need and Reasonableness explaining the basis for the fee increases.

In addition to the legal requirements of notification of these proposed fee increases, the State Registrar also mailed the rule amendment relating to vital statistics fee increases to approximately 200 additional persons or agencies not listed with the Department for mailing. The State Registrar sent the notice to those most affected by the fee increase, specifically, all local vital statistics registrars, all county social service agencies and all known private child placing agencies in Minnesota. The State Registrar's affidavits of mailing and the attached mailing lists are submitted as a part of this record. With the exception of one county social service agency, no other affected agency objected to the fee increase or sought a public hearing.

(7) No requests for notice of submission to the Attorney General were received by the Commissioner.

Based on the comments and evidence in the record before the Commissioner, including the Statement of Need and Reasonableness which is incorporated herein as the Commissioner's findings, the Commissioner concludes that the above-captioned rules are both needed and reasonable. (8)

(7)

NOW, THEREFORE, IT IS HEREBY ORDERED that the rule amendment identified as relating to vital statistics fees, Minn. Rules pt. 4600.0900 (1991) are adopted this 21st day of October 1991, pursuant to authority vested in the Commissioner by Minn. Stat. S 144.226 (1990).

Marlene Marschall

MARLENE E. MARSCHALL
Commissioner of Health

STATE OF MINNESOTA

DEPARTMENT OF HEALTH

BEFORE THE MINNESOTA

COMMISSIONER OF HEALTH

In the Matter of
the Proposed Adoption
of the Rule Amendment of
the Minnesota Department of Health
Relating to Vital Statistics
Fees, Minn. Rules Pt. 4600.0900
(1991)

STATEMENT OF NEED
AND REASONABLENESS

Minn. Stat. § 144.226, Subd. 1 (1990), specifically authorizes the Commissioner of Health to set fees in amounts prescribed by rule for issuing certified copies of vital records, preparing new birth records, correcting vital records and verifying information contained within vital records. Additionally, Minn. Stat. § 144.122 (a) (1990) requires that the Commissioner's fees approximate the costs to administer the program. A review of fees relating to vital records demonstrates that the projected revenue for State fiscal year 1991 will not be sufficient to approximate the costs of providing vital record services to the public. Thus, the Commissioner needs to amend current Minn. Rules, part 4600.0900.

The Commissioner of Health considered many factors in the review of the rate structure to determine the most reasonable fees. Some of these factors were not considered in previous rate changes because the fiscal data and time study data were not available. In proposing the new fees, the Commissioner has considered the following factors:

1. The total cost of these activities during FY 91 was estimated at $547,000 while FY 91 revenues were only $361,125.

2. A cost analysis of component activities indicates that the fees for certified copies more than paid for the cost while the fees for preparing new birth records, correcting records, filing delayed registrations, and issuing copies of affidavits need to be substantially increased to recover costs.

Estimated cost and revenue for fiscal year 1991 by function are as follows:

	Est. FY 1991 Cost	Est. FY 1991 Revenue
Issuing Certified Copies	$186,000	$335,000
Preparing New Birth Records, Correcting Records, Filing Delayed Registrations	356,000	23,125
Issuing Copies of Affidavits	5,000	3,000
TOTAL	$547,000	$361,125

The Commissioner has determined that the most reasonable rate adjustments rest in amending the fees for preparing new birth certificates, correcting records, filing delayed registrations, and issuing copies of affidavits because of the significant difference between costs and revenues. An increased fee from $5.00 to $20.00 for preparing new birth records, correcting records, and filing delayed registrations, and an increased fee from $5.00 to $8.00 for issuing copies of affidavits will generate revenues of $611,700 for FY 93 compared to estimated FY 93 costs of $609,200. With the adoption of this new fee structure, it is estimated that revenue will approximate expenses through FY 1993 as follows:

	Est. FY 1993 Cost	Est. FY 1993 Revenue
Issuing Certified Copies	$207,000	$342,000
Preparing New Birth Records, Correcting Records, Filing Delayed Registrations	396,600	264,500
Issuing Copies of Affidavits	5,600	5,200
TOTAL	$609,200	$611,700

With these fee adjustments the fees collected will reasonably approximate the cost of providing these services.

The Commissioner has determined that the increased fees proposed in these rules will not affect small businesses for purposes of Minn. Stat. §§ 14.115 (1990).

The Commissioner of Finance has approved the proposed fee increases in accordance with Minn. Stat. § 16A.128 as fees generated to recover the cost of maintaining, providing and authenticating copies of vital records.

Dated: September 13, 1991.

MARLENE E. MARSCHALL
Commissioner of Health

.B09

SF-00006-05 (4/86)

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT : HEALTH

DATE : June 11, 1991

TO : Bruce Reddemann, Director
Budget Operations and Support
Department of Finance

FROM : David Hovet, Director
Financial Management

6/24

PHONE : 623-5072

SUBJECT : Increase in Fees

Minnesota Statute 144.226 authorizes the Commissioner of Health to establish fees for providing copies of Vital Records to the public. The commissioner will adopt rules to change the fee for preparing new birth certificates, correcting records, and filing delayed registrations of birth from $5.00 to $20.00 and issuing copies of affidavits from $5.00 to $8.00.

