

LEGISLATIVE REFERENCE LIBRARY
HC107.M6 M44 1963x
Minnesota. Dept - New dimensions for Minnesota. Prod

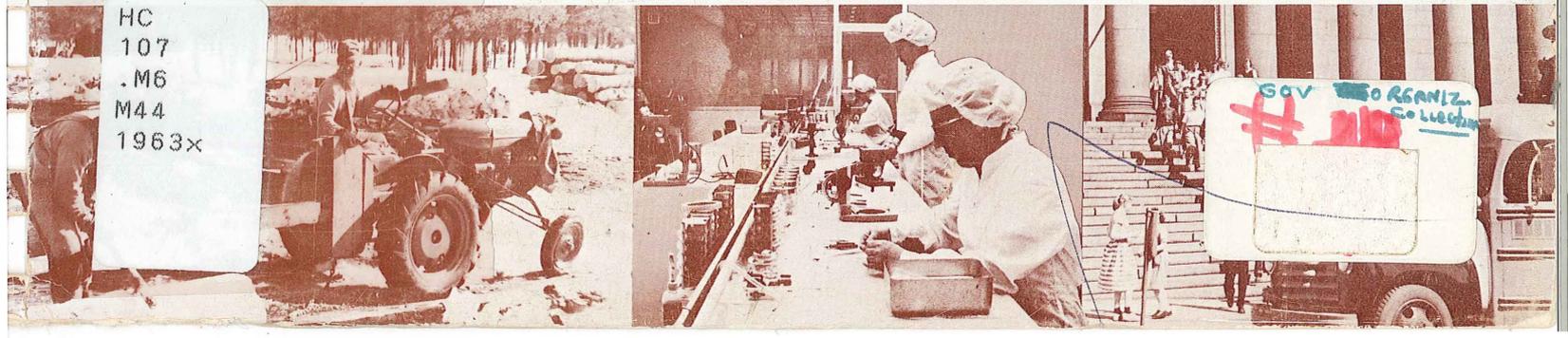


3 0307 00027 1158



new dimensions for MINNESOTA

HC
107
.M6
M44
1963x



FOREWORD

In its slightly over 100 years of history, the State of Minnesota has moved to the forefront in many fields -- science, medicine, government, fine arts, agriculture, industry, education. Aided by a combination of unexcelled natural resources including fertile lands, lakes, forests, and minerals, and benefited by an exhilarating climate, the people of Minnesota have fashioned a growing, healthy and prosperous state.

As is true of most other states in our Union, Minnesota has arrived at a critical point in a competitive world. We need to pause and review our past, while planning carefully on where we are going. As an example, our population is increasing. We have more senior citizens and youngsters than ever before. We will be developing a larger labor force. Both economic opportunities and public facilities must be related to the needs of a growing population. More youngsters mean more classrooms; more people with greater mobility and leisure time will require greater numbers and varieties of recreational facilities. We will be confronted with the need for more efficient transportation, a wider variety and an increased number of units of housing. We must plan carefully the preservation of our water resources, the future of our forests, the development of our minerals. We need to build a base for the development of more jobs.

In all of this, State government must play a part. Governmental agencies, as is true with persons and with businesses, must have goals. In a unique program popularly labeled Project 70, I have asked major state governmental agencies to report -- not just their hoped for goals, but to justify ~~their~~ goals, to indicate how they expect to achieve these goals, and finally to propose the necessary financial support to attain them.

This report represents the work of 29 State agencies, and generally presents a realistic look by our public administrators at the next decade. Many of these reports will be subject to further evaluation for the reason that they involve basic public policy and the public interest.

Generally, these reports offer a unique opportunity for the state to better coordinate its planning, and provide a foundation upon which to build and to move ahead in the next ten years of New Dimensions for Minnesota.

Elmer L. Andersen
Governor

ABOUT THIS PUBLICATION--

Planning requires planning--and to coordinate the planning of the numerous agencies making up an organization as large and diverse as the Minnesota State Government requires a plan for planning.

The work that resulted in this report began in October 1961 when at the behest of the Governor a Technical Coordinating Committee held its first meeting to inaugurate PROJECT 70. The Committee included representatives of state departments and agencies. The representatives, from the top administrative levels of the Departments, were appointed by the Department heads.

The Committee thrashed out the purpose and scope of PROJECT 70, conducting experiments and trial runs in an effort to arrive at a formula whereby plans could be drawn up that were a happy medium between uncontrolled, sprawling growth and unrealistic dreams entirely divorced from financial and statutory reason.

The goal was to allow imagination the freedom necessary to visualize Minnesota as it will be a decade from now and the services that will be expected of the state government by its citizens in the 1970's. Yet, at the same time, to approach planning with a hard realistic attitude that would take into consideration necessary limits of resources, financial and otherwise, that in the end determine the amount of service government should and is able to render.

After a series of meetings in the Coordinating Committee, representatives went back to their departments to set up the planning effort, to supervise the work that went into the Department report and to present the report to the Department head for approval.

They carried with them an outline adopted by the Committee as the most reasonable approach to the planning effort, and that outline was followed by most departments in their PROJECT 70 reports.

The outline began, of course, with requests that the Department first look back over its history and its present organization, for these are the foundation of any plan. Before planning for the future it is necessary to know what has brought an organization to its present status.

Departments were next asked to report their present policy--what the objectives were now--what specific goals they had in mind in their present course of action--why they were doing what they were.

The state agencies then were asked to explain their present financing--the source of their support and how the funds they received were used, with emphasis on the last two years to gain as current a view as possible.

One more step needed to be taken before the look into the future could be made on a solid basis--what criteria was used by the various departments when they decided what kind of service they should provide? What standards did they employ to determine the nature of their services? Was the department required to operate within strict limits of law, regulations and standards or was it allowed to set its own limits, to decide itself what was needed in its field and how it could best be provided?

The answers to those questions would certainly be a factor in the scope of the agency's plans.

With this information in hand, the Departments were ready to undertake realistic planning, detailing the services they thought would be needed, services that would no longer be required, facilities that must be added or that had outlived their usefulness, organizational changes made necessary by more services, personnel changes, equipment additions, etc. They were also expected to consider changes that might result in their services because of technological developments or proposed changes in federal legislation.

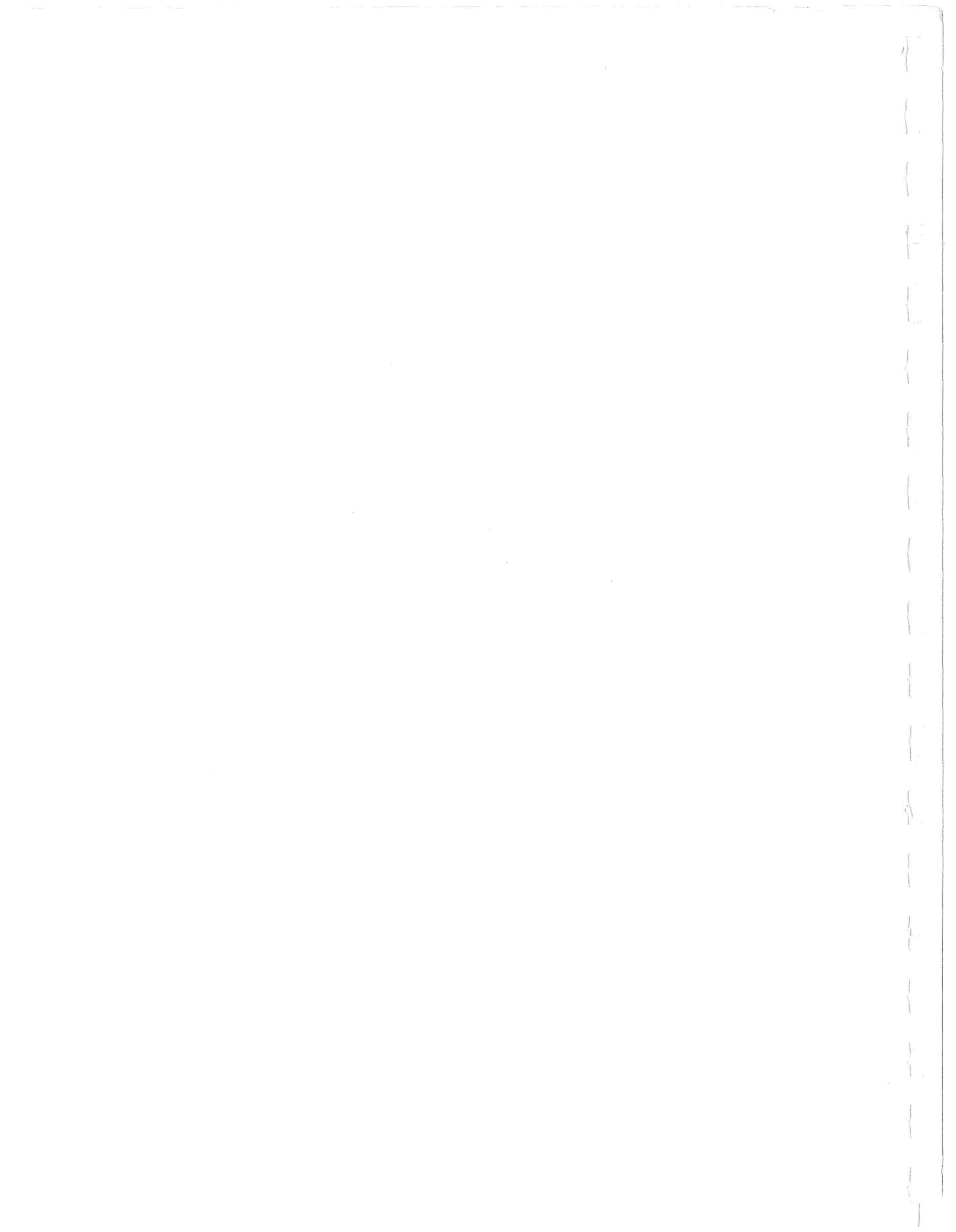
But just a presentation of plans would not be enough, it was decided. Departments were asked to tell in detail how they expected to carry out the plans, what priorities the programs would receive and what was a reasonable time-table for beginning and completing the projects contemplated.

The next question was, of course, how much will all this cost and how much of the cost will come in each part of the decade? No department was expected to give specific answer to this question, but all were asked to make reasonable estimates of the amount needed.

And finally departments were asked to indicate how they hoped to finance their plans, where the funds might come from.

Thus, PROJECT 70 asked more of the departments than just a projection of needs and requirements. To set goals is not enough--some positive method of attaining the goals must also be supplied before plans take on meaning.

The plans of the departments, the goals they have set for themselves, the steps they expect to take to achieve them are reported here--they represent the New Dimensions For Minnesota.....



THERE'LL BE MORE OF US-----

More students in school, more cars on the highway, more services to perform for more people--that is what is ahead for Minnesota and its government during the next ten years.

In 1960 when the last federal census was taken there were 3,413,864 Minnesotans. The Vital Statistics Section of the State Department of Health estimates there will be 4,004,995 Minnesotans in 1973, an increase of 591,131, or slightly more than 17 per cent.

Other figures that are of interest put the number of residents over 65 years of age in the state in 1973 at 460,573, compared to 354,351 in 1960, an increase of almost 30 per cent. The number of residents in the 21-to-64 age group, generally regarded as the economically productive age range, is expected to increase to 1,730,168 in 1973 from 1,647,104 in 1960, an increase of about 5 1/2 per cent. There will be 1,190,465 school-age (5 to 18) Minnesotans in 1973, an increase of 30 per cent over 1960's 914,706.

Another factor that must be considered is the continuing movement of Minnesota's population. The loss due to migration out of the state from 1950 to 1960 totaled 96,911 persons and the number of persons that will leave the state between 1960 and 1970 has been estimated at 127,894.

The continued movement of people into more heavily industrialized areas will have a profound effect inside the state, too. In the period from 1950 to 1960, nearly 100,000 Minnesotans moved into the Twin Cities Metropolitan area and it is estimated that by 1970 slightly more than 50 per cent of the state's population will reside in the Twin Cities Metropolitan complex, as compared to 44 per cent in 1960.

Population growth of the Metropolitan area from 1960 to 1970 has been estimated at almost 21 per cent compared to a growth of only 6 1/2 per cent for the rest of the state. From 1970 to 1980 the Metropolitan area is expected to grow another 25 per cent while the rest of the state will lose almost 13 per cent.

For the state as a whole, 1950 marked the point when Minnesota's urban population overtook the rural (including farm and non-farm). Between 1950 and 1960 Minnesota's urban population grew by nearly 28 per cent while the rural population decreased 3 per cent. In the same period of time the total number of Minnesota farms decreased more than 18 1/2 per cent while total acreage per farm increased almost 28 per cent.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

PROJECTION OF MINNESOTA'S POPULATION, 1961-1973

SECTION OF VITAL STATISTICS

General Assumptions Underlying the Projection:

A 13-year population projection must be based upon certain assumptions regarding future events affecting population growth. The more important assumptions underlying this projection are:

THERE WILL BE no wars involving the United States directly within the next decade.

THERE WILL BE normal industrial development in Minnesota during the next 13 years but no major population upheavals resulting from new industries within the State except the taconite project which may affect the population of Lake and St. Louis counties.

THE NUMBER of resident births will remain at a level of approximately 87,000 from 1961 through 1964 (the 1950 through 1959 average was 81,787; the number of resident births in 1960 was 87,523). It is reasonable to expect an increase in the number of resident births after 1965. The people born early in the "baby boom" of 1945-1950 will be forming families so that the annual number of resident births during the last half of the 1960-1970 decade may reach the 95,000 level without an increase in the fertility rate and will continue at this level through 1973.

THE RESIDENT death total will increase at a fairly constant rate during the next 13 years. The average annual death total for the past 10 years was 29,120. We may expect an average annual total of approximately 33,000 deaths during the next 13 years. This assumes that there will be no major finding in the field of medical science which will greatly prolong the average life span.

THERE WILL BE a continued movement of population out of Minnesota into the more heavily industrialized areas. The out-migration for Minnesota from 1940 to 1950 was 178,034* including net loss to the armed forces. The loss due to migration from 1950 to 1960 was 96,911 and the estimated out-migration from 1960 to 1970 is 127,894 and will continue at this rate through 1973.

Method of Projecting Minnesota's Population by County 1961-1973

A number of important factors are involved in the population growth of the counties of the state during the next 13 years. Economic conditions, industrial and agricultural developments, advances in medical science, and many other factors influence population growth. In preparing these estimates certain general assumptions were made. These assumptions are outlined above. The specific factors used in estimating the future population of individual counties are discussed here.

HISTORICAL TREND IN POPULATION - The population of the county for each census year, 1930 through 1960 was listed and the 10-year changes were noted. Counties which are predominantly rural (having no incorporated places of 2,500 or over) have tended

*Marshall, Douglas G. and Kelley, John D. Changes in Minnesota's Population by Counties--Natural Increase and Net Migration. Mimeo. September 3, 1953.

to lose population and show a very slow rate of increase over the past 30 years. On the other hand, the counties in the metropolitan area and those which contain cities of 5,000 or more have, in general, shown a fairly rapid rate of increase. The population of the state has tended toward urbanization over a long period of time. This trend may be expected to continue over the next 13 years. Increased mechanization in agricultural production has brought about a decrease in the number of people required to produce our farm output.

POPULATION CHANGES DUE TO NET MIGRATION - The natural increase, excess of resident births over resident deaths, is available for each county for the decades 1940-1950 and 1950-1960. If the gain in population for a county during a 10-year period exceeds the natural increase, the county has enjoyed an increase through migration. Conversely, if a county has failed to increase in population by the amount of its natural increase, it has sustained a loss due to out migration. The estimate of net migration for the last two decades was considered in arriving at the projected population figure.

NATURAL INCREASE BY YEAR, 1950-1960 - The natural increase by year, 1950 through 1960, is available in the files of the Section of Vital Statistics. The trend in the natural increase was weighed in preparing the county projection. A steady upward trend in the natural increase (exceeding the rate for the state as a whole) was considered as an indication of steady population growth. A decline in the natural increase indicated a poor outlook on population growth of an area.

Weighing the above-mentioned factors, an estimate of the increase in population for the county during the next decade was arrived at. In this procedure the element of judgment was involved.

In accordance with the assumption regarding the birth and death rates for the next decade, it was assumed that the rate of growth during the next five years will be rather constant and that the rate of growth for the second half of the decade will be constant but at a higher level than the rate for the first half. Those counties which are decreasing in population will decrease at a less rapid rate during the second half of the decade because of the rising rate of natural increase.

An example of the work sheet used in arriving at the estimates is shown below together with the method employed.

County X				
Year	Population	Change	Natural Increase	Migration
1930	9,838			
1940	10,447	609		
1950	9,607	-840	1,417	-2,257
1960	8,954	-653	1,324	-1,977
Natural increase:				
	1950-1951	147	1955-1956	143
	1951-1952	158	1956-1957	98
	1952-1953	151	1957-1958	101
	1953-1954	136	1958-1959	139
	1954-1955	137	1959-1960	114

The out migration showed a downward tendency during the 1950-1960 decade as compared with the previous decade. Assuming that this trend will continue, it was estimated that the out migration for the next decade will be 1,700. The natural increase for the 10-year period was 1,324 with a definite downward trend. In view of this downward trend, it is logical to expect a natural increase of approximately 1,400 for the next decade (considering the expected increase in the birth rate for the last half of the decade). The decrease in population for the county over the next 10 years was estimated to be 300. The 300 was subtracted from the 1960 census figure of 8,954 and the result rounded to 8,950 for the 1970 estimate. The annual decrease for the first half of the decade was estimated to be 50 per year and for the last half, 10 per year.

It was assumed that the rate of growth for 1971 through 1973 would be the same as that for 1965-1969.

Projection of Population by Age Groups, 1961-1973

In projecting the total population of Minnesota, it was assumed that the annual increase from 1960 through 1964 would be uniform, and the increase from 1965 through 1973 would be uniform but would increase at a more rapid rate than the rate for the first half of the decade. The age distribution was estimated by assuming certain changes in the percentage composition of the population.

A comparison of the per cent distribution of the population for the 1950 and the 1960 census years was made. These percentage changes were projected to 1970 on the basis of what could reasonably be expected as a result of birth and death rates and migration trends anticipated within the next 10 years. Thus projected percentage distribution of the 1970 population was obtained.

The second assumption was that the 1960 distribution would remain fairly constant for the period 1961 through 1963, an intermediary distribution would prevail from 1964 through 1967 and the 1970 would prevail from 1968 through 1973.

These projected distributions are:

	1960-1963	1964-1967	1968-1973
All Ages	100.00	100.00	100.00
Under 1 year	2.51	2.50	2.50
1 - 4 Years	9.67	10.18	10.70
5 - 6 "	4.60	5.15	5.70
7 - 16 "	19.20	20.06	20.93
17 - 18 "	3.00	3.05	3.09
19 - 20 "	2.39	2.28	2.18
21 - 64 "	48.25	45.83	43.40
65 years and over	10.38	10.95	11.50

In analyzing the year to year changes for specific age groups there are a number of apparently inconsistent changes in the composition of the population. The actual year to year changes will not be as abrupt as those shown in these estimates but the estimates suggest the trend in the population pattern.

1960 Census Population of Minnesota by County and Projected
Annual Population as of April 1, 1961-1973

County	1960 Census	1961	1962	1963	1964	1965	1966
State Total	3,413,864	3,453,472	3,493,211	3,532,940	3,572,877	3,612,765	3,661,696
Aitkin	12,162	12,037	11,912	11,727	11,662	11,537	11,432
Anoka	85,916	89,416	92,916	96,416	99,916	103,416	107,733
Becker	23,959	23,759	23,559	23,359	23,159	22,959	23,059
Beltrami	23,425	23,350	23,275	23,200	23,125	23,050	23,000
Benton	17,287	17,387	17,487	17,587	17,687	17,787	17,930
Big Stone	8,954	8,904	8,854	8,804	8,754	8,704	8,694
Blue Earth	44,385	44,985	45,585	46,185	46,785	47,385	48,108
Brown	27,676	27,926	28,176	28,426	28,676	28,926	29,241
Carlton	27,932	28,282	28,632	28,982	29,332	29,682	30,146
Carver	21,358	21,508	21,758	22,008	22,258	22,508	22,928
Cass	16,720	16,420	16,120	15,820	15,520	15,220	15,036
Chippewa	16,320	16,320	16,320	16,370	16,420	16,470	16,576
Chisago	13,419	13,419	13,419	13,419	13,500	13,525	13,600
Clay	39,080	39,780	40,480	41,180	41,880	42,580	43,660
Clearwater	8,854	8,739	8,614	8,489	8,364	8,239	8,151
Cook	3,377	3,417	3,457	3,497	3,537	3,577	3,632
Cottonwood	16,166	16,206	16,246	16,286	16,326	16,366	16,433
Crow Wing	32,134	32,234	32,334	32,434	32,534	32,634	32,807
Dakota	78,303	80,803	83,303	85,803	88,303	90,803	93,643
Dodge	13,259	13,334	13,409	13,484	13,559	13,634	13,727
Douglas	21,313	21,343	21,373	21,403	21,433	21,463	21,530
Faribault	23,685	23,715	23,765	23,815	23,865	23,915	23,992
Fillmore	23,768	23,748	23,728	23,708	23,698	23,678	23,662
Freeborn	37,891	38,265	38,641	39,016	39,391	39,766	40,213
Goodhue	33,035	33,160	33,285	33,410	33,535	33,660	33,848
Grant	8,870	8,795	8,720	8,645	8,570	8,495	8,470
Hennepin	842,854	858,354	873,854	889,354	904,854	920,354	936,883
Houston	16,588	16,763	16,938	17,113	17,288	17,463	17,770
Hubbard	9,962	9,842	9,722	9,602	9,482	9,362	9,230
Isanti	13,530	13,605	13,680	13,755	13,830	13,905	14,065
Itasca	38,006	38,506	39,006	39,506	40,006	40,506	41,106
Jackson	15,501	15,426	15,351	15,276	15,201	15,176	15,141
Kanabec	9,007	8,997	8,987	8,977	8,967	8,957	8,947
Kandiyohi	29,987	30,112	30,237	30,362	30,487	30,612	30,790
Kittson	8,343	8,253	8,163	8,073	7,983	7,893	7,823
Koochiching	18,190	18,290	18,390	18,490	18,590	18,690	18,852
Lac Qui Parle	13,330	13,230	13,130	13,030	12,930	12,830	12,764
Lake	13,702	14,102	14,502	14,902	15,302	15,702	16,162
Lake of the Woods	4,304	4,254	4,204	4,154	4,104	4,054	4,024
Le Sueur	19,906	20,031	20,156	20,281	20,406	20,531	20,705

County	1967	1968	1969	1970	1971	1972	1973
State Total	3,711,247	3,760,368	3,809,353	3,857,970	3,906,979	3,955,988	4,004,995
Aitkin	11,327	11,222	11,117	11,000	10,891	10,782	10,673
Anoka	112,050	116,367	120,684	125,000	129,317	133,634	137,951
Becker	23,159	23,259	23,359	23,500	23,614	23,728	23,842
Beltrami	23,000	23,000	23,000	23,000	23,000	23,000	23,000
Benton	18,073	18,216	18,359	18,500	18,642	18,784	18,926
Big Stone	8,684	8,674	8,662	8,650	8,639	8,628	8,617
Blue Earth	48,831	49,554	50,277	51,000	51,723	52,446	53,169
Brown	29,556	29,871	30,186	30,500	30,815	31,130	31,445
Carlton	30,610	31,074	31,538	32,000	32,464	32,928	33,392
Carver	23,348	23,768	24,188	24,600	25,017	25,434	25,851
Cass	14,852	14,668	14,484	14,300	14,116	13,932	13,748
Chippewa	16,682	16,788	16,894	17,000	17,106	17,212	17,318
Chisago	13,700	13,800	13,900	14,000	14,100	14,200	14,300
Clay	44,740	45,820	46,900	48,000	49,087	50,174	51,261
Clearwater	8,063	7,975	7,887	7,800	7,712	7,624	7,536
Cook	3,687	3,742	3,797	3,850	3,905	3,960	4,015
Cottonwood	16,500	16,567	16,634	16,700	16,767	16,834	16,900
Crow Wing	32,980	33,153	33,326	33,500	33,673	33,846	34,019
Dakota	96,483	99,383	102,163	105,000	107,840	110,680	113,520
Dodge	13,820	13,913	14,006	14,100	14,193	14,286	14,379
Douglas	21,597	21,664	21,731	21,800	21,867	21,934	22,000
Faribault	24,069	24,146	24,223	24,300	24,377	24,454	24,531
Fillmore	23,646	23,630	23,614	23,600	23,584	23,568	23,552
Freeborn	40,660	41,107	41,554	42,000	42,447	42,894	43,341
Goodhue	34,036	34,224	34,412	34,600	34,788	34,976	35,164
Grant	8,445	8,420	8,395	8,370	8,295	8,220	8,145
Hennepin	953,412	969,941	986,470	1,003,000	1,019,529	1,036,058	1,052,587
Houston	18,077	18,384	18,691	19,000	19,307	19,614	19,921
Hubbard	9,098	8,966	8,834	8,700	8,568	8,436	8,304
Isanti	14,225	14,385	14,545	14,700	14,860	15,020	15,180
Itasca	41,706	42,306	42,906	43,500	44,100	44,700	45,300
Jackson	15,106	15,071	15,036	15,000	14,965	14,930	14,895
Kanabec	8,937	8,927	8,917	8,900	8,890	8,880	8,870
Kandiyohi	30,968	31,146	31,324	31,500	31,678	31,856	32,034
Kittson	7,753	7,683	7,613	7,550	7,480	7,410	7,340
Koochiching	19,014	19,176	19,338	19,500	19,662	19,824	19,986
Lac Qui Parle	12,698	12,632	12,566	12,500	12,434	12,368	12,302
Lake	16,622	17,082	17,542	18,000	18,460	18,920	19,380
Lake of the Woods	3,994	3,964	3,934	3,900	3,870	3,840	3,810
Le Sueur	20,879	21,053	21,227	21,400	21,574	21,748	21,922

	1960	1961	1962	1963	1964	1965	1966
Lincoln							
Lincoln	9,651	9,576	9,501	9,426	9,351	9,276	9,231
Lyon	22,655	22,705	22,755	22,805	22,855	22,905	22,994
McLeod	24,401	24,501	24,601	24,701	24,801	24,901	25,041
Mahnomen	6,341	6,266	6,191	6,116	6,041	5,966	5,921
Marshall	14,262	14,197	14,132	14,067	14,002	13,937	13,890
Martin	26,986	27,211	27,436	27,661	27,886	28,111	28,389
Meeker	18,887	18,907	18,927	18,947	18,967	18,987	19,020
Mille Lacs	14,560	14,490	14,420	14,350	14,280	14,210	14,150
Morrison	26,641	26,716	26,791	26,866	26,941	27,016	27,133
Mower	48,498	49,098	49,698	50,298	50,898	51,498	52,198
Murray	14,743	14,743	14,743	14,763	14,783	14,803	14,833
Nicollet	23,196	23,421	23,646	23,871	24,096	24,321	24,621
Nobles	23,365	23,540	23,715	23,890	24,064	24,240	24,462
Norman	11,253	11,112	10,971	10,830	10,689	10,548	10,428
Olmsted	65,532	67,282	69,032	70,782	72,532	74,282	76,426
Otter Tail	48,960	48,835	48,710	48,585	48,460	48,335	48,235
Pennington	12,468	12,443	12,418	12,393	12,368	12,343	12,323
Pine	17,004	16,879	16,754	16,629	16,504	16,379	16,304
Pipestone	13,605	13,620	13,635	13,650	13,665	13,680	13,714
Polk	36,182	36,222	36,262	36,302	36,342	36,382	36,446
Pope	11,914	11,864	11,814	11,764	11,714	11,664	11,641
Ramsey	422,525	428,525	434,525	440,525	446,525	452,525	459,820
Red Lake	5,830	5,755	5,680	5,605	5,530	5,455	5,384
Redwood	21,718	21,788	21,858	21,928	21,998	22,068	22,154
Renville	23,249	23,219	23,189	23,159	23,129	23,099	23,079
Rice	38,988	39,313	39,638	39,963	40,288	40,613	40,990
Rock	11,864	11,944	12,024	12,104	12,184	12,264	12,381
Roseau	12,154	12,094	12,034	11,974	11,914	11,854	11,814
St. Louis	231,588	232,988	234,388	235,788	237,188	238,588	240,870
Scott	21,909	22,399	22,898	23,379	23,869	24,359	24,959
Sherburne	12,861	13,036	13,211	13,386	13,561	13,736	13,949
Sibley	16,228	16,278	16,328	16,378	16,428	16,478	16,560
Stearns	80,345	81,270	82,195	83,120	84,045	84,970	85,970
Steele	25,029	25,404	25,779	26,154	26,529	26,904	27,323
Stevens	11,262	11,337	11,412	11,487	11,562	11,637	11,762
Swift	14,936	14,956	14,976	14,996	15,016	15,036	15,069
Todd	23,119	23,034	22,949	22,864	22,779	22,694	22,635
Traverse	7,503	7,453	7,403	7,353	7,300	7,253	7,223
Wabasha	17,007	17,037	17,067	17,097	17,127	17,157	17,207
Wadena	12,199	12,214	12,229	12,244	12,259	12,274	12,299
Waseca	16,041	16,201	16,361	16,521	16,681	16,841	17,053
Washington	52,432	54,432	56,432	58,432	60,432	62,432	64,746
Watsonwan	14,460	14,540	14,620	14,700	14,780	14,860	14,968
Wilkin	10,650	10,720	10,790	10,860	10,930	11,000	11,090
Winona	40,937	41,137	41,337	41,537	41,737	41,937	42,210
Wright	29,935	30,210	30,485	30,760	31,035	31,310	31,638
Yellow Medicine	15,523	15,543	15,563	15,583	15,603	15,623	15,648

	1967	1968	1969	1970	1971	1972	1973
Lincoln	9,186	9,141	9,096	9,050	9,005	8,960	8,915
Lyon	23,083	23,172	23,261	23,350	23,439	23,528	23,617
McLeod	25,181	25,321	25,461	25,600	25,740	25,880	26,020
Mahnomen	5,876	5,831	5,786	5,750	5,705	5,660	5,615
Marshall	13,843	13,796	13,749	13,700	13,653	13,606	13,559
Martin	28,667	28,945	29,223	29,500	29,778	30,056	30,334
Meeker	19,053	19,086	19,119	19,150	19,183	19,216	19,249
Mille Lacs	14,090	14,030	13,970	13,900	13,840	13,780	13,720
Morrison	27,250	27,367	27,484	27,600	27,717	27,834	27,951
Mower	52,898	53,598	54,298	55,000	55,700	56,400	57,100
Murray	14,863	14,893	14,923	14,950	14,980	15,010	15,040
Nicollet	24,921	25,221	25,521	25,800	26,100	26,400	26,700
Nobles	24,684	24,906	25,128	25,350	25,572	25,794	26,016
Norman	10,304	10,188	10,068	9,950	9,830	9,710	9,590
Olmsted	78,570	80,714	82,858	85,000	87,144	89,288	91,432
Otter Tail	48,135	48,035	47,935	47,850	47,750	47,650	47,550
Pennington	12,303	12,283	12,263	12,250	12,230	12,210	12,190
Pine	16,229	16,154	16,079	16,000	15,925	15,850	15,775
Pipestone	13,748	13,782	13,816	13,850	13,884	13,918	13,952
Polk	36,510	36,574	36,638	36,700	36,764	36,828	36,892
Pope	11,618	11,595	11,572	11,550	11,527	11,504	11,481
Ramsey	467,115	474,410	481,705	489,000	496,295	503,590	510,885
Red Lake	5,333	5,282	5,231	5,200	5,149	5,098	5,047
Redwood	22,240	22,326	22,412	22,500	22,586	22,672	22,758
Renville	23,559	23,539	23,519	23,000	22,980	22,960	22,940
Rice	41,367	41,744	42,121	42,500	42,877	43,254	43,631
Rock	12,498	12,615	12,732	12,850	12,967	13,084	13,201
Roseau	11,774	11,734	11,694	11,650	11,610	11,570	11,530
St. Louis	243,152	245,434	247,716	250,000	252,282	254,564	256,846
Scott	25,559	26,159	26,759	27,400	28,000	28,600	29,200
Sherburne	14,162	14,375	14,588	14,800	15,013	15,226	15,439
Sibley	16,645	16,730	16,815	16,900	16,985	17,070	17,155
Stearns	86,970	87,970	88,970	90,000	91,000	92,000	93,000
Steele	27,742	28,161	28,580	29,000	29,419	29,838	30,257
Stevens	11,887	12,012	12,137	12,250	12,375	12,500	12,625
Swift	15,102	15,135	15,168	15,200	15,233	15,266	15,299
Todd	22,576	22,517	22,458	22,400	22,341	22,282	22,223
Traverse	7,193	7,163	7,133	7,100	7,070	7,040	7,010
Wabasha	17,257	17,307	17,357	17,400	17,450	17,500	17,550
Wadena	12,324	12,349	12,374	12,400	12,425	12,450	12,475
Waseca	17,265	17,477	17,689	17,900	18,112	18,324	18,536
Washington	67,060	69,374	71,688	74,000	76,314	78,628	80,942
Watonswan	15,076	15,184	15,292	15,400	15,508	15,616	15,724
Wilkin	11,180	11,270	11,360	11,450	11,540	11,630	11,720
Winona	42,483	42,756	43,029	43,300	43,573	43,846	44,119
Wright	31,966	32,294	32,622	32,950	33,278	33,606	33,934
Yellow Medicine	15,673	15,698	15,723	15,750	15,775	15,800	15,825

1960 Census Population and Projected Population by Selected Age Groups
Minnesota, 1961-1973

Age Group	1960 Census	1961	1962	1963	1964	1965	1966
All Ages	3,413,864	3,453,472	3,493,211	3,532,940	3,572,877	3,612,765	3,661,696
Under 1 year	85,768	86,682	87,680	88,677	89,322	90,319	91,542
1 - 4 years	330,237	333,951	337,793	341,635	363,719	367,779	372,761
5 - 6 "	157,027	158,859	160,688	162,515	184,003	186,057	188,577
7 - 16 "	555,296	662,644	670,270	677,894	716,609	724,609	734,423
17 - 18 "	102,383	103,615	104,806	105,999	108,951	110,168	111,659
19 - 20 "	81,698	82,604	83,555	84,505	81,594	82,505	83,622
21 - 64 "	1,647,104	1,666,301	1,685,475	1,704,644	1,637,449	1,655,730	1,678,155
65 years and over	354,351	358,816	362,944	367,071	391,230	395,598	400,957

Age Group	1967	1968	1969	1970	1971	1972	1973
All Ages	3,711,247	3,760,368	3,809,353	3,857,970	3,906,979	3,955,988	4,004,995
Under 1 year	92,781	94,009	95,234	96,449	97,674	98,900	100,125
1 - 4 years	377,805	402,360	407,601	412,802	418,047	423,290	428,535
5 - 6 "	191,130	214,341	217,133	219,904	222,697	225,492	228,284
7 - 16 "	744,361	787,086	797,339	807,514	817,774	828,032	838,291
17 - 18 "	113,170	116,323	117,838	119,343	120,858	122,375	123,890
19 - 20 "	84,754	81,807	82,873	83,930	84,996	86,063	87,129
21 - 64 "	1,700,865	1,631,999	1,653,259	1,674,359	1,695,629	1,716,898	1,738,168
65 years and over	406,381	432,443	438,076	443,669	449,304	454,938	460,573

NEW DIMENSIONS for MINNESOTA

Table of Contents

Produced by Department of Administration
Available through Documents Section
140 Centennial Office Building
St. Paul 1, Minnesota

January, 1963

SECTION I: OUR HUMAN RESOURCES

Department of Education	3
University of Minnesota	59
State College Board	87
Department of Health	107
Department of Public Welfare	137
Department of Civil Service	193
Department of Corrections	211
Historical Society	229

SECTION II: OUR NATURAL RESOURCES

Department of Agriculture	269
Department of Conservation	301
Division of Forestry	313
Division of Game and Fish	335
Division of State Parks	357
Division of Waters	369
Division of Lands and Minerals	379
Minnesota Geological Survey	397
State Water Resources Board	401

SECTION III: THE STATE'S ECONOMY

Department of Taxation	407
Division of Insurance	413
Department of Veterans Affairs	423
Iron Range Resources and Rehabilitation	425
Department of Business Development	431
Division of Banking	437
Division of Securities	439
Department of Labor and Industry	441
Department of Employment Security	443
Department of Public Examiner	445
Department of Administration	447

SECTION IV: TRANSPORTATION AND PUBLIC SAFETY

Department of Aeronautics	461
Department of Highways	475
Bureau of Criminal Apprehension	529
Liquor Control Commission	537
Department of Civil Defense	539
Department of Military Affairs	541

SECTION V: FINANCING FUTURE STATE SERVICES

Estimated Total Expenditures	545
Further Suggested Reading	547

SECTION I

OUR HUMAN RESOURCES

One thing the next ten years are sure to produce is more Minnesotans and in that field there will never be a surplus. The first concern of any government must be the education, health, welfare and happiness of its people, and as the number of people increase, so must the scope of the government that serves them. The state must bend all its effort to assure that every citizen is given full opportunity to develop his talents to full capacity and to use them unselfishly for the advantage of himself and his fellow man. Three agencies whose reports appear in this section deal directly with the development of the talents of our residents--the Department of Education, the University of Minnesota and the State College Board. Happy people must be healthy people and here the State plays a vital role through the Department of Health. Citizens who need help can look to the Department of Public Welfare and the Department of Corrections for the assistance the state should offer. To serve its citizens by providing the responsible type of government they deserve the state calls on the Department of Civil Service, and to protect the heritage of its pioneers and to record its progress the state provides the Minnesota Historical Society. A look at the next ten years by these agencies appears in this section.

DEPARTMENT OF EDUCATION

HISTORY OF DEPARTMENT

Minnesota's first State Superintendent of Schools was Edward O'Neill, elected in 1860. The last of 12 State Superintendents was Carl G. Schultz who served from 1909 - 1919. He made six proposals for legislation in 1918, of which the first called for the creation of a State Board of Education.

The 1919 Legislature, under Chapter 334, created the State Board of Education composed of five citizens appointed by the Governor for a term of five years. Chapter 334 has been amended by succeeding legislatures but its main features have remained. This law, as amended, is the present authority under which the State Board of Education and the Department of Education are operating. It will be found in Minnesota Statutes 1961, Section 121.02.

The State Board of Education first met May 19, 1919, but adjourned until June 2, when the board elected a Commissioner of Education, as required by law, and adopted a plan of organization for the Department of Education. The plan provided for the exercise of the functions formerly vested in the State Superintendent of Education, the State High School Board, and the State Library Commission.

At the same time the Board, acting as the State Board for Vocational Education and in cooperation with the Department of Labor and Industry, established the Division of Re-education and Placement of Injured Persons.

At its first annual meeting on August 5, 1919, the Board received an inventory of the property of the Department, established regulations for the work of the Department, approved a budget system, and provided for bonds for those employees who handled money. Rules governing the several classes of schools under the direction of the Board were adopted, and the issuance and publishing of bulletins was provided for.

At the present time the State Board of Education consists of seven members appointed by the governor for a term of seven years. The members receive \$25 for each day actually spent in the performance of their duties and all necessary expenses. One member is chosen annually as president. The Board holds its annual meeting at the State Capitol on the first Tuesday in August.

RESPONSIBILITY AND AUTHORITY

The functions and services of the Department are defined as the comprehensive responsibilities assigned by the Legislature. The functions may be classified as follows:

REGULATORY

Since the state has delegated broad authority to local school districts for the management and operation of educational programs, the Legislature has established safeguards to guarantee minimum performance. Minimum standards have been established by law or by rules of the State Board of Education in conformity with powers granted it by the Legislature. The proper exercise of the regulatory function is directed to the end of developing leadership and initiative on the local level.

The chief purposes of regulation are to assure protection of the lives and

health of the state's children and youth, a basic minimum in both scope and quality of the instructional program, efficiency in educational administration, safety and economy in the use of public school funds; an educated citizenry.

LEADERSHIP

Leadership functions serve to assist local school authorities in exceeding the minimum requirements expressed in the standards. It fosters improvement through the development of local initiative and experimentation.

Planning is on a state-wide basis but is intended to supplement rather than supplant local planning.

Research is concerned primarily with exploring the objectives of education and finding better ways of doing things that need to be done and is a basic function of the Department.

Consultative services of the Department seek to give competent advice based upon the most recent research and study of educational problems.

The Department's goal is the elimination of gaps in educational service, the prevention of over-emphasis and under-emphasis on particular services and the elimination of duplication of effort.

OPERATION FUNCTIONS

Operation functions refer to direct responsibilities for establishing and maintaining schools, colleges, classes, cultural and educational institutions of special types of programs of service directed to the public at large, and programs of services to individuals.

ORGANIZATION

Division of Business and Legal Services

The function of this division is directing, planning, and coordinating the legal and business activities of the Department.

THE LEGAL SERVICES SECTION handles all legal matters pertaining to the public education system. When requested, specific questions are directed to the Attorney General's office for interpretations and opinions.

THE ADMINISTRATIVE SERVICES SECTION is responsible for departmental budgets, accounting, auditing, disbursements, fiscal reports, payrolls, office procedures, personnel matters, office supplies, office equipment, and incoming and outgoing mail.

THE STATE AIDS AND STATISTICS SECTION is responsible for the calculation and distribution of state and federal aids, collection and analysis of various statistics, calculation of costs per pupil units in average daily attendance, preparation of reports, collection and analysis of data on assessed valuation and tax rates, and the codification of forms and bulletins.

THE SCHOOL PLANT CONSTRUCTION, PLANNING, AND DEVELOPMENT SECTION provides advisory and consultative services to school districts regarding school construction and equipment, and reviews and approves school sites and plans.

THE PUPIL TRANSPORTATION SECTION provides advisory and consultative services to school districts regarding pupil transportation, supervises pupil transportation routes, conducts school bus clinics and schools of instruction for school bus drivers,

GOVERNOR OF MINNESOTA

STATE BOARD OF EDUCATION

COMMISSIONER OF EDUCATION

MINNESOTA STATE DEPARTMENT
OF EDUCATION

ORGANIZATION CHART

Educational
Research

DIVISION OF BUSINESS
AND LEGAL SERVICES

Administrative
Services
Section

Statistics
and State
Aid Section

Community
School Lunch
Section

School Plant
Construction,
Planning and
Development
Section

Textbook
Library
Unit

Pupil
Transportation
Section

DIVISION OF INSTRUCTION

Vocational Section

Agriculture

Business Education

Guidance

Homemaking

Trade and
Industrial

Private Trade
Schools

Area Vocational
Schools

Elementary & Secondary
School Section (includ-
ing Junior College and
Adult Education)

Elementary Unit

Secondary Unit

Curriculum Development

Junior Colleges

Adult Education Unit

Physical Education
and Health Unit

Audio-Visual Unit

School Reorganization

Special Supervisors

Mathematics Laboratory

Indian Education

North Central Assoc.

Teacher Personnel
Section

Certification

Placement

Teacher Training

Library Section

School Libraries

Library Extension

Rural Libraries

DIVISION OF VOCATIONAL
REHAB. & SPECIAL EDUC.

Special
Education
Section

Old Age and
Survivors
Insurance
Section

Vocational
Rehabilitation
Section

develops and recommends safety standards, contacts manufacturers of school transportation equipment and accessories about developments and needed changes, confers with special groups on pupil transportation problems and trends, works with other state agencies on related phases of pupil transportation, reviews transportation contracts and reports and calculates the transportation reimbursement aids to school districts.

THE COMMUNITY SCHOOL LUNCH SECTION reviews and approves applications and claims from schools, institutions, and welfare agencies for reimbursement aids for school lunch, special school milk and donated foods programs; establishes and supervises storage and warehouse facilities; plans and supervises distribution of donated foods; calculates the amount of federal and state funds for school lunch and special school milk programs; conducts workshops; visits schools; and prepares and distributes newsletters giving information for this program.

THE TEXTBOOK LIBRARY UNIT maintains a file of every textbook sold, used or exchanged in this state; keeps necessary records of textbooks by publisher and subject matter, sees that a surety bond is filed by the publisher, and maintains a list of prices of textbooks in keeping with the law.

DIVISION OF INSTRUCTION

The function of this division is directing, planning and coordinating the educational programs in all public schools of the state from kindergarten through junior college.

THE ELEMENTARY AND SECONDARY SCHOOL SECTION makes recommendations for classifying ungraded and graded elementary and secondary schools, provides consultative services and school visitations, assists in the preparation of administrative bulletins and manuals, and directs other administrative units' activities as follows:

Elementary Schools: Provides consultative and advisory services on instructional and operational problems to kindergarten, ungraded, and graded elementary schools; consultative services relating to superintendents' and county school officers' meetings; conducts teacher institutes; provides for the visitation of schools; and prepares outlines for use of teachers.

Secondary Schools: Provides consultative and advisory services to junior and senior secondary schools, six-year secondary schools, four-year secondary schools, and secondary school departments; provides for the visitation of schools; and assists in the preparation of administrative bulletins and manuals.

Curriculum Development: Develops and prepares curriculum guides for the improvement of instruction in public schools, directs the state testing and examination program, and evaluates elective courses not previously approved.

Indian Education: Supervises Indian schools and the program of Indian students in other schools, and administers the Indian scholarship program. A branch office is maintained at Bemidji.

Junior College and North Central Association: Provides consultative and advisory services to the public junior colleges and to Minnesota secondary schools that are members of the North Central Association of Colleges and Secondary Schools.

Subject Matter Specialists: Consists of staff specialists in science, language arts, mathematics, foreign languages, and gifted pupil programs; is responsible for the review of these subjects in the curricula of all schools; and makes recommendations for expanding and improving the courses offered in elementary and secondary schools.

Minnesota National Laboratory: Conducts experimental programs to evaluate new methods and curriculum material in the elementary and secondary schools. The work of the laboratory has been largely in the field of mathematics but the program is now expanding into other areas of the curriculum.

Adult Education Unit: Provides consultative and advisory services to schools conducting adult education programs, visits schools, organizes and conducts workshops, develops teaching methods and instruction material, and provides liaison between local, state, regional and national adult education associations. Conducts survival preparedness classes for teachers to prepare them for teaching classes in local communities.

Audio-Visual Unit: Provides consultative and advisory services to schools; conducts workshops and conferences; maintains a tape recording service for education programs and a library of tape recordings for distribution to schools; prepares practice tapes for elementary foreign language programs supplementing television presentations.

Physical and Health Education Unit: Provides consultative and advisory services to schools; visits schools; conducts workshops, conferences and institutes; directs driver training program; supervises statewide programs in health, physical education, safety education, and recreation; and administers nurse scholarship program.

School Reorganization Unit: Provides consultative and advisory services to school districts on reorganization, consolidation, dissolution, and annexation; and prepares materials for use by local school officials and State Advisory Committee on Reorganization.

THE TEACHER PERSONNEL SECTION is made up of these units:

Teacher Certification and Accreditation of Teacher Preparation Institutions Unit: Issues, renews, and records all Minnesota teaching certificates and develops regulations relative to issuance and renewal for adoption by the State Board of Education; evaluates teacher preparation programs of colleges and assists in developing programs to assure adequate preparation of teachers; compiles information on college graduates in education.

Teacher Placement Unit: Registers and assists teachers in securing employment in schools and assists school officials in securing teachers.

THE LIBRARY SECTION has the following units:

Rural Library Extension and Public Library Development Unit: Directs service to public libraries and individuals without library service; maintains traveling libraries; provides advisory and consultative services to public libraries, library boards, and local officials; and recommends state-federal aids to rural public libraries.

School Library Unit: Provides consultation, advice, and supervision to all public school libraries regarding materials, programs, equipment, quarters, and personnel; provides for the visitation of schools; develops and issues guides and lists of materials, manuals, etc., and assists the Teacher Personnel Section in the certification of librarians.

THE VOCATIONAL EDUCATION SECTION is responsible for the development, supervision and improvement of practical arts programs, general and vocational. These programs include the areas of agriculture, homemaking, business and distributive education,

and trade and industrial education. This section also supervises private trade schools and the practical nursing program.

The vocational programs consist of pre-employment day school, part-time, and evening courses. The Section directs and supervises such high school youth organizations as Future Farmers of America, Future Homemakers of America, and Minnesota Diversified Vocations Club. It also prepares standards and plans for each major field of vocational service, advises school administrators, plans and directs research projects, assists in the planning and preparation of instructional material, determines and calculates federal and state vocational aids to schools, develops standards and criteria for veterans' education training program, reviews applications for vocational teachers' certificates for the Teacher Personnel Section, and prepares bulletins and publications in the vocational field.

This section is divided into six major units: agricultural education, distributive and business education, guidance and counseling, homemaking education, trade and industrial education, and private trade school.

Division of Vocational Rehabilitation and Special Education

The function of this division is to plan, direct and coordinate the activities of vocational rehabilitation and special education.

THE VOCATIONAL REHABILITATION SECTION provides direct services to the citizens of the state. It assists disabled people to prepare for or return to employment by providing various services such as medical services and evaluations, vocational guidance and counseling, training, physical restoration, purchase of tools and equipment, aid in finding employment, and follow-up while on the job.

The Section maintains nine offices outside the Twin City area and cooperates with and is in close contact with various rehabilitation facilities such as rehabilitation centers, sheltered workshops, and training agencies, and from time to time may make grants to improve or establish other needed facilities. The section has a medical advisory committee as well as district medical consultants who review all medical data and also maintains close working relationships with public and private agencies working with the handicapped.

THE OLD AGE AND SURVIVORS INSURANCE SECTION determines the eligibility of individuals who apply for disability payments under the Old Age and Survivors Insurance Program. It refers to the general vocational rehabilitation program those persons who might be helped by rehabilitation services.

THE SPECIAL EDUCATION SECTION provides advisory and consultative services to school districts regarding classes in special education for handicapped children (mentally retarded, visually impaired, hearing impaired, defective speech, physically handicapped, emotionally disturbed and neurologically impaired); confers with professional people in state departments, public and private agencies in program development; organizes in-service training for teachers of handicapped children; develops standards for teacher education; prepares publications and reports; and calculates reimbursement aids for school districts having special classes.

EXPECTATIONS 1961-1971

The expectations for education in Minnesota during the next years are based upon conservative estimates of the numbers of pupils in average daily attendance. Five assumptions have been made:

THAT THE BIRTH RATE will remain at the present level and that the rate of increase in numbers of children in school will be somewhat slower after 1965 because the large numbers of children born in 1946 and thereafter will be graduating from school as compared with the smaller numbers now passing out of the school age population. After 1965 larger graduating classes will somewhat offset the larger numbers of children entering school.

THAT THE INCIDENCE of migration to and out of the state will remain the same.

THAT THE RATIO of nonpublic to public school enrollments will remain unchanged.

THAT A MILD inflationary trend will continue.

THAT A LARGER proportion of pupils will be in high school where unit costs are higher than in the elementary grades. This will cause a greater increase in costs than in enrollemnts.

These assumptions are the same as those used in previous predictions of school enrollments and costs made by the Department. In each case the predictions were exceeded within three years.

The number of pupils in average daily attendance is expected to increase from 629,612 in 1959-60 to 797,642 in 1970-71. This amounts to an increase of 27 per cent. When the adjustment is made for secondary school pupils in average daily attendance by counting them as one and one-half elementary pupils units, the weighted units are expected to increase from 728,975 in 1959-60 to 941,475 in 1970-71. This amounts to an increase of 29 per cent (see Table I and Chart 1).

TABLE I
PUPILS IN AVERAGE DAILY ATTENDANCE AND
PUPIL UNITS IN AVERAGE DAILY ATTENDANCE
1947-48 through 1970-71

Year	Pupils in Average Daily Attendance	Pupil Units in Average Daily Attendance
1947-48	417,084	469,068
1948-49	432,629	484,224
1949-50	440,644	496,459
1950-51	450,860	509,950
1951-52	458,956	524,183
1952-53	477,379	545,574
1953-54	501,282	574,592
1954-55	524,736	602,657
1955-56	544,516	627,205
1956-57	562,919	649,642
1957-58	579,647	669,421
1958-59	607,985	702,289
1959-60	629,612	728,975

Actual Above

Year	Pupils in Average Daily Attendance	Pupil Units in Average Daily Attendance
1960-61	647,324	756,888
1961-62	665,797	780,390
1962-63	687,081	806,813
1963-64	708,387	835,088
1964-65	725,250	854,145
1965-66	736,857	869,003
1966-67	750,014	884,747
1967-68	763,017	900,304
1968-69	776,397	916,198
1969-70	787,092	929,046
1970-71	797,642	941,475

School Maintenance Costs and Current Expenses

These costs and expenses were obtained by projecting maintenance costs per pupil in average daily attendance (ADA) and current expenses on the basis of past experience, and the assumption that a mild inflationary trend would continue. The projected per pupil costs were multiplied by the predicted numbers of pupil units. Thus, it was estimated that current expenditures would increase from \$270,103,548 in 1959-60 to \$512,086,164 in 1970-71. This is an increase of nearly 90 per cent.

During the past several years the percentage of total current expenses which has been borne by state aid funds has risen from 40.7% in 1952-53 to 45.5% in 1959-60. If the State continues to provide 45 per cent of current expenses in its aid programs the state aid in 1970-71 will amount to \$230,438,773. This is an increase of nearly 84 per cent over the \$122,897,114 provided in 1959-60.

However, a suggestion for the state's share of school costs has been expressed as 50 per cent -- an equal sharing by state and local sources of revenue. If the state's share is increased by one per cent per year, beginning in the 1963-64 school year, it will attain the 50 per cent level in 1967-68 when the state's share will amount to \$222,419,455. This is an increase of 81 per cent over 1959-60. By 1970-71 the state's share will have increased to \$256,043,082, or 208 per cent of the 1959-60 amount (see Table II and Charts 2 and 3).

Teachers' average salaries may be expected to increase because of the operation of two factors:

INCREASES in salary schedules in response to the mild inflationary trend.

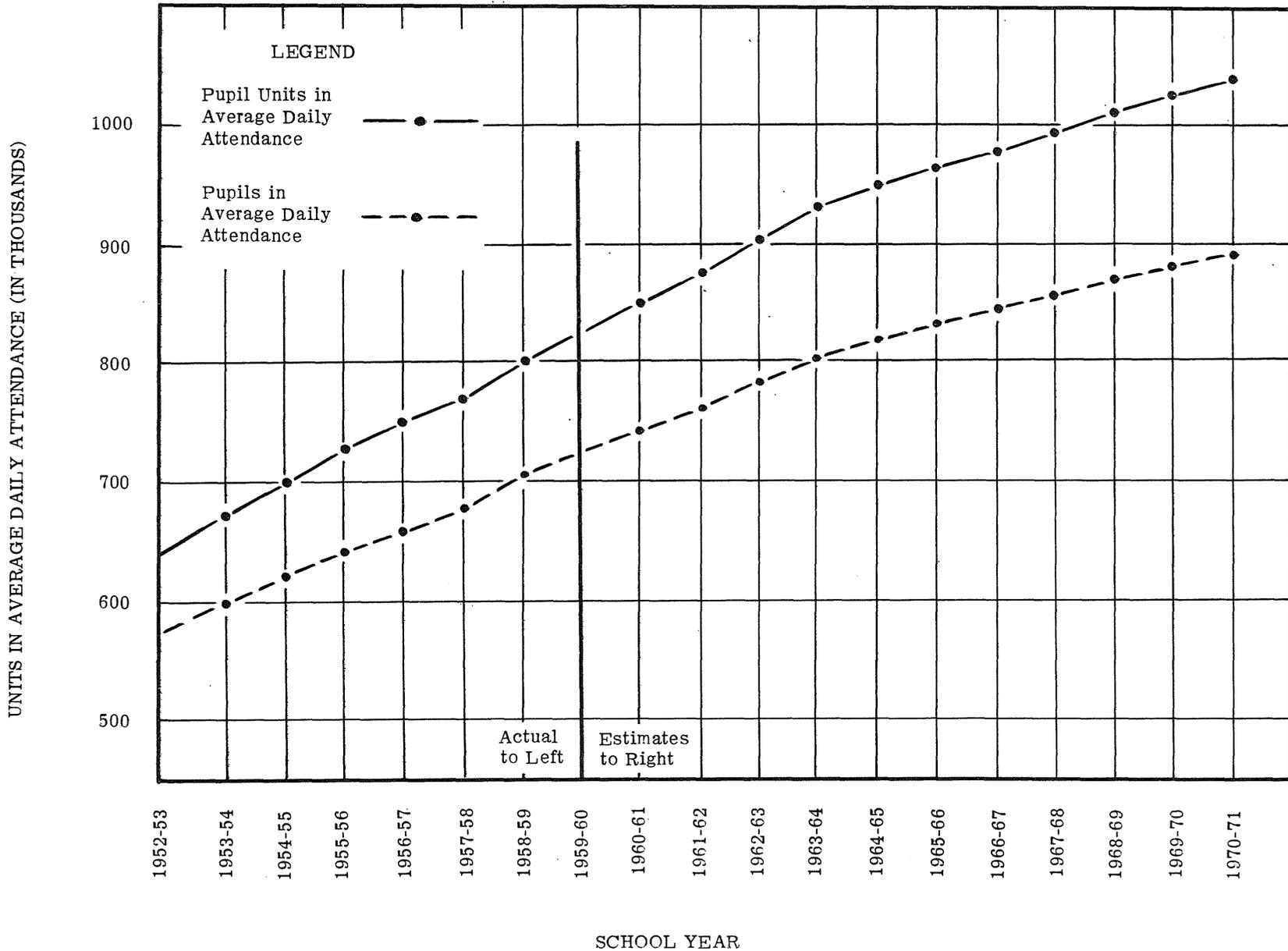
REPLACEMENT of teachers with certificates issued before college degrees were required by teachers having at least four years of college training. It is expected that the teachers' average salaries will increase from \$5,436 in 1960-61 to \$7,789 in 1970-71.

High school graduates will increase in numbers because of an increase in the overall school population and an increase in the holding power of the high schools. However, the estimates presented here were made by projecting the present holding power of our schools to 1970-71.

If the holding power of the school is increased during the next 10 years the numbers of graduates will be in excess of the predicted numbers. It is expected that by 1970-71 there will be 53,365 pupils graduating. In 1959-60 there were 40,062 who

Chart I

PUPILS IN AVERAGE DAILY ATTENDANCE
 PUPIL UNITS IN AVERAGE DAILY ATTENDANCE
 (ACTUAL TO 1960-61, ESTIMATES THEREAFTER)



graduated. The difference of 13,303 represents an increase of 33 per cent (see Table III and Chart 4).

TABLE II

GROSS CURRENT EXPENDITURE PER PUPIL IN A.D.A.,
ADJUSTED MAINTENANCE COST PER PUPIL UNIT IN
A.D.A., TOTAL GROSS CURRENT EXPENSE, AND
STATE' SHARE OF MAINTENANCE EXPENDITURE
1952-53 through 1970-71

Year	Gross	Adj.	Total	State's Share of			
	Curr. Expend. Per Pupil in ADA (1)	Maint. Cost Per Pupil Unit in ADA (2)	Gross Curr. Exp. (3)	Per Cent (4)	Total (5)	Per Cent (6)	Total (7)
1952-53	\$296	\$215	\$141,304,184	40.7	\$57,510,802		
1953-54	306	224	153,392,292	43.0	65,958,685		
1954-55	320	237	167,915,520	43.7	73,379,082		
1955-56	338	249	184,406,408	43.0	79,294,755		
1956-57	354	261	199,273,326	43.2	86,086,076		
1957-58	386	286	223,743,742	44.0	98,447,246		
1958-59	408	303	248,057,880	41.2	102,199,846		
1959-60	429	320	270,103,548	45.5	122,897,114		Actual Above
1960-61	449	337	290,648,476	45.5	130,791,814		Estimate Below
1961-62	468	350	311,592,996	45.5	140,216,848		
1962-63	487	365	334,608,447	45.5	150,573,801		
1963-64	506	379	358,443,822	45.5	161,299,719	46	\$164,879,558
1964-65	525	393	380,756,250	45.5	171,340,312	47	178,955,438
1965-66	544	407	400,850,208	45.5	180,382,593	48	192,408,100
1966-67	563	421	422,257,882	45.5	190,016,046	49	206,906,362
1967-68	583	436	444,838,911	45.5	200,177,509	50	222,419,456
1968-69	603	450	468,167,391	45.5	210,675,325	50	234,083,696
1969-70	622	465	489,571,224	45.5	220,307,050	50	244,785,612
1970-71	642	479	512,086,164	45.5	230,438,773	50	256,043,082

- (1) Obtained by dividing total current expense for state by pupils in ADA.
- (2) The adjusted maintenance cost per pupil in ADA is the figure as defined in M.S.A., Sec. 124.21, Subd. 1(c) for the Foundation Program.
- (3) Obtained by multiplying Table II, column 1 by pupils in ADA (Table I, column 1).
- (5) Column (4) x Column (3).

TABLE III
HIGH SCHOOL GRADUATES, NUMBER OF TEACHERS, AND
TEACHERS' AVERAGE SALARIES
1952-53 to 1970-71

Year	High School Graduates	Number of Teachers (Excluding Spring Primary, Junior College and Teacher Training)	Teachers' Average Salaries	
1952-53	26,991	22,733	\$3442	
1953-54	28,224	23,597	3638	
1954-55	29,654	24,650	3865	
1955-56	31,206	25,653	4061	
1956-57	31,837	27,007	4188	
1957-58	33,210	28,050	4553	
1958-59	34,609	28,868	4917	
1959-60	38,996	30,063	5176	
1960-61	40,062	31,295	5436	Actual Above
1961-62	38,157	32,168	5663	Estimates
1962-63	37,373	33,203	5916	Below
1963-64	43,253	34,232	6167	
1964-65	49,144	35,056	6389	
1965-66	47,818	35,623	6622	
1966-67	48,576	36,266	6851	
1967-68	48,950	36,901	7095	
1968-69	52,186	37,550	7323	
1969-70	52,644	38,080	7567	
1970-71	53,365	38,618	7789	

Teachers' salaries formula: $.667 \left(\frac{\text{Adjusted Maintenance Expenditure}}{\text{Number of Teacher}} \right)$

VOCATIONAL REHABILITATION SECTION

Table IV shows the number of personnel employed and the state and federal appropriations (in thousands of dollars) for the vocational rehabilitation program for the fiscal years 1954-63, and the estimated needs for fiscal years 1964-71. The estimates do not reflect the true needs for the growth of the vocational rehabilitation program, but are instead estimates of the speed with which additional personnel and funds can be effectively assimilated into the program.

TABLE IV
PERSONNEL AND APPROPRIATIONS

Fiscal Year	Personnel	% Increase	Appropriations in \$000's			
			State	% Increase	Federal	% Increase
1953-54	31	---	136	---	250	---
1954-55	41	32	180	32	231	- 8
1955-56	67	63	248	38	375	62
1956-57	67	---	442	78	664	77
1957-58	81	21	452	2	735	11
1958-59	83	2	502	11	821	12
1959-60	92	11	531	6	897	9
1960-61	96	4	520	- 2	967	8
1961-62	91	- 5	614	18	1,121	16
1962-63	91	---	677	10	1,301	16
1963-64	109	20	816	21	1,490	15
1964-65	121	11	897	10	1,595	7
1965-66	126	4	1,031	15	1,833	15
1966-67	131	4	1,134	10	1,931	5
1967-68	136	4	1,304	15	2,220	15
1968-69	141	4	1,434	10	2,441	10
1969-70	146	4	1,649	15	2,808	15
1970-71	151	3	1,814	10	3,088	10

Chart 2

GROSS CURRENT EXPENDITURE PER PUPIL IN AVERAGE DAILY ATTENDANCE
AND ADJUSTED MAINTENANCE COST PER PUPIL UNIT IN AVERAGE DAILY ATTENDANCE
(ACTUAL TO 1960-61, ESTIMATES THEREAFTER)

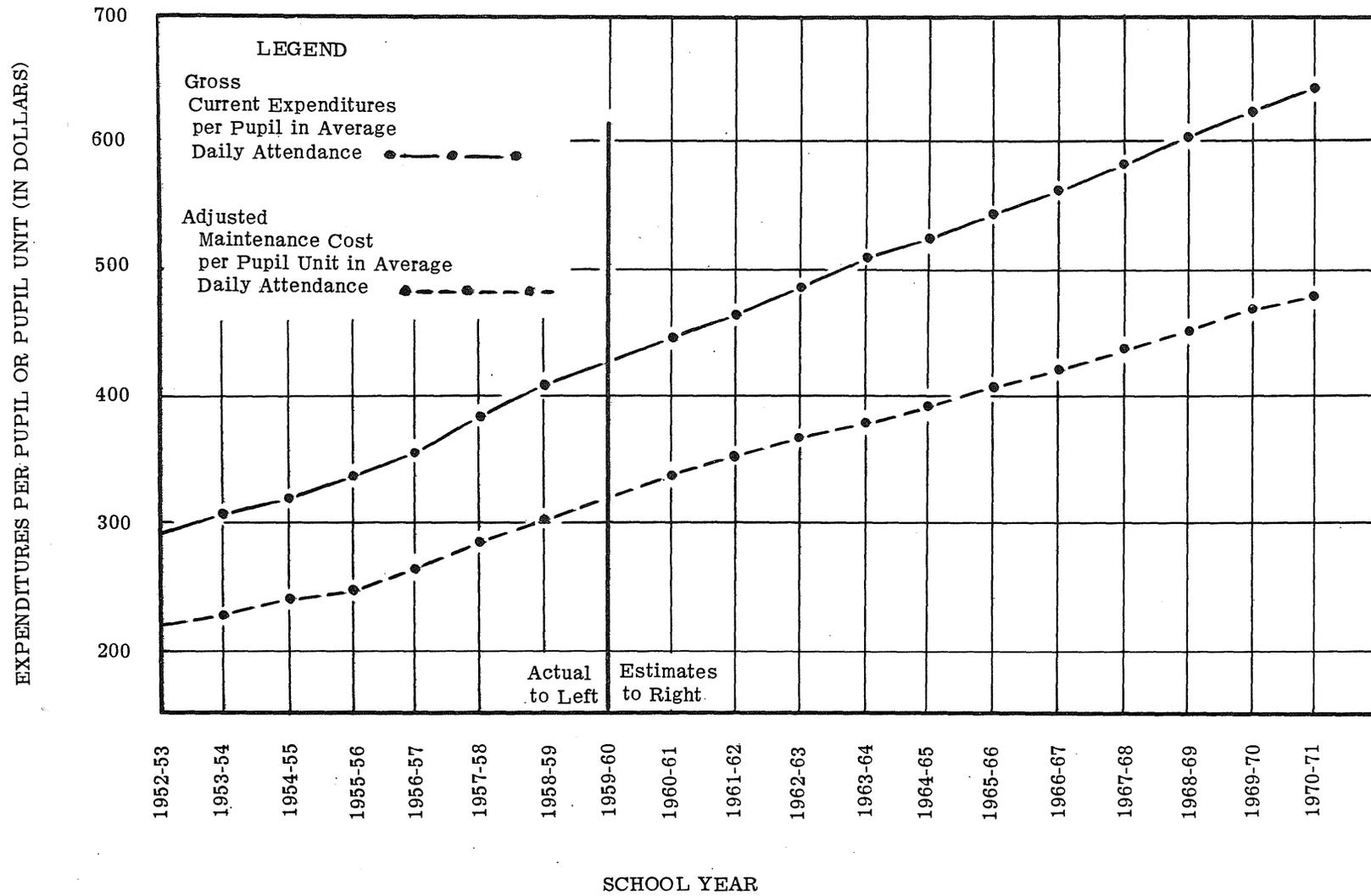


Chart 3

GROSS CURRENT EXPENDITURES
AND STATE'S SHARE OF MAINTENANCE EXPENDITURES
(ACTUAL TO 1960-61, ESTIMATES THEREAFTER)

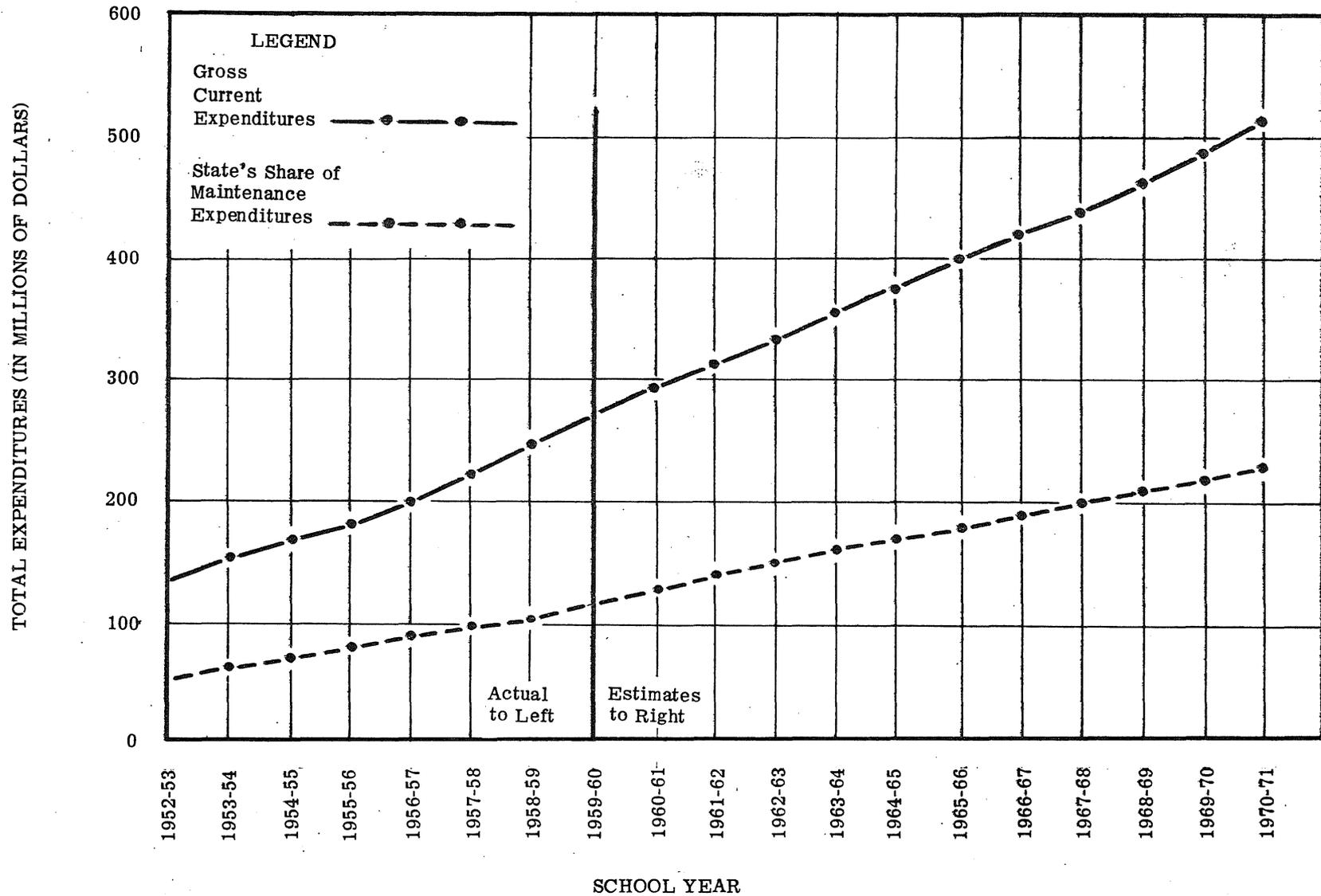


Chart 4

NUMBER OF HIGH SCHOOL GRADUATES,
NUMBER OF TEACHERS, AND TEACHERS' SALARIES
(ACTUAL TO 1961-62, ESTIMATES THEREAFTER)

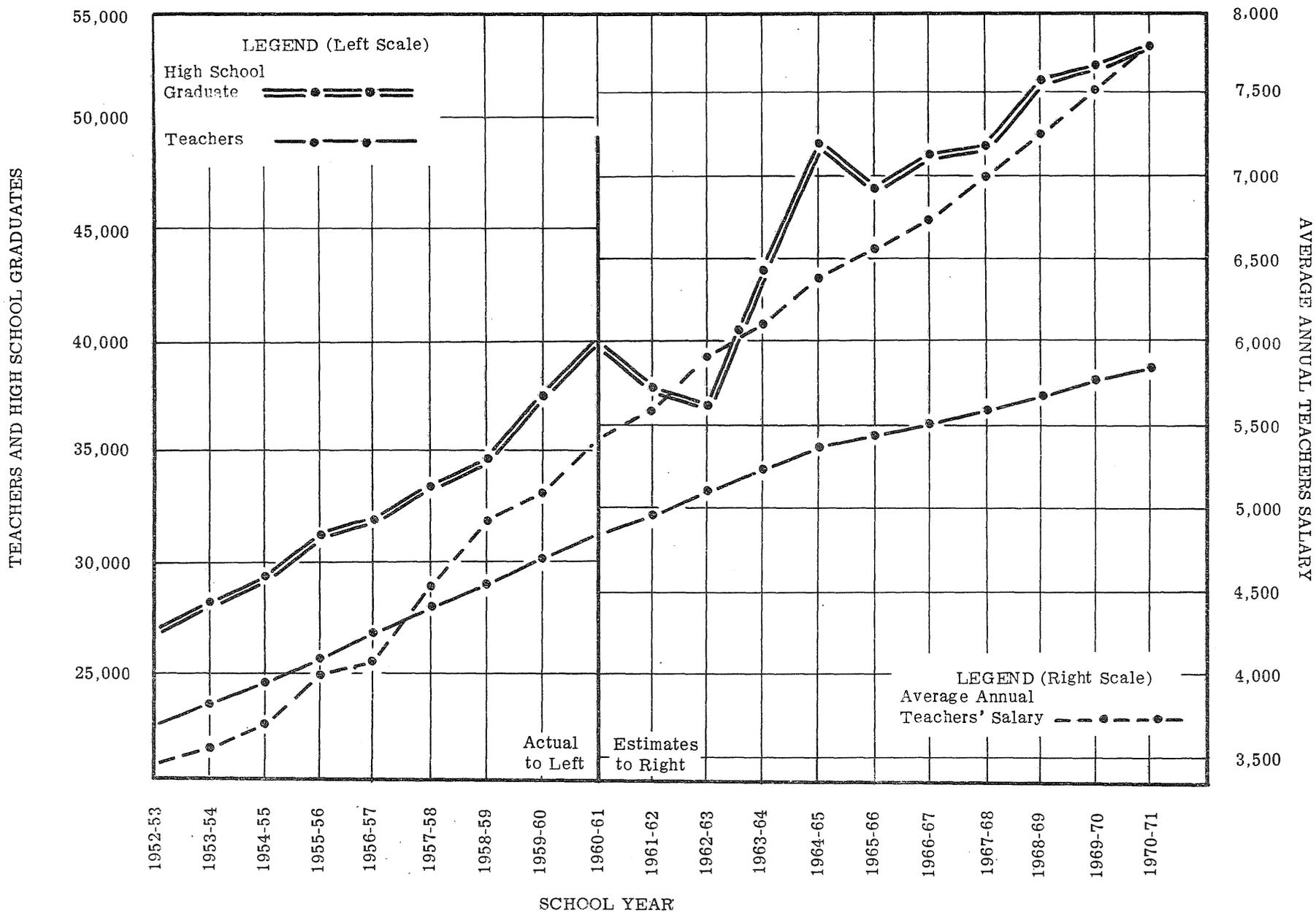


Chart 5

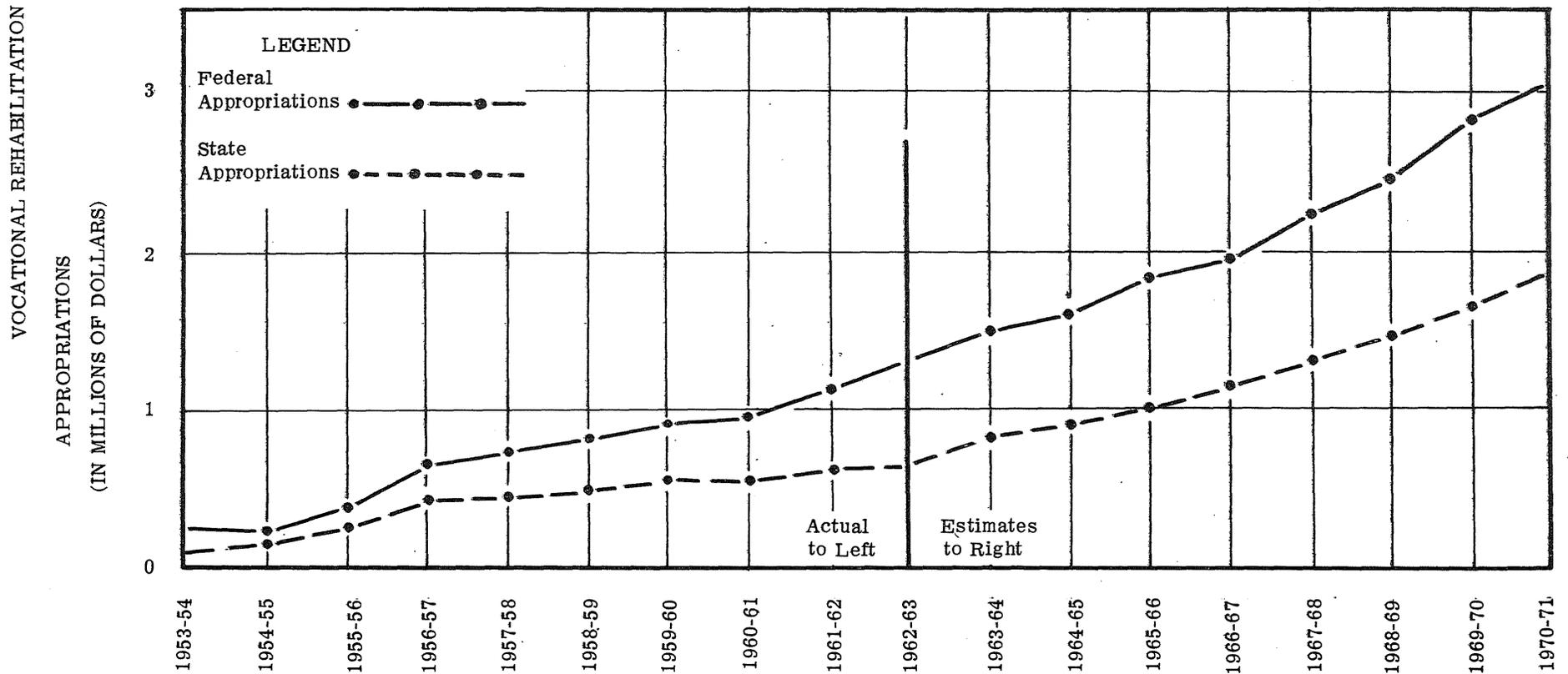
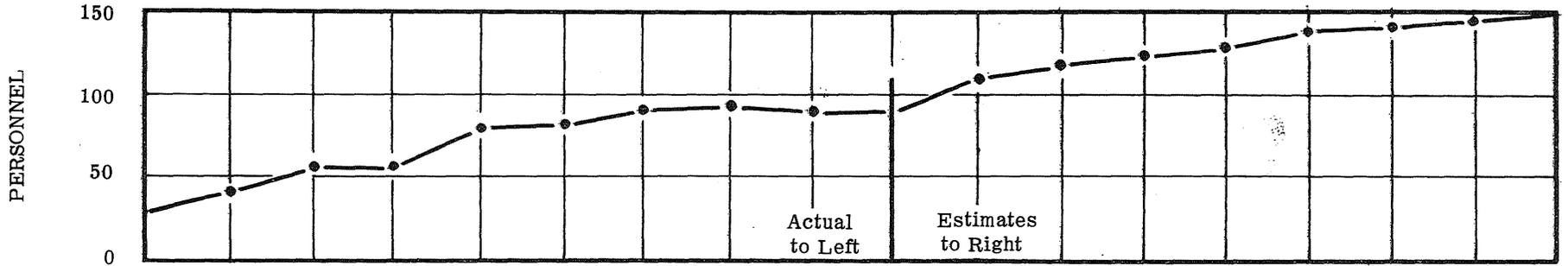


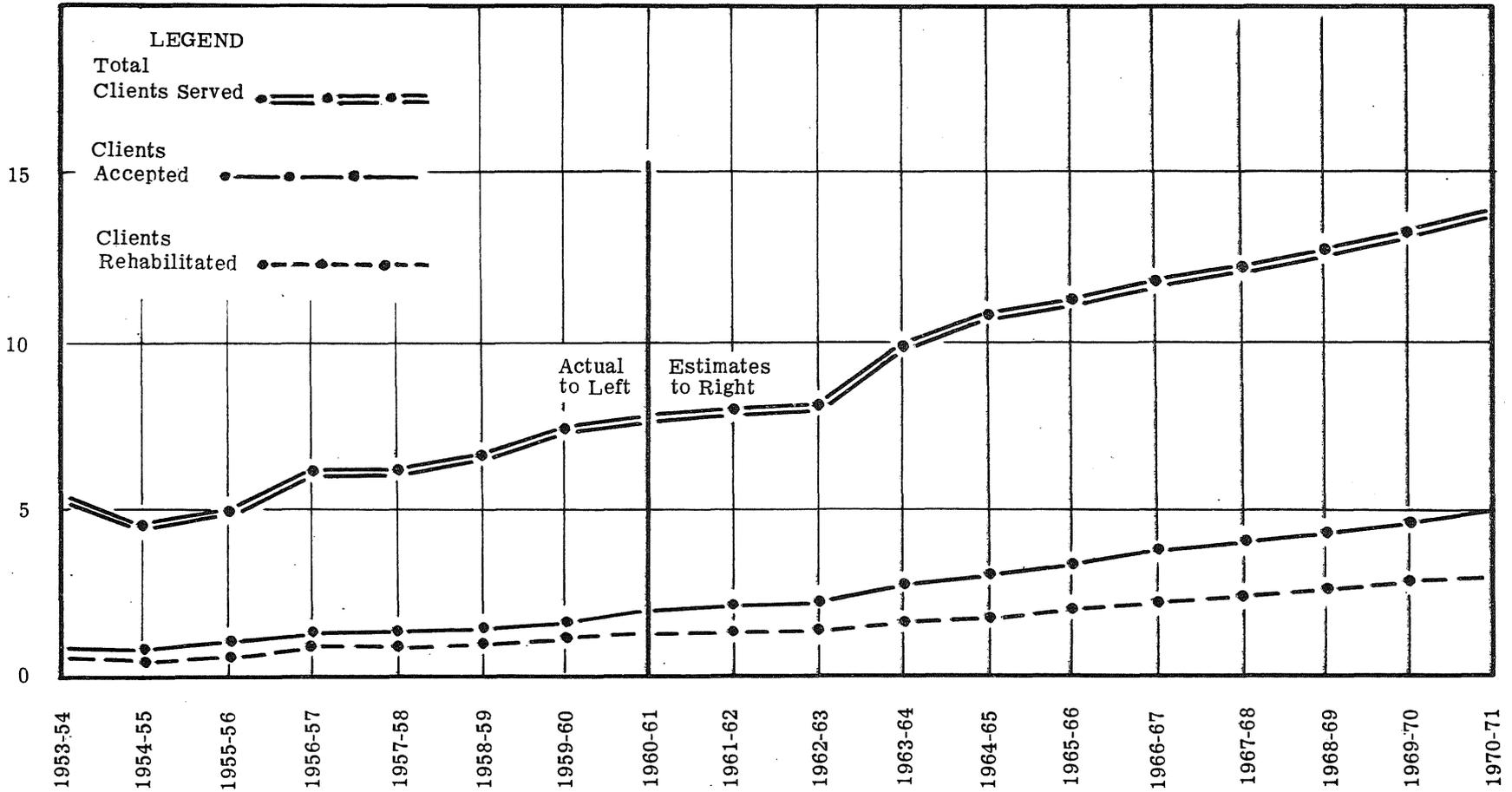
Table V shows the number of clients served, the number of clients accepted for rehabilitation services, and the number of clients rehabilitated during the fiscal years 1954-1961. For fiscal years 1962-1971, the anticipated increase in these services to clients is shown, based on the increases in staff and funds as shown in Table IV.