These proposed fees are in accordance with Minnesota Statute 16A.128, which requires the fees generated to cover the cost of the program.

Upon review of the attached supporting information justifying the need and amount of the proposed fee and pursuant to authority vested in the Department of Finance (under Minnesota Statute 16A.128, the fees set forth in the proposal of the Commissioner of Health are hereby approved.

B. Reddemann

Bruce J. Reddemann, Director
Budget Operations and Support

June 25, 1991
DATE

Recommend approval
Pamela Wheeland
6/25/91

STATEMENT OF NEED AND REASONABLENESS

Minnesota Statues 144.226, Subdivision 1, sets forth the services for which a fee shall be charged and that the fee shall be in an amount prescribed by rule of the Commissioner. Additionally, Minnesota Statues 144,122(a) requires fees adopted by rule by the Commissioner of Health to approximate the cost to administer the program. The attached fee review indicates that projected revenue for state fiscal 1991 will not be sufficient to approximate the projected cost of providing Vital Records Services to the public, causing a need to amend Minnesota Rule 4600.900.

The process of reviewing rate structure to determine the most reasonable set of rates to be adopted considered many factors. Some of these factors were not considered in previous rate changes because fiscal data and time study data was not available. Factors considered were:

1. The total cost of the activity.
2. Separating activity into its functions.
3. Calculating the total cost of each function.
4. Estimating the revenue generated by each function.
5. Rate structure from other states for same services.

Based on the factors it was found that the function of providing certified copies was generating sufficient revenue to approximate its cost. However, the functions of preparing new birth certificates subsequent to adoption,legitimation and paternity determination, correcting records, filing delayed registrations of birth, and issuing copies of affidavits were not generating sufficient revenue to approximate their costs.

The Department determined that the most reasonable rate structure adjustment to adopt was to change the fee for preparing new birth certificates, correcting records and filing delayed registrations from $5.00 to $20.00, and changing the fee for issuing copies of affidavits from $5.00 to $8.00. With the adoption of this new fee structure it is estimated that revenues will approximate expenses through 1993.

Department of Finance

FEE REVIEW

Copy

Date Prepared: 12/1/90

Department/Agency: Health

Budget Activity: Health Information and General Support

Fee Name: Certified Copies of Vital Records

Legal Citation: M.S. 144.226

Fee Set By: ☐ Law ☒ Agency

Purpose of Fee: To recover the cost of maintaining and providing copies of birth, death, and other vital records.

☐ Dedicated ☒ Non-Dedicated

Revenue Code: 300

APID: 40000:99-

Fund: 10

Accumulated Difference Thru 1988: 17

Dollars in Thousands (137,522=138)

Fiscal Year	Actual F.Y. 89	Actual F.Y. 90	Estimated F.Y. 91	Requested F.Y. 92	Requested F.Y. 93
Actual/Anticipated Receipts	352	359	409	584	609
Less Actual/Anticipated Costs	344	378	501	536	565
Current Difference	8	(19)	(92)	48	44
Accumulated Difference	25	6	(86)	(38)	6
Number Paying Fee	42,000				
Present Fee	$8.00/$2.00				
Date Fee Last Changed	7/1/87				

Remarks:

New time studies resulted in a higher cost in this activity than previously anticipated. The department has taken steps to initiate a fee change that will be in place by 4/1/91. This fee will more accurately reflect the cost of each fee within this activity. Thew new fees are included in the above numbers.

Fee Comparison:

	Wisconsin	Iowa	North Dakota	South Dakota
Birth Record	$8.00	$6.00	$7.00	$5.00
Death Record	5.00	6.00	5.00	5.00

Department Authorized Signature: Thomas Walsh

Finance Department Recommendation:

Executive Budget Officer Signature:

FI-00194-07 (3/90)

FI-00195-02 (3/90)

Department of Finance

FEE REVIEW - Details of Cost

Date Prepared: 12/1/90

Department/Agency: Health

Budget Activity: Health Information and General Support

Fee Name: Certified Copies of Vital Records

Detailed Listing of Items Included as Costs on Fee Review Form FI-00194-07 Dollars in Thousands (137,522 = 138)

Fiscal Year	Actual F.Y. 89	Actual F.Y. 90	Estimated F.Y. 91	Requested F.Y. 92	Requested F.Y. 93
Agency Direct Expenditures	304	327	433	433	462
Salary Increases	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	31	27
Attorney General					
Statewide Indirect	6	5	7	6	7
Agency Indirect	34	46	61	66	69
Totals: must agree with cost on Fee Review Form	344	378	501	536	565

Remarks:

Updated time studies indicate that approximately 14.0 FTE plus related supplies and expense and indirect cost should be allocated to this activity. This compares to 12.2 FTE in the previous time study.

A 3.5% salary increase in 1992 and 1993 is included in these cost projections.