TABLE V

Fiscal Year	Total Clients Served	% Increase	Clients Accepted	% Increase	Clients Rehabilitated	% Increase
1953-54	5,400	---	900	---	600	---
1954-55	4,600	-15	900	---	600	---
1955-56	5,000	9	1,100	22	700	17
1956-57	6,300	26	1,400	27	1,000	43
1957-58	6,200	-2	1,400	---	1,000	---
1958-59	6,700	8	1,500	7	1,200	20
1959-60	7,500	12	1,700	13	1,300	8
1960-61	7,900	5	2,200	29	1,300	---
1961-62	8,000	1	2,200	---	1,400	8
1962-63	8,200	3	2,300	5	1,400	---
1963-64	9,800	20	2,900	26	1,700	12
1964-65	10,900	11	3,200	10	1,900	12
1965-66	11,300	4	3,500	9	2,100	11
1966-67	11,200	4	3,800	9	2,300	10
1967-68	12,300	4	4,100	8	2,500	9
1968-69	12,800	4	4,400	7	2,700	8
1969-70	13,300	4	4,700	7	2,900	7
1970-71	13,800	4	5,000	6	3,100	7

Chart 6

VOCATIONAL REHABILITATION
SERVICES TO CLIENTS (IN THOUSANDS OF CLIENTS)



OASI DISABILITY DETERMINATION UNIT

Table VI shows the funds expended, the number of applications for disability benefits received, and the number of personnel for the fiscal years 1956-1961, and the estimates for fiscal years 1962-1971. Estimates are based on information from the BOASI. Expenditures are entirely federal funds.

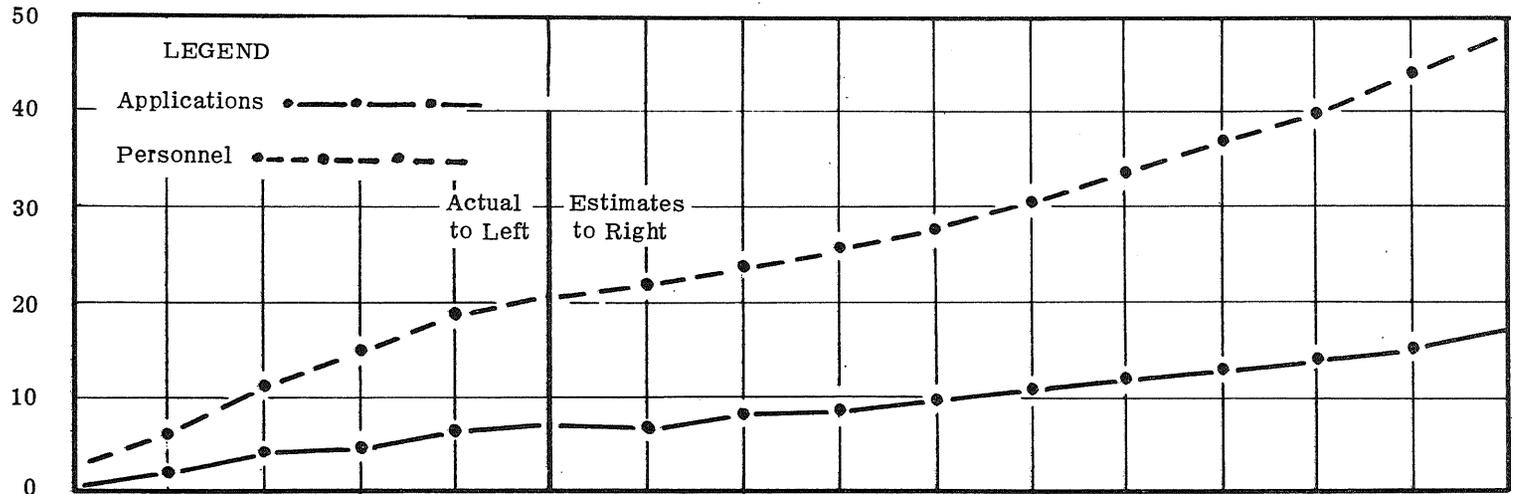
TABLE VI
EXPENDITURES AND PERSONNEL

Fiscal Year	Expenditures (in \$000's)	% Increase	Applications Received	% Increase	Personnel	% Increase
1955-56	15	---	Not Available	---	2 1/2	---
1956-57	39	160	2,594	---	6	140
1957-58	82	110	4,732	82	11	83
1958-59	124	51	5,107	8	15	36
1959-60	177	43	6,919	35	19	27
1960-61	224	27	7,478	8	21	11
1961-62	256	14	7,500	---	22	5
1962-63	273	7	8,250	10	24	9
1963-64	280	3	9,050	10	26	8
1964-65	308	10	9,950	10	28	8
1965-66	351	14	10,945	10	31	11
1966-67	382	9	11,935	9	34	10
1967-68	414	8	12,935	8	37	9
1968-69	464	12	14,035	9	40	8
1969-70	517	11	15,335	9	44	10
1970-71	557	8	16,785	9	48	9

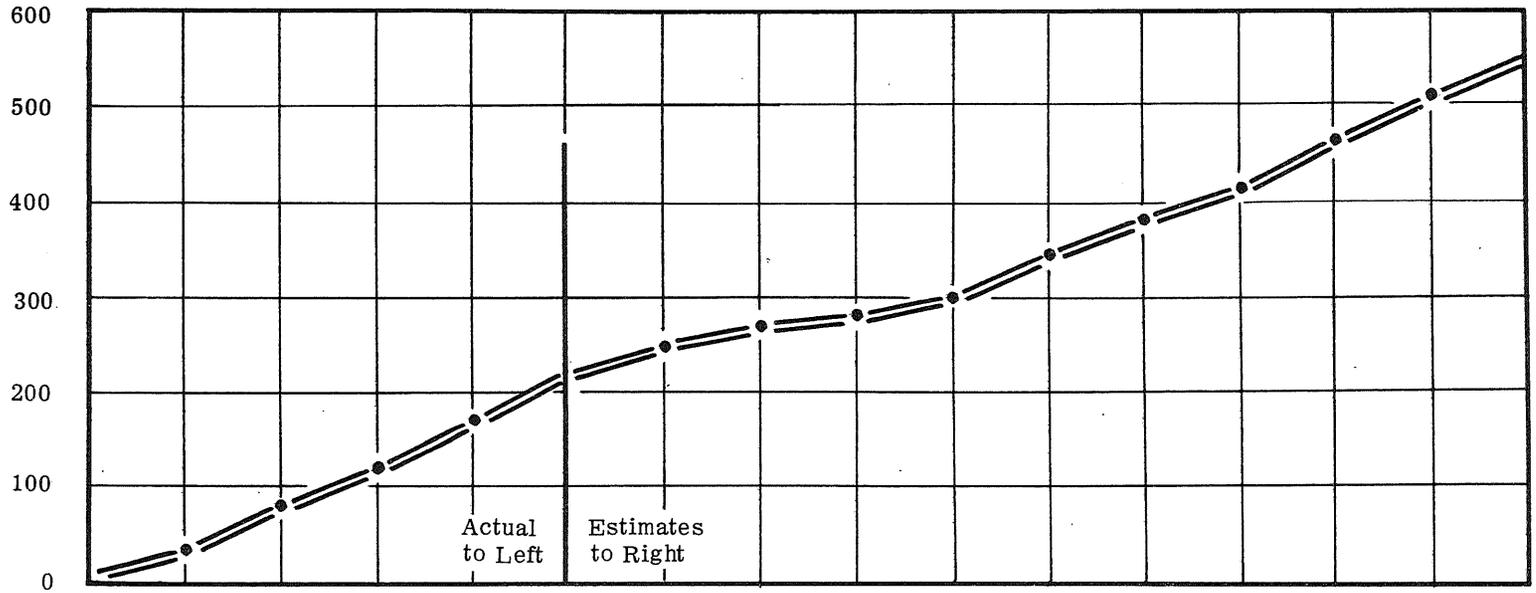
Chart 7

OASI DISABILITY DETERMINATION UNIT

APPLICATIONS RECEIVED
(IN THOUSANDS)
&
PERSONNEL



EXPENDITURES
(IN MILLIONS
OF DOLLARS)



SPECIAL EDUCATION SECTION

Table VII includes four parts, each of which shows actual growth figures for the period beginning with the 1957-58 school term, the first year that the special education laws were put into effect, and ending with the past school term (1960-61). Also included are projected growth figures for the ten year period beginning with the current (1961-62) school year.

Part A, taken from Department of Health population projections for the next ten years, is the base point for the other parts of the table, at least insofar as projected growth is concerned. That is, as the school population shows a yearly increase for the ten year period, it is assumed that the number of handicapped pupils served, the number of public school personnel providing special education services and the special reimbursement aids will show a proportionate increase for the corresponding years.

While there are some discrepancies from one part of the table to another for any given year, this can be explained at least in part because of the variance in class size for each disability area. For example, one speech therapist may actually work with 80 pupils, whereas one "homebound" teacher may work with only one child. Also, as the quality of services increases, the number of personnel providing such services may increase at a more rapid rate than the actual children served.

TABLE VII
Pupils, Personnel, and Expenditures

Fiscal Year	PART A		PART B		PART C		PART D	
	Public School Population (in Thousands)	% Increase	Handicapped Pupils Served (in Thousands)	% Increase	Personnel Serving Handicapped (in Thousands)	% Increase	Special Aid Expenditures (in Millions)	% Increase
1957-58	642	---	15.0	---	1.00	---	1.9	---
1958-59	657	2	18.0	20	1.30	30	2.3	21
1959-60	672	2	20.5	14	1.90	46	2.7	17
1960-61	687	2	22.0	7	2.00	5	3.0	11
1961-62	702	2	22.4	2	2.05	3	3.2	7
1962-63	720	3	22.8	2	2.10	2	3.4	6
1963-64	742	3	23.2	2	2.20	5	3.9	15
1964-65	754	2	23.6	2	2.25	2	4.1	5
1965-66	766	2	24.0	2	2.30	2	4.3	5
1966-67	778	2	24.4	2	2.35	2	4.5	5
1967-68	792	2	24.8	2	2.40	2	4.7	4
1968-69	805	2	25.2	2	2.45	2	4.9	4
1969-70	816	1	25.6	2	2.50	2	5.1	4
1970-71	827	1	26.0	2	2.55	2	5.3	4

Chart 8

Part A

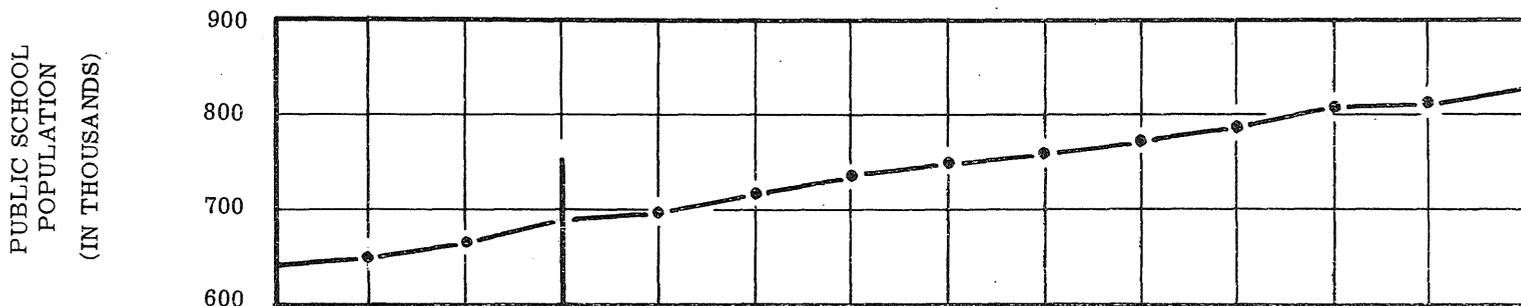


Chart 8

Part D

SPECIAL EDUCATION

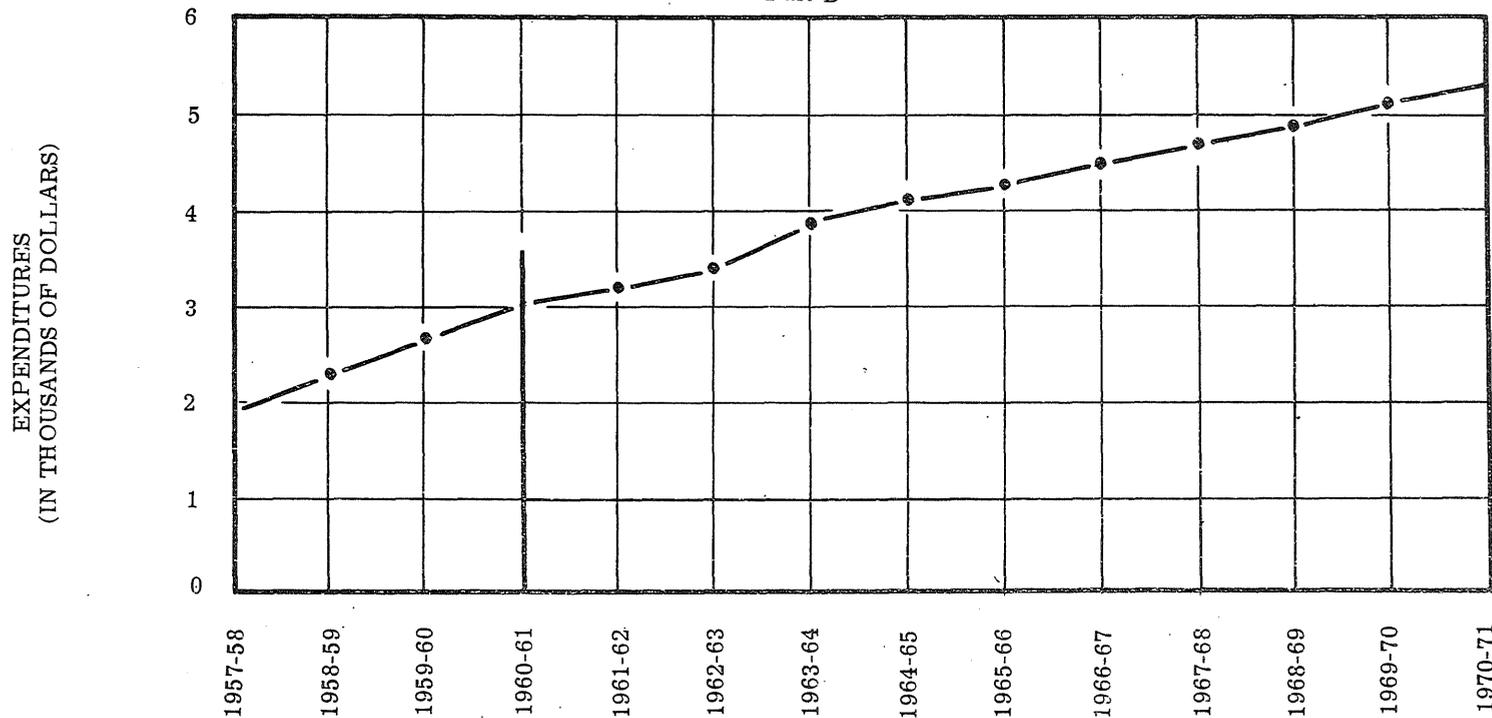
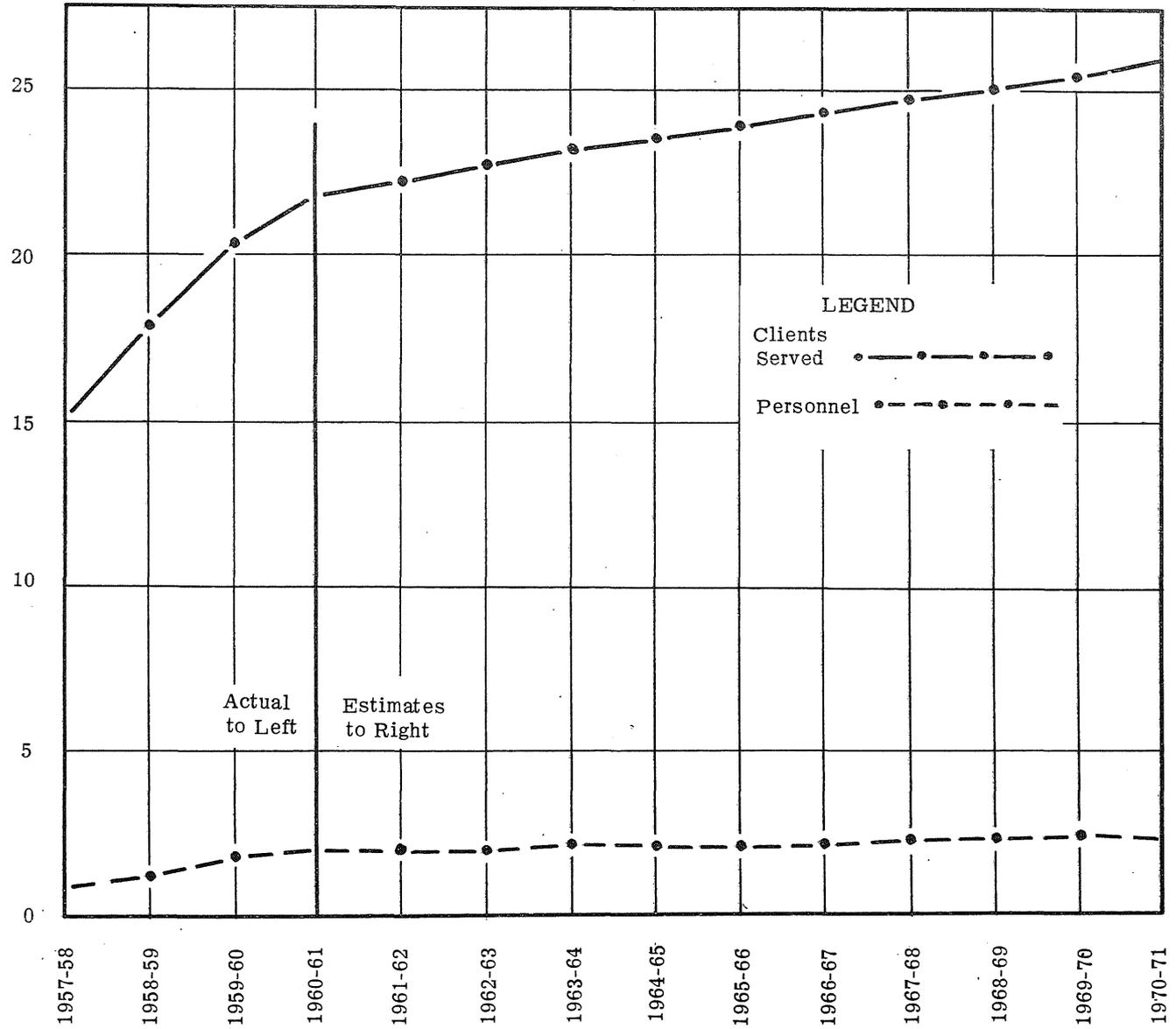


Chart 8

Parts B & C

SPECIAL EDUCATION
HANDICAPPED PUPILS SERVED
&
PUBLIC SCHOOL PERSONNEL



FINANCING

Elementary and Secondary Education

The total gross current expenditure for the school year 1960-61 was \$290,648,476. Of this amount it is estimated that \$130,791,814 came from the State, which represents 45.3 per cent. Of the balance 3.7 per cent came from the county, and 2.4 per cent from the federal government, and 48.6 per cent from local funds.

For the year 1970-1971, the total current expenditures are estimated at \$512,086,164. Of this amount, if the same proportion were paid, the amount of money to be paid by the state would be \$230,438,773. If the proportion from the state would change to 50 per cent as has been recommended in some quarters, the amount required from the state would be \$256,043,082.

If the amount of money provided by the state is increased by 5 per cent and the county and the federal percentage remain the same, the local share would decrease by about 5 per cent.

If these estimates are judged correct, then some new funds will need to be found to supplement the income taxes or the local contribution would have to be enlarged.

Rehabilitation and Special Education

Rehabilitation services are financed from federal and state funds. The Old Age Survivors Insurance Section is financed entirely from federal funds.

The Special Education Section is financed from state funds for personnel employed by the state and state aids paid to school districts.

PLANS

Business and Legal Division

Accounting Section

If the projections made are just and correct, it will be necessary for the Department to request more personnel and equipment to meet the needs of this Section. It is planned to ask for personnel in the following positions:

1963-64	1 Clerk II (mail room)
	1 Clerk Stenographer II (personnel)
	1 Clerk (procurement)
1964-65	1 Accountant II
1965-66	1 Clerk Typist II (accounting budget)
	1 Account Clerk for Accounting and Purchasing
1966-67	1 Administrative Analyst and Auditor
1967-68	1 Clerk II (mail procurement)
1969-70	1 Account Clerk
	1 Clerk Typist II
1970-71	1 Accountant I, which may be needed.

Desks and equipment for the new employees will need to be added. Where additional space is needed to house the employees, rental space needs to be considered.

School Plant Construction Section

Enrollment projections for the next 10-12 years indicate that school construction will continue in the area of 1,200 - 1,400 new classrooms per year to meet increasing demands and to take care of obsolescence. This building program is about on a par with the average for the past five years.

Unless something unforeseen such as federal aid for educational facilities quite different from that envisioned today comes along, present personnel will be adequate in number when augmented by a qualified and experienced school plant maintenance supervisor being requested in the 1963-65 biennial budget.

School Lunch Section

The following personnel will be needed in addition to present personnel in the School Lunch Section: An Nutritionist II; An Executive II, and a Clerk Stenographer II.

In addition, desks, typewriters and space will have to be provided. State aid for school lunch programs should be increased by \$50,000 each year of the 1963-65 biennium and \$50,000 each year of the following biennium.

These increases are based on the estimated number of pupils which will participate in the School Lunch Program and Special Milk Program as indicated in the following table.

ESTIMATED PARTICIPATION IN THE NATIONAL SCHOOL LUNCH AND SPECIAL MILK PROGRAM

<u>Year</u>	<u>Estimated Daily Participation in the School Lunch Program</u>	<u>Number of 1/2 Pints of Milk Served daily in addition to the milk served in the School Lunch Program</u>
1960-61	304,242	317,188
1961-62	326,241	339,556
1962-63	347,663	361,405
1963-64	369,778	383,946
1964-65	392,360	406,865
1965-66	404,534	419,272
1966-67	418,508	433,508
1967-68	432,631	447,891
1968-69	447,205	462,733
1969-70	458,875	474,616
1970-71	470,609	486,562

The direct distribution program is difficult to estimate since this program is based primarily on removal of farm surpluses and commodities as they are available. If the economy changes, the direct distribution program will also change. At the present time, the Department of Public Welfare comes into the picture of direct distribution. The Department of Education is working closely with the Department of Public Welfare and provides commodities for people only after they have been approved by the latter.

TABLE VIII

Kindergarten, Elementary and Secondary Gross Enrollment 1947-48 to 1959-60
 With Estimates 1960-61 to 1970-71; Also Eligible Pupils Transported
 (Estimates at 39.3% of Enrollment) And Pupil Transportation Reimbursement Aid

School Year	Total K-12 Gross Enrollment ¹	No. of Eligible Pupils Transported ²	Per Cent of Pupils Transported ³	Per Pupil Transportation Aid ⁴	Transportation Reimbursement Aid ⁵
1947-48	378,396	108,647	28.7	\$ 31.01	\$ 3,368,605.35
1948-49	388,945	117,002	30.1	34.76	4,066,989.44
1949-50	401,776	126,929	31.6	36.12	4,584,721.73
1950-51	421,852	140,078	33.2	36.34	5,090,273.90
1951-52	440,688	146,510	33.2	38.99	5,712,686.87
1952-53	469,702	156,648	33.4	41.26	6,463,522.45
1953-54	496,532	172,052	34.7	42.23	7,265,770.06
1954-55	521,663	181,787	34.8	43.69	7,942,128.46
1955-56	547,701	197,896	36.1	43.26	8,560,714.38
1956-57	574,740	212,404	37.0	43.60	9,260,597.38
1957-58	599,293	227,617	38.0	43.69	9,944,526.71
1958-59	622,200	244,209	39.2	44.01	10,747,198.21
1959-60	648,302	256,676	39.6	45.01	11,552,116.65
1960-61	682,353	267,594	39.2	45.75	12,243,270.42
1961-62	712,952	280,190	39.3	46.75	13,098,882.50
1962-63	744,489	292,584	39.3	47.75	13,970,886.00
1963-64	776,964	305,347	39.3	48.75	14,885,666.25
1964-65	810,377	318,478	39.3	49.75	15,844,280.50
1965-66	844,728	331,978	39.3	50.75	16,847,883.50
1966-67	880,017	345,847	39.3	51.75	17,897,582.25
1967-68	916,244	360,084	39.3	52.75	18,994,431.00
1968-69	953,409	374,690	39.3	53.75	20,139,587.50
1969-70	991,512	389,664	39.3	54.75	21,334,104.00
1970-71	1,030,553	405,007	39.3	55.75	22,579,140.25

¹Gross enrollment estimates obtained from Department of Education, Research Division.

²Estimates of number of eligible pupils transported is based on 39.3 per cent of gross enrollment as determined from the "experience" column entitled "Per Cent of Pupils Transported" for the years 1961-62 through 1970-71.

³Obtained by dividing number of eligible pupils transported by gross enrollment. The last three years, 1958-59 through 1960-61 were averaged to obtain the estimates of 39.3 per cent. (The per cent of gross pupils enrolled to gross pupils transported was 47.4 per cent for 1959-60 and 47.2 per cent for the year previous.)

⁴Per pupil transportation aid was obtained by dividing transportation reimbursement aid by the number of eligible pupils transported. An estimated \$1.00 per pupil transportation reimbursement aid increase per year was used for the school years 1961-62 through 1970-71.

⁵The estimated transportation reimbursement aid for the school year 1961-62 through 1970-71 was obtained by multiplying the estimated per pupil aid by the estimated number of eligible pupils transported.

TABLE IX

Pupil Transportation Reimbursement Aid, by Types of Aid and
Rate of Change, 1947-48 through 1970-71
(Estimates for school years 1961-62 through 1970-71 are based on the "experience"
of the rates of previous years - with the total aid matching the total shown in Table VIII)

School Year	Total Reimbursement Aid		Independent District Aid		Isolated Pupil Aid		Handicapped Pupil Aid	
	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Rate
1947-48	\$ 3,368,605.35		\$ 1,492,080.84		\$81,571.01		\$ 14,857.94	
1948-49	4,066,989.44	+20.7	1,752,753.46	+17.5	85,616.46	+ 5.0	92,067.63	+519.7
1949-50	4,584,721.73	+12.7	2,008,420.32	+14.6	81,682.65	- 4.6	91,608.59	- 0.5
1950-51	5,090,273.70	+11.02	2,401,238.15	+20.0	75,663.20	- 7.4	134,015.37	+ 46.3
1951-52	5,712,686.87	+12.2	3,046,561.90	+26.9	61,499.96	-18.7	150,479.52	+ 12.3
1952-53	6,463,522.45	+13.14	3,883,214.88	+27.5	62,598.20	+ 1.8	169,547.23	+ 12.7
1953-54	7,265,770.06	+12.41	4,886,687.27	+25.8	56,314.23	-10.0	192,813.97	+ 13.7
1954-55	7,942,128.46	+ 9.3	5,768,995.39	+18.1	54,608.89	- 3.0	201,117.20	+ 4.3
1955-56	8,560,714.38	+ 7.8	6,590,883.11	+14.2	42,448.73	-22.3	218,814.63	+ 8.8
1956-57	9,260,597.38	+ 8.2	7,533,863.03	+14.3	37,714.92	-11.2	221,631.00	+ 1.3
1957-58	9,944,526.71	+ 7.4	8,244,298.34	+ 9.4	37,899.73	+ 0.5	239,560.16	+ 8.1
1958-59	10,747,198.21	+ 8.1	8,985,374.67	+ 9.0	33,060.72	-12.8	286,837.00	+ 19.7
1959-60	11,552,116.65	+ 7.5	9,808,088.54	+ 8.4	29,599.99	-10.5	338,068.20	+ 17.9
1960-61	12,243,270.42	+ 6.0	10,524,287.61	+ 6.8	32,132.56	+ 8.6	393,841.32	+ 16.5
1961-62	13,098,882.50	+ 7.0	11,362,841.50	+ 8.0	30,525.00	- 5.0	456,856.00	+ 16.0
1962-63	13,970,886.00	+ 6.7	12,205,736.00	+ 7.4	28,999.00	- 5.0	529,953.00	+ 16.0
1963-64	14,885,666.25	+ 6.5	13,077,861.25	+ 7.1	27,549.00	- 5.0	614,745.00	+ 16.0
1964-65	15,844,280.50	+ 6.4	13,978,510.50	+ 6.9	26,172.00	- 5.0	713,104.00	+ 16.0
1965-66	16,847,883.50	+ 6.3	14,906,766.50	+ 6.6	24,864.00	- 5.0	827,200.00	+ 16.0
1966-67	17,897,582.25	+ 6.2	15,861,310.25	+ 6.4	23,621.00	- 5.0	959,552.00	+ 16.0
1967-68	18,994,431.00	+ 6.1	16,897,932.00	+ 6.5	22,440.00	- 5.0	1,055,507.00	+ 10.0
1968-69	20,139,587.50	+ 6.0	17,971,918.50	+ 6.4	21,318.00	- 5.0	1,161,014.00	+ 10.0
1969-70	21,334,104.00	+ 5.9	19,083,352.00	+ 6.2	20,253.00	- 5.0	1,277,115.00	+ 10.0
1970-71	22,579,140.25	+ 5.8	20,232,443.25	+ 6.0	19,241.00	- 5.0	1,404,826.00	+ 10.0

TABLE IX (Continued)

Pupil Transportation Reimbursement Aid, by Types of Aid and Rate of Change, 1947-48 through 1970-71
(Estimates for school years 1961-62 through 1970-71 are based on the "experience" of the rates of previous years - with the total aid matching the total shown in Table VIII)

School Year	Secondary Pupil Aid		Closed School Pupil Aid	
	Amount	Rate	Amount	Rate
1947-48	\$1,449,117.12		\$330,978.44	
1948-49	1,768,405.59	+22.0	368,146.30	+11.2
1949-50	2,023,090.81	+14.4	379,919.36	+ 3.2
1950-51	2,126,376.57	+ 5.1	352,980.41	- 7.1
1951-52	2,148,400.08	+ 1.0	305,745.41	-13.4
1952-53	2,072,412.57	- 3.5	275,749.57	- 9.8
1953-54	1,900,772.37	- 8.3	229,182.22	-16.9
1954-55	1,735,817.09	- 8.7	181,589.89	-20.8
1955-56	1,558,337.71	-10.2	150,230.20	-17.3
1956-57	1,349,894.43	-13.4	117,494.00	-21.8
1957-58	1,312,621.48	- 2.8	110,147.00	- 6.3
1958-59	1,340,135.82	+ 2.1	101,790.00	- 7.6
1959-60	1,286,666.99	- 4.0	89,692.93	-11.9
1960-61	1,213,608.93	- 5.7	79,400.00	-11.5
1961-62	1,177,200.00	- 3.0	71,460.00	-10.0
1962-63	1,141,884.00	- 3.0	64,314.00	-10.0
1963-64	1,107,628.00	- 3.0	57,883.00	-10.0
1964-65	1,074,399.00	- 3.0	52,095.00	-10.0
1965-66	1,042,167.00	- 3.0	46,886.00	-10.0
1966-67	1,010,902.00	- 3.0	42,197.00	-10.0
1967-68	980,575.00	- 3.0	37,977.00	-10.0
1968-69	951,158.00	- 3.0	34,179.00	-10.0
1969-70	922,623.00	- 3.0	30,761.00	-10.0
1970-71	894,945.00	- 3.0	27,685.00	-10.0

School Transportation Section

At the present time, there are five laws governing school transportation. If the number of these laws is reduced or changed, then the estimates shown in Table IX will be inaccurate. If, however, the present laws continue, these estimates may be firm. When the number of pupils transported increases as indicated in the Table, it will be necessary to provide at least one additional person on the staff, provide more money for travel within the state, and from \$150 to \$250 a year more for equipment.

At the present time because of a lack of travel funds, it has been impossible to keep up the school bus inspection clinics and schools of instruction for drivers. Because of the vital safety feature involved, arrangements should be made to improve and continue these services.

Statistical Section

The work of this Section will be shifted more and more to automatic data processing computer services as they become available. Therefore, it would be difficult to estimate the increase in personnel needed by 1970-71.

DIVISION OF INSTRUCTION

Division Organization and Personnel

The Division of Instruction consists of four major sections and the Minnesota National Laboratory and the present personnel is as follows:

	<u>Professional</u>	<u>Clerical</u>	<u>Total</u>
Assistant Commissioner	1	2	3
Minn. National Laboratory	4	2	6
Elementary & Secondary Section	29	16	45
Library Section	7	7	14
Teacher Personnel Section	2	10	12
Vocational Education	36	14	50
	79	51	130

A ten-year projection of additional personnel needs indicates that 44 professional and 41 1/2 clerical staff members will be required to provide necessary expansion of services and maintain the present quality existing services. These positions are summarized in Table X. A major portion of the additional staff will be needed for the biennium which ends June 30, 1965, so presently existing areas now under-staffed can be brought up to a desirable level. This would require adding 16 professional and 17 clerical during the 1963-65 biennium.

Personnel to be added for Area Redevelopment and Manpower Acts are now included as these employees will be financed 100 per cent by federal funds during the initial part of the program. The only areas in which a reduction of staff is anticipated are agriculture and veterans on-the-job training where a reduction of two professional staff members is planned for 1966.

Curriculum Development

A major problem at the present time is the inability of the Division to keep abreast of new curriculum developments. It is required by law to furnish guides

TABLE X

Division of Instruction Projected Additional Staff Needs

<u>Elementary and Secondary Section</u>	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>	<u>1972</u>	<u>Section Totals Prof. Cl.</u>	
Professional	5	3	1	1	2	2	0	0	0	0	14	
Clerical	6	4	3	3	1	1	0	0	0	0		18
<u>Library Section</u>												
Professional	3	0	3	1	2	1	0	0	0	0	10	
Clerical	1	0	4	1	2	1	0	0	0	0		9
<u>Teacher Personnel Section</u>												
Professional	1	0	1	0	1	0	0	0	0	0	3	
Clerical	4	0	2	0	1	0	0	0	0	0		7
<u>Vocational Section</u>												
Professional	4	0	4	-2	4	2	3	0	2	0	17	
Clerical	2	0	1 1/2	0	2	1	1	0	1	0		8 1/2
<u>Totals</u>												
Professional	13	3	9	0	9	5	3	0	2	0	44	
Clerical	13	4	10 1/2	4	6	3	1	0	1	0		41 1/2

for instruction for elementary and secondary schools but many of the guides are outdated and adequate funds have not been available for preparation and publication of new guides.

A total of five revised or new guides should be published in the 1963-65 biennium and a major portion of the committee work completed for the four guides scheduled to be published in 1965. This will require about \$42,000 exclusive of personnel costs. (See Table XI for detailed analysis of curriculum publication needs.) This will mean approximately doubling the curriculum development expenditures made during the past biennium.

Supplies and Expense Funds

The leadership function of the Division has been curtailed sharply during recent years because of the inadequacy of funds for travel both in and out of state. Local schools look to the Department for advice and assistance in program planning and development and there have been numerous cases where lack of travel funds have prevented fulfillment of these requests.

Additional professional personnel cannot be adequately utilized unless travel funds are also provided. Keeping up to date with national trends and developments requires attendance at out-of-state meetings and a substantial increase of funds is also needed in this area.

Elementary and Secondary Education and Junior Colleges

Serious consideration needs to be given to the kind of administration and supervision that must be furnished by the staff of the Department of Education in the future. The changes now taking place in school district reorganization may reduce the number of districts to less than 500 by 1973. During the past four years there has also been a change in the county superintendency and there is a possibility of discontinuing such office in all counties.

Should the county boards decide the Commissioner of Education shall perform the services of the county superintendent, it may alter the entire form of services rendered by the Department. It may be necessary to organize the state into service regions, each with a state coordinator. This will necessarily increase the Department's staff and require financing.

With the increase in population the number of both elementary and secondary schools have increased. This has created a demand for additional services in the several areas of instruction. This Section has always been undermanned and it has been difficult to provide the kind of leadership that will stimulate school administrators and teachers to strive for excellence in teaching.

The needs for additional personnel and justifications follow:

OFFICE OF SECTION CHIEF -- An assistant should be added to handle many details and take charge of summarizing reports and questionnaires which have Section-wide significance; direct the programs of school district reorganization, Indian education, school officers' meetings and other activities not closely associated with the major areas of responsibility. An additional clerical worker also is needed.

ELEMENTARY EDUCATION UNIT -- A full-time director of elementary education, with no other responsibilities, should be provided. The present Director has been given many other assignments such as director of Indian education, finance, and also serves as a general director of schools. Two more clerical workers are needed.

TABLE XI

Schedule for Publication of Curriculum Guides

Guide	New or date of Last Revision																			
		1963	1964	1965	1966	1967	1968	1969	1970											
1. Curriculum Bulletin No. 1-1-12	1946									*										
2. Physical Education 1-8	1946		*																	
3. Arithmetic 1-8	1948																			*
4. Music 1-8	1948																			*
5. Art 1-8																			*
6. Social Studies 1-8	1949																			*
7. Science and Conservation 1-8	1951																			*
8. Language Arts 1-8	1952																			
9. Business Education 9-12	1950																			*
10. Health 7-9 #24	1946																			
11. Physical Education 7-12	1950		*																	
12. Home Economics 7-12	1951																			
13. #Industrial Arts 7-12	1950																			
14. Health 10-12	1946																			
15. Agriculture 9-12	1952		*																	
16. Guidance 1-12	1951																			
17. Social Studies 7-12	1955																			*
17E. Social Studies 7 & 8	1957																			*
18. Language Arts 7-12	1956																			
19. Science 7-12	1959																			*
20. Mathematics 7-12	1953																			*
21. Alcohol, Tobacco & Narcotics 1-12	1957																			
22. Latin 9-12	1958																			
23. Conservation 7-12	1958																			
24. Health & Safety 7-12	1959																			
25. #Kindergarten																				
# Science (Supplement)																				
# Mathematics (Supplement)																				
Mentally Retarded																			*
Modern Foreign Language																			*
Drama																				
Speech																				
Special Education																				
# To be published in 1962			2	3	4	5	2													

- 34 -

SECONDARY SCHOOL UNIT -- It is essential to have a full-time director with three assistants, one more than at present, who can devote full time to school visitation. About 75 secondary schools should be visited each year by a director. This would provide for visiting all districts at least once in three years and permit a full day or more in the districts visited. Three more clerical workers are also needed.

The number of North Central Association schools is increasing and an assistant is needed in this area. Interest in the upgrading of instruction and teacher qualifications raises the level of the work in all areas. The present director of N.C.A. work is burdened with Junior College programs and associated activities and he should be relieved of these duties.

The enrollments in secondary schools will increase from 280,000 in 1961 to approximately 370,000 by 1973. An increase in the staff of the Secondary School Unit is a necessity.

JUNIOR COLLEGE UNIT -- With the expansion of the junior college program and the greater interest in higher education, a staff member who can devote all his energies to the responsibilities of this program is needed. The appointment of such a staff member along with a clerical worker, should be given early priority.

ADULT EDUCATION UNIT -- So that the director of the general adult education program may provide for full use of his energies in giving leadership to school administrators and instructors, he should be provided with a secretary.

CURRICULUM DEVELOPMENT UNIT AND STATE TESTING PROGRAM -- At the present time the staff member who is in charge of curriculum development has several other responsibilities. It has been impossible for him to conduct the type of development program that is needed because of lack of assistance. The director of the curriculum should also serve as a coordinator of the specialists in all subject areas to provide for unification of effort. He should also direct studies into the academic areas of instruction. The heart of the entire instructional program for the state will be centered in this unit. Sufficient assistance needs to be provided if quality education is to be achieved. Needed in addition to a full-time director are two assistants and two clerical workers.

SUBJECT AREA CONSULTANTS -- One of the outstanding advances made during the past four years has been the employment of consultants in the four areas of instruction in which consultants are now serving. These are two areas, namely, social studies and fine arts, in which consultants are needed in order to provide a balanced program. Four more clerical workers are also needed.

GUIDANCE AND GIFTED UNIT -- To unify the programs relating to guidance and gifted pupils, the present staff should be brought together into one unit. The services and activities now rendered could be coordinated for more effective service. An additional clerical worker is needed.

HEALTH AND PHYSICAL EDUCATION UNIT -- Because of the need for assistance in these areas on the local level, it is very important that an additional supervisor be provided with special emphasis on supervision of girls' health and physical education. One more clerical worker is also needed.

During the past several years much stress has been placed on the teaching of safety and driver education. To the 1959 and 1961 Legislatures, bills were presented for establishing a unit in the Department to direct the driver education program and to provide a stimulation aid to the school districts. If the bills

had been enacted into law, such a program would have become compulsory. In projecting staff needs for the next ten years this additional unit should be taken into account.

AUDIO-VISUAL UNIT -- An assistant supervisor is needed and should be a specialist in the preparation of visual aids. He could be of overall assistant to the Department staff and also conduct in-service training programs for the teachers of the state. One clerical worker is also needed.

The supply of films and filmstrips needs to be enlarged for the use of local schools. An annual appropriation is required to secure at least five carefully selected films, ten filmstrips and five to ten tape recordings appropriate to teacher training in modern methods. These selections are to be made in cooperation with the other staff members concerned.

INDIAN EDUCATION UNIT -- The total cost of this unit is financed by federal funds. At some future date the direction of work for this unit could be assigned to the section chief so as to relieve the director of elementary education of this responsibility. With the reduction in the number of school districts it may be necessary to make some modification in this unit.

SCHOOL DISTRICT REORGANIZATION -- If the Legislature enacts a law to place all areas in the state into districts maintaining elementary and classified secondary schools, this unit will need to be modified. There should always be one staff member of the Department in charge of reorganization procedures. Staff members could be transferred to other units in the Department. If regional or area coordinators are to be designated, these staff members could be given such an assignment. The State Advisory Commission on School Reorganization could be disbanded upon the completion of the reorganization program.

CIVIL DEFENSE SURVIVAL UNIT -- This program is financed entirely by federal funds. The present contract ended June 30, 1962. If the program is continued in Minnesota, it probably will be with a reduced staff. The gains made during the past three years should be preserved. Some of the present seven staff members need to be retained to serve as resource persons to the school district administrators and teachers and to provide guidance in the area of survival. A staff member needs to be retained as a coordinator between the Department and county Civil Defense directors.

MINNESOTA NATIONAL LABORATORY UNIT -- The maintenance of this staff is dependent upon the funds made available by the Legislature.

REGIONAL COORDINATORS -- With the discontinuance of the elected county superintendent, a need may develop to provide services of an intermediate nature between the Department and the local districts. Such an office may serve an area of five to eight counties with populations of 100,000 to 150,000. The staff member could be designated as a coordinator and provided with a secretary and an office at some central location in the region. A coordinator, to render the type of service anticipated, must be well qualified and have had wide and successful experience. There would be a need for approximately 20 regional coordinators.

It is the function of the Department to provide leadership in the several areas of instruction and school administration. If the necessary guidance and direction is to be provided, the Department must be provided with an adequate and competent staff.

TABLE XII

Schedule for Procurement of Additional Professional Staff

<u>Position</u>	<u>Year of Procurement</u>							<u>1970</u>	<u>1971</u>
	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>		
Director of Junior Colleges	X								
Director of Curriculum Development	X								
Asst. Directors of Curriculum	X	X						
Asst. Directors of Secondary Schools	X	X							
Director of Elementary Education	X								
Social Studies Cons.	X							
Fine Arts Consultant	X
Girls' Phy. Ed. Supv.	X								
Supervisor, Driver Education	X
Assistant Supervisor of Driver Education	X
Asst. Audio-Visual Supervisor	X
Asst. Section Chief	X
	<u>5</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>			

TABLE XIII

Schedule for Procurement of Additional Secretaries

<u>Secretary to:</u>	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
Junior College	X								
Curriculum Staff	X	X						
Elementary	X	X							
Secondary	X								X
Adult Education	X								
Subj. Area Cons.	X	X	X	X	X				
Gifted	X							
Health & Phy. Ed.	X								
Safety Education	X	X			
Audio-Visual	X
Asst. Section Chief	X				
	<u>6</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>1</u>	<u>1</u>			

- 38 -

The professional staff needs to be provided with private offices so that their concentration will not be interrupted or disturbed by other activities in the large open offices. A professional person who devotes much of his day in the office to concentrating on the development of materials for use of school personnel needs quiet and seclusion. The present arrangement is most undesirable. Requisitions have been submitted for partitions to provide more privacy for the staff.

Library Section

In the next decade, public library extension operations and services in the Department are expected to expand in volume and must be improved in quality if they are to meet the growing demands upon the public libraries of the state and from those areas still without services.

NEW LIBRARY SYSTEM ESTABLISHMENT. This program works with a combination of state and federal aid, in the organization and establishment of larger unit library systems on a county or multi-county basis. It began operation in F. Y. 1958, and in five years has accomplished the establishment of systems which serve 10 counties. Requirements for this program within the next 10 years include additional high level professional advisory and field staff with appropriate stenographic and clerical personnel. If current federal funds are increased (and the scope of the program expanded) as now proposed in Congress, these numbers will have to be enlarged. The state appropriation for use in matching will also have to be increased if the State is to make full use of federal funds. Such growth would require additional travel, printing and supply funds, in addition to personnel.

At present rates of accomplishment, approximately two-thirds of the counties in the state will have participated or be participating in this program by 1970.

LIBRARY ADVISORY AND CONSULTANT SERVICES. Current national standards require that the library extension agency have full-time consultants for adult, young people's, and children's library service. This unit has none of these at present. If standards are to be met within the next 10 years, these three positions must be added with corresponding stenographic and clerical personnel (3 professional, 3 steno-clerical). These positions would require additional travel, and supply funds.

BIBLIOGRAPHICAL, DOCUMENTATION AND INTER-LIBRARY LOAN SERVICES. The demands of this service are changing from the simpler type of requests for information to more difficult research and reference requests. This service will require one additional professional librarian, a general library assistant, and one additional person for circulation records and shipping combined.

A steady supply of additional books and other materials must be maintained, and it is desirable to have back-numbers of periodicals, which are available on microfilm, readily accessible through new technological methods. Within the next decade much other printed material will probably be readily available in such compact form.

It is likely the present system of preparation and circulation of traveling libraries will be out-dated and no longer a pattern of operation by 1970.

QUARTERS. At present levels of personnel, work load, and housing of the library collection, the existing location (117 University Avenue) is beginning to get crowded. The library, to operate efficiently and give satisfactory service, must be located nearer the department offices, have approximately twice the present floor space to accommodate the growth anticipated, and should be designed to fit the specialized space needs of a library.

TABLE XIV

Library Section - Fiscal year in which new positions are needed

Unit & Position <u>Library Extension Unit</u>	Year needed					
	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>
Rural Development Program						
2 Rural Library Consultants (Libn. II)	1963(1)		1965(1)			
2 Clerk Typist II	1963(1)		1965(1)			
Library Advisory Services						
1 Adult Services Consultant (Libn. II)				1966		
1 Children's Services Consultant (Libn. II)					1967	
1 Young People's Service Consultant (Lbn. II)						1968
3 Clerk Typist II				1966(1)	1967(1)	1968(1)
Loan and Reference Service						
1 Asst. Reference Librarian (Libn. II)			1965			
1 General Library Assistant	1963					
2 Clerk Typist II			1965(2)			
<u>School Library Unit</u>						
1 Elementary School Library Consultant (Libn. II)			1965			
1 Secondary School Library Consultant (Libn. II)					1967	
1 General Library Assistant	1963					
2 Clerk Typist II			1965(1)		1967(1)	

There would also be a need for additional shelving, desks, typewriters, the microfilm reader-printer, and other equipment as adjuncts to the service outlined.

The supervision of school libraries has resulted in the rapid expansion of the number of school libraries and librarians. This expansion can be expected to continue as the quality education program of the public school expands. As the number of reorganized school districts with larger elementary and secondary schools increases, the work of establishing and supervising such libraries will expand.

In order to carry this work load, the school library unit will require two more professional librarians who should be expert in either or both elementary and secondary school libraries. They would require the assistance of one additional general library assistant, and two steno-clerical workers to carry the added load of library and clerical work.

If currently proposed legislation in Congress should pass, this expansion would be needed immediately after such legislation becomes law.

It would be necessary at the same time to enlarge the space allocated to the school libraries unit, provide equipment, and allow added travel funds for them to be able to visit and supervise school libraries on a regular basis.

Teacher Personnel Section

As time goes on the services of this Section increase in number and complexity. This is a result of the increasing number of persons in need of such services and of the growing demands for service from individuals.

In 1950-51 there were 21,603 teachers in the public schools of Minnesota; in 1960-61 there were 31,666. It is estimated there will be 39,077 in 1970-71. If the rate of increase for the past ten years continues for the next ten, this estimate is conservative; it may well be about 41,000.

In 1950-51 there were 9,451 teaching certificates issued by this Section; in 1960-61 this number had increased to 13,629. No estimate has been made of the increase in the next ten years; it would not seem unreasonable to assume, however, that by 1970-71 this number will be near 18,000.

In 1950-51 there were 1,906 persons enrolled in the Placement Bureau for placement service; 431 placements were made during that year. In 1960-61 there were 2,627 persons enrolled; 718 were placed in teaching positions. Judging from the continued interest in this service in the past, this service is due for sustained growth in the future. This growth would increase in rate if there were sufficient staff on hand to assure an even more effective service than is possible at present.

The work in the area of teacher education has increased markedly in the past ten years. The growing emphasis on the approved-program approach in certification as opposed to that of counting credits has brought about a much closer tie-up of this section with the colleges of the state and with their programs of teacher preparation. It is very clear that this trend will continue, with an ever-increasing demand upon the personnel in the section.

It is most desirable to mechanize some of the processes, specifically certification and teacher qualification reporting. The introductory work in the area of certification has already been done. All that is needed to put it into operation is sufficient clerical help to do the necessary work.

To put the machine processing into operation in the area of teacher qualification reporting will require considerable planning and time since it involves the orientation of those in the local schools who will have to supply the necessary data. This might well be begun on a trial basis, working with a few selected districts in an area or a county.

It would not be out of order to investigate the desirability and feasibility of introducing machine operation in placement within the next ten years.

While machine processing would not reduce the need for clerical help, it would expedite the work and make it possible to make many more studies than can be made at present.

In order to do the work of this section as it should be done and to render the amount and kind of service that it is reasonable to expect, it will be necessary to add three professional employees to the staff in the next ten years. These might be appointed on the following schedule:

<u>Position</u>	<u>Year Position Needed</u>				
	<u>1963</u>	<u>1965</u>	<u>1967</u>	<u>1969</u>	<u>1971</u>
Teacher Education	X				
College Evaluation		X			
Teacher Qualification, Certification, Placement.			X		

Of equal importance is the addition of clerical help. A Clerk-Steno III as a secretary to the Director of the section is even more necessary than the additional professional persons. In the interest of the highest quality of service the additional clerical workers would be Clerk-Steno and Clerk-Typist II's. These might well be appointed on a schedule somewhat as follows:

<u>Position</u>	<u>Year Position Needed</u>				
	<u>1963</u>	<u>1965</u>	<u>1967</u>	<u>1969</u>	<u>1971</u>
1 Clerk-Steno III	X				
2 Clerk-Typists II for Placement	X	X			
1 Clerk-Typist II for Certification	X				
1 Clerk-Steno II for Professional Position #1	X				
1 Clerk-Steno II for Professional Position #2		X			
1 Clerk-Steno II for Professional Position #3			X		

Vocational Education Section

The controlling purpose of vocational education is to fit persons for useful employment. The needs of two distinct groups of people are served by the programs: (1) Those who have entered upon and (2) Those who are preparing to enter upon the work of various occupations in the fields of agriculture, business and commerce, distribution, homemaking, and trades and industries. Vocational education programs provide training for young persons in regular day school classes and for out-of-school youth and adults, both employed and unemployed. These programs develop abilities, understandings, attitudes, work habits and appreciations which contribute not only to successful employment but also for a satisfying and productive life.

Vocational education does not take the place of general academic education but supplements and enhances it for students who want training for a chosen occupation. Vocational education programs are administered by regularly constituted state and local school authorities who recognize their responsibility to provide programs for both academic and vocational education.

Vocational education programs in public schools have steadily increased since their inception. The past few years have seen the total enrollment of persons taking vocational education in Minnesota's public schools exceeding 100,000. New programs are planned and these, along with continued expansion of old programs, will continue this growth. Increased demands on vocational education will be caused by the need to relieve unemployment among the unskilled by providing them with vocational training which will prepare them for skilled jobs.

Manpower needs, as expressed by the federal Department of Labor, indicate that by 1970 almost 50 per cent of all women, ages 35-64, will be in the labor force. Many of these workers will have to be trained in order to learn new skills and to adjust to changing patterns of the economy.

Government agencies are aware of the advisability of providing handicapped people with vocational training so they can become productive citizens. While a good start is being made, vocational education will require a great deal of expansion in order to moderately supply the needs of this group.

The average migrant farm worker works 131 days per year and earns \$892.00. The low economic level of these workers and the fact that they are traveling about deprives the families of adequate clothing, housing, diet, school opportunities, health, and family stability. Funds will probably be provided through the federal government for vocational training that will improve the status of these people.

The Area Redevelopment Act, passed by Congress in May, 1961, provides, in part, for a pilot program for the vocational training of underemployed and unemployed workers. A bill now in Congress called the Manpower Training Bill, will greatly expand this program to cover underemployed and unemployed workers wherever they may be and to provide them with vocational training so they can become eligible for full employment.

Projection of Enrollments - Technician

Projected enrollments are as follows:

<u>Year</u>	<u>All Day Classes</u>	<u>Adult Evening Classes</u>	<u>Total</u>
1962	500	3700	4200
1963	550	3885	4435
1964	605	4075	4680
1965	725	4275	5000
1966	870	4490	5360
1967	994	4715	5709
1968	1094	4950	6044
1969	1204	5420	6624
1970	1324	5960	7284

Anticipated enrollment for 1961-62 all-day classes is about 500. This is increased by 10 per cent for 1963 and 1964 reflecting recent average annual increases in these classes. Enrollments for 1965 through 1967 are increased by 20 per cent. This estimate is made on the basis of an estimated increase of 30 per cent in the number of high school graduates available and anticipated new area school facilities being made available in Saint Paul. For 1968-70 the estimated rate of increase is again leveled off to 10 per cent. From 1962 to 1967 an annual enrollment increase

of 5 per cent is predicted in adult evening classes. This estimate is based on active participation of employed adults because of the increasing technical needs of industry.

The Department of Business Development and several recent economic research reports have indicated that most industrial growth in Minnesota will probably come in the so-called "brain" industries requiring highly skilled technical help. Retraining of persons displaced through automation will also be a significant factor. However, total employed workers in the age brackets usually attending adult classes are not expected to increase significantly during this time.

In 1968, the estimated rate of increase is shifted to 10 per cent reflecting the entry into the labor market of the surge of young people who have received preparatory technical training, and now will continue with evening extension training.

Agriculture Education Unit

	<u>1950-51</u>	<u>1960-61*</u>	<u>1967</u>	<u>1971</u>
Departments	193	287	302	315
Enrollment	15,242	25,376	31,387	40,000
High School	9,833	13,795	15,174	16,000
Young Farmer & Adult	5,409**	11,581**	16,213	23,000
Number of Teachers	209	328	400	500
Number of Multiple- Teacher Departments	16	38	80	150
Area Vocational Schools Agriculture Program	0	7	9	11
Number of Farms	179,119	145,662	136,923	132,000

* 1960-61 data used since 1962 enrollment figures not available.

** Excluding enrollment in food production and preservation courses.

In projecting anticipated changes for 1965 and 1973 the base used was the changes that occurred during the past decade of 1950-51 to 1960-61.

During the decade 1951-61 the number of vocational agriculture departments increased 48 per cent; a 13 per cent increase is estimated to 1970 on the basis of continued growth of the program and anticipated high school combinations and consolidations.

Total enrollment in vocational agriculture increased 66 per cent in the past decade; anticipated for the next decade is an increase of 58 per cent.

Although the number of farms decreased 18 per cent from 1951-61, the vocational agriculture education program increased 48 per cent in number of departments, 66 per cent in enrollment and 57 per cent in number of teachers. It is anticipated that the number of farms will continue to decrease to 1970, but at a slower rate than during the past decade.

As farms become larger and technical developments add to the complexity of farming the growth of vocational agriculture education indicates farm people are looking more and more to the schools for an organized program of instruction designed to meet their educational needs.

The adult program in agriculture education is becoming increasingly important, and will continue to do so. Organizing the instruction on the basis of farm management gives impetus to the trend of more classes and larger enrollments.

Distributive and Office Education Unit

Estimated expanded enrollments in distributive and office education through the year 1971 include:

	<u>1962</u>	<u>1967</u>	<u>1971</u>
Distributive (day and evening)	4,255	6,000	8,000
Office--Day	75,333	95,000	120,000
Evening	8,334	10,000	12,000

Cooperative programs in distributive education will likely continue to increase. The present rate of increase in cooperative programs is between two and three per year. There is also a greater interest for establishment of post high school distributive education programs.

As coordinators are established in more communities, there will be an increase in adult programs in distributive education. The potential for the increase in adult distributive education is very high but is limited to the supervisory and coordinator personnel which schools need to teach and organize them.

It is anticipated enrollments in day programs of office education will increase steadily at approximately four per cent per year. There was a decline in office education enrollments from the 1960 to the 1961 school year primarily because of a temporary adjustment to the new mathematics and science requirements.

A four per cent increase is likely in the future because high school population will increase within the next ten years and post high school programs are increasing.

It is likely that the adult office courses will continue to increase at a slow but steady rate. The vocational office adult programs are limited by the relatively small number of vocationally oriented office teachers who are available and interested in organizing such courses.

Home Economics Education Unit

	<u>1950</u>	<u>1960</u>	<u>1971</u>
Growth of Future Homemakers of America			
Chapters	102	332	400
Membership	3,693	13,538	16,000

The figures indicate the rapid growth in the past ten years and it is believed the organization will continue to grow. The growth anticipated will require one full time supervisor and one half-time supervisor and a full-time secretary and a part-time secretary.

In the next 10 years adult education will become increasingly important. If it is to be made effective, additional staff will be needed.

A program for post high school students in area vocation schools should be given priority in planning. Some of the areas of study which could be offered on a more mature basis than in high school include money management, family relationship, food for the family, family health, clothing for the family and fabrics for household use, art, and science in the home. In many of these courses men and women can profit from studying together.

Industrial Education Unit

If Minnesota maintains its present position as an industrial state during the next decade, an increase of about 280,000 persons in the labor supply can be anticipated. In view of this figure, the increase in trade and industrial services from a figure of 27,068 in 1962 to 51,000 in 1971 is probably a conservative figure. In addition to 14 million new workers nationally there will be another 15 million new workers replacing those persons retiring or terminating their productive years. These replacements, too, will need training.

In the next 10 years Minnesota also will need about 300,000 new replacement workers. These two groups number over a half million persons who may have need of training of one sort or another. These figures represent persons just beginning to make their appearance and do not take into account persons presently in the labor force who may have need of training services.

This half million people are in all pursuits and not only in trade and technical trades. After eliminating those who will be concerned with agriculture, distributive areas, professional areas and others, about 250,000 new workers will be needed in the trades and industries.

Industrial arts for enrollment for 1962 totalled 93,309 for grades 7 through 12. This is approximately 30 per cent of the total enrollment. During the past 10 years industrial arts enrollment each year has shown a greater percentage of increase than total enrollment.

If this trend were projected to 1971, the figures for 1967 (109,617) and 1971 (120,000) would be much higher. However, with the added emphasis toward mathematics and science, an increase from 30 per cent to only 35 per cent is expected.

Guidance Services Unit

	<u>1962</u>	<u>1967</u>	<u>1971</u>
Secondary School Counselors	626	1,025	1,300

The projected number of counselors is based upon three assumptions:

GUIDANCE programs in secondary schools will continue to expand at approximately the same rate as they have for the past four years.

MORE COUNSELORS will be provided in elementary schools, area vocational schools, and junior colleges.

THE SUPPLY of trained counselors will be adequate to meet the demand.

The need for guidance services for all youth is being recognized and promoted by an increased number of study groups and organizations. The 1960 White House Conference on Children and Youth recommended a student counselor ratio of 1 : 300 for secondary schools and 1 : 600 for elementary schools. Meeting this ration would require 1,240 elementary and 1,123 secondary counselors by 1967 and 1,355 elementary school counselors and 1,220 secondary school counselors by 1971.

To work toward the recommended goals in guidance and counseling, the following recommendations are made as proposed by the State Advisory Committee for Guidance, Counseling, and Testing.

TABLE XV

State Staff Needs for Vocational Education

State Staff Needs for Vocational Education

<u>Program</u>	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
Agriculture	0	0	0	-1	0	0	0	0	0
Home Economics	0	0	0	0	+1	0	0	0	0
Office	+1	0	0	0	+1	0	0	0	+1
Distributive	0	0	+1	0	0	0	0	0	0
Private Trade Schools	0	0	0	-1	0	0	0	0	0
Guidance	0	0	1	0	1	0	1	0	0
Technician	1/2	0	1/2	0	0	0	0	0	+1
Trade and Industrial	0	0	0	0	0	+1	0	0	0
Practical Nursing	0	0	0	0	0	0	0	0	0
Industrial Arts	+1	0	0	0	0	+1	0	0	0
Area Redevelopment	+1	0	0	0	0	0	+1	0	0
Area Vocational Schools	+1/2	0	+1/2	0	0	0	0	0	0
	4	0	3	-2	3	2	2	0	2
<u>Itinerant Field Teachers</u>									
Merchandising	0	0	0	0	0	0	+1	0	0
Electronics	0	0	0	0	+1	0	0	0	0
Building Technician	0	0	+1	0	0	0	0	0	0
	0	0	+1	0	+1	0	+1	0	0
<u>Total Additions</u>									
Professional	4	0	4	-2	4	2	3	0	2
Clerical	2	0	1 1/2	0	2	1	1	0	1
									17
									8 1/2
									<u>Totals</u>

THAT A STUDY be made of the possibilities of developing a coordinated Pupil Personnel Service Section in the Department of Education.

THAT ENCOURAGEMENT be given to the further development of guidance programs in elementary schools, area vocational schools, and junior colleges.

THAT THE PRESENT guidance staff be expanded, as was approved in the State Plan for Guidance, Counseling, and Testing, to include a Director of Guidance, two assistant directors, six consultants for secondary school guidance programs and three consultants for elementary school programs of guidance and pupil personnel services.

THAT GUIDANCE SERVICES BE INCLUDED AS A PART OF STANDARDS FOR BASIC STATE AIDS in Minnesota for all grades.

THAT FURTHER encouragement be given to reorganization of small school districts into units large enough to be able to provide more complete pupil personnel services.

Private Trade Schools Unit

Requirements for the private trade school unit for the year 1967 will be two assistant supervisors in addition to a head supervisor. It is anticipated supervision will be needed for 70 resident private trade schools and 33 private correspondence schools located outside the state but having solicitors in this state.

The year 1973 should see approximately 81 resident schools and 37 private correspondence schools domiciled outside of the state but having salesmen in the state.

Division of Vocational Rehabilitation

Goals and Objectives

The principal goal of the Division of Vocational Rehabilitation is to extend the program so that the number of persons rehabilitated and the number of services provided are consistent with the demands placed upon the agency by the number of disabled in the state. The program for the next 10 years will involve the establishment of additional field offices, manned by counseling, clerical and supervisory personnel.

The goals of the Division are:

EXPAND the counseling staff to increase services to such disability groups as the emotionally ill, mentally retarded and the severely disabled.

REDUCE backlog of pending cases and cases awaiting investigation.

DEVELOP coordination of community resources to benefit the rehabilitation of the disabled.

FOSTER the development and growth of community resources for the rehabilitation of the disabled, including financial assistance for the establishment of new facilities.

PROVIDE consultative services to local communities to undertake special projects for the rehabilitation of the disabled.

ESTABLISH field offices in the population areas of the state now being served by itinerant contact.

EXTEND rehabilitation services to homebound individuals.

EXPAND employment opportunities for the disabled in all occupational pursuits through coordinated programs with state and community agencies and organizations.

PROVIDE sheltered employment opportunities for those disabled who are unable to compete in a regular labor market.

PROVIDE program of employer education to encourage the acceptance and retention of disabled persons in employment.

Financing

The program of rehabilitation is presently financed through state and federal appropriations. No change in basic financing is anticipated or recommended. The state appropriates from income tax revenues, while federal government appropriations are based on all federal general tax sources.

1959-1961 Biennial Budget (combined)

Available Funds

State Appropriations	\$ 1,135,304.00
Federal Appropriations	2,067,932.00
Special Gifts	2,000.00
Transfers	11,139.00

Expenditures

Guidance and Placement	840,074.00
Case Services	1,822,937.00
Administration	274,913.00
Extension and Improvement	52,304.00
Special Projects	53,486.00
Special Facilities for the Handicapped	4,948.00

Standards

Program standards are based on the requirements imposed by Public Law 565, and implemented by regulations promulgated by the Secretary of Health, Education and Welfare. The state plan is the operating instrumentality embodying the standards established by the State Board of Education, which are in conformance with the federal law. Such other standards obtain as relate to the type of services provided through the Division.

Plans

The plans of the Division for the next decade have not yet reached a definite state of development. The specific planning will follow from the general objectives, which involve the establishment of new field offices where needed and increasing the size of the counseling staff to meet the needs of disability groups not now being served completely. The estimates of the financial requirements and the number of personnel for the years to come presuppose a rehabilitation program based on the existing pattern of services.

This does not include the possibility of rehabilitating persons for independent living nor the possibility of rehabilitating the chronically dependent persons who

are not otherwise physically disabled. Considering legislation pending before Congress, it is conceivable that rehabilitation services will be extended in a number of directions. Most likely to come within the next decade is rehabilitating individuals for independent living. Considerations presently in the Department of Health, Education and Welfare, indicate rehabilitation is pointing toward restoration and re-training of chronically dependent persons who are not otherwise disabled.

For each type of program, additional personnel will be required. Additional office facilities will be necessary. It is known that other kinds of rehabilitation skills, not now considered part of the rehabilitation staff, will be brought to bear. For instance, should independent living legislation be enacted by Congress, staff specialists in the various therapies will be necessary and possibly individuals who are specially trained in the field of geriatrics. A full-time medical staff consultant would be required in the administration of this type of program. The cost of services, as well as the character of the services, provided to the seriously disabled would be substantially different from those provided under the existing program.

Financing the Plan

It is difficult to state a recommendation with respect to means of financing the increased requirements for rehabilitating disabled citizens. Increased appropriations from state income taxes, through the form of a small additional surtax, would be one way to meet this need. Depending upon the national economic situation and the international situation, it is hoped that more of the national tax revenue could be diverted from defense purposes into social programs, such as rehabilitation. The federal government has consistently increased its appropriations and there now are indications that this will continue on a long trend basis, since the value of rehabilitation and the program of rehabilitation has been firmly established.

Disability Determination Section

Goals and Objectives

The objectives of this Section are:

TO SECURE for residents of Minnesota the benefits provided under the Social Security law by developing evidence and equitably adjudicating facts according to national standards.

TO EVALUATE and refer for vocational rehabilitation services those applicants who might benefit from those services and then become employable.

In terms of specific production goals, the Section is striving to process 95 per cent of the applications not in need of development within seven working days; 95 per cent of the applications requiring consultative medical examinations within 50 working days; and 95 per cent of the applications requiring other forms of development within 35 working days.

The pending load is to be maintained at the level of one months' production or less. This means a shorter waiting period for applicants.

Cases returned by the Bureau for additional development or for non-conformity to national standards are to be reduced to two per cent or less.

FINANCING

The entire cost of operating the Section is financed by federal funds.

PLANS

It is anticipated Social Security earnings and quarters of coverage criteria will become more liberal. It also appears that medical care to the aged might be provided by Social Security. If this comes about, it will result in an increase in disability benefit applications, and if medical care benefits are extended to include disability recipients, there will be a substantial increase in applications because claims will become more valuable.

Congress may provide for temporary total disability benefits. This would increase the case load and require additional personnel to render prompt adjudication for this type of coverage.

It is anticipated that this Section will continue to render the same basic service without undergoing any substantial revisions.

With the projected increase in applicants and the consequent increase in personnel, several organizational changes will occur. There will be a need for several consultant positions so that adequate technical supervision can be provided for the workers. It is also anticipated that a sub-section designed to adjudicate appealed cases will become necessary.

Financing is entirely Federal, and the source of revenue will be the Social Security Trust Fund to be appropriated by Congress as required.

Special Education Section

Responsibility and Authority

The Legislature, in making aids available to school districts which provide special education services, specifies that the State Board of Education shall set standards relative to pupil eligibility, personnel, class size, supervision, parent consultation, and any other standards that it deems necessary. A primary responsibility of the Special Education Section is to study, develop, and recommend standards to the Board of Education.

The Special Education Section provides consultative services to local school districts and the state residential schools for program and curriculum development for handicapped pupils.

The Section also provides consultative services to the University and the State Colleges. It has worked closely in developing teacher education plans designed to prepare more teachers and other essential personnel for Minnesota's special education program.

Goals and objectives of the section include:

DEVELOPMENT of special education services in areas not currently having such services.

DEVELOPMENT of methods of providing supervision to existing programs.

DEVELOPMENT and implementation of a reimbursement plan which would truly offset the excess cost of special education programs to the degree that cost factors would no longer act as a deterrent to program development.

ENCOURAGING and stimulating the training of special teachers in order to alleviate the present shortage of qualified personnel.

DEVELOPMENT of more complete and intensive consultation service to local school districts and state institutions having school programs. At the present time the Special Education Section is unable to provide an adequate amount of consultation.

STRENGTHENING the certification requirements for all teachers of the handicapped so as to insure continuing program quality.

DEVELOPMENT of curriculum guides, manuals, and other reference materials in all disability areas, in order that programs maintain consistently high standards.

EXPLORATION of means of obtaining funds to enable the Section to participate in experimental and demonstration projects aimed at developing new and better approaches to meeting the needs of handicapped children.

FINANCING

Special Education programs are financed through local, district and state funds. Because programs for handicapped children are generally more costly than programs for normal children, the state reimburses local districts for a portion of the excess costs involved. The moneys appropriated for this purpose are included in the general education appropriation. In the 1960-61 school year, special education reimbursement to local districts totaled \$3,052,098.02. The following illustrates the distribution of funds in the various disability categories:

Deaf	\$ 115,159.25
Blind	105,195.74
Trainable Retarded	138,281.03
Educable Retarded	1,291,847.66
Speech	396,184.75
Crippled	233,887.76
Emotionally Disturbed	44,980.26
Neurologically Impaired	26,755.87
Home & Hospital	337,155.98
Other Essential Personnel	362,649.72

The administrative costs of the special education program are included in the operating budget of the Department of Education.

PLANS

It is anticipated that steady growth in services to children will continue during the next decade. To provide adequately for the increased number of children requiring special education services it will be necessary in the next ten years to:

PROVIDE additional consultant staff both at the state and regional levels.

CONTINUE to encourage local districts to develop a formal plan of shared personnel so that comprehensive special education services can be made available to all areas of the state.

OBTAIN sources of revenue which will permit demonstration and research projects which have as a primary purpose the improvement and extension of special education services. The following are some of the areas of concern in this regard: improved screening and diagnostic services in all categories of disability, the development of various approaches to the problem of the mentally retarded at the secondary school level, the establishment of programs for crippled children on a regional basis, and the greater use of itinerant personnel in the area of the visually impaired and the hearing handicapped.

REVIEW the adequacy of the special education legislation with special reference to the classification of children and the present pattern of reimbursement.

GIVE ATTENTION to the problem of the shortage of trained personnel by developing a plan for awarding state sponsored scholarships and for providing in-service training for school district personnel working with handicapped children.

Action Programs to Implement Plans

A plan of action to remedy present deficiencies in consultation service and to appropriately handle the anticipated growth in the program would entail the following:

AN ADDITION to the special education staff of six consultants and an appropriate number of clerical employees to serve on a regional basis. These staff members would not be located in St. Paul but would reside in strategically located out-of-state communities.

EXPANSION of the central office staff. The Commission on Problems of Mentally Retarded, Handicapped, and Gifted Children has recommended that the following additions be made to the present Special Education staff: An assistant to the Special Education Section head; one professional staff member for program for emotionally disturbed; two additional staff members for programs for retarded children and four additional clerical positions.

AN APPROPRIATION to the Special Education Section for demonstration-research projects to establish means by which school districts can better meet the needs of handicapped children; in-service training of school district personnel working with handicapped children, and scholarships for the training of additional personnel.

The recommendations by the Commission were that the additional staff positions be created within a period of 5 years. These recommendations should be regarded as minimum staff requirements insofar as the 10 year period is concerned. Additional program growth in the second half of the ten year period may make necessary the creation of additional staff positions.

The staff expansion described above would require an additional appropriation to the Department of Education of approximately \$120,000 per year. Funds to finance the program would have to come from increased appropriations by the Legislature.

TABLE XVI

Statement of annual appropriations granted to several Budget Accounts
from 1951-52 fiscal year to 1962-63 fiscal year showing the per cent of increase

	Appropriation											Per Cent of Increase	
	1951-52	1952-53	1953-54	1954-55	1955-56	1956-57	1957-58	1958-59	1959-60	1960-61	1961-62	1962-63	1951-52 to 1962-63
Salaries Complement	345,376 87	350,218 87	351,801 90	354,885 92	385,745 103	381,917 101	502,887 116.5	518,428 117.5	604,427 124	618,834 124	784,928 146	774,336 146	124.20 67.82
Sup. & Exp.	85,423	84,348	73,993	72,473	90,000	82,500	94,549	94,533	91,035	92,183	139,730	129,458	51.55
Training of Dis. Persons Complement	155,000 29	150,000 29	180,000 33	180,000 33	332,560 41 1/2	430,848 41 1/2	485,000 81	510,000 81	552,888 92	582,616 92	678,917 91	677,008 91	336.78 213.79
Research	40,000	40,000	40,000	40,000	30,000	30,000	32,500	32,500	33,000	35,000	40,000	40,000	-0-
Community Lunch	200,000	200,000	250,000	250,000	300,000	300,000	350,000	350,000	400,000	400,000	400,000	400,000	100.00
Aid to Schs.	51,082,600	53,294,300	61,811,600	64,396,000	65,062,404	66,995,380	80,223,478	83,531,590	97,307,000	101,424,200	123,663,000	132,613,000	159.61

TABLE XVII

Projection of estimated Fund requirements by Budget Account
for ten year period from July 1, 1963 to June 30, 1973

	<u>1963-64</u>	<u>1964-65</u>	<u>1965-66</u>	<u>1966-67</u>	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Salaries (Complement)	907,000.00 167	965,000.00 177	1,035,000.00 189	1,140,000.00 197	1,234,000.00 208	1,340,000.00 222	1,414,000.00 239	1,460,000.00 248	1,515,000.00 253	1,670,000.00 256
Supplies & Expense	225,000.00	245,000.00	270,000.00	285,000.00	305,000.00	325,000.00	360,000.00	380,000.00	420,000.00	455,000.00
Liaison Committee	12,000.00	15,000.00	15,000.00	20,000.00	25,000.00	30,000.00	30,000.00	30,000.00	35,000.00	38,000.00
Voc. Trng. Disabled Persons (Complement)	886,000.00 109	972,000.00 121	1,131,000.00 126	1,215,000.00 131	1,342,000.00 136	1,502,000.00 141	1,610,000.00 146	1,850,000.00 151	2,130,000.00 156	2,345,000.00 161
Scholarship for Ind. Stud.	15,000.00	20,000.00	20,000.00	20,000.00	25,000.00	25,000.00	25,000.00	25,000.00	30,000.00	30,000.00
Community Lunch Program	450,000.00	450,000.00	500,000.00	500,000.00	525,000.00	525,000.00	540,000.00	550,000.00	575,000.00	575,000.00
Research	90,000.00	112,000.00	115,000.00	116,000.00	125,000.00	125,000.00	132,000.00	132,000.00	145,000.00	145,000.00
Rural Public Library Aid	200,000.00	200,000.00	225,000.00	225,000.00	250,000.00	275,000.00	275,000.00	300,000.00	325,000.00	325,000.00
Exp. Laboratory Program	75,000.00	75,000.00	50,000.00	50,000.00	65,000.00	75,000.00	60,000.00	35,000.00	40,000.00	40,000.00

TABLE XVII (Continued)

Projection of estimated Fund requirements by Budget Account
for ten year period from July 1, 1961 to June 30, 1971

	Current 1961-62	Approp. 1962-63	1963-64	1964-65	1965-66	1966-67	1967-68	1968-69	1969-70	1970-71
Special State Aid										
Foundation Aid	102,959,200	110,001,000	122,943,865	130,795,482	137,754,050	145,301,789	153,366,953	161,671,623	168,657,265	176,383,452
Pupil Units	(780,390)	(806,813)	(835,088)	(854,145)	(869,003)	(884,747)	(900,304)	(916,198)	(929,046)	(941,475)
County Equal Aid	200,000	200,000	200,000	200,000	200,000	200,000	100,000	100,000	100,000	100,000
Emergency Aid	500,000	500,000	600,000	600,000	700,000	700,000	800,000	800,000	900,000	900,000
Transportation Aid	13,715,000	14,930,000	13,970,886	14,885,666	15,844,280	16,847,883	17,897,582	18,994,431	20,139,587	21,334,104
Handicap Aid	3,429,800	3,773,000	3,400,000	3,900,000	4,100,000	4,300,000	4,500,000	4,700,000	4,900,000	5,100,000
Vocational Aid	2,859,000	3,209,000	3,534,968	3,959,164	4,434,263	4,966,374	5,462,974	6,009,271	6,610,198	7,271,217
Total	123,663,000	132,613,000	144,649,719	154,340,312	163,032,593	172,316,046	182,127,509	192,275,325	201,307,050	211,088,773
Income Tax Aid	*7,750,820	8,100,000	8,400,000	8,500,000	8,600,000	8,700,000	8,800,000	8,900,000	9,000,000	9,100,000
Apportionment	*8,027,028	8,100,000	8,250,000	8,500,000	8,750,000	9,000,000	9,250,000	9,500,000	10,000,000	10,250,000
Amount Available	139,440,848	148,813,000	161,299,719	171,340,312	180,382,593	190,016,046	200,177,509	210,675,325	220,307,050	230,438,773
Aid to Junior College	877,800	965,700	976,500	1,030,200	1,086,900	1,163,100	1,244,400	1,331,700	1,425,000	1,524,000
Annual Rate A.D.A.	300	300	300	300	300	300	300	300	300	300

*Actual payment

TABLE XVII (Continued)

Projection of estimated Fund requirements by Budget Account
for ten year period from July 1, 1963 to June 30, 1973

	<u>1963-64</u>	<u>1964-65</u>	<u>1965-66</u>	<u>1966-67</u>	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
National Def. Educ. Act.										
Title III										
Adm	75,000.00	75,000.00	80,000.00	80,000.00	85,000.00	85,000.00	85,000.00	85,000.00	90,000.00	90,000.00
Aids	1,100,000.00	1,100,000.00	1,150,000.00	1,150,000.00	1,200,000.00	1,200,000.00	1,200,000.00	1,200,000.00	1,250,000.00	1,250,000.00
Title V										
Adm. & Aids	300,000.00	300,000.00	325,000.00	325,000.00	350,000.00	350,000.00	350,000.00	350,000.00	400,000.00	400,000.00
Title X - Adm.	40,000.00	40,000.00	45,000.00	45,000.00	45,000.00	45,000.00	50,000.00	50,000.00	60,000.00	60,000.00
George-Barden Voc. Educ.										
Title I	675,000.00	675,000.00	675,000.00	675,000.00	675,000.00	675,000.00	675,000.00	675,000.00	675,000.00	675,000.00
Title II	92,000.00	92,000.00	92,000.00	92,000.00	92,000.00	92,000.00	92,000.00	92,000.00	92,000.00	92,000.00
Title III	215,000.00	215,000.00	215,000.00	215,000.00	215,000.00	215,000.00	215,000.00	215,000.00	215,000.00	215,000.00
Smith Hughes-Voc. Ed.	142,000.00	142,000.00	142,000.00	142,000.00	142,000.00	142,000.00	142,000.00	142,000.00	142,000.00	142,000.00
Educ. of Indian Children	155,000.00	165,000.00	170,000.00	170,000.00	170,000.00	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00
Rural Library Aid	166,730.00	166,730.00	166,730.00	-	-	-	-	-	-	-
Voc. Rehab.	1,490,000.00	1,595,000.00	1,833,000.00	1,931,000.00	2,220,000.00	2,441,000.00	2,808,000.00	3,088,000.00	3,550,000.00	3,900,000.00
O.A.S.I.	360,000.00	400,000.00	450,000.00	500,000.00	550,000.00	600,000.00	650,000.00	660,000.00	720,000.00	800,000.00
Sch. Lunch & Spec. Milk Prog.	3,780,000.00	3,960,000.00	4,135,000.00	4,300,000.00	4,472,000.00	4,655,000.00	4,840,000.00	5,035,000.00	5,240,000.00	5,450,000.00
Civil Defense - Adult Educ.	-	-	-	-	-	-	-	-	-	-

TABLE XVIII

Analysis of selected budget figure showing the percentage of increase of actual appropriation over past ten year period and of projected appropriation needs ten years ahead

<u>Salaries Acct</u>	<u>Appropriation</u>	<u>Per Cent Increase</u>	<u>Complement</u>	<u>Per Cent Increase</u>
1951-52	\$ 345,376.00		87	
1962-63	774,336.00	124.20	146	67.82
1961-62	764,928.00		146	
1972-73 Projection	1,670,000.00	118.32	256	75.34
 Supplies & Expense Acct				
1951-52	85,423.00			
1962-63	129,458.00	51.55		
1961-62	139,730.00			
1972-73 Projection	455,000.00	225.63		
 Voc. Rehab. Program				
1951-52	155,000.00		29	
1962-63	677,008.00	336.78	91	213.79
1961-62	676,917.00		91	
1972-73 Projection	2,345,000.00	246.42	161	76.92
 Aid to Schools				
1951-52	51,082,600.00			
1962-63	132,613,000.00	159.61		
1961-62	123,663,000.00			
1970-71 Projection	230,438,773.00	86.34		
 School Lunch				
1951-52	200,000.00			
1962-63	400,000.00	100.00		
1961-62	400,000.00			
1972-73 Projection	575,000.00	43.75		

UNIVERSITY OF MINNESOTA

"The ideal University is a community of inquirers all seeking after truth. Some are called professors; some students. They work together in a master-apprentice relationship. Both know that the realm of the unknown is greater than the known; both are humbly determined that they will reduce the quantum of ignorance; the professor by his example of study sets the pace; and his fondest dream is that his student will soon outmatch him. The genius of a university is satisfied when professors and students are gathered together in one community engaged in joint enterprise -- perpetuating the wisdom of the ages, increasing the community of men capable of intellectual inquiry, and together expanding the frontiers of truth." -- O. Meredith Wilson, ninth president of the University of Minnesota in his inaugural address.

THE IDEA OF A UNIVERSITY

A state university is an instrument of the people. It draws its sustenance from the people. It exists to serve society.

The first concept of a state university had its beginnings as early as 1785, when the University of Georgia was founded. This was not the concept we know today. Today's concept of the state university -- a university to meet the needs of all the people, rather than only the privileged few -- dates from the middle of the last century.

It was pioneered by Jonathan Baldwin Turner and Senator Justis S. Morrill of Vermont. In 1850, Turner, a pioneer educator in Illinois, stressing the need for greater opportunities in higher education, spoke in this spirit:

"In our country, we have no aristocracy, with the inalienable wealth of ages and constant leisure and means to perform all manner of useful experiments for their own amusement; but we must create our nobility for this purpose, as we elect our rulers, from our own ranks, to aid and serve, not to domineer over and control us. And, this done, we will not only beat England and beat the world in yachts and locks and reapers, but all else that contributes to the well being and true glory of man."

Twelve years later, in 1862, the Federal government climaxed the movement for public higher education, when President Lincoln signed the Morrill act (named for its sponsor, Senator Justin S. Morrill of Vermont) which set aside grants of land for the support of state colleges devoted to agriculture and technology.

Today there are 68 land-grant colleges and universities in the nation. The University of Minnesota is one of these. Their basic precept is that higher education should be equally available to all who are capable of it, regardless of their station in life.

While the kinds of learning and experience which they offer to their students are incredibly varied, as are the services they offer to society, essentially they do three things:

They teach.

They carry forward research.

They serve the people.

The constitution of Minnesota, as adopted in 1857, provides in Article VIII, section 4, that the University of Minnesota as it was located and established by the Territorial Legislature in 1851 "is hereby declared to be the University of the State of Minnesota."

Commenting on the role of the University in the state, a committee that recently was commissioned to direct a self-survey of the institution phrased it in this way:

"Since the people of Minnesota constitute the state, this means that the University belongs to the people in their organized capacity as a state in the Union. It is devoted to their service and their welfare. All the essential and general interests of the people -- moral, spiritual, intellectual, and material -- local, national and international -- are of concern to the University."

In the 111 years since its founding, the University has directed its efforts to these ends. Its impact on the state has been profound. It has extended its influence to every part of the state, increasing levels of learning; contributing of its research to the betterment of the economy and to the living standards of its people; improving the products of its farms and increasing their productivity; pointing the way to new products and new methods of production for its industries.

Today the University of Minnesota stands as one of the great universities of the nation. In the fall of 1961 it enrolled 30,846 full-time students. But this is only one measure of the degree to which it serves the state. An additional 44,485 persons were enrolled in some form of instruction; in the agricultural short courses, in the evening extension instruction (which alone enrolled 16,182 persons), in the programs of the Center for Continuation Study, in the schools of agriculture.

One major midwestern university has long said that the boundaries of its campus are the boundaries of the state. While this in a large sense is true of the University of Minnesota, it does not adequately describe the role of the university in an era of space flight and instantaneous worldwide communications. Those who directed the recent self-survey recognized this when they wrote:

"In all three phases of its work -- instruction, research, and public service -- while the University's primary responsibility is to the people of the state, it has also a national and worldwide responsibility comparable to that of any other true university."

If proof were needed of the international role of the University of Minnesota, it would be difficult to find evidence more to the point than the sequence of events of the summer of 1962. As the University closed out the final phase of its eight-year, federally-financed "sister relationship" with the war-ravaged Seoul National University in Korea, nearly 100 Peace Corps volunteers were taking up residence on the St. Paul Campus to begin training for service in Pakistan.

On the regional level, the University has served as base of operations for the important four-year Upper Midwest Economic Study, which is designed to bring new strength to the economy of the Ninth Federal Reserve District, and is presently aiding in efforts to obtain for this area a research institute that would further bolster the economy.

The common bond tying together these diverse activities, in which the freshman taking required English becomes a part of the same whole as the scientist developing a new strain of rust-resistant wheat, or seeking new ways to relieve suffering and maintain life, is the pursuit of learning. Some would say, the pursuit of truth. For this is the central purpose of the University. It involves pushing outward the frontiers of knowledge.

If there is one thing that is true of a university it is that today it is different from what it was yesterday and tomorrow it will be different from today. For a university is both an instrument of change, and the pawn of change. As it seeks to push outward the frontiers of knowledge it brings about change. As it seeks to meet the needs of society it becomes subject to change. To predict the direction or dimension of these changes can be done only in broadest measures.

It is possible, of course, to make predictions based on the numbers of students who will be seeking to enter the University during the decade. It must be understood, however, that to tie the University irrevocably to estimates based only on numbers, while ignoring the advances that a swiftly changing society will demand, would be to sap the University's strength and vigor, and deny it its primary role as an instrument of change.

Something of the nature of new and increased demands that may be expected are forecast in this paragraph from a recent book, "Governance of Colleges and Universities", by John J. Corson:

"In the decades ahead, each college and university will be expected as in the past, to advance and disseminate knowledge. In addition, these institutions will be confronted during the years ahead with demands for assistance from many groups within the community. Adults will look to these institutions for opportunities for continuing their education. Business will look to these institutions for the specialized training of employees, for technical advice in many fields, and for creative research on its problems. Government will look to these institutions for an increasing amount of research in many fields, for the training of young men destined to serve in the military forces, for the provision of technical advice to public projects at home and abroad, and for the support and development of institutions of higher learning in the underdeveloped countries."

PRESENT DIMENSIONS OF THE UNIVERSITY

When full-time enrollments at the University reached a record 30,846 students in Fall Quarter 1961, there was inevitably a revival of the often-heard debate as to whether the University is becoming "too big."

This enrollment was some 2,000 more than the University had budgeted. Because tuition falls considerably short of covering the costs of educating a student, it presented grave financial problems that were met by temporarily diverting funds internally. When the need to replace these funds, combined with the necessity of providing for additional "unbudgeted" students expected in Fall Quarter, 1962, forced the University to increase tuition for 1962-63, there was no doubt a revival also of debate as to whether the University is becoming "too expensive."

It would be futile to deny that the University is a large institution or to say that the tuition increases were proposed by the University administration with anything other than extreme reluctance. But several points need to be made in connection with these issues of size and cost.

The University has neither sought out students nor desired size for its own sake. That it has grown as it has in its 111-year history is in large part due to a combination of factors making the University of Minnesota unique among comparable institutions: THE UNIVERSITY is located in the State's most populous and most rapidly growing metropolitan center, where it is the only publicly-supported institution of higher education within easy commuting distance. It is located where the students are. THE UNIVERSITY combines, in a single institution, the land-grant functions of agriculture, engineering and home economics, and the traditional liberal arts functions of a state university (with important resulting economies).

IN MOST FIELDS, the University is the State's only institution offering graduate and professional education.

More important, the University has persistently held to the philosophy that any graduate of an accredited Minnesota high school should be eligible for admission. This does not mean, as some have inferred, that the University has no admissions standards. On the contrary, individual colleges have separate and distinct "thresholds" for admitting undergraduates. But somewhere within the University there has always been a place for the high school graduate determined to try his hand at a college education, even though sometimes he may have been specifically counseled against it. Future developments might force the University to modify this policy and to exercise some restraints over certain enrollments. It should be noted, however, that this would tend to deny opportunities in higher education to substantial numbers of Minnesota youth.

Size, of course, is relative. While the University and certain of its colleges are extremely large, it is possible to single out many segments of the institution which can accurately be characterized as small, even intimate. For example, the Student Activities Bureau, a division of the Office of the Dean of Students, sponsors an active program of camps and retreats where members of the faculty meet informally with groups of students, selected generally for their common interests or exceptional abilities.

President O. Meredith Wilson made reference to this matter of small segments within the large whole when he told a recent faculty conference:

"I know of at least one young man who was persuaded not to go to Harvard but rather to come to the University of Minnesota for his particular professional degree because Minnesota had a small school offering special opportunities in his particular profession that could not be available in so large a place as Harvard. I could, as a matter of fact, go through the list of what I would call special faculties and show you that, after you have broken down the image of the total into what are our particular obligations, perhaps nowhere in the University of Minnesota, except the liberal arts college, is the matter of size significantly different from what it is in any other university in the United States. Even in the liberal arts college, if you were to ask about objectives related to a particular interest, you would have to say, for example, that Anthropology is a relatively small, intimate community. In a number of programs, after you have left the service responsibilities, you can discover again the chance for a sort of intimate contact not normally recognized"

It might be added that earlier University presidents have also considered the matter of size of the University and have not been alarmed. President Lotus D. Coffman wrote in his 1938 biennial report:

"It is often said that the University of Minnesota is too big. Size in itself, however, is not an important factor. As already stated, size may make it possible to give unique service to the students, both in the classroom and out of it. Size may make it possible to develop cultural programs that smaller units could not afford but which are of negligible expense at a big institution. Size may make it possible to have better libraries and a better staff and even a better administration. . . ."

As to whether the University is becoming "too expensive," the answer, viewed in terms of costs in other institutions, is perhaps, "no." At the same time, each time tuitions are increased additional students are denied educational opportunities.

As noted earlier, in approving the most recent increase in tuition, the members of the Board of Regents did so reluctantly. They faced either tuition increases or a serious deterioration in the quality of instruction. Their choice was obvious. Commenting on the increases, President Wilson shared the unhappiness of the Regents:

"To me these increases represent a philosophical defeat. I believe that low tuitions and the equal opportunities in education they make possible are vital to a democracy. Yet if, through these increases, we can preserve the integrity of our instructional programs; if we can retain the value of that which the tuition dollar buys, then these decisions will prove wise. It is my hope that with these increases, we will have established a plateau beyond which we will not soon be forced, and that the people of Minnesota will see, with us, the vital importance of ensuring that opportunities for education will not be pressed beyond the financial reach of those youth of our State who can profit from them, for these are our greatest resource."

It is important to note that tuition is but a small part of the cost of attending the University. For those who come from beyond the metropolitan area, there is the cost of room and board. For those living in the Twin Cities, there are living costs plus costs of commuting. For all, there are books and supplies and countless other expenses that add up to a substantial figure. For the student, higher education remains an expensive proposition even in a state-supported school.

Of the 65,217 students who were attending all Minnesota colleges and universities in the fall of 1961, the University of Minnesota enrolled 47.3 per cent or 30,846. This was a slight (1/10 of one per cent) increase over the preceding year's proportion, but a drop from 1954 when the University enrolled 50.8 per cent of the total State enrollment. Minnesota's private liberal arts colleges this year enrolled 27.2 per cent of all college students, while the five State Colleges enrolled 19.7 per cent and public and private junior colleges, 5.8 per cent. The State Colleges have experienced remarkable growth in recent years. With private colleges choosing to hold enrollments relatively stable, it can be anticipated that, whether the University's share of the total increases or drops slightly, the proportion of students attending Minnesota's publicly-supported institutions of higher learning will continue its steady rise of recent years.

Although at many points in undergraduate, pre-professional and teacher-education curricula, the University's functions and those of other Minnesota institutions overlap, the University, as has been pointed out, has sole responsibility for most graduate and professional programs. The Liaison Committee on Higher Education in Minnesota endorsed this pattern when it recommended "the University of Minnesota should continue to be the only public institution within this State to conduct research and/or offer professional and graduate programs requiring specialized laboratories, libraries or equipment not customarily needed for undergraduate instruction."

The State has benefited, both in the quality of programs offered and in the avoidance of costly duplication of programs, from this concentration of its resources in a single institution of advanced studies. In recommending that the majority of graduate and professional programs should be reserved to the University, the Liaison Committee specifically excluded the fifth-year programs in professional education and "other professional programs now being offered in other institutions."

In efforts to coordinate the development of graduate studies in the State and to ensure that programs of maximum effectiveness will be developed, the University has entered into a series of discussions with representatives from the five State Colleges which have been most profitable.

THE UNIVERSITY IN 1970

Since 1955, the University's Bureau of Institutional Research has collected annual estimates of enrollments from the various colleges and universities of the State of Minnesota. These estimates have increased steadily. In 1955, the State's institutions of higher education forecast a total enrollment in 1970 or 74,767. By 1961, this estimate had risen to 102,924. The University's estimates of its own enrollments increased correspondingly from the 1955 projection of 40,000 students by 1970 to a 1961 estimate of 48,000 by 1970.

It now appears, however, that even these steadily-increasing forecasts--and especially those for the University--will prove conservative. Treating the State as a whole, the estimators apparently did not take sufficient account of special growth patterns of particular sectors of the State, among them the Twin Cities metropolitan area. For this seven-county complex of two major cities with adjacent suburbs, the Twin Cities Metropolitan Planning Commission, using new statistics on age, sex and migration has revised its 1959 population estimate of 1,844,400 in 1970 to a new forecast of 1,956,600. These projections compare with a 1960 census population of 1,525,297 in the seven counties.

Another factor which previous University enrollment projections appear not to have considered sufficiently is the effect of the increasing desire of college-age youth--again particularly in metropolitan areas--to attend college. The trend in college-going in the nation and in Minnesota has been steadily upward. In 1900, only 4 per cent of the nation's college-age men and women were enrolled in a college or university. In 1920, the figure was 8 per cent; in 1940, 16 per cent; and in 1960, over 32 per cent.

In Minnesota, a State which has historically held education in high esteem, the level of college attendance has in the past usually run ahead of the national average. In 1954, according to one study, approximately 24.6 per cent of the college-age youth were enrolled in a collegiate program in Minnesota. Estimates for 1961-62 indicated that about one-third of the college-age students were enrolled, while for 1970, it is estimated that the percentage will range between 37.7 per cent and 42.8 per cent. In the metropolitan area, the latter percentage will probably be attained, if not surpassed.

Using these two "new" factors--increased local population projections and higher levels of college attendance--the University has revised its forecast of enrollments for the years through 1970-71 as follows:

	<u>Enrollment</u>
1961-62 (actual)	30,846
1962-63 (estimated)	31,400 (plus 550 at Morris)
1963-64 "	32,400
1964-65 "	34,000
1965-66 "	40,000
1966-67 "	44,000
1967-68 "	43,700
1968-69 "	45,600
1969-70 "	47,200
1970-71 "	51,000

As was said, these estimates will probably prove to be conservative. Recent population studies indicate there will be substantially more students (at least 11,000) seeking higher education in the metropolitan area than are provided for in the present enrollment predictions of the colleges and universities of the area. If no

new institutions were to be established and the University of Minnesota were to receive its normal share of these 11,000 students, enrollment estimates for 1970 would need to be adjusted upward, to between 59,000 and 65,000 students.

Commenting on the increased enrollments that will occur by 1970, the Twin Cities Metropolitan Planning Commission (MPC) in its March, 1962 study of basic population characteristics stated the problem in this way:

"The 1970 college enrollment estimates indicate that the major increase in demand for new college facilities will occur among the population located in the suburban periphery. The area's existing college facilities, both public and private, are located in the inner areas of Minneapolis and St. Paul. Thus, in addition to the usual problem of finance, there is the problem here of making the facility readily accessible to the user."

"Improvements in accessibility would aid not only those using college or university facilities, but also the general public which makes its way into the inner areas of each city each day."

The MPC suggests three methods, not stated as alternatives, of making college facilities more accessible: providing high-quality, rapid public transportation from outer to inner areas, establishing in the outer areas junior colleges and perhaps one or more state-supported institutions of higher education, and use of educational television.

Each of these suggestions would have an effect on the percentage of the 11,000 students mentioned above, who might enroll at the University. Even so, substantial numbers of them could be expected to enroll at the University at some point in their academic careers. Experience in Minnesota and elsewhere has shown that the existence of two-year junior colleges in an area serves to increase the proportion of college-going students and the numbers who continue on into upper-division collegiate education. State-supported institutions of higher education in the metropolitan area and/or educational television could be expected to influence enrollments at the University similarly.

Enrollment projections, it must be emphasized, are tentative at best. They are affected by such external conditions as the health of the local, state and national economies; by the international situation; by developing patterns of higher education within the state; and by such internal University considerations as tuition charges and the availability of scholarship and student loan funds.

Despite these variables, the University's enrollment predictions over the decade 1951-60 have shown an average error of only 0.9 per cent ranging from a 14.6 under-estimate in 1956 to a 10.7 per cent over-estimate for 1951. With this over-all record for accuracy the 51,000-student enrollment forecast for 1970, which has been accepted by the Liaison Committee on Higher Education, provides a reasonable basis for projections of enrollment-related factors.

It should be noted that, within the University, enrollments will not increase evenly. The Law School, for example, anticipates an increase of 140 per cent by 1970, in contrast to the 70 per cent projected growth of the University as a whole. The Graduate School, especially in those programs involving education, science and engineering, also anticipates a greater than average growth rate. The branch at Morris, which opened in 1960 with 238 collegiate students and had 437 during 1961-62, anticipates that, with development of a full four-year, liberal arts college program, it will have an enrollment of 1,083 by 1970-71. The College of Science,

Literature and the Arts (SLA), the University's largest division with 9,688 students in 1961-62, expects that its estimate of 12,000 by 1970 (a 25 per cent increase) will prove too low in view of the revised University-wide enrollment estimate.

In what directions must the University move to be ready for the anticipated enrollment surge?

The greatest need will be for faculty. Using the University-wide average student-staff ratio of 12.7-to-1 employed by the University in its request to the 1961 Legislature, a 1970 enrollment of 51,000 students would require a full-time equivalent academic staff of 4,016-- an increase of 2,284 over the 1960-61 staff of 1,732.

It is unfortunate but inescapable that this faculty will have to be recruited in the face of a drastically short supply, and, therefore, an intense competition for well-trained teachers among the nation's leading educational institutions. It was estimated in 1956 that by 1970 some 484,000 new college teachers would be needed-- yet the total number of new Ph.D. degree recipients during the 14-year period would total only 135,000, not all of whom would choose to enter college teaching. If the University is to attract its fair share of competent instructors and professors, its faculty salaries must remain competitive with those of comparable institutions and with industry.

For purposes of faculty salary projections, the University administration is following the recommendations of the President's Committee on Education Beyond the High School. In 1957, this committee recommended that faculty salaries nationally should double in the next decade. To achieve this level and to provide for the additional faculty that will be needed between now and 1970 will require in that year \$37,437,067 more than was budgeted for salaries in 1960-61, when the total was \$18,132,223.

Increases in civil service (non-academic) staff salaries and new positions, and in the costs of supplies, expense and equipment as projected for 1970, bring the total of estimated expenditures in 1970-71 to \$101,032,495. Estimated income will produce \$27,016,086 of this amount and so the net amount of the legislative appropriation would be \$74,016,409. When to this are added the anticipated total of \$5,042,647 in Special State Appropriations and \$5,364,270 for University Hospitals, the total net required appropriation for the University in 1970-71, exclusive of buildings, becomes \$84,423,326. This compares to appropriations for 1961-62 and 1962-63 of \$33,237,356 and \$34,172,047 respectively.

The following table summarizes by years the general appropriations which will be required by the University during the decade.

Summary of Appropriations
1961-62 to 1970-71
(Excluding Buildings)

Year	Amount
1961-62 (Actual)	\$ 33,237,356
1962-63 (Actual)	34,172,047
1963-64 (Estimated)	43,117,783
1964-65 "	45,910,744
1965-66 "	55,276,230
1966-67 "	64,556,869
1967-68 "	67,471,565
1968-69 "	72,243,709
1969-70 "	77,096,353
1970-71 "	84,423,326

It must be repeated that these totals, while undeniably impressive, represent only straight-line projections based on anticipated enrollment increases plus necessary salary improvements for academic and non-academic staffs. They do not represent major programmatic changes, which might result from increased and changing demands made of the University.

It could logically be asked whether the University, which has increased student tuitions across the board for 1962-63, plans further such increases in view of the projected increase in operating costs. While it is impossible to make a definitive decision now on a matter that hinges on so many contingencies over an eight-year period, it is hoped that tuition increases can be held to a minimum so as to permit maximum opportunities for students in all income levels.

The 10-year building program of the University has been presented in detail to the Legislative Building Commission and need not be restated here. Again, these needs are based on estimated enrollments and enlarged areas of research and service. Briefly recapitulated, the program calls for the following expenditures by 1970:

Summary of Preliminary Building Program
1963 to 1971

<u>Biennium</u>	<u>Amount</u>
1963-65	\$ 35,673,140
1965-67	40,066,000
1967-69	33,407,740
1969-71	<u>26,683,900</u>
Total	\$135,830,780

Timely execution of this program hinges on the release of funds appropriated to carry out building projects approved by the 1961 Legislature. This in turn is contingent upon voter approval of Constitutional Amendment No. 2 at the November, 1962, general election.

An important part of the building program relates to the development of the area on the west bank of the river.

Perhaps it would be well to restate briefly the reasons that led the University to expand the Minneapolis Campus to the West Bank. After careful study of the University's space needs for the predictable future, and after a deliberate canvass of available land, it was determined that nowhere other than on the West Bank could the required amount of land be acquired at so reasonable a cost. When completed--and the 10-year program envisions acquisition of 37.7 acres to be added to the present 18.3 acres on the West Bank--the West Campus will provide a consolidated grouping of related facilities now inefficiently scattered.

With the School of Business Administration and some units of the SLA College scheduled to move to the West Campus in 1963, it has become increasingly urgent that a major library facility be started to serve students and faculty of these departments. This is a need that would have arisen whether the move was made to the West Bank or not. It is related to the increasing numbers to be served and the inadequacies of the present library. The 1963 building requests for the Minneapolis Campus include \$4,480,000 for planning funds and one-half of construction costs of an 8 1/2-million-dollar library for the West Campus. This is an item of highest priority in the University's planning for anticipated enrollment increases.

The upward revision of future enrollment estimates will force the University to redouble already vigorous efforts to make the most efficient use of space currently available. One way to accomplish this is to build high-rise buildings, providing

maximum usable space on minimum acreage. It should, however, be noted that the high-rise buildings are given over to office space, while classroom buildings are limited to four stories, thus eliminating the need for elevators for the movement of students going to classes. Two of the buildings presently being built on the West Bank are high-rise buildings. The third, the general purpose classroom, is a four-story structure.

As the University continues to grow and space becomes more and more a limiting factor, increased efforts will be made to ensure the most efficient use of it. The University's pattern of general classroom use has been one of steady improvement during the past 10 years. In the winter quarter of 1961 on the Minneapolis campus, general purpose classroom space was scheduled for 58.5 per cent of available hours, based on a 44-hour week. This compares with 39 per cent in 1952 and represents wholly desirable progress toward the goal of 66.6 per cent.

Occupancy levels of classrooms on the Minneapolis campus compare favorably with those of other leading institutions, although other campuses of the University, because of less efficient concentration of classroom space and other factors, still fall short of the Minneapolis level. For example, the Morris campus, being new, cannot expect to achieve optimum efficiency for some time. The Duluth campus, which is still in the process of being completed, has not achieved maximum efficiency but progress is being made. Further improvements in efficiency on all campuses is being sought through improved classroom design and by more careful scheduling of rooms (more classes on Saturday mornings, and in late afternoon and evening hours.) Newly installed computer facilities are being used in an over-all study of space utilization.

One very extensive use of facilities beyond the regular daytime schedule is that of the Extension Division's night classes which, as noted earlier, enroll some 11,000 students.

In efforts to meet the demands of rapidly increasing enrollments, St. Paul Campus facilities will be increasingly integrated with facilities on the Minneapolis East and West Campuses. St. Paul facilities will be used to a greater degree by all University students, and not merely those in the College of Agriculture, Forestry and Home Economics. It is estimated that by 1970 there may be as many as 10,000 students on the St. Paul Campus, with 19,000 on the main Minneapolis Campus and 19,000 on the West Bank.

To promote more efficient physical plant utilization, some institutions of higher education have replaced the three-quarter or two semester academic year with new operating schedules. Two of the most popular of many variations have been the three-trimester system and the four-quarter year, both of which utilize physical facilities for a greater proportion of the calendar year than do traditional schedules. The University of Minnesota, which already makes substantial use of its plant during summer months in two well-attended Summer Sessions of 10,000 students, has not yet determined whether any more sweeping revision of the academic schedule is desirable or necessary to achieve the same objectives. The University administration, in consultation with the Faculty Senate, is continuing studies of possible alternative avenues toward more efficient plant utilization.

As well as seeking more efficient use of classroom space, the University has undertaken extensive studies of ways to increase the efficiency of its instructional methods. Some of the techniques under consideration are teaching via closed-circuit television; use of large lecture classes; honors sections and special programs for exceptionally able students; and increasing the amount of independent study expected of the individual student, quite possibly by use of some form of widely-discussed "teaching machines." Each of these methods is being employed experimentally somewhere in the University; some of them, such as the use of closed-circuit television

and large classes, already have become accepted and are making important contributions to more effective instruction.

President Wilson in his inaugural address had made particular point of this need for innovation in teaching methods:

"We must see the increased student population as an opportunity, not as a threat. If we are forced into self-examination what begins as a burden may prove a blessing. Why should we cling to traditional educational techniques in a world which in every other respect has changed radically? We claim credit for much of the change about us; experiment with new techniques in every department but our own. Now we must change; or reject change only after giving novel methods a fair test. I do not ask for irresponsible experiments. But not to experiment now would be irresponsible."

Experiments in the use of new instructional techniques will continue, although the value of personal contact between teacher and student will never be abandoned.

The University has moved, in recent months, to improve its internal organization to provide the most logical, effective and efficient deployment of academic departments for sound instruction and for the broad liberal education of the undergraduate. The changes were recommended by the Faculty Senate after nearly two years of institutional self-study, instigated by the Faculty Senate Committee on Education at the request of President Wilson and involving virtually every interested member of the faculty.

The plan for reorganization, which will be presented to the Board of Regents in the fall of 1962, involves reconstituting the College of Science, Literature, and the Arts (SLA) into a College of Liberal Studies, with five divisions: humanities, physical sciences, biological sciences, behavioral sciences and mathematics-statistics. This college would grant all bachelor of arts degrees and all departments offering such degrees would hold membership--either administrative or functional--in the new college. The Institute of Technology would be restyled the College of Physical Science and Technology. Departments in the College of Physical Science and Technology that offer bachelor of arts degrees would have membership both in this college and in the College of Liberal Studies. A new All-University Council on Liberal Education would determine the minimum requirements for all bachelor's degrees, and would be headed by an Assistant Vice President for Liberal Education.

One promising approach to help ensure that Minnesota tax dollars spent for education are expended wisely is the attempt to co-ordinate efforts of the State's various public institutions of higher learning. The voluntary agency for such co-ordination, created at the behest of the 1959 Legislature, is the Liaison Committee on Higher Education in Minnesota, on which are represented the University, the State Colleges and, through the State Board of Education, the public junior colleges and area vocational-technical schools.

Voluntary inter-institutional co-ordination has been suggested in yet another area by the University's Faculty Senate Committee on General Extension. It has urged creation of a co-ordinating council for development of extension and adult education and to avoid duplication of activities in these fields among institutions represented on the Liaison Committee. The committee also suggested that this council include representation from Minnesota private colleges.

Increasingly, universities of the Midwest are combining their resources in the search for ways in which to best eliminate duplication and maximize the effectiveness of common programs. Groups with which the University of Minnesota is cooperating

include the Midwest Inter-library Center, involving 20 midwestern colleges and universities; the Committee on Institutional Cooperation which is comprised of representatives of the Big Ten schools plus the University of Chicago; and the Midwest Universities Research Association which provides for a pool of the areas outstanding scientists.

Just as the University's resources can best be supported and most effectively used if they are not wastefully duplicated elsewhere in the State, the educational resources of the entire region can be most economically husbanded by wise interstate co-operation and planning to avoid unnecessary overlapping and proliferation of programs. A considerable degree of such interstate co-operation already is taking place, especially at the graduate level. Only two examples will be cited: the agreement among Classics Departments of the Universities of Minnesota, Wisconsin and Iowa to offer a joint doctoral program in which a student spends one year on each campus before writing his thesis at the institution of his choice, and the agreement between the University of Minnesota and North Dakota's system of higher education, under which qualified North Dakota graduates of programs in pre-veterinary medicine are accepted by the University of Minnesota College of Veterinary Medicine on a resident-student tuition basis in exchange for payment by the State of North Dakota of a predetermined per-student fee.

Recently, the Liaison Committee of Higher Education in Minnesota held a five-state conference to determine the feasibility of extending interstate co-operation to the undergraduate student level by finding a way to eliminate state boundaries (and discriminatory fees for non-resident student tuition) as artificial barriers to college attendance. Representatives from Minnesota, Iowa, Wisconsin, North Dakota and South Dakota agreed that some such "educational common market" is desirable and further discussions will be held on goals to be achieved and methods of achieving them. Among the specific suggestions proposed is a plan whereby colleges or universities located in a community adjacent to the borders of another state might admit students from the neighboring state without requiring them to pay out-of-state tuition.

BLUEPRINTS FOR CHANGE

Although the projections of University needs given in the preceding sections were based on numerical increases in student and faculty ranks and not on changes in University programs, the University's deans and other divisional administrators were asked to outline desirable directions for change within their jurisdictions by 1970. The score or more of their reports, some extremely detailed, cannot be reproduced in full, but it will be possible to cite certain recurring themes and to mention a few specific areas singled out for proposed expansion or change.

Among the trends which seemed to run through many of the reports of these University administrators are these:

A GROWING CONCERN for "continuing education" beyond the traditional four-year college course. Included are such full-scale evening graduate programs as that in business administration which during 1961-62 enrolled 190 adults; with almost that many more being turned away because of inability to accommodate them. General adult courses will continue to grow, covering a wide variety of subjects and providing opportunities for refresher courses for college graduates in a broad spectrum of vocations--attorneys, engineers, pharmacists, physicians, housewives and many others. One of the most interesting of these is Women's Continuing Education Program which has attracted national attention and has provided increasing numbers of housewives to resume educations that were interrupted by marriage and raising of families.

A MARKED INTEREST in teaching and research that cuts across department, college and disciplinary lines. This is particularly evident in the sciences. As the University finds itself increasingly involved in research related to outer space, there is an ever greater need for this type of cooperative effort. An example is the plan for a program in bio-engineering which evolves from research interests of those in the College of Medical Sciences and several departments of the Institute of Technology. This particular program has generated considerable interest on the part of the National Aeronautic and Space Administration.

A DEEPENING INTEREST in electronic data-processing and storage equipment; an interest created by the need in many fields to reduce essential data to quantitative terms that can be tabulated, stored and quickly retrieved with electronic devices. Such indications came from divisions as varied in their objectives and techniques as the College of Science, Literature, and the Arts; the Law School; the Graduate School; the Library, and the Office of the Dean of Students.

A DETERMINATION to use products of the new technology, where appropriate, as aids to teaching. The Dean of the College of Medical Sciences anticipates that anatomy can be effectively taught through closed-circuit television--a medium in use for some years in the Colleges of Education and Dentistry (for observation of demonstrations of teaching and dental procedures, respectively) and in the Institute of Technology (for teaching certain courses in engineering mechanics). At the same time, use of closed-circuit television in other areas of the University is being expanded to resolve difficulties of scheduling and travel between campuses, and to provide more effective teaching methods. During 1962-63 the West Bank Campus and the St. Paul Campus will be linked with the Main Campus by closed-circuit television; thereby making it possible to reduce the amount of costly time-consuming travel for students and faculty. For example, through the use of the video tape recorder it will be possible for a professor to offer a course by closed-circuit television on the main campus, while simultaneously recording it for later broadcast to the West Bank and to the St. Paul Campus.

INCREASING EMPHASIS ON RESEARCH AND INSTRUCTION of special value to the economic welfare of the State, the nation and the international community. Of particular interest is the work of the Department of Geology, in cooperation with the Minnesota Geological Survey which is located on the campus. Increased attention will be given to the development of mineral resources of the State, with special emphasis on geologic mapping of the State, to provide a basis for evaluating its resources, and extensive studies of mineral resources other than iron.

A recent visit to the School of Mines and Metallurgy by a group of consultants has resulted in recommendations that will heighten its effectiveness in areas of materials engineering, which is so vital a part of space research.

The College of Agriculture, while seeking to improve the quality of products, and to increase the productivity of the farm unit, will increasingly direct its attention to new uses for farm products in an effort to lessen the problem of crop surpluses.

The College of Pharmacy is involved in research leading toward development of a medicinal plant crop that will grow in Minnesota, and studies of the effects of ionizing radiation on biological systems--the latter being of particular importance in areas of public health.

Many other examples could be mentioned. Few contributions have had more dramatic impact on the economy of Minnesota than those that the Department of Electrical Engineering has made to the electronic industry. In large part because of the excellence of this Department, the Twin City area has become one of the major centers for the manufacture of data processing equipment in the nation.

Here again, the tremendous impact of changing demands of society on a University are highlighted, whether in electrical engineering, mines, and metallurgy, foreign languages, medical science or agriculture. Something of the way in which the University's research activities often are entwined with the changing national economy is found in this statement by the Dean of the Institute of Agriculture:

"A rapid expansion of biological science in agriculture is inevitable. There will need to be an increase in the application of physical and social sciences, but presumably not the same percentage of increase. The reason is, in our judgment, the increasing importance of agricultural science in a situation where there is a reduction of total land farmed, a great increase in population and a decreasing number of farms and farmers. This can only mean more efficient production and this can only be accomplished when agricultural science has furnished answers. In order that the rural community will not be unduly exploited in working towards this goal, the economist and rural sociologists will need to play an increasing role."

NEEDS OF THE FUTURE

For the purposes of this report, deans and directors were asked to outline new areas of activities in which their respective areas might be involved between now and 1970, and equipment and facility needs that these might embrace. An extensive array of programs and equipment and facility needs resulted, from which the following constitute only a fractional selection of major items:

COLLEGE OF EDUCATION -- Directly related to the development of the State is the strength of the elementary and secondary schools. The College of Education has long recognized that no matter how well students are selected, the four-year bachelor's program does not provide sufficient time for the preparation of teachers. It is probable that the requirement of a fifth year of collegiate training before a school teacher could receive a final teaching certificate is perhaps but three to five years away. Such a state regulation would have major impact on the College of Education's enrollments and on staff requirements.

Also seen for the next decade is the implementation of plans for two-year programs of graduate education leading to the "specialist in education" certificate for school administrators and other educational specialists. This represents a key effort in the general development of the state's school systems. The University will need to design new teacher-training programs, among them courses for teachers of the gifted and for junior college instructors. A University-staffed Center for Secondary School Curriculum Development in various high school subjects should be in operation by 1970. Projected in the 10-year period will be changes in offerings and staffing in the area of vocational education, including expansion and revision of training for persons who will work in adult education in vocational fields which are closely related to national programs for re-training to reduce unemployment brought about by technological change.

COLLEGE OF SCIENCE, LITERATURE, AND THE ARTS -- In general the program developments will involve greater inter-relationships in subject matter within the College and other departments and schools of the University. Emphasis will be on special programs and special work for high ability students, with increased efforts to single out the specially able students and provide them with opportunities to achieve to the limit of their ability. As the life sciences now depend more and more upon physical and chemical knowledge and research, the University will be called on to provide more extensive training in biophysics and biochemistry. In keeping with the obligations the University faces in the area of international relations, there will be

an effort to provide instruction in three areas of study in which study is lacking at present: Near Eastern studies, African studies, and Latin American studies. As the study of languages becomes increasingly vital in preparation for professional careers, there will be the need for additional language laboratories for more effective teaching. Careful attention will be paid to teaching machines and programmed learning with the thought that as these are further refined, they will have an important part in the educational process. Central to the program of the College will be an imaginative exploration of new approaches to knowledge and new areas of study important to Minnesota society.

SCHOOL OF BUSINESS ADMINISTRATION -- In November of 1961, the Board of Regents created the Graduate School of Business Administration, which portends many new developments, some already begun. All will have important bearing on the continued development of the State's business community. It is expected that enrollment in the new graduate program will grow from the present full-time equivalent of 150 to as many as 500 by 1970. At the same time the undergraduate curriculum in business administration will be thoroughly reviewed, to dovetail as much as possible with graduate work. The School of Business Administration is planning a program for "executive education." Need for such a program has been emphasized by the response to recent management development programs offered by the school.

UNIVERSITY OF MINNESOTA, DULUTH -- In 1951, 1,208 students were enrolled on the Duluth Campus; by 1961 the student body had increased to 2,916, and by 1970 it is conservatively estimated enrollments will reach 4,100. The percentage of college age youth in St. Louis county who attend college is one of the highest in the State. Five junior colleges on the Iron Range will continue to send graduates to the campus. One of the proposals for expanded programs is in industrial education. A full program at the master of arts level is being planned. Work-study programs are envisioned, as well as special courses for Minnesota industry.

UNIVERSITY OF MINNESOTA, MORRIS -- By 1970, it is estimated, enrollments at the Morris campus will have increased to 1,083 students. Primary emphasis at Morris will center on the development of a four-year liberal arts program leading to the B. A. degree.

COLLEGE OF MEDICAL SCIENCES -- Recent enrollment increases have brought the size of entering classes to 150 students, the highest in the history of the school. While further substantial increases are possible, they would require major additions to teaching laboratories and to the size of faculty, as well as increases in numbers of patients available for teaching. The same is true for the School of Nursing where entering classes now number approximately 80.

Substantial enrollment increases are anticipated in the School of Public Health, in the graduate programs and the programs in medical technology, occupational therapy, and physical therapy. Medicine and certain branches of the engineering sciences have an increasingly large area of common interest. This is reflected in the planning of a Life-Sciences Engineering Project in which the Medical School will cooperate with the Institute of Technology.

Continuing education for members of the medical profession will be expanded, including postgraduate programs for practicing physicians. Federal funds have been and will continue to be available on a matching basis, thereby helping to relieve some of the pressures for additional money. But State funds will be necessary in matching amounts to permit the School to take advantage of opportunities for additional growth.

INSTITUTE OF AGRICULTURE -- One of the most striking changes will be a sharp increase in the enrollment of graduate students to meet the demands for highly trained individuals for the more complex world in which they live. The demand will

increase for students trained for business careers and for industry, as the number of persons on farms continues to decline. There will be substantial changes in the roles of the out-lying schools of agriculture, with increasing emphasis on vocational programs; for example, the short courses in resort management at Grand Rapids. With the appointment of a new head of the Department of Short Courses, a greatly expanded program of service to people throughout the State is planned.

Experimental work at the branch experiment stations will be expanded to fill current demand made by farmers of the respective areas. An exciting area of research involves efforts to alter the chemical genes of plants. This could greatly reduce the time necessary to introduce new disease-resistant plants, faster growing livestock, or higher producing dairy cows. One of the major needs on the St. Paul Campus that is not included in the 10-year building estimates, is a Short Course Center. As the enrollments on the campus increase to the 10,000 level there will be increased need for recreational and physical training facilities.

UNIVERSITY LIBRARY -- During the past year, the Library added its 2,000,000th volume. Still the needs of a rapidly increasing student body are not being met, particularly in terms of study space and ready access to books. While the new facility planned for the West Bank will help relieve some of the stress, rapid adoption of appropriate electronic devices to speed the handling of materials and the retrieval of information will become vitally important.

DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS -- Minnesota is a State blessed with natural resources ideal for camping and outdoor education. The Department of Physical Education and Athletics sees this as an area of great potential for an expanded program in recreation leadership, and a program service in recreation for citizens and communities of the State.

INSTITUTE OF TECHNOLOGY -- The rapidly increasing importance of technology in the economy of the State (for example, the electronics industry) brings with it an enlarged educational responsibility that will center in the Institute of Technology. Minnesota as a State has shared in the remarkable growth in technology; in recent years its technology-related development has exceeded that of the nation as a whole. It is rapidly being transformed from a state whose economy depends primarily on agriculture to one in which skilled technology is of prime importance.

Among the academic programs that will develop or greatly expand during the next decade are these: bio-engineering, with the possibility that the Twin Cities area will during the decade become a major center for medical instrumentation; communications theory, with particular emphasis on automatic controls; space science, in which the University is already a major participant; the science and engineering of materials; programs in minerals processing. Among the more recent programs undertaken by the Institute of Technology is the Evening Graduate Program that is being carried on by direct subsidy from industry in electrical engineering. Comparable programs should be developed in other departments; particularly in mathematics.

THE SCHOOL OF DENTISTRY -- A major need is to cope with a manpower shortage in dentistry in Minnesota which, according to the Dean, is "critical and rapidly growing more so." The fact that more dentists are not being trained as population increases combines with the abnormally advanced average age of Minnesota dentists to aggravate this problem. In the past five years, the dentist-population ratio has dropped from 1-to-1,300 to 1-to-1,700; in five more years it may sink to 1-to-3,200. Long-range plans of the school call for student classes of 150 rather than the present 106. These are dependent upon added facilities and a new building which is included in the statement of building needs.

THE COLLEGE OF VETERINARY MEDICINE -- The College will need to expand its student classes from 50 to 80, add substantially to its personnel and broaden its research role. The general public is little aware, according to this Dean, of the broader role in the health professions which veterinary medicine is being called upon to assume: "Areas such as environmental health, epidemiology, radiation biology, laboratory animal medicine and basic biomedical research are examples of a rapidly expanding need requiring an increasing number of well-trained veterinarians."

There are plans for program expansion in the non-academic fields as well:

THE OFFICE OF THE DEAN OF STUDENTS plans programs to inform parents about the diversity of University activities, and contemplates expanding its programs of counseling and other services to students, while maintaining a broad research interest in students' characteristics and activities and the effectiveness of the University's special student services.

THE UNIVERSITY HEALTH SERVICE -- It is very possible that rising enrollments will cause a sufficient increase in night-time emergencies to require the Service to remain open 24 hours a day. It is hoped that an infirmary for use by patients less seriously ill than those confined to University Hospitals can be provided.

UNIVERSITY HOSPITALS -- The hospitals expect to provide 300,000 patient-days of hospital care in 1970, in contrast to the 235,000 provided in 1961-62, and anticipate 170,000 annual out-patient visits as compared with the current rate of 135,000.

GENERAL EXTENSION -- The General Extension Division with its Department of Evening and Special Classes, its Department of Correspondence Study and its Center for Continuation Study, serves some 36,000 persons annually in areas of direct communication. During the past academic year, a University committee named to make recommendations on cooperation between the extension services of all institutions of higher education in Minnesota reported:

"There is a definite need for the expansion of existing and the development of new extension services to outstate communities and individuals; that these services should be coordinated with those of other institutions; that additional personnel and increased operating funds would be necessary if the Division were to meet the needs of the State in adult education."

CENTER FOR CONTINUATION STUDY -- One of the unique programs on the campus is that of the Center for Continuation Study that was constructed in 1936. During the 1960-61 academic year the Center enrolled 4,000 students in 154 courses. Because the present facilities are no longer equal to the demands placed on them, it is hoped that the Center can be modernized and expanded, with the addition of a new floor of guest rooms, air conditioning, modern heating, and a new dining room.

Many of the suggested program changes and additions listed by the deans and directors entail major staff additions, sometimes involving increments of as much as 100 per cent. Since these requests represent the most recent plans of the division heads, they have not yet been screened, evaluated or assigned any priority by the University Administration. It would, however, seem safe to state that some of the new program proposals will be found to be essential and others will have substantial merit and will deserve funding by 1970. This conclusion would serve to reinforce and underline the point that budgetary needs outlined in the preceding section are indeed minimal and would be augmented by the initiation of any of the suggested programmatic expansions described in this section.

THE ROLE OF THE FEDERAL GOVERNMENT

Little can be said with certainty about the role of the federal government affecting the University over the next eight years except that it can likely be expected to expand. Even assuming that there will be no new programs of federal assistance to higher education -- an assumption in itself probably unwarranted -- continued expansion of existing federally supported research programs can be expected.

Substantial growth has characterized the federal government's role particularly in research at the University in the past decade. The areas of greatest concentration have been in medical research in the College of Medical Sciences and in science and engineering in the Institute of Technology.

In 1950-51, when the University's gross total of research grants and contracts was \$4,058,614, federal funds accounted for \$2,525,606 or 62.2 per cent. By 1960-61, the over-all total of research grants had grown to \$15,230,177 and the portion provided from Washington had risen both in dollars and percentage: to \$10,870,118, or 71.3 per cent. Of the over-all total, the College of Medical Sciences and the I. T. each received approximately 4.9 million dollars.

Further expansion of federal activity in the medical and engineering fields seems more likely to be limited by availability of space at the University than by any drying-up of the source of funds or slowing of their flow.

The fate of legislation pending in the Congress to provide scholarship-loan or construction aid to the nation's colleges and universities cannot be predicted. But if such legislation is not passed at the current session of Congress, it would seem justifiable to speculate that it will be reintroduced at future sessions and that, most probably by 1970, some program will be in operation in either or both fields.

LISTING OF BUILDING REQUESTS
Excluding Minneapolis, St. Paul & Duluth Campuses

1963 - 1971

Unit	1963	1965	1967	1969	1971
Agricultural Experiment Station, Rosemount	\$126,100	\$149,400	\$230,300	\$134,400	\$40,000
Forest Research Center, Cloquet	73,000	94,000	101,000	35,000	15,000
Fruit Breeding Farm, Excelsior	15,000	15,000	30,000	8,000	*
Landscape Arboretum, Excelsior	8,000	12,000	50,000	15,000	10,000
Northeast Experiment Station, Duluth	37,500	40,000	10,000	8,000	10,500
Forestry and Biological Station, Itasca	8,900	18,500	9,500	2,000	-0-
University of Minnesota, Morris	1,356,700	533,100	**	**	**
West Central School and Experiment Station, Morris	159,700	112,000	104,000	10,000	12,000
North Central School and Experiment Station, Grand Rapids	257,500	50,000	30,000	15,000	25,000
Northwest School and Experiment Station, Crookston	277,000	350,000	173,000	251,000	126,000
Southern School and Experiment Station, Waseca	426,240	112,000	78,440	42,500	21,120
TOTAL	\$2,745,640	\$1,486,000	\$816,240	\$520,900	\$259,620
			GRAND TOTAL		\$5,828,400

* 1971 not submitted
** Plans not completed

LISTING OF BUILDING REQUESTS 1963-1971
Duluth Campus

1963

New Buildings

1. Library Addition	\$ 958,000
2. Physical Plant Shops and Garage	448,000
3. Classroom Addition	850,000
4. Planning funds for a science Addition, 4% of estimated cost	48,000
5. Education Building completion and equipment	240,000
6. Industrial Education Building equipment	350,000
7. Study Hall	179,000

Rehabilitation

8. Elevators - Humanities, Tweed Gallery, and Science	75,000
---	--------

Utilities and Service Facilities

9. Heating Plant coal storage and handling facilities	200,000
---	---------

Housing and Food Service Needs

10. Single student housing, 176 students (25% of cost)	186,000
--	---------

Total for 1963 \$ 3,534,000

1965

New Buildings

11. Science Addition	\$ 1,132,000
12. Administration Building	790,000
13. Auditorium (20% of cost)	710,000
14. Health Service (25% of cost)	40,000

Rehabilitation

15. Establish Darling Observatory and Planetarium on campus	90,000
---	--------

Utilities and Service Facilities

16. Additional boiler and addition to house it	484,000
17. Pedestrian and utility tunnels	433,000
18. Tennis courts	80,000

Housing and Food Service Needs

19. Reception Center and Food Service Building for dormitories (50% of cost)	200,000
20. Single student housing, 68 students (25% of cost)	71,000

Total for 1965 \$ 4,030,000

1967

New Buildings

21. Physical Education Fieldhouse	\$ 1,647,000
22. Classroom Addition	500,000
23. Laboratory School	1,472,000
24. Theater (20% of cost)	131,000

1967 - continued

Utilities and Service Facilities

25. Pedestrian and utility tunnels \$ 142,000

Land Needs

26. Additional land for general expansion 80,000

Housing and Food Service Needs

27. Single student housing, 145 students (50% of cost) 306,000

Total for 1967 \$ 4,278,000

1969

New Buildings

28. General Purpose Classroom Building \$ 900,000

29. Library Addition 700,000

Remodeling for New Use

30. Balconies and storage for gymnasium and pool 200,000

Rehabilitation

31. Development of Arboretum and Rock Hill 75,000

Land Needs

32. Additional land for general expansion 80,000

Housing and Food Service Needs

33. Single student housing, 145 students (50% of cost) 306,000

Total for 1969 \$ 2,261,000

1971

New Buildings

34. General Purpose Classroom Building \$ 850,000

Housing and Food Service Needs

35. Single student housing, 68 students (50% of cost) 142,000

Total for 1971 \$ 992,000

Grand Total \$45,975,500

LISTING OF BUILDING REQUESTS 1963-1971
St. Paul Campus

1963

New Buildings

1. Addition to Snyder Hall for Agricultural Bio-Chemistry	\$ 1,450,000
2. Completion of Veterinary Diagnostic and Research Laboratory	351,000
3. Agricultural Economics and Rural Sociology Building	1,121,000
4. Crops Research Building (Phase II)	1,200,000
5. Entomology, Fisheries and Wildlife Building	2,385,000
6. Sheep Research Laboratory	85,000
7. Farm Maintenance Shops and Storage Building	350,000
8. Horticulture Greenhouses, Headhouse and Laboratory	300,000

Remodeling for New Use

9. Green Hall (Remodeling and Equipment)	213,000
--	---------

Rehabilitation

10. Green Hall	57,000
11. Gymnasium	103,500
12. Snyder Hall	100,000
13. Elevators -- Pathology and Agronomy	60,000
14. Northwest Greenhouses	100,000

Utilities and Service Facilities

15. New Heating Tunnel, including piping	276,000
16. Storm and sanitary sewer and water main extension	171,500
17. New roads, repaving, resurfacing and street lighting	115,000

Land Needs

18. Land for research plots and to consolidate Campus area (11.5 acres approximately)	<u>60,000</u>
---	---------------

Total for 1963 \$ 8,498,000

1965

New Buildings

19. Meats Laboratory	\$ 933,000
20. Veterinary Medicine Building	1,200,000
21. Plant Services Storehouse and Shops Building	420,000
22. Soils Greenhouse and Headhouse (Completion)	100,000
23. Addition to Forest Products Laboratory	400,000
24. Addition to Physical Education Building	700,000
25. Home Management Houses	105,000
26. Greenhouse and Headhouse for Forestry	100,000
27. Greenhouse and Insectary for Entomology	100,000
28. Addition to Peters Hall for Poultry	233,000
29. Horticulture Building	1,166,000
30. Greenhouse for Plant Pathology	200,000
31. Research Facilities at Dairy Barn (Dairy Husbandry)	60,500

1965 - continued

Remodeling for New Use

32. Coffey Hall (Basement and Third Floor)	\$ 220,000
33. Snyder Hall	77,500

Rehabilitation

34. Haecker Hall	50,000
------------------	--------

Utilities and Service Facilities

35. New Boiler and Auxiliaries	637,000
36. Road Improvements	132,000
37. Tunnels and Piping to Greenhouses	225,000

Total for 1965 \$ 7,059,000

1967

New Buildings

38. Stock Pavilion and Holding Space	\$ 350,000
39. Animal Nutrition Laboratory	583,000
40. Veterinary Medicine Building	1,500,000
41. Poultry Laboratories Building	200,000
42. Poultry House Replacements	100,000
43. Soils, Completion of Third Floor over Library	48,000
44. Crop Research Building (Phases 3 and 4)	1,458,000
45. Plant Science Building (Addition to Plant Pathology)	100,000
46. Greenhouses for Horticulture	200,000
47. Machinery Storage Building for Agricultural Engineering	60,000
48. Greenhouses for Forestry	200,000
49. Storage Building for Entomology	27,500

Remodeling for New Use

50. Coffey Hall (Completion of Attic)	235,000
51. Agricultural Engineering (Shops)	100,000

Rehabilitation

52. Agronomy Building	85,000
53. Plant Pathology Building	90,000

Utilities and Service Facilities

54. Primary Electric Service Extension	45,000
--	--------

Housing and Food Service Needs

55. Single student housing - 300 students (50% of total)	750,000
---	---------

Total for 1967 \$ 6,131,500

1969

New Buildings

56. Veterinary Medicine	\$ 1,166,000
57. Addition to Library	1,166,000
58. Addition to Home Economics Building	1,166,000
59. Greenhouse and Headhouse for Agronomy	200,000

1969 - continued

Rehabilitation

60. Agricultural Engineering (Including Elevator) \$ 140,000

Utilities and Service Facilities

61. Tunnel and Piping to Complete Loop 300,000

Total for 1969 \$ 4,138,000

1971

New Buildings

62. Swine Barn and Laboratories \$ 87,000

63. Classroom Building 864,000

64. Veterinary Medicine Building 1,000,000

65. Agronomy and Plant Pathology Connecting Building 1,200,000

66. Dairy Husbandry (Physiology - Nutrition Laboratories) 810,000

67. Greenhouse and Headhouse for Plant Pathology 200,000

Remodeling for New Use

68. Agricultural engineering, Completion of Attic 160,000

Utilities and Service Facilities

69. Primary Electric Service Extension 50,000

70. New Boiler and Auxiliaries 683,000

Total for 1971 \$ 5,054,000

Grand Total \$30,880,500

LISTING OF BUILDING REQUESTS 1963-1971
Minneapolis Campus

1963

New Buildings

1. Library on West Campus:		
Planning funds, 4% of total estimated cost	\$ 344,500	
Half of construction cost	4,135,500	\$ 4,480,000
2. Planning funds for Humanities Building on West Campus, 4% of estimated cost		95,000
3. Auditorium type classrooms building on West Campus		3,149,000
4. Addition to Museum of Natural History (to match gifts)		280,000
5. Planning funds for Communications, Theater, and Classroom Building on West Campus, 4% of estimated cost		221,000
6. Office connection between Main Engineering and Electrical Engineering		128,000
7. Addition to Electrical Engineering Building		161,500
8. Completion of office buildings on West Campus		200,000
9. Laboratory and Classroom Building South of Chemistry, and Phase II of East Bridgehead Classroom Building		4,428,000
10. Scott Hall Addition		711,000
10A. Completion of Stack Area in Fraser Hall		47,000
11. Education Laboratory and Office Building		1,374,000

Remodeling for New Use

12. Jackson Hall, Phase IV and Roofhouse	350,000
--	---------

Rehabilitation

13. Chemistry Building, Phase V	200,000
14. Library, Phase III	313,500
15. Electrical Engineering	173,000
16. Physics Building	179,000
17. University Hospitals	300,000
18. Rehabilitation of Main Engineering	219,000

Utilities and Service Facilities

19. New boiler at Heating Plant	1,020,000
20. Tunnel--secondary main heating tunnel and piping	490,000
21. Storm and sanitary sewer extensions and water main extension	162,000
22. Street relocation, West Campus--Fourth Street and River Road Tie	126,500

Land Needs

23. Instructional buildings and related uses, West Campus	1,500,000
24. Land acquisition alongside of Fourth Street S. E. between 17th and 19th Avenues S. E.	460,000
25. Land for Dental and Medical School expansion (In block opposite Millard Hall)	175,000

Total for 1963 \$20,942,500

1965

New Buildings

26. Communications, Theater and Classroom Building		\$ 5,538,000
27. Humanities - College Office Building		2,528,000
28. Library - Phase II		4,136,000
29. Physics Addition - 2 floors south wing		451,000
30. Aerodynamics Laboratory		1,000,000
31. Life Sciences Building		
Planning funds, 4% of estimated cost	\$ 311,000	
Half of construction cost	3,713,000	4,024,000
32. Engineering Building (ChE, CE)		2,465,000
33. Pharmacy Greenhouse		165,000
34. Office Connection between Walter Library and Chemistry		128,000

Remodeling for New Use

35. Experimental Engineering		303,500
36. Aeronautical Engineering		85,000
37. Jackson Hall, Phase V		250,000
38. Main Engineering		200,000
39. Main Engineering Elevator		70,000
40. Johnston Hall		115,000
41. State Board of Health		280,000
42. Pattee Hall		100,000

Rehabilitation

43. Northrop Auditorium		100,000
44. Jackson Hall		50,000
45. State Board of Health		160,000

Utilities and Service Facilities

46. Tunnels (Replacement of piping - West Campus Extension)		350,000
47. Campus Street Improvements		172,000

Land Needs

48. For instructional building and related uses, 9.5 acres		1,034,500
49. For housing 25 acres		1,462,000
50. For parking 15 acres		75,000

Housing and Food Service Needs

51. For single student housing, 1000 students (25% of cost)		1,250,000
52. Food Service - Student Center, West Campus (50% of cost)		<u>1,000,000</u>

Total for 1965 \$27,492,000

1967

New Buildings

53. Life Sciences Building - Phase II		\$ 3,714,000
54. Classroom Building - Phase III (East Bridgehead)		1,361,000
55. Art and Classroom Building		3,645,000
56. Planning funds for Dentistry and Medical Outpatient Buildings, 4% of estimated cost		290,000

1967 - continued

New Buildings

57. Vincent Hall Addition with links to Physics and Ford Hall	\$ 2,215,000
58. Engineering Building (ME)	2,037,000
59. Psychology and Classroom Building	2,157,000
60. Dean of Students Building	1,890,000
61. Industrial Education Building	1,503,000

Remodeling for New Use

62. Nicholson Hall	160,000
63. Mayo Elevator	135,000
64. Botany	220,000
65. Zoology	100,000

Rehabilitation

66. Nicholson Hall	235,000
67. Norris Gymnasium	105,000
68. Botany	190,000
69. Mines Experiment Station	140,000
70. University Hospitals, including equipment	300,000

Utilities and Service Facilities

71. Primary Electric Service Extension	150,000
72. Tunnels - Piping Replacement	200,000
73. Sewer and Water Main Extension	120,000
74. Street Improvements	90,000

Land Needs

75. Additional land for general expansion	600,000
---	---------

Housing and Food Service Needs

76. For single student housing, 250 students (50% of cost)	625,000
---	---------

Total for 1967 \$22,182,000

1969

New Buildings

77. Journalism and Classroom Building	\$ 1,090,000
78. Engineering Building (AE)	1,185,000
79. Dentistry Building	4,550,000
80. Medical Outpatient Building	2,400,000
81. General College Building	3,945,000
82. Appleby Hall Addition	985,000
83. Scott Hall, Phase II	468,000
84. Geology Building	1,668,000

Remodeling for New Use

85. Eddy Hall	100,000
86. Holman Building	55,000
87. Wesbrook Hall	80,000
88. Psychology	100,000

Rehabilitation

89. Psychology	150,000
90. Wesbrook Hall	95,000

1969 - continued

Rehabilitation

91. Experimental Engineering	\$ 95,000
92. Armory	200,000

Utilities and Service Facilities

93. Tunnels, West Campus Extension	200,000
94. Primary Electrical Distribution	120,000

Housing and Food Service Needs

95. For single student housing, 500 students (50% of cost)	1,250,000
96. For Food Service - Student Center Expansion	<u>1,000,000</u>

Total for 1969 \$19,736,000

1971

Remodeling for New Use

97. Nicholson Hall	\$ 110,000
98. Pillsbury Hall	95,000
99. Folwell Hall	465,000
100. Jones Hall	72,000
101. Murphy Hall	81,000
102. Chemistry	208,000
103. Millard and Owre Halls	197,000
104. University Hospitals	200,000

Rehabilitation

105. Fraser Hall	155,000
106. Folwell Hall	200,000
107. Pillsbury Hall	243,000
108. Administration Building	120,000
109. Jones Hall	115,000
110. Scott Hall	75,000

Utilities and Service Facilities

111. Steam service to West Campus; Completion of Steam Loop (Washington Avenue Bridge)	<u>250,000</u>
---	----------------

Total for 1971 \$ 2,586,000

Grand Total \$92,938,500

STATE COLLEGE BOARD

HISTORY OF DEPARTMENT

The Minnesota State Colleges and the Minnesota State College Board trace their origin to Chapter 79, Laws of 1858, when Governor Henry H. Sibley approved the act out of which grew the State Normal School Board and the first Normal School, which was opened for classes in Winona in 1860. Subsequently other normal schools were opened in Mankato in 1868, St. Cloud in 1869, Moorhead in 1888, Duluth in 1902, and Bemidji in 1919. In 1947 the Duluth school was made a part of the University of Minnesota.

Until 1921, the main function of the normal schools was the education of elementary school teachers. In 1921 the curriculum of the institutions was expanded to a full four year collegiate program, the names were changed to Teachers Colleges, and the instructional programs were expanded to include the preparation of high school teachers.

In 1953 the colleges were authorized by the Legislature to offer a fifth year of college work in teacher education leading to the Master of Science degree. In 1957, because of the expansion of the curriculum into the liberal arts area, the names were changed once again, this time to State Colleges.

During their entire existence these colleges have remained under the control of one board which successively bore the title of State Normal School Board, State Teachers College Board, and now State College Board. At the present time the Board consists of nine members, eight of whom are appointed by the Governor and approved by the Senate. Members are appointed to serve four year terms, with four members being appointed each odd numbered year. The ninth member is ex officio the Commissioner of Education, who also serves as the secretary. The Commissioner of Education is appointed for a six-year term by the State Board of Education.

The Minnesota State Colleges operate mainly under the authority of Minnesota Statutes Chapter 136. The governmental reorganization act of 1939 placed the State College Board under the jurisdiction of the Department of Administration for certain purposes. As a result the College Board is subject to all of the central governmental controls that apply to all state agencies except the University of Minnesota. The College Board is also controlled by the laws and rules relating to Civil Service.

The College Board for most of the first century of its existence operated without the benefit of any central office beyond that of the Commissioner of Education. Starting in 1944, the Board engaged an accounting supervisor to assist in coordinating the accounting and business procedures of the several colleges. In 1956, the Board expanded its central office operation by the appointment of an executive officer and the enlargement of the central office staff. Currently this staff consists of ten persons.

The College Board Revenue Fund authorized in 1955, through which the State College Board operates its revenue-producing activities consisting of dormitory and food service facilities, is administered by the Board office. In this program, bonds totalling \$15,800,000 have been issued, and dormitories costing approximately this amount have been or are being constructed on all State College campuses. The Board office is responsible for coordinating budgets for all activities of the colleges, for studying all problems relating to the colleges, and for bringing recommendations before the Board. It is also the responsibility of the Board office to see that the policies and practices set forth by the Board are carried out.

For many years preceding World War II, the enrollments in the Minnesota State Colleges were quite stable. Following World War II, however, the increase in college enrollments which has occurred nationwide also appeared in the Minnesota State Colleges. Table I shows the fall quarter enrollments of the Minnesota State Colleges from 1945 to 1961.

TABLE I
Fall Quarter Enrollment*
1945-1961

Year	Bemidji	Mankato	Moorhead	St. Cloud	Winona	Total
1945	184	360	290	390	177	1,401
1946	575	973	666	1,116	561	3,891
1947	597	975	684	1,350	603	4,209
1948	570	1,308	708	1,562	605	4,753
1949	602	1,610	723	1,851	635	5,421
1950	575	1,390	667	1,728	589	4,949
1951	462	1,161	500	1,216	431	3,770
1952	470	1,287	546	1,191	443	3,937
1953	511	1,410	602	1,262	481	4,266
1954	561	1,697	711	1,458	582	5,009
1955	645	2,125	777	1,821	733	6,101
1956	813	2,427	858	2,065	833	6,996
1957	813	2,639	807	2,303	808	7,370
1958	981	3,298	1,012	2,595	866	8,752
1959	1,232	3,705	1,165	2,893	981	9,976
1960	1,404	4,011	1,321	3,094	1,108	10,938
1961	1,592	4,795	1,579	3,614	1,276	12,856

*Enrollments from 1950 to date count full-time students only. Records are not clear as to whether earlier figures do or do not include part-time students.

Included in these figures are only those students who were registered for a full-time load. In addition, there were many students who were carrying part-time loads. In the fall of 1961, for example, there were 1,892 part-time students in the State Colleges, making a grand total of 14,748 students enrolled on all State College campuses.

An examination of Table I will reveal a rather spectacular growth in recent years. The enrollment in the fall of 1961 was more than nine times the enrollment of 1945, nearly three and one-half times the enrollment of 1951, and approximately twice the enrollment of 1956.

Because most of the Minnesota State Colleges are among the oldest public institutions in the state, many of their physical facilities date back many years. The State Colleges, however, have been experiencing particularly rapid growth in the last decade. As a necessary complement to the rapid growth of the State Colleges in the last decade, there has been rapid expansion of facilities. Over forty-two million dollars have been expended for site expansion, for classroom construction, and for dormitory construction since 1955.

In addition to the above amounts the 1961 Legislature appropriated over \$8,900,000 to the State Colleges for capital outlay purposes.

Part of the expenditures since 1955 has been for dormitory and food service construction. In 1955 the State College Board was given authorization to issue revenue bonds to finance construction of dormitories and to retire the bonds with proceeds from the dormitories. Legislative authorization for the issuance of bonds totalling \$15,800,000 was granted. This has made possible the construction of dormitories with a capacity of nearly 4,000 students and the necessary attendant food services.

ORGANIZATION

The administrative organization of the Minnesota State College system is somewhat complex. A simplified organization description is presented in Chart 1. The administrative organization from the Legislature down to the individual college is shown.

Substantial differences in the organization of the various colleges has come about because of the Board's philosophy that each college should have as much autonomy and individuality as may be consistent with the broader functions of the colleges. In spite of the apparent differences in organizational pattern, the same general program of instruction and services is provided in each college. The number of faculty assigned and other aspects of budgetary allocations are based upon formulas which use enrollments as the variable factor.

Chart 2 shows the location of the Board office and the five colleges. In each case the number of full-time employees is given. Also shown for each college is the total on-campus enrollment for the fall quarter of 1961. These figures are for total enrollment.

RESPONSIBILITY AND AUTHORITY

The purpose of the Minnesota State Colleges is to provide collegiate level education to the youth of Minnesota and surrounding states. A prime function is the preparation of teachers for elementary and secondary schools. There are at least three other important functions:

Pre-professional education for students planning to enter professional schools in major universities.

Terminal academic education for students interested in obtaining two years of academic work beyond the high school. Also included here would be terminal business education of less than four years for those interested in entering the business world.

Liberal arts education for students interested in obtaining a liberal arts degree.

Perhaps the most significant statement of Board authority is from Chapter 136.14, Minnesota Statutes which states: "The State College Board shall have the educational management, supervision and control of the State Colleges and of all property appertaining thereto. It shall appoint all presidents, teachers and other necessary employees therein and fix their salaries. It shall prescribe courses of study, conditions of admission, prepare and confer diplomas, report graduates of the State College Department and adopt suitable rules and regulations for the colleges."

Chart I

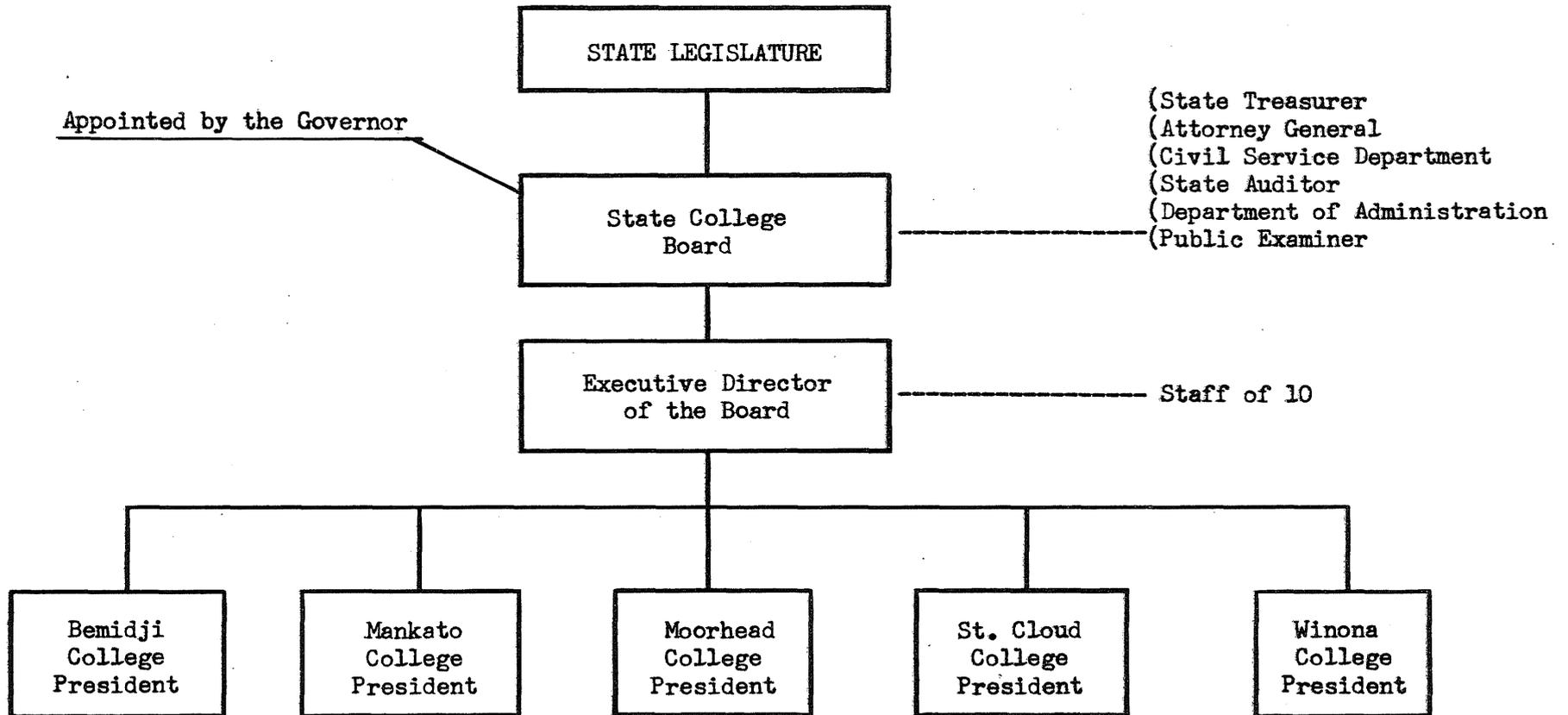
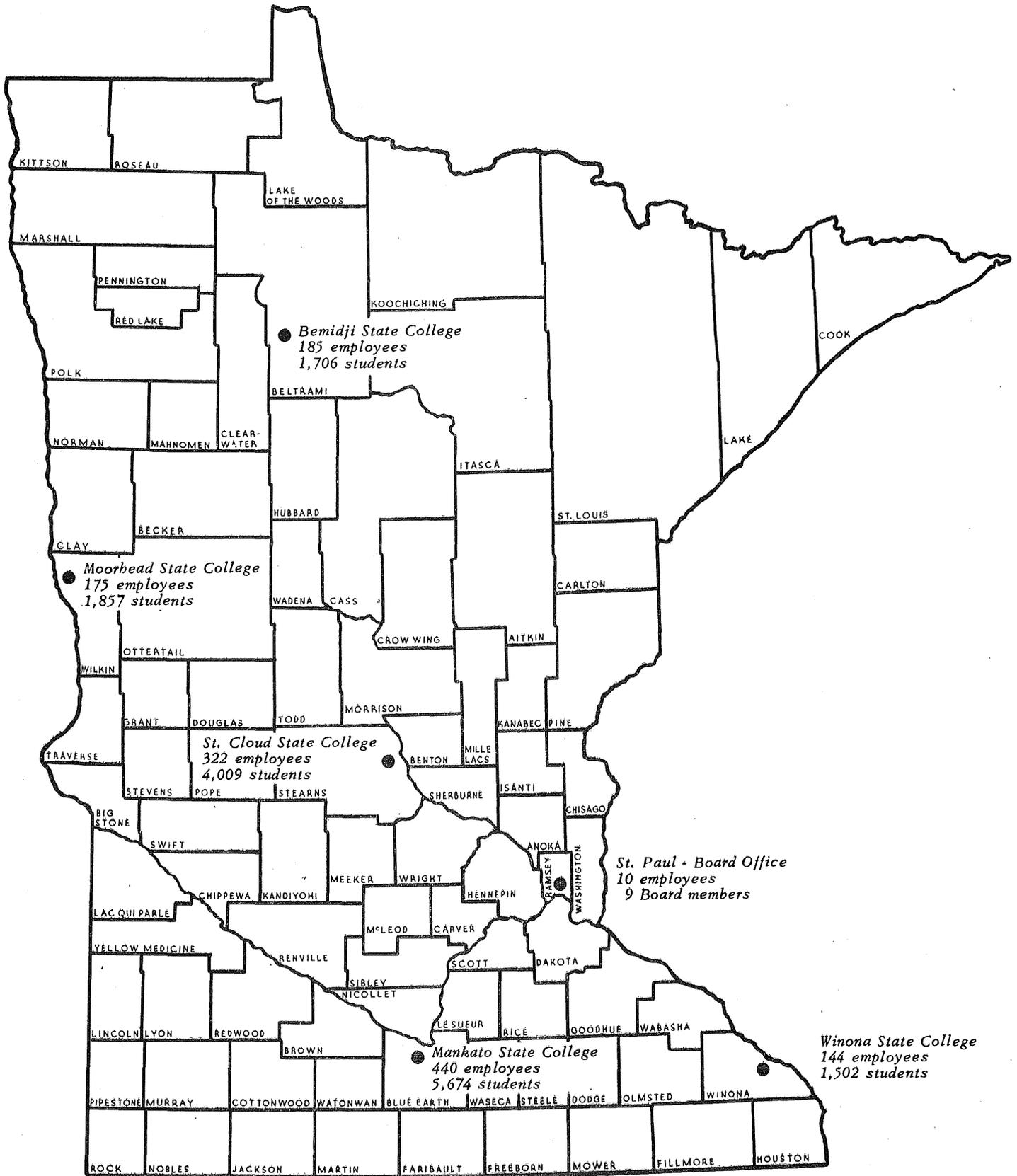


Chart 2



GOALS AND OBJECTIVES

The State College Board's goal is to provide to those youth of Minnesota who can benefit from it a quality education designed to fit the needs of the youth and the state at a cost that youth from all levels of society can afford.

FINANCING

The operations of the State Colleges require a number of separate and distinct accounts. Substantial differences can be found in the various accounts, particularly in the source of receipts and in the manner of control of the expenditures. Following is a list of the various accounts employed by the State Colleges or for the benefit of the State Colleges:

BUILDING ACCOUNTS - The legislature has appropriated funds for the purchase of sites and for the construction of all college buildings except dormitories and food service facilities. These appropriations are made to the Commissioner of Administration, who is responsible for the purchase or construction. Appropriations totalling some \$36 million were made for the benefit of the State Colleges in 1955, 1957, 1959 and 1961. Money is secured by the State through the sale of certificates of indebtedness, which are in turn retired by a statewide property tax.

MAINTENANCE AND EQUIPMENT ACCOUNT - This major account finances day by day operations of the colleges. From this account faculty and staff salaries are paid, utilities purchased, and the regular operations of the plant are sustained. This account is supported primarily by an appropriation by the Legislature of tax funds and by the appropriation to the State College system of its receipts, primarily tuition. The entire appropriation is made to the State College Board. The Board is then responsible for the distribution of the appropriation to the several colleges, subject to the approval of the Budget Division of the Department of Administration. Tables II and III show the final annual finance plans for the State College system for the fiscal years ending June 30, 1960 and June 30, 1961. The figures shown on these two tables represent budget allotments and estimated receipts just prior to the end of each fiscal year. The amount actually received or expended in each of these fiscal year will vary somewhat from the budget allotments. In all cases the expenditures will be less than the allotments indicated in these tables.

For the past two bienniums the State Colleges have received their tax support from the income tax. Prior to this time the State College operations were supported entirely and directly from the general revenue fund, which receives its income from the general statewide property tax.

REPAIRS AND BETTERMENTS - This account provides certain repairs which are larger than those which would be carried out through routine maintenance but are still of a relatively minor nature and do not require an individual appropriation. Also included are minor remodeling and improvement projects. This account is supported entirely by direct legislative appropriation.

The total appropriation for all State Colleges for the repairs and betterments account was \$80,000 per year for each fiscal year ending June 30, 1960 and June 30, 1961. The budget allocations as of February of each of the above fiscal years is shown in Table IV.

TABLE II
Annual Finance Plans
Maintenance & Equipment

1960

<u>Expenditures</u>	<u>Bemidji</u>	<u>Mankato</u>	<u>Moorhead</u>	<u>St. Cloud</u>	<u>Winona</u>	<u>Board</u>	<u>Total</u>
0 Personal Services	888,148	2,092,353	932,053	1,690,788	796,726	55,496	6,455,564
1 Other Services A	20,383	79,693	24,127	36,861	22,250	4,022	187,336
2 Other Services B	40,902	113,967	42,569	75,324	29,400	7,800	309,962
3 Materials & Supplies	83,670	114,259	102,352	131,631	62,556	900	495,368
4 Fixed Charges	27,100	54,633	27,810	48,654	21,501	2,216	181,914
5 Acquisition of Property	32,050	97,150	29,863	72,412	26,374	1,607	259,456
6 Refunds	<u>3,900</u>	<u>12,690</u>	<u>4,466</u>	<u>9,800</u>	<u>3,400</u>	<u>---</u>	<u>34,256</u>
TOTALS	<u>1,096,153</u>	<u>2,564,745</u>	<u>1,163,240</u>	<u>2,065,470</u>	<u>962,207</u>	<u>72,041</u>	<u>7,923,856</u>

Resources

Legislative Appropriation							5,212,501
Merit Increase Appropriation							13,368
Swampland Interest							30,870
Dormitory Reimbursement							25,000

Tuition and Fees, etc.

Bemidji						351,845	
Mankato						943,053	
Moorhead						394,133	
St. Cloud						646,770	
Winona						<u>314,189</u>	<u>2,649,990</u>

Total Resources 7,931,729

Total Allocations 7,923,856

Reserve 7,873

TABLE III
1961 Annual Finance Plan
Maintenance Account - Eighth Quarter Budgets

<u>Expenditures</u>	<u>Bemidji</u>	<u>Mankato</u>	<u>Moorhead</u>	<u>St. Cloud</u>	<u>Winona</u>	<u>Board</u>	<u>Total</u>
0 Personal Services	1,022,865	2,439,600	1,040,179	1,869,000	877,477	61,672	7,310,793
1 Other Services A	22,769	104,870	24,930	41,497	21,020	6,123	221,209
2 Other Services B	49,620	136,440	51,472	80,153	30,950	11,610	360,245
3 Materials & Supplies	92,977	117,385	114,084	138,982	68,257	550	532,235
4 Fixed Charges	30,363	69,200	29,812	55,407	21,280	3,000	209,062
5 Acquisition of Property	32,673	102,521	25,401	58,618	28,696	945	248,944
6 Refunds	1,935	9,750	2,000	7,000	2,550	--	23,235
TOTALS	<u>1,253,292</u>	<u>2,979,766</u>	<u>1,287,878</u>	<u>2,250,657</u>	<u>1,050,230</u>	<u>83,900</u>	<u>8,905,723</u>

Resources

Legislative Appropriation	5,981,523
LAC Contingent Fund	85,000
Merit Increases	42,618
Swampland Interest	44,693
Dormitory Reimbursement	25,000

Tuition and Fees

	<u>Off Campus</u>	<u>On Campus</u>	<u>Total</u>
Bemidji	29,070	341,835	370,905
Mankato	55,189	969,402	1,024,591
Moorhead	25,298	413,247	438,545
St. Cloud	49,890	625,553	675,443
Winona	31,538	302,746	334,284

Total Tuition and Fees

190,985 2,652,783 2,843,768

Total Resources

9,022,602

Total Allocations

8,905,723

Reserve

116,879

TABLE IV
Annual Finance Plan
Repairs and Betterments
1959-1960

	<u>Bemidji</u>	<u>Mankato</u>	<u>Moorhead</u>	<u>St. Cloud</u>	<u>Winona</u>	<u>Total</u>
0 Personal Services	7,197	1,800	3,600	5,100	--	17,697
1 Other Services A	2,250	1,800	1,900	2,300	3,665	11,915
2 Other Services B	--	--	--	--	--	--
3 Materials and Supplies	3,308	7,600	5,705	8,030	7,100	31,743
4 Fixed Charges	245	--	75	170	--	490
5 Acquisition of Property	<u>--</u>	<u>6,800</u>	<u>3,070</u>	<u>2,400</u>	<u>2,235</u>	<u>14,505</u>
TOTAL	<u>13,000</u>	<u>18,000</u>	<u>14,350</u>	<u>18,000</u>	<u>13,000</u>	<u>76,350</u>
Legislative Appropriation						80,000
Total Allocations						<u>76,350</u>
Reserve for Allocation						<u>3,650</u>

1961 ANNUAL FINANCE PLAN

0 Personal Services	6,000	1,650	3,600	4,955	--	16,205
1 Other Services A	1,800	1,800	2,600	4,185	3,100	13,485
2 Other Services B	--	--	--	336	--	336
3 Materials and Supplies	5,020	9,750	5,000	7,690	6,100	33,560
4 Fixed Charges	180	--	88	150	--	418
5 Acquisition of Property	<u>--</u>	<u>4,800</u>	<u>3,062</u>	<u>1,020</u>	<u>5,400</u>	<u>14,282</u>
TOTAL	<u>13,000</u>	<u>18,000</u>	<u>14,350</u>	<u>18,336</u>	<u>14,600</u>	<u>78,286</u>
Legislative Appropriation						80,000
Total Allocations						<u>78,286</u>
Reserve for Allocation						<u>1,714</u>

The reader may note in both cases that most of the appropriation had been allotted to the individual colleges but that a small unallotted amount remained, which is designated as "reserve for allocation." In both years this amount was allotted and used by one or more of the colleges before the expiration of the fiscal year.

The lump sum appropriation for the repairs and betterments account is made to the State College Board. It is within the authority of the Board to make the allocation

of the specific amounts to each college, subject to the approval of the Budget Division of the Department of Administration.

SPECIAL EDUCATION ACCOUNTS - For the past several bienniums, special appropriations for the training of teachers of exceptional children totalling \$103,000 have been made to St. Cloud State College, Moorhead State College, and Mankato State College. These appropriations are specifically designated for each of the colleges, and the State College Board does not have jurisdiction to change the amount available to any one of the colleges.

SCHOLARSHIPS, GIFTS AND GRANTS ACCOUNTS - There is a series of special accounts under which scholarships, gifts and grants may be accepted and disbursed for the benefit of the State Colleges. When a new scholarship, gift or grant is made, a new account is created and is maintained so long as money remains in the account. The donor of a scholarship, gift or grant may stipulate the purpose and the conditions covering the money. The State College Board has jurisdiction over these accounts, but once the account has been established there is little discretionary power remaining, since it is operated according to the agreements made at the time of its establishment.

STATE COLLEGE BOARD REVENUE FUND - The State College Board Revenue fund was authorized by the Legislature in 1955, and is used for the operation and construction of facilities which are supported by revenue the facilities provide. Currently these operations are limited to the dormitory and food service facilities. This fund supports construction of new dormitories and food services and the operation of all of the dormitories and food services in the State College system. The State College Board has assumed the responsibility for the payment of the principal and interest on a debt of \$15,800,000 for the construction of new facilities. This operation is completely self-sufficient and has received no tax support either for operations or for construction since 1955.

COLLEGE ACTIVITIES FUNDS - Laws relating to the Minnesota State Colleges provide for the establishment of a fund in each of the colleges for the operation of college activities.

A major account in these funds is the student activities account, supported by a quarterly activity fee of \$10 charged to each student and by receipts from activities such as athletic contests, plays and recitals. This account supports a number of activities, made available to the entire student body, including the inter-scholastic athletic program, school paper, plays, recitals and health service activities.

The authorized agencies account, includes the various class organizations and clubs which operate within the colleges. This account serves as a depository and disbursing agency for these clubs.

There are also student loan and student scholarship accounts. In most cases the various activities included under the College Activities Fund are self-supporting. Currently there is one exception to this, the National Defense Student Loan Account. Ninety per cent of the money in this account originates from a federal grant and ten per cent originates from a state appropriation. It is anticipated that at the close of the National Defense Student Loan program the money currently placed in these accounts will be returned to the originators, the federal and state governments.

STANDARDS

Standards used in the operation of the State Colleges derive from many sources. The curricula of the Minnesota State Colleges are examined and all have been approved

by the Minnesota Department of Education so that graduates of these institutions are awarded certificates for teaching in their fields upon recommendations of the authorities in the colleges.

All of the Minnesota State Colleges are accredited by the North Central Association of Colleges and Secondary Schools, a major agency for the accreditation of total college programs.

All of the Minnesota State Colleges are also accredited by the National Council for the Accreditation of Teacher Education, a nationwide accrediting agency that is concerned only with the nature and character of the teacher education aspects of a college or university.

The University of Minnesota also recognizes the accreditation of the Minnesota State Colleges in that it fully accepts the transfer of credits from the State Colleges.

A number of other agencies assist in establishing standards for the State Colleges. For instance, Mankato State College has a special program in nursing education which is approved by the proper professional accrediting agency. The home economics teacher education program in Mankato also meets federal standards for participation in the Smith-Hughes vocational education program. The State Colleges aspire to the standards of the American Library Association, although they are far from meeting these standards because of insufficient money to purchase the recommended number of volumes for the libraries.

Several of the colleges have been examined and approved by the American Association of University Women. Accreditation by this organization means that graduates of accredited colleges may become members of the association.

Mankato State College has been approved so that graduates of its business curriculum may be certified to take examinations leading to the C.P.A.

PLANS

The major challenge facing the State Colleges is to provide a high quality education to a continuously increasing number of students. A projection of future enrollments based upon known numbers of children in younger age groups in Minnesota indicates a continuation of growth. Chart 3 shows the actual full-time enrollments in all five State Colleges from 1945 to 1961, and the latest estimates for 1965, 1970, and 1975. According to these estimates the full-time enrollments are expected to reach 16,867 by 1965, 23,094 by 1970, and 27,045 by 1975. If these estimates are realized, or even approximated, it will be necessary to make major changes in several aspects of the State Colleges. Some of these changes are necessary regardless of an enrollment increase.

The major needs of the colleges are:

To enlarge the campus sites

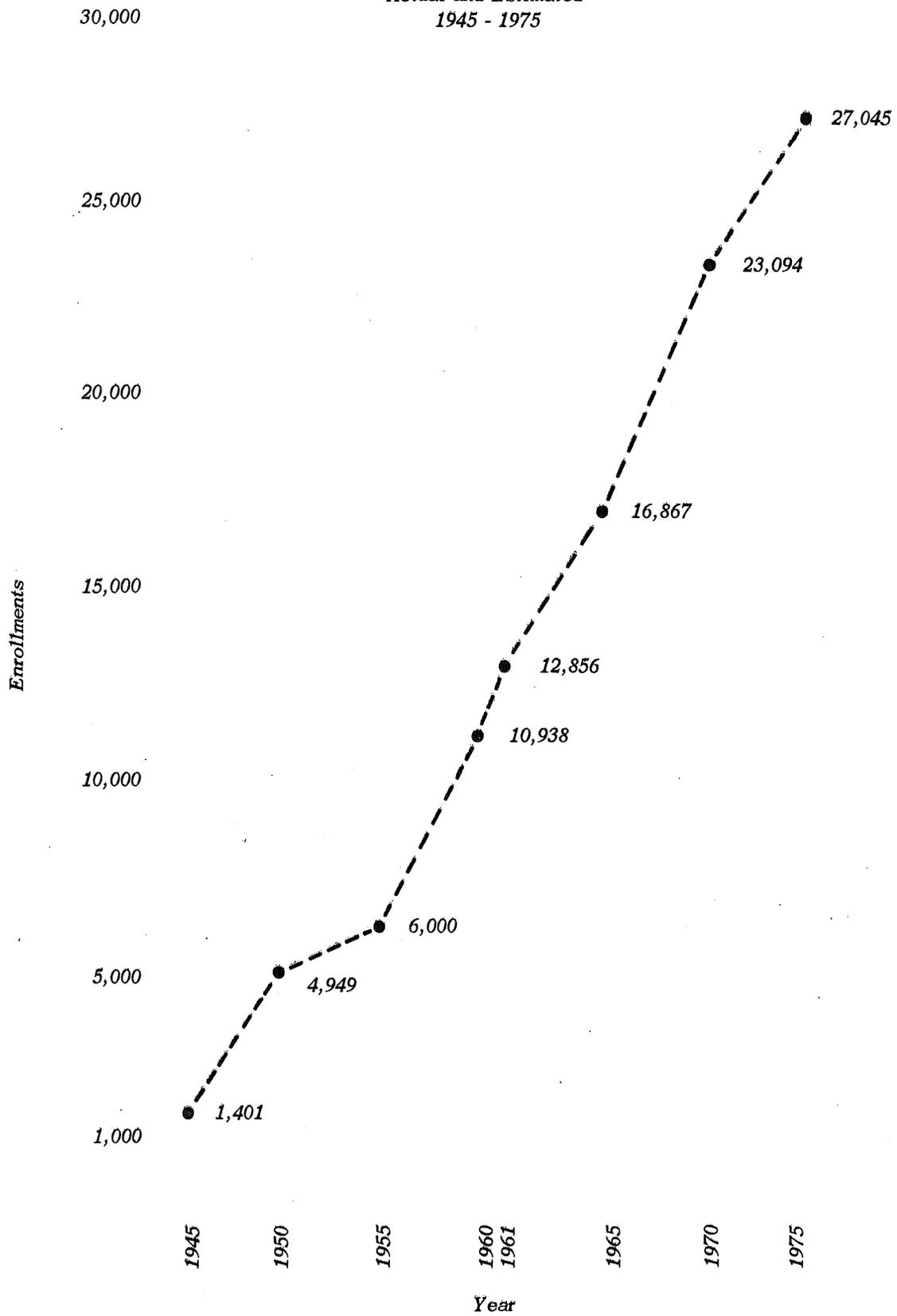
To construct additional instructional and administrative facilities

To construct additional student housing and student activity facilities

To solve the automobile parking problem -- probably involves obtaining parking lots and/or parking ramps

Chart 3

FULL-TIME ENROLLMENTS - MINNESOTA STATE COLLEGES
Actual and Estimated
1945 - 1975



To enlarge the faculties to accommodate the increase in enrollments

To improve the present faculty-student ratio

To strengthen the offerings in certain academic disciplines

To create some new undergraduate programs

To extend the masters degree program to subject matter areas in addition to teacher education

THE CAMPUS SITES - All of the State Colleges with the exception of Bemidji were started well before the turn of the century. The original sites were small, and since their establishment the surrounding land, for the most part, has become completely developed and built up. In order to allow the growth of the colleges it was absolutely imperative to expand the campuses. In many cases this involved acquiring land on which substantial buildings had been constructed, meaning of course that the cost became very high. Considerable progress has been made in the past several years, and the site problem has been substantially solved at Bemidji, Mankato, and Moorhead. In St. Cloud and Winona, however, much remains to be done to provide adequate site so that additional facilities may be constructed.

INSTRUCTIONAL AND ADMINISTRATIVE FACILITIES - The continued increase in numbers of students will make the construction of additional facilities absolutely necessary. Originally each college was built with one main building which encompassed all or nearly all of the administration and instructional facilities. As the colleges grew, it seemed advisable to construct a new facility to accommodate one or more specialized needs and to convert the space vacated in the old building into other uses. So far such functions as the library, the physical education facilities, and the laboratory schools have been provided for in separate buildings. The colleges are currently constructing special facilities for science instruction and for industrial arts and art. This trend should be continued with specialized facilities in such areas as music, drama, speech, professional education buildings, and the enlargement of existing libraries, science buildings, administration buildings, etc. In some cases it will also be necessary to construct so-called general classroom buildings.

STUDENT HOUSING AND STUDENT ACTIVITY FACILITIES - In order for the State Colleges to meet the needs of the increasing enrollment it will not only be necessary to provide the added instructional and administrative spaces, but to provide many more facilities for housing the students -- both married and single.

New construction, if on a purely revenue bond basis, would need to be entirely self-supporting. Such a plan is not feasible since board and room rates would become too high for students to pay. For this reason, the State College Board will need assistance from the Legislature in the form of a partial appropriation toward the construction of future dormitories. Coupled with such an appropriation the State College Board could then safely issue revenue bonds for the balance of the cost.

The number of married students enrolled in the State Colleges has been increasing steadily. Most of the married students are forced to live in sub-standard quarters for which exorbitant rents are charged. The State College Board has taken the position that married students should be assisted by providing housing which would be available at reasonable rentals. Here again the provision of housing at rates which would be acceptable to the students requires that the construction be financed in part by a direct appropriation.

Student centers are greatly needed on all of the State College campuses, to centralize the existing student activities in one building and to provide facilities

for additional activities. Such a center can be constructed in part by the issuance of revenue bonds which can be amortized from the income of the building. It is apparent, however, that a substantial portion of the cost of such a facility must be available from other sources. It has been suggested that approximately one third of the cost of such a building be raised locally through such means as contributions from alumni and friends of the college and through the application of a student union fee against the students prior to the construction. This fee has already been established at four of the five colleges.

A second provision of the proposal is that one third of the cost be appropriated by the legislature. This can be justified on the grounds that considerable space would become available in existing buildings now used for student activities which could be converted to instructional purposes or to faculty offices.

If two thirds of the cost of the student center were available, it would be possible to issue revenue bonds for the balance and amortize them from the earnings of the building and a continuation of the student union fee.

PARKING FACILITIES - There are presently almost no provisions for off-the-street parking, and the growth of the colleges coupled with the increase in the use of automobiles has created an untenable problem. Steps should be taken to provide off-the-street parking. As a tentative program toward the solution of this problem, the following is offered:

The Legislature acquire some land for use as parking space

A fee should be charged for the privilege of off-street parking provided by the college

The fee so collected should be retained in the revenue fund of the State College Board

The fees collected from the parking areas be used in turn to further develop the areas, to purchase additional areas or to construct parking ramps if necessary

EXPAND THE FACULTIES - One of the very serious problems facing the State Colleges is the matter of expanding the faculties and staffs of the colleges to keep abreast of the increasing enrollments. National studies have indicated that colleges and universities everywhere will be in a strong competition for available talent. It can be shown that the graduate schools of the country are not producing highly trained teachers fast enough to fill the expanding requirements. In spite of these difficulties the State Colleges must expand their faculties rapidly in order to sustain and improve the educational quality. In general, this will require two major efforts -- the first to continue to improve faculty salaries, and to provide non-taxable fringe benefits which are now almost completely lacking. The second effort should be to reduce the teaching load.

IMPROVE THE FACULTY-STUDENT RATIO - Six years ago the ratio of faculty to students stood at 1 to 14 or 1 to 16, depending on the college. At the present time the legislative formula calls for one faculty member for each twenty full-time students. This restriction on faculty positions is placing an unduly heavy load on faculty members and is placing a restriction on adequate instruction. Not only is the ratio of 20-1 too high in itself, but the system of computation is unduly rigorous. First of all it is based upon credit hours for an entire regular school year. This figure is divided by 48 to find full-time equivalent students. This assumes that each student should carry 16 credits per quarter. (Junior college aids are based upon 15 credits.) Under this plan it is never possible to have as favorable a ratio as 20-1 in the fall

quarter when programs for the year are getting under way and new students are getting oriented. The formula provides for only 7 or 11 administrators. Actually, there are many more faculty than that who are non-teaching. This unusually high ratio is discouraging to faculty members and is rapidly becoming a powerful negative factor in recruitment and retention of faculty members.

STRENGTHEN ACADEMIC DISCIPLINES - The State Colleges are basically liberal arts colleges. As such their offerings should be strong in all of the basic disciplines. Further progress is needed, particularly in the social sciences, philosophy and the more specialized physical sciences. The problem here is primarily of providing more faculty members qualified in these areas.

NEW UNDERGRADUATE PROGRAMS - Consideration should be given to introduction of additional courses of study which may be of value and importance. Without attempting to identify what and where additional specialized programs should be instituted, the possibility of some such new programs should be constantly studied.

EXTENSION OF GRADUATE PROGRAMS - The current graduate program is limited to the field of education. A master of science degree in education is granted upon the successful completion of the program. For some time there has been a desire on the part of prospective graduate students that the masters degree offerings of the State Colleges be expanded so that a master of arts degree in subject matter fields could be granted. The law regarding the granting of the masters degree should probably be changed so that the State College Board would have the power to authorize the M.A. degree, college by college, and by subject matter field as each field is developed in such a manner that the degree should be offered.

ACTION PROGRAMS TO IMPLEMENT PLANS

In this section the building requirements of the State Colleges are set forth in as much detail as possible. The program as set forth herein is not intended to be fully developed or final in all respects. It is felt, however, that the program is sufficiently refined to portray a reasonable dimension of the problem. The following statement of physical plant needs will be divided into two parts.

NON-REVENUE PRODUCING FACILITIES - The first part will relate to those facilities related to instruction and which are not revenue producing and must be financed in full by legislative appropriation. The needs of each college is presented in order and lists the projects, the estimated cost of those projects that should be provided for in 1963, and the estimated cost of other projects needed prior to 1970.

Bemidji State College

<u>Project</u>	<u>To Be Provided by 1963 Legislature</u>	<u>To Be Provided Later than 1963 But to be Avail- able by 1970</u>
Acquisition of land	\$ 300,000	
Expansion of Heating Facilities	60,000	
Library (new)	937,000	
Physical Ed Building (addition)	1,493,000	
Science Building (completion)	50,000	
Special Repairs	84,500	
Speech and Music Building (new)		\$ 500,000
General Classroom Building (new)		1,000,000
Field and Site Development		100,000
Miscellaneous		100,000
	\$2,924,500	\$1,700,000

Mankato State College

<u>Project</u>	<u>To Be Provided by 1963 Legislature</u>	<u>To Be Provided Later than 1963 But to be Avail- able by 1970</u>
Land Acquisition	\$ 360,000	
Expansion of Heating Facilities	400,000	
Service Building (new)	330,000	
Library	2,000,000	
Speech and Music Building (new)	1,503,000	
Administration Building	760,000	
Campus Development	140,000	
Inter-campus Road	100,000	
Repairs and Improvements	130,000	
Overpass	48,000	
General Classroom Buildings (new)	1,600,000	\$1,600,000
Auditorium		2,000,000
Physical Education Building (addition)		500,000
Miscellaneous		500,000
	<u>\$7,371,000</u>	<u>\$4,600,000</u>

Moorhead State College

Service Building (new)	\$ 150,000	
Speech and Music Building (new)	1,300,000	
Physical Education Building (addition)	150,000	
Remodeling	200,000	\$ 60,000
Classroom Building (new)		1,000,000
Miscellaneous		100,000
	<u>\$1,800,000</u>	<u>\$1,160,000</u>

St. Cloud State College

Land Acquisition	\$ 900,000	\$ 300,000
Library (new)	2,000,000	
Speech and Music Building (new)	1,176,000	
General Classroom Building (new)	760,000	1,000,000
Administration Building (new)	400,000	
Science Building (addition)		700,000
Physical Education Building (addition)		1,000,000
Field Development		200,000
Miscellaneous		500,000
	<u>\$5,236,000</u>	<u>\$3,700,000</u>

Winona State College

Land Acquisition	\$ 600,000	\$1,000,000
Library (addition)	750,000	
Remodeling	125,000	
Repairs	71,000	
Speech and Music Building (new)		1,000,000
Classroom Building (new)		700,000
Administration Building		500,000
Physical Education Building (new)		1,000,000
Field Development		100,000
Miscellaneous		100,000
	<u>\$1,546,000</u>	<u>\$4,400,000</u>

Summarizing the listings on preceding pages produces the following totals:

	To Be Provided by 1963 Legislature	To Be Provided Later than 1963 But to be Avail- able by 1970
Bemidji	\$ 2,924,500	\$ 1,700,000
Mankato	7,371,000	4,600,000
Moorhead	1,800,000	1,160,000
St. Cloud	5,236,000	3,700,000
Winona	1,546,000	4,400,000
	<u>\$18,877,500</u>	<u>\$15,560,000</u>
Grand Total	\$34,437,500	

REVENUE PRODUCING FACILITIES - Included under the category of revenue producing facilities are dormitories and cafeterias, student centers and married student housing. In the past six years the State College Board has issued \$15,800,000 worth of bonds for the construction of dormitories and food services. This amount of money has produced facilities for approximately four thousand students. It has now been determined because of financial problems involved that the program of dormitory and food service construction cannot continue on an entirely self-liquidating basis. Some participation in this program on the part of the Legislature by means of a direct appropriation will be necessary if the dormitory construction program is to continue. The enrollments estimated earlier are contingent upon the construction of additional dormitories.

Table V shows the estimated additional dormitory capacity required by 1970 for each state college. This is broken down to show the immediate needs and the additional amount required by 1970. Using an estimated cost of \$4,500 per student housed, which includes the necessary food service facilities, this would indicate a total dollar cost of \$25,200,000 for the immediate program and an additional \$21,600,000 prior to 1970 for a total requirement of \$46,800,000. The State College Board would be able to finance approximately fifty per cent of this cost through the sale of revenue bonds which would be self-liquidating. It would, however, necessitate an appropriation of the other half for a total of \$23,400,000.

TABLE V
Additional Dormitory Capacity Required
Immediate and by 1970

College	Immediate Needs	Additional by 1970	Total
Bemidji	400	600	1,000
Mankato	2,800	2,200	5,000
Moorhead	400	400	800
St. Cloud	1,600	1,200	2,800
Winona	400	400	800
	<u>5,600</u>	<u>4,800</u>	<u>10,400</u>
		Cost of Immediate Program	\$25,200,000
		Cost of Additional Needs by 1970	<u>21,600,000</u>
		Total Costs to 1970	\$46,800,000

Student Centers

The State College Board has proposed a program whereby approximately two-thirds of the cost of the student centers could be provided either through donations or student union fees. This would require an appropriation of approximately one-third of the cost by the Legislature. It has been estimated that such student centers on all the campuses would cost about \$4,800,000. One third of the cost, which should be covered by an appropriation, would equal \$1,600,000. One half of the appropriation should be available in 1963 and the other half prior to 1970.

Married Student Housing

It is estimated there is need for a total of seven hundred units for married student housing on four of the five state college campuses. There is no need on the fifth campus because of a local public housing development. It is estimated each unit would cost approximately \$10,000 to construct, for a grand total of \$7,000,000. The rentals from these units will amortize approximately one half the cost. This would then require an appropriation of \$3,500,000 from the State. Here again, one half the appropriation should be made available in 1963 and the other half later but prior to 1970.

Parking Facilities

Need was expressed earlier for a positive program for developing facilities for automobile parking. No estimate of cost is available at this time, but whatever costs there would be outside the original cost of land would probably be carried without appropriation.

A summary of the costs of the projected building needs is shown in Table VI. This table is designed to show the costs involved for 1963 and for a later period but prior to 1970, and the amount anticipated from appropriation and from other sources in each period.

TABLE VI
Summary of Costs for Projected Capital
Improvements -- Minnesota State Colleges
1963-1970

Purpose	1963		Later Than 1963 But Available by 1970	
	From Approp- riation	From Other Sources	From Approp- riation	From Other Sources
For Non-Revenue Producing Facilities	18,877,500	--	15,560,000	--
For Dormitories	12,600,000	12,600,000	10,800,000	10,800,000
For Student Centers	800,000	1,600,000	800,000	1,600,000
For Married Student Housing	<u>1,750,000</u>	<u>1,750,000</u>	<u>1,750,000</u>	<u>1,750,000</u>
	34,027,500	15,950,000	28,910,000	14,150,000
Total by Appropriation				62,937,500
Total by Other Sources				<u>30,100,000</u>
				93,037,500

BUDGETARY NEEDS

The State College system actually operates under a number of different accounts. The major operating account for the State College system is known as the Maintenance and Equipment Account. This account is supported by a dedication of certain receipts such as tuition and certain fees received from the students. It also receives an annual portion of the swamp land fund interest, and its major source of income is from a direct appropriation by the Legislature. This is the account that will be considered in connection with this item.

Table VII has been prepared to show certain information of an historical nature and is a projection of estimated costs to the end of the fiscal year in 1973. The second column of the table shows the full-time equivalent enrollment, actual and estimated, for the period of time covered. Full-time equivalent enrollment is found by adding all of the credits enrolled in the various programs of the college for the entire school year and dividing this figure by forty-eight, which is the number of credits that one student would normally earn in a school year if he is to complete a program in four years of college. In columns three and four are listed the expenditures for the entire State College system. These figures are actual from 1955 through 1961. For the year 1962 the figures are a very close estimate. For the year 1963 the figures are a fair estimate, and for the following years they are projections based on the best knowledge available.

TABLE VII
Expenditures and Income
Maintenance Account
Actual 1955-1961 and Estimated 1962-73

Fiscal Year Ending	Enrollment F.T.E.	Income					
		Expenditures		Dedicated Receipts		State Sources	
		Total	Per Student	Total	Per Student	Total	Per Student
1955	6,753	3,597,099	532.67	808,558	119.73	2,788,541	412.93
1956	7,996	4,073,737	509.47	1,189,005	148.70	2,884,732	360.77
1957	8,819	4,460,139	505.74	1,421,665	161.20	3,038,474	344.54
1958	9,226	5,987,410	648.97	1,732,201	187.75	4,255,209	461.22
1959	10,636	6,680,914	628.14	1,947,656	183.12	4,733,258	445.02
1960	11,730	7,885,085	672.22	2,699,103	230.10	5,185,982	442.11
1961	12,789	9,022,602	705.50	2,843,768	222.36	6,178,834	483.14
1962	14,757	10,327,000	699.80	3,224,051	218.48	7,102,949	481.33
1963	16,408	11,270,320	686.88	3,511,199	213.99	7,759,121	472.89
1964	17,800	12,816,000	720.00	3,951,600	222.00	8,864,400	498.00
1965	19,100	14,325,000	750.00	4,412,100	231.00	9,912,900	519.00
1966	20,240	15,787,200	780.00	4,837,360	239.00	10,949,840	541.00
1967	21,800	17,658,000	810.00	5,406,400	248.00	12,251,600	562.00
1968	22,200	18,759,000	845.00	5,683,200	256.00	13,075,800	589.00
1969	24,800	21,700,000	875.00	6,572,000	265.00	15,128,000	610.00
1970	26,100	23,620,500	905.00	7,151,400	274.00	16,469,000	631.00
1971	27,713	25,911,655	935.00	7,815,066	282.00	18,096,589	653.00
1972	28,700	27,839,000	970.00	8,351,700	291.00	19,487,300	679.00
1973	29,600	29,600,000	1,000.00	8,880,000	300.00	20,720,000	700.00

For the years 1964 to 1973, the figures were found by first estimating the per student costs. The cost has been slowly increased to \$1,000 per student in 1973. This increase was projected in this manner because it was felt it would be necessary to increase the costs in order to improve or even to sustain the quality of educational program in the colleges in the view of increasing faculty salaries and other increasing costs of operation. When the estimated cost per student for each year had been determined, this figure was multiplied by the estimate of full-time equivalent enrollment to arrive at the total expenditure for that year.

The last four columns of the table show income. Dedicated receipts are those receipts taken by the college for tuition, fees, and certain other minor income which are in turn used to defray the expenses of the college. From 1955 to 1963 the actual figures are used as original figures, and the receipts per student were calculated by dividing the total receipts by the full-time equivalent enrollment. The per student income from dedicated receipts has been increasing during the period from 1955 to 1963. An arbitrary decision was made to continue the increase so that the figure of \$300 was reached by 1973. The last two columns deal with the receipts from state sources. From 1955 through 1963 the total figure is taken from actual experience, and the per student figure was found by dividing the total figure by the full-time equivalent enrollment. From 1964 through 1973 the total figure was found by subtracting the amount of dedicated receipts from the anticipated expenditures in order to find the amount that it would be necessary for the state to appropriate. Similarly, in the per student income from the state sources for 1964 through 1973 the figures for each year were found by subtracting the anticipated dedicated receipts per student from the anticipated expenditures per student. Biennial appropriations which would be required to finance this program as projected in Table VII would be as follows:

1963 Legislature	\$18,777,300
1965 Legislature	23,201,440
1967 Legislature	28,203,800
1969 Legislature	34,565,589
1971 Legislature	40,207,300

FINANCING

The State College Board anticipates the financing of its plans in a number of ways, most of which are an extension of existing methods. It is anticipated that a large portion of the increased expenditures will come from legislative appropriations. This will apply, of course, to the maintenance and operations account as well as the building program. In addition to the increased legislative appropriations, it is anticipated that the State College Board will finance at least a portion of its construction of revenue producing facilities by a continuation of a system presently in effect -- the dedication of a portion of the receipts to the payment of the bond amortization. More than likely there will be an increase in board and room rates and other services of the revenue producing facilities. This increase in rates, however, should be kept to a minimum. The cost of higher education must not be allowed to become so high that a substantial number of students are denied the right to attend college because of the inability to pay the costs involved.

In the matter of the increased costs of the maintenance program, it is anticipated in the tables presented in earlier sections that there will also be a modest increase in the tuition charge. The State College Board feels that this increase, if any, should be kept to the lowest possible minimum for reasons just mentioned.

DEPARTMENT OF HEALTH

HISTORY

The Minnesota Department of Health, established in 1872, was the third state health department in the United States, preceded only by Massachusetts and California. Until 1893 its first state health officer, Dr. Charles N. Hewitt, carried on the laboratory and other work of the State Board of Health from his office in the Keystone building, Red Wing. At that time, at his request and by action of the University Board of Regents, the laboratory was moved to the university campus.

The offices of the State Board of Health were moved from Red Wing to St. Paul in 1894. In 1902 the Legislature provided for building space for animal quarters on the university campus. Legislative provision for housing the laboratories was first made when the State Board of Health--Pathology Building (now the Psychology Building) was constructed in 1907.

Major Facilities Construction

The present five-story State Board of Health Building on the University campus was completed in 1938 at a cost of approximately \$324,900. Nearly \$100,000 of the cost was contributed by the PWA. The balance was provided by a legislative appropriation.

In 1947, having outgrown its present building, the Department presented a building request to the Legislature. Subsequent requests were presented in 1955, 1957, 1959, and 1961.

The need for a new building to increase efficiency of departmental operations was recognized in the Jacobs Report, 1950; the Self-Survey Task Force Report, 1955-58; the Legislative Research Committee Report, 1956; the Self-Survey Task Force Report, 1959; and the Legislative Building Commission Report, 1961.

The 1959 legislature provided \$10,000 for an architectural and engineering study of the Department's building needs. The study included a survey of the possibility of expanding and remodeling the present building. Plans for the construction of a new, functional building were developed when it was found that expansion and remodeling of the present building was not feasible.

The Legislative Building Commission recommended an appropriation of \$312,250 for 1961 to provide \$272,250 for land acquisition and \$40,000 for preliminary plans for a new State Board of Health Building. An appropriation of \$3,117,750 for 1963 recommended by the Commission to construct the building would have been supplemented by approximately \$870,000 from Hill-Burton funds for 45 per cent of the cost of that portion of the building used for laboratory areas.

Approval by Governor Elmer L. Andersen of the Legislative Building Commission Report moved the Department one step closer to the realization of the new building it has been seeking since 1947.

ORGANIZATION

The State Board of Health is composed of nine members appointed by the Governor for a three-year overlapping terms. Minnesota Statutes 1957, Section 144.01 stipulates only that board members be "learned in sanitary science." They serve without pay. The board elects a secretary who also serves as the Department's executive officer.

No statutory qualifications are prescribed for the secretary and executive officer. The present state health officer, appointed on November 1, 1955, is the state's fifth health officer since 1872.

The secretary and executive officer is the administrative head of the Department, directs its activities, and enforces the state's health laws. It is his responsibility to "see that all lawful rules and orders of the board of health, and all duties laid upon it by law are enforced and performed, and that every law enacted in the interests of human health is obeyed" (Sec. 144.03). He is actively assisted in discharging these responsibilities by a deputy executive officer, who also has staff responsibilities.

Public health activities are carried on under the direction of the executive officer, in accordance with policies fixed and formulated by the board. An integrated structure provides coordination of the board's activities by functional arrangement within seven major branches, called "divisions." Each division is headed by a director who is responsible for the planning, supervision, control, and direction of program operations assigned to him.

The last major departmental reorganization took place in October, 1956. By action of the State Board of Health, the number of divisions was increased from five to seven. The Division of Special Services and the Division of Hospital Services were created at that time.

All operations of the Minnesota Department of Health are at the State Board of Health Building, University campus, Minneapolis, except the Section of Vital Statistics and the Mortuary Science Unit of the Division of Administrative Services; and the Section of Hotels, Resorts and Restaurants, and the Plumbing Unit of the Division of Environmental Sanitation. These programs are carried out from offices located in the State Office Building, St. Paul.

District offices are located in Bemidji, Mankato, Rochester, Duluth, Worthington, Minneapolis, Fergus Falls and Little Falls. (Minneapolis, St. Paul, Duluth, Rochester, and Olmsted county are excluded from district control.)

The State Board of Health has the advice and council of 16 advisory committees composed of persons with special competencies in the various health fields. Some of the advisory committees were created by law and others were authorized by board action. Their recommendations contribute to the formulation of basic public health policies and procedures.

Like the members of the State Board of Health, members of the advisory committees serve without compensation.

RESPONSIBILITY AND AUTHORITY

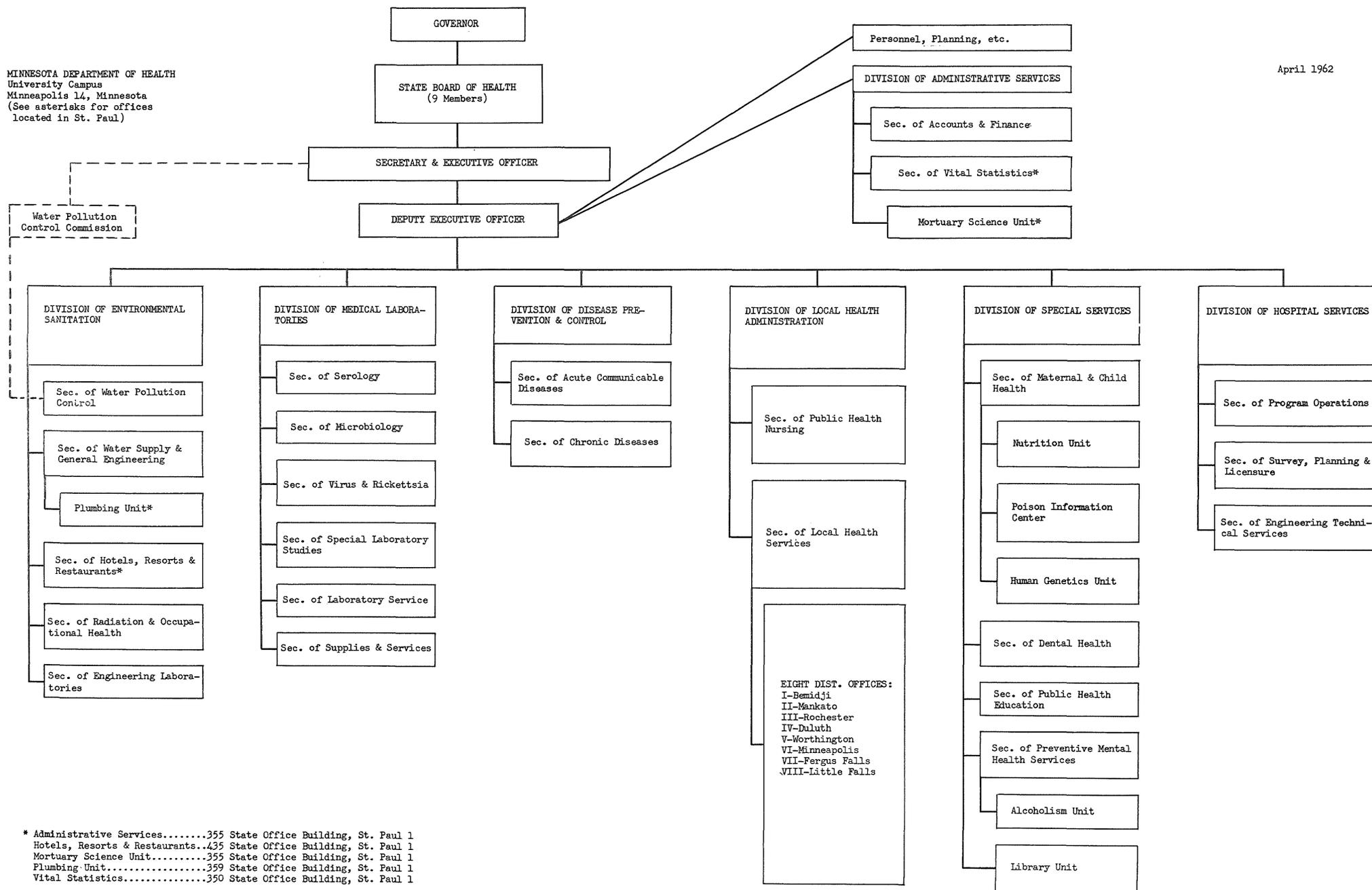
The State Board of Health was created in 1872 as the official state agency to exercise administrative, quasi-judicial, and rule-making powers in the protection, preservation, and promotion of the public health (Minnesota Statutes 1957, Section 15.01 and Chapter 144). There is broad statutory authority as expressed in Minnesota Statutes 1957, Chapter 144 for the public health program carried out by the Department through its divisions, sections, and units.

The general powers and duties of the State Board of Health, as given in Section 144.05 of the Minnesota Statutes 1957, are: "The board shall exercise general supervision over all health officers and boards, take cognizance of the interests of health and life among the people, investigate sanitary conditions, learn the cause and source of diseases and epidemics, observe the effect upon human health of

MINNESOTA DEPARTMENT OF HEALTH

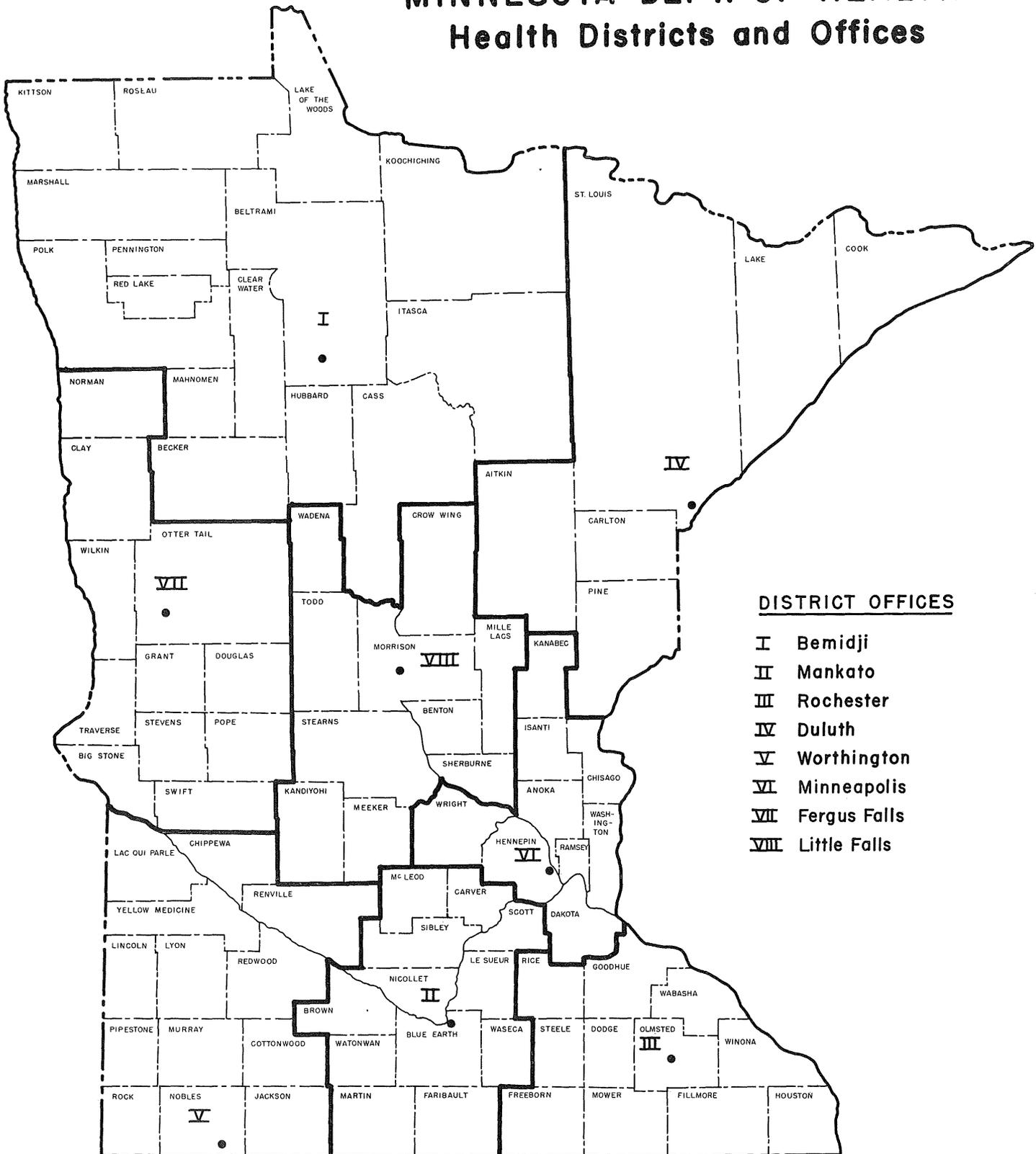
April 1962

MINNESOTA DEPARTMENT OF HEALTH
University Campus
Minneapolis 14, Minnesota
(See asterisks for offices
located in St. Paul)



* Administrative Services.....355 State Office Building, St. Paul 1
Hotels, Resorts & Restaurants..435 State Office Building, St. Paul 1
Mortuary Science Unit.....355 State Office Building, St. Paul 1
Plumbing Unit.....359 State Office Building, St. Paul 1
Vital Statistics.....350 State Office Building, St. Paul 1

MINNESOTA DEPT. OF HEALTH Health Districts and Offices



DISTRICT OFFICES

- I** Bemidji
- II** Mankato
- III** Rochester
- IV** Duluth
- V** Worthington
- VI** Minneapolis
- VII** Fergus Falls
- VIII** Little Falls

localities and employment and gather and diffuse proper information upon all subjects to which its duties relate. It shall gather, collate and publish medical and vital statistics of general value and advise all state officials and boards in hygienic and medical matters, especially those involved in the proper location, construction, sewerage, and administration of prisons, hospitals, asylums and other public institutions..."

Public health has a major responsibility for: promotion of personal and community health; aggressive attack on disease and disability; and maintenance of a healthful environment.

The primary function of the Department is the prevention of disease, disability, and premature death through the application of preventive medicine and the elimination of health hazards. It seeks to discover and apply knowledge that will help conquer disease and improve personal and community health.

GOALS AND OBJECTIVES

Public health contributes to the productiveness and resources of the state and the nation every time disability or premature death is averted. In every such instance, additional drains on personal or tax funds for the maintenance of disabled persons or their dependents are prevented.

Every early undiagnosed case of preventable and communicable disease brought under treatment represents the preservation of a human resource. It is also true when families are protected from infectious diseases through immunization for smallpox, diphtheria, or poliomyelitis.

To the degree that public health achieves its objectives, vast savings are made in the cost of institutional care through the prevention of infectious or chronic diseases and subsequent disability. Persons with severe physical handicaps are converted from dependency to self-sufficiency.

FINANCING

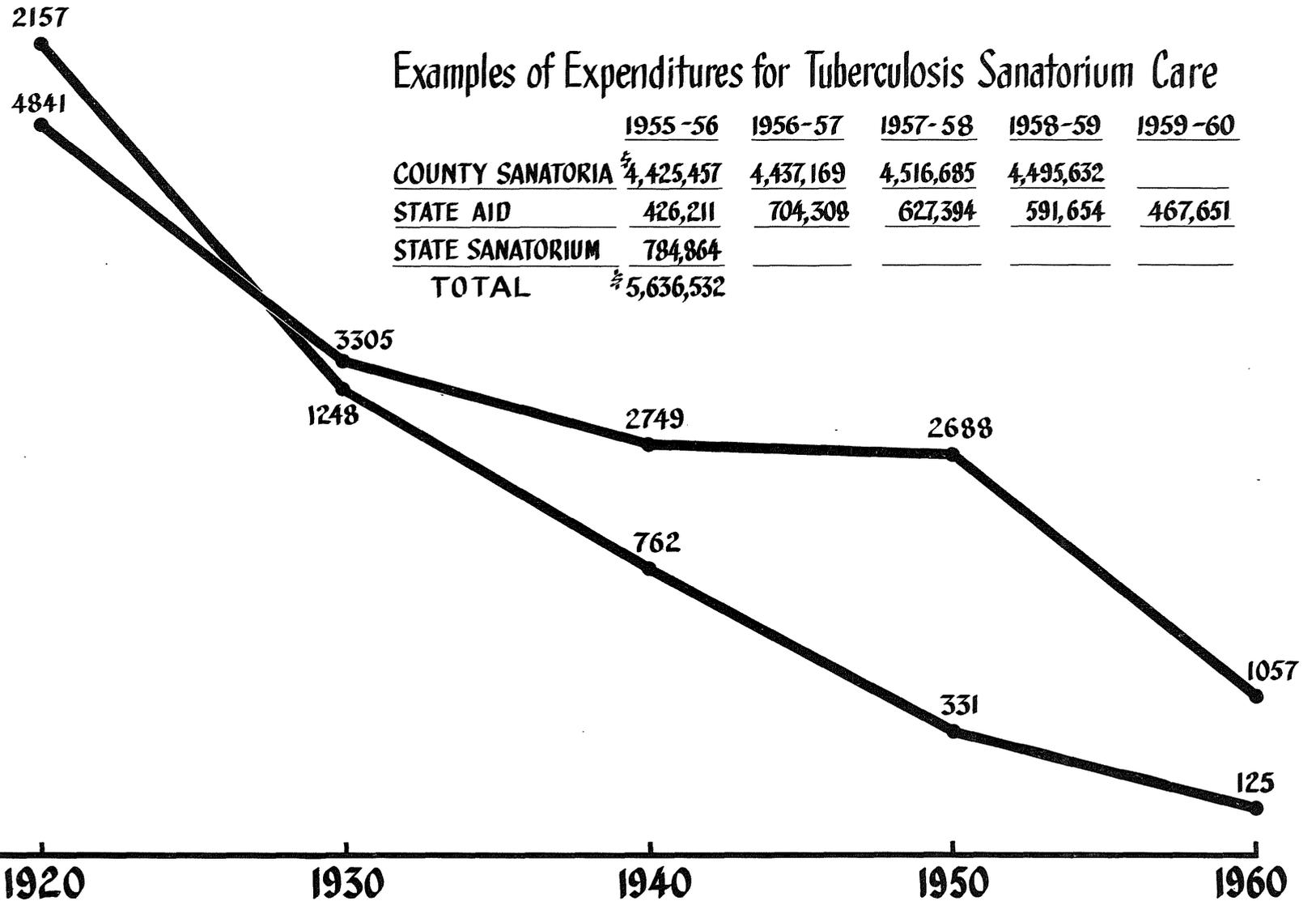
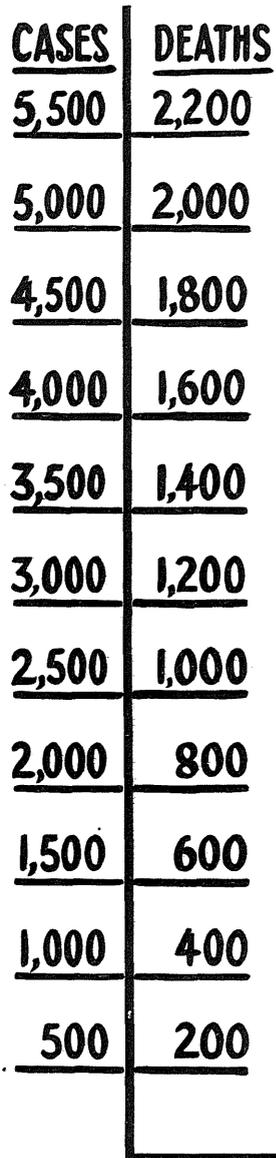
About 48 per cent of all money for public health program operations, exclusive of federal appropriation of Hill-Burton hospital and nursing home construction fund and Water Pollution construction monies, comes from state funds. Grants from the federal government, dedicated funds for licensure programs and, to a lesser degree, grants for research and special projects from other sources make up the balance of the Department's budget.

Of the total cost of state government, one-half of one per cent goes to the Department to preserve and protect the people's health. (Based on appropriations to state agencies for the 1961-63 biennium of \$594,762,262 to all state agencies and \$2,725,068 to the Department.) The per capita cost per year for public health is approximately 40 cents.

Department Budget for 1959-61 Biennium

The state appropriation for 1959-61 was \$2,729,665. The total operating budget for this biennium was \$5,141,704, with 41 per cent of this amount representing federal funds.

TUBERCULOSIS - CONTINUES TO BE A HEAVY BURDEN ON MINNESOTA CITIZENS



Examples of Expenditures for Tuberculosis Sanatorium Care

	1955-56	1956-57	1957-58	1958-59	1959-60
COUNTY SANATORIA	\$4,425,457	4,437,169	4,516,685	4,495,632	
STATE AID	426,211	704,308	627,394	591,654	467,651
STATE SANATORIUM	784,864				
TOTAL	\$5,636,532				

CONTROL OF SYPHILIS

AN INVESTMENT, NOT AN EXPENDITURE

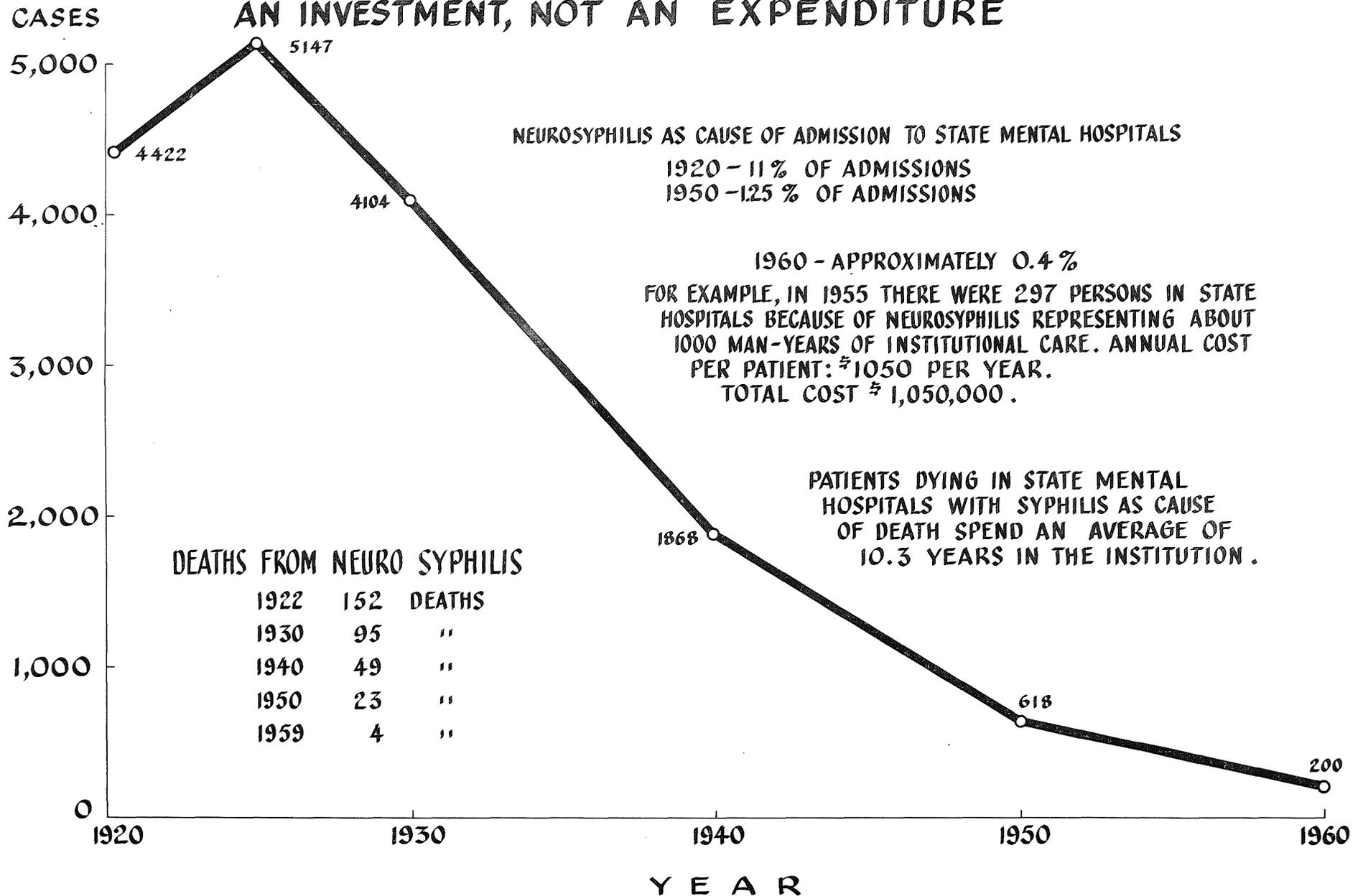


TABLE I

Resources -- 1959-61 Biennium Budget
And % of Total Budget from each Category

CATEGORY	TOTAL		STATE		FEDERAL		DEDICATED		PRIVATE	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Operation Programs	\$4,061,691	79	\$2,474,405	48	\$1,587,286	31				
Licensure Programs	165,376	3					\$165,376	3		
Research and Special Grants	659,377	13			511,075	10			\$148,302	3
Special Aids	255,260	5	255,260	5						
TOTALS	\$5,141,704	100%	\$2,729,665	53%	\$2,098,361	41%	\$165,376	3%	\$148,302	3%

STANDARDS

Personnel

The Department holds to the standards of training and experience set by the federal government, the American Public Health Association, and by the professional societies representing the various public health disciplines. The Department was among the first to recognize the need for personnel specifically trained in public health and to provide training opportunities for its staff. A formal training program was set up in 1930 with scholarships provided by the Rockefeller Foundation. That policy still continues for public health personnel, now with federal aid.

Many of the leaders in public health throughout the nation were trained in Minnesota. Because of the quality of the Department's program, the U.S. Public Health Service assigns personnel here for experience and training. Six staff physicians are medical specialists certified by the American Board of Preventive Medicine and one is certified by the American Board of Pediatrics. The Department's contribution to the national and international public health program is illustrated by numerous requests from other agencies for consultation at their expense.

Operations

The basic standards influencing the activities of the Department are those directed by state and federal laws and regulations. These laws and regulations are not infrequently associated with appropriations and grants. Where applicable and desirable the State Board of Health may establish standards under which the Department will operate.

Standards established by federal and state law and by the Board are not rejectable by the Department. In addition, ethics established by professions of personnel employed by the Department (medical, engineering, nursing, microbiologists, health educators, etc.) have an influence on the standards of the Department. With the approval of the Board, the Department may adopt standards recommended by such organizations as the American Public Health Association.

PLANS

EXECUTIVE OFFICE

Major Facilities Construction

The Legislative Building Commission, 1961, recommended an appropriation of funds for the construction of a new building. Estimated total cost is \$4,300,000. Approximately \$870,000 of this amount would be available from the federal government under the Hill-Burton program to pay for 45 per cent of the cost of those portions of the building devoted to laboratory services.

The need for a new State Board of Health building is critical. The present building has a shortage of work areas, conference rooms, rest rooms, record storage rooms, elevators, and laboratories. In addition, the division of staff between the university campus in Minneapolis and the St. Paul offices creates numerous administrative and service difficulties.

There are 258 positions in a building constructed for 168 positions. Every effort has been made to utilize all available space to the maximum. Space designed for personnel has been converted into laboratory areas. Private offices have been converted into open, crowded, pooled office space for professional, technical, and clerical personnel.

Plans call for a consolidation of all Department activities in the new building. At present, there are 58 employees in the state office building in St. Paul, representing vital statistics, hotels, resorts and restaurants, mortuary science, and plumbing. This physical separation of more than ten miles between administrative, service, and operative units creates difficulty in coordinating the various Department activities.

The provision of additional space would enable the Department to take greater advantage of monies available for research and demonstration studies from private and federal governmental sources separate and apart from those appropriated by the state. Also, additional space would expedite the assignment to the Department by the U.S. Public Health Service of additional personnel to assist in program development at no expense to the state.

Personnel Recruitment

Securing an adequate number of competent personnel is a critical problem in the administration and operation of the Department. Also, the retention of competent personnel is an increasingly critical problem because of competitive recruitment by public health agencies outside the state as well as by industry.

Employment of personnel has not kept pace with the state's increasing population nor with demonstrated needs. Most of the positions require special qualifications of a professional nature. Recruitment of such persons is difficult since they are in short supply. Without adequate staff, no program can be successfully carried on and the ineffectiveness of one segment of departmental operations has a depressing effect on the others.

Technological break-through will provide solutions to problems that as of now have no solution, but the real bottleneck in disease control is the time lag between research discoveries and their widespread application to the improvement of health and the prevention of disease. Adequately trained personnel in sufficient numbers are essential if the time lag between research discoveries and their application to the improvement of health is to be shortened.

Research

No longer can government sit back and wait for someone else to find an effective control for a major health problem. Now, as new knowledge is required to attack such problems, health departments must take the initiative in launching aggressive research programs. Physical, mental and social well-being can be improved and accelerated by planned research and the application of research findings.

All such activities are a net gain for public health in general. Too, opportunities for research and demonstration studies made possible in part by governmental and private grants is essential if the Department is to recruit and retain the highly competent personnel essential to the provision of the best possible public health services.

The Department is becoming increasingly involved in research because of the need for development of methods to cope with the public health problems arising out of dynamic changes taking place in modern society. Examples of research projects in which the Department is actively engaged are: viral diseases of the nervous system; rheumatic heart disease; fluorescent antibody technique for identification of streptococci; histoplasmosis; mental retardation; staphylococcic infection; use of Papanicolaou smear for detection of oral cancer; effects of ECHO-9 virus infections in the first trimester of pregnancy on congenital abnormalities; orally administered live attenuated poliovirus vaccine (4 years completed in 1961); patient care studies involving laboratory services, anaesthesiology, dietetics, and physiotherapy.

These research projects, a necessary trend in public health programming, reflect the interest of the Department in research as an adjunct and a direct tool to its own operating effectiveness. It is proposed to establish a Section of Research, Evaluation, and Data Analysis in the office of the Deputy Executive Officer.

ADMINISTRATIVE SERVICES

Microfilming of Vital Records

Since 1950 microfilming has been done routinely for the National Office of Vital Statistics on current records, but this is done before they are entirely complete and correct as to spelling of names and other data not statistically important to NOVS. These films, though not always complete nor exact copies of the original records, can now be stored for preservation in the interest of security and Civil Defense.

All of the state vital records not on microfilm should be microfilmed in the interest of security. This would meet three needs: security, serviceability, and preservation of thousands of the records now in great need of repair.

ENVIRONMENTAL SANITATION

Increasing urbanization, suburban growth, industrial expansion, and an expanding population have created critical problems in the control of health hazards in the environment. The Department has a responsibility to assist communities in the solution of these problems through education, regulation, inspection, and consultation. Specifically, it must expand its program in the following areas:

- . . . Sewage disposal, industrial waste, and water pollution, particularly in the rapidly growing metropolitan areas;
- . . . Ground water contamination and the provision of municipal water supplies, with adequate safeguards for the sanitary condition of the water;

- . . . An effective food and lodging sanitation control program for the protection of persons using the services and for the economic benefit to the food service, lodging, and resort industries;
- . . . Ionizing radiation and air pollution control.

The goal is for all public water supplies to be acceptable from a sanitary standpoint by 1970; adequate sewage treatment facilities for all communities having sewer systems; at least one inspection a year of each of the 21,000 licensed hotels, resorts, and restaurants; expanded services in industrial health protection to keep pace with technological developments and the state's increasing industrialization; a radiation control program to protect the public from unnecessary exposure to ionizing radiation; an air pollution control program to assist communities in the solution of such problems, particularly those requiring multi-jurisdiction action.

DISEASE PREVENTION AND CONTROL

Technological developments, an increase in the older age population and a population explosion all have important implications for public health. The change in the composition of the population has brought out new problems of public health concern and has created new challenges in the control of communicable diseases to which the very young and the elderly are susceptible.

Chronic Diseases

The ever-increasing number of persons afflicted with chronic diseases presents real problems, both from the standpoint of public health and welfare costs. In 1960 there were 354,351 Minnesotans over 65 years of age. It is estimated that by 1973 there will be 460,573 persons in this age category.

These people are subject to chronic diseases in the process of aging, but their number alone provides no index to the extent of chronic diseases. Chronic disabilities and disease attack children and young adults as well as the aging. A survey a few years ago disclosed that an estimated 575,526 people in Minnesota were afflicted with one or more chronic diseases. By 1973 there will be approximately 675,842 such persons.

Accordingly, it is of paramount importance that ways and means of preventing chronic diseases or reducing their debilitating effect be developed and applied and that services be established that will make possible the early detection and treatment of chronic diseases. Unless preventive measures are instituted, the welfare costs of maintaining the chronically ill will continue to soar.

With the development of an aging population, a major need is to provide good facilities for the care and rehabilitation of individuals who develop chronic disability. Improvement of quality of services is basic to the problem of chronic diseases. In a broad sense, this includes every program designed to raise standards of hospitals and chronic care facilities: physical, occupational, and mental therapy; coordination of community resources of nursing, welfare, and mental health services for direct patient care; provision of facilities and services for earlier, better diagnosis and treatment of conditions amenable to care; and the development of methods for the prevention of chronic disabling conditions.

Many Department activities vitally affect the total chronic disease program. These activities include such services as those of hospital and nursing home licensing; development and maintenance of standards for hospitals and nursing homes; improvement of hospital record systems; improvement of standards of laboratory services in hospitals and clinics; and the development of coordinated resources of home nursing

care under the leadership of public health nursing services and the public welfare authorities.

Communicable Diseases

During the next ten years, preventive measures as currently practiced will need to be continued and for certain specific diseases, intensified. Communicable diseases rarely are completely eradicated, even under the best conditions. Immunizations, investigations, control measures, and continual research always will be required. As the incidence of infection is reduced, the development and maintenance of natural immunity also is reduced. This requires a compensatory increase in the provision of artificial immunity through immunization.

Certain diseases such as tuberculosis, syphilis, brucellosis in swine, and various virus infections such as measles, polio, and possibly others will be targets for expanded control programs because of special needs. Thus, tuberculosis is still a serious problem but only because all resources have not been adequately concentrated upon its elimination. Likewise, syphilis is susceptible to control by increased efforts. New vaccines are just now being tested to prevent measles, polio, and other virus diseases so that extensive programs can be anticipated in these fields in the next decade.

Brucellosis in humans is directly related to infection in animals, and it continues to be caused by infected swine. There are many other diseases of public health significance involving animals and man against which a wide-spread program of control can and should be initiated. Efforts will continue to secure state appropriations for the employment of a full-time public health veterinarian.

Tuberculosis: In light of the changing pattern of tuberculosis control program activities, the areas of immediate importance are:

- . . . Provisions for the testing of tubercle bacilli isolated from humans for sensitivity to the various drugs used in treatment. This laboratory service should be provided by the state health department but will require additional state appropriations.
- . . . Provisions for adequate outpatient clinical services designed to improve case finding, and to provide continuing case supervision either following hospitalization or in lieu of hospitalization. Because these activities are classed as preventive services, and therefore properly the responsibility of the Department, the welfare departments, state and local, have taken little interest in these services, at least as far as providing financial support. Because of the Department's longstanding policy of not providing direct patient care services, the Department currently has difficulty in providing outpatient clinics. Local services, formerly available through county sanatoria, have dwindled outside of the counties of Hennepin, Ramsey, and St. Louis. Some type of financial assistance to local governments would help them pay for personnel and expenses for these needed outpatient services.

LOCAL HEALTH ADMINISTRATION

Provision of Local Health Units

A comprehensive study of the entire problem of local public health services is needed. As of June, 1960, there were 2,738 units of governments in Minnesota with health jurisdiction. Of these, 1,324 had no duly appointed health officer. The 1,408 health jurisdictions with health officers were served by 636 physicians; 100 of these physicians served the 537 townships.

TABLE II

Minnesota Health Jurisdictions as of June, 1960

<u>Health Jurisdictions</u>	<u>Number</u>	<u>With HO</u>	<u>Without HO</u>
Townships	1807	537	1270
Villages	735	683	52
Borough	1	1	None
Cities	106	100*	None
Counties	87	85	2
County Health Units	2	2	None
TOTALS	2738	1408	1324

*Cities in St. Louis County not included in Health Officers list. They come under jurisdiction of St. Louis County Health Unit, except Duluth and Virginia.

Only five of these physicians had full-time positions as health officers. They served the cities of Minneapolis, St. Paul, Duluth, Rochester, St. Louis Park, Bloomington, and the counties of Olmsted and St. Louis. Accordingly, two physicians were employed full-time as health officers by a single health department and three other physicians each served two departments.

Local services need to be consolidated and strengthened. The enactment of the County Board of Health Act in 1949 authorized the establishment of county and multi-county health departments but few such units have been organized. The Olmsted County Health Department was established July 14, 1953. St. Louis County voted in December, 1958, to establish a county health department, and on January 1, 1959, voted a one-half mill levy for financing it. Bloomington and St. Louis Park established local health departments which are financed through local taxation.

Up to June 1, 1961 no other units had been organized, but some local interest has been expressed in their creation. An amendment to the County Board of Health Act by the 1957 legislature increased the mill levy for the support of such departments from one to two mills. Fees collected, state and federal funds, and private grants also may be used for their support. Presently, \$1,500 per year of state money is available to each county employing a public health nurse. Limited state and federal funds are granted seven counties or portions thereof because of their Indian population.

Even though the financing picture has improved, very few counties, under the present two mill limitation, can raise sufficient funds to support a county health department. Accordingly, the problem of equating need for these services with the cost factor must be realistically met. Thus far, local inertia can be traced largely to concern about the cost of this new form of service to the taxpayers. Further promotional efforts are needed to demonstrate the wisdom of moving upward to the county level the responsibilities for local health work now vested in towns, villages and cities.

The 1957 legislature also passed a law empowering a county sanatorium commission, with the consent of the State Board of Health along with that of the State Commissioner of Public Welfare and the county board, to employ "a tuberculosis control officer who shall be a licensed physician" and have "the powers and duties vested and imposed upon health officers and local boards of health relating to the control of tuberculosis, with jurisdiction over all towns, municipalities and any part of municipalities" within the sanatorium area.

Some county authorities have proposed legislation authorizing counties to employ sanitarians, just as county public health nursing services are now provided for by statute. However, setting up only part of a full county health department program only postpones the institution of the essential full-scale operations.

Expansion of Public Health Nursing Services

During the 1961 legislative session, strenuous efforts were made to increase and broaden the present grants authorized county public health nursing services. A bill was introduced providing for an increase of the basic annual grant to \$2,500 from \$1,500 for one public health nurse in each county. In addition, a county which employed a nurse, over and above the number employed on January 1, 1961, would be granted \$2,000 more per year. This additional nurse, who would not have to be a public health nurse, could provide home nursing care under the supervision of the public health nurse. This bill failed to pass. Efforts will continue in 1963 to secure legislation of this kind.

Among the 73 counties in Minnesota with organized public health nursing services, 54 counties have only one public health nurse; 13 counties have two positions; one county has three positions; and five counties have six or more positions. Only one county, Olmsted, has the recommended ratio of one public health nurse per 5,000 population.

The need for more public health nursing services to families in their homes is great, particularly in rehabilitative nursing for patients with chronic illnesses, and to the aged. In addition, with an increasing birth rate, present maternal and child health public health nursing activities in antepartal and postpartal care, services to infants and children, and participation in school health programs must be expanded. Accident prevention must be promoted as a part of general public health nursing services to families and individuals.

Home Nursing Care

Increased emphasis must be given to home nursing care programs. Initially, this is being done by the public health nurses. Concurrently, the desirability of home nursing care programs formally organized under enabling legislation and employment of a registered or licensed practical nurse is being studied and adopted by some local public health nursing agencies.

In 1955, the legislature authorized county public health nursing services to employ licensed practical nurses and registered nurses to provide home care services on a fee basis. While several counties have authorized a fee for home nursing service under the 1955 statutes, only a few agencies are presently operating such a service. The need for this service is great.

To give impetus to the extension of home nursing care services, the Department proposes to make funds available, within budget limitations, to provide eligible counties and cities a grant-in-aid with which to employ registered or licensed practical nurses for the establishment or extension of home nursing care services.

Out-of-Hospital Services for the Chronically Ill and Aged

The Community Health Services and Facilities Act passed by Congress in 1961 authorized grants to state or local public or non-profit agencies. The grants are to develop studies, experiments, and demonstrations that will lead to new, improved, or more economical ways of providing needed out-of-hospital services, particularly for the chronically ill and aged who are medically indigent. Every effort will be made to encourage local agencies to develop projects that may be eligible for grants that

will strengthen existing health care services for the chronically ill, the disabled, and aged homebound patient.

Preventive Medical Services for Indians

Indian health work is an important activity in which the Department has long played a prominent role. The first Chippewa Indian nurses were employed in 1923, and because they knew the language they could teach the Indians about health. In 1938 a contract was entered into with the Office of Indian Affairs whereby the federal government provided money to reimburse the state for the services of a nurse and part of her travel in carrying on nursing activities among the Indians in north-eastern Minnesota. This contractual relationship still continues. The amount of the contract for the 1962 fiscal year is \$26,579.

There is, in Minnesota, a universal appreciation of the importance of preventive medical services for Indians. There is also a great willingness to extend such services to Indians on the same basis as they are offered to other citizens. The peculiar social, economic, and cultural problems of the Indian make it imperative that greater effort be made to have more of the Indians accept the benefits that can accrue from community-oriented preventive medicine and public health measures. In the last analysis, local community health services must be organized, developed, and made effective before the residents of this state, Indian and non-Indian alike, can receive full benefits of modern public health.

Health services for the Indian population in Minnesota are provided from diverse sources. In some instances the source is purely federal; in other instances it is county based; sometimes it originates with the state departments of health or public welfare; and often, providing services is a combined responsibility.

Public health nursing services should be provided to the Indian population through existing agencies which serve the general population. Where local services are lacking, the state or federal agencies should provide them to the extent that resources permit. Public health nursing services should be furnished by the state to those counties having no established agencies, through the employment of qualified public health nurses under the direct supervision and control of the district office concerned.

The passage and subsequent funding of Public Law 86-121 should stimulate interest in the establishment of public water supplies and waste disposal in Indian communities. Direction and assistance will be provided as applicable from the Department's district and central offices.

It is planned that the Department will assume, progressively over the years, responsibility for all public health services for Indians. Later, this may include supervision of medical care provided in Indian hospitals. With the state progressively assuming more responsibility for services to Indians, the Indian population and services will become integrated with those for the rest of the people, and the role of the federal services will be diminished.

Civil Defense

By executive orders of the Governor, the secretary and executive officer of the State Board of Health is assigned as state chief of the health, medical and special weapons defense service; a staff member of the section of radiation and occupational health is assigned as state chief of the radiological defense service; and the chief, mortuary science unit, is assigned as state chief of the mortuary service. Operational survival plans have been completed for the three services.

As part of the civil defense program, responsibility is vested in the board by Chapter 653, Laws 1957, which requires it to procure and arrange for the storage in hospitals, etc., of materials for the collection of citrated whole blood for transfusion purposes.

The civil defense and civilian disaster program responsibilities include implementing the operational survival plans by recruiting staffs for the three services; orienting the staffs to and training them for their emergency duties; prepositioning and maintaining an inventory record and status review of medical and radiological equipment and supplies; and keeping the operational survival plans of each service current. Much work has been done in coordinating the activities of many groups into an operative plan. And through group meetings, physicians, nurses, dentists, and other allied medical persons have been acquainted with their responsibilities under the Minnesota Survival Plan.

The program of the Department has received national recognition for the comprehensive planning of the medical aspects of civil defense. The present staff consists of two full-time employees. One employee was assigned by the U.S. Public Health Service to the civil defense program; the other position is supported by federal grants. Request for appropriations to continue the development of civil defense activities was not authorized by the 1961 Legislature.

MATERNAL AND CHILD HEALTH

There has been a continuing increase in the number of live births in Minnesota during the past two decades. Almost all of these babies are born in hospitals and most of them are attended by physicians. Hence, the necessity for continuing interest in adequate hospital facilities and services for mothers and their infants. A larger and larger child population also creates additional demands for health services for the protection of these children from birth to adulthood. Their very numbers accentuate certain health hazards associated with the process of growing up. The problem is to prevent the occurrence of death or disability where means of prevention exist; reduce the mortality rate where this is possible; and, where crippling disabilities occur, to hasten recovery and rehabilitation.

Services for the Newborn

There is need for increased consultation service to physicians and rural hospitals relating to care of newborn, and especially to the prematurely born infant.

An objective is to reduce perinatal mortality (fetal deaths over 20 weeks gestation and deaths under 28 days of age), with emphasis on the prematurely-born infant. Of the 1,860 infant deaths in 1959, two-thirds were due to prenatal and natal causes, namely, prematurity (21%), postnatal asphyxia and atelectasis (17%), birth injury (13%), and congenital malformations (17%). Although the infant death rate is low, three-fourths of the deaths during the first year of life actually occur during the first month of life, with 82 per cent due to the above mentioned causes. Of these neonatal deaths 60 per cent occur within the first 24 hours after birth, the most critical period of life. While immaturity is a factor in only 6 per cent of the total births in Minnesota, it is responsible for more than one-third of all infant deaths and more than half of all neonatal deaths. Postnatal deaths constitute only 25 per cent, with 37 per cent due to infectious diseases, mostly pneumonia and diarrhea, and 22 per cent due to malformations.

Local hospitals will be stimulated to establish studies similar to the current perinatal mortality studies in Hennepin and Ramsey counties and in Duluth. Assistance will be provided through consultant service, statistical analyses, and educational

programs. These studies will attempt to determine the causes of death in early infancy, adequacy of medical and hospital care, adequacy of consultations and autopsies, preventability and possible means of reducing such deaths.

Maternal Mortality

The intensive statewide study of all maternal deaths due to pregnancy or within the three months postpartum period, regardless of the cause of death, will be continued (it is in its 12th continuous year) as a joint study by the Minnesota State Medical Association and the Minnesota Department of Health, in cooperation with the Department of Obstetrics of the University of Minnesota and the Minnesota Hospital Association.

Periodic reports of the findings are presented to hospital staff meetings and to medical societies as a part of the educational program to help further reduce maternal mortality. Although the maternal mortality rate is low, from 15 to 30 per cent of these maternal deaths are still rated as preventable. The medical school uses the case histories as part of the obstetric teaching for medical students.

Nutrition

Nutrition is of particular importance to health in prenatal life, during early growth and during adolescence. The faulty diet of the pregnant teen-age girl whose food must provide for the growing baby as well as complete her own growth needs must be improved.

There is need for greater emphasis on intensive in-service education of nurses, particularly on newer developments in nutrition and diet therapy. Nutrition content of expectant parents classes should be evaluated with the aim of securing more adequate individual and group instruction of mothers.

There is need for more work with schools of nursing on integrating nutrition and diet therapy content into the curriculum. More consultation service to small rural hospitals and nursing homes without dietitians, day care centers and children's camps is needed.

Stimulation of more adequate nutrition instruction in the schools is indicated. Also there should be intensified emphasis on the nutrition aspects of the school lunch program through in-service education for school lunch managers. Special attention should be given to the nutritional needs of growing children.

Nutrition for the chronically ill and aged need to be planned in cooperation with other interested groups as part of home care programs, homemaker services, and group care in institutions.

Human Genetics

Since the recurrence of certain pathologic conditions and some forms of mental deficiency and mental illness now can be forecast with reasonable accuracy the interpretation of data of these diseases, research, and counseling must receive increasing attention.

It is proposed that a registry of genetic and congenital diseases be set up as a reference for both counseling and research. All new cases of genetic or familial diseases would be included in this registry.

Childhood and Home Accident Prevention

Accidents will occur with increasing frequency as the population at greater risk increases, particularly young children and older persons. Childhood accidents are responsible for more than one-third of all childhood deaths. Poisoning is a particularly serious problem in preschool children. A statewide school and home accident prevention and safety program is essential.

A school accident report form has been developed and will be promoted in the schools through school health councils or safety committees. The poison information center and the 25 regional information and control centers that have been established will intensify their educational activities. Regional refresher courses on maternity and newborn infant care for public health and hospital personnel will emphasize safety practices in the care of infants and children.

Dental Health

The average American has lost half his teeth by the time he is 40 and 22 million people in this country have lost all their teeth. More than half of all tooth decay is now preventable. By drinking water which contains about one part of fluoride per million parts of water, children get lifetime protection against tooth decay and have only a third as many cavities as children who drink unfluoridated water. Children who do not have access to public water supplies can be protected, too, with fluoride applied directly to their teeth. Effort will be made to bring the benefit of these preventive measures to all children in Minnesota. Also, assistance will be given in the development of facilities and services to meet the dental health needs of the chronically ill, the aged, and the homebound.

Fluoridation is one example of the economic value of preventive measures. As of January 1, 1960, 61 Minnesota communities had adopted fluoridation of their community water supplies. These 61 communities had an estimated 139,087 children between six and 13 years of age. In ten years, the savings in dental bills among these 139,087 children would come to \$2,628,745, based on 2.7 teeth saved at a dental fee of \$7.00 per tooth. The cost of fluoridation, including equipment and compound, is estimated at \$1,173,699, for a net saving to the public of \$1,455,046.

There are about 90,647 children in this same age group who could benefit if fluoridation were extended to all other communities with municipal water supplies. An additional 145,266 children in this age range who live in rural areas need the benefit of topical fluoride treatments or dietary fluorides prescribed by their dentists.

Mental Health

Special emphasis will be given to the problems created by teen-age marriages and illegitimacy. There is an increasing number of births to unwed mothers and an increasing proportion of young mothers in their teens. In 1915 there were 1,117 illegitimate births for a rate of 19.7 per 1,000 total births; in 1959 the rate was 26.4 per 1,000 total births, with a total of 2,360 such births. Most of the girls are between 17 and 22 years of age. Family life education courses for high school students on "going steady," choosing a mate, and looking forward to marriage are needed. A corresponding series on sex education, discipline, and changes in family life should be held for parents in the same communities. Seven rural schools with 1,600 high school students and 1,700 parents and interested adults have already participated in this series. Extension to other schools and communities is planned.

HOSPITAL SERVICES AND FACILITIES

Changing age composition, particularly the rapidly increasing percentage of persons 65 years of age and over and the distribution and numbers of population are important factors in planning for hospital services and facilities. It is estimated that for 1961-1970 approximately 5,500 additional general hospital beds will be needed at a cost of about \$110,000,000. During this same period, 12,690 additional chronic hospital and nursing home beds will be needed at an estimated cost of \$95,175,000.

An increasingly greater proportion of the population is now living in urban or metropolitan areas; in 1960, 62.2 per cent of the state's total population was living in urban areas of 2,500 or more persons. Areawide planning for hospitals in metropolitan and urban areas is one of the most critical needs. Urban areas have had low priorities for Hill-Burton funds due to their low rurality figure and higher per capita income. The growth of suburban areas poses the problem of adequate distribution of hospital services and emphasizes the need for careful long-range planning on a continuing basis.

Physical medicine and allied rehabilitation services will have an accelerated growth. It is planned to develop greater coordination between facilities -- hospital, nursing home, and the patient's own home -- to assure continuity of care compatible with the patient's needs.

ACTION PROGRAM TO IMPLEMENT PLANS

EXECUTIVE OFFICE

Construction

The implementation of certain programs are contingent on working space. Accordingly, the first priority is the much needed building. The legislative building commission and the Legislature are cognizant of the needed work space for the Department. The pressure of crowded conditions has already resulted in the necessity of renting space and if a building is not available by 1966 more space will have to be rented. This additional division of staff between several offices complicates the consolidation of services and further reduces the efficiency of departmental operations.

Personnel Recruitment

Maintenance of current program operations and program expansion depend upon the availability of personnel. Recruitment by all known means will be used to obtain adequate staff for all disciplines: specifically, public health physicians, consultant nurses, engineers, sanitarians, and health educators. Trainee positions will be established where possible and progressive work assignments will be made available so that apt employees will be able, with minimum delay, to realize their full potential. Success will be measured by the numbers of recruits and their professional progress.

In addition, every effort will be made to secure compensation commensurate with their training and experience for able, qualified professional persons so employed by the Department. Without this, the Department cannot recruit or retain the type of personnel essential for its operations.

Research

The several responsibilities to be borne by the proposed Section of Research, Evaluation and Data Analysis in the office of the deputy executive officer fall under two broad functions.

The first would be essentially administrative. Activities would reflect the desire and determination of the administration to know the status and progress of the many research programs, policies, and projects being carried on within the Department. The second major function would be to serve as a consultant source to all subdivisions in the Department in the design and conduct of research of all types. It would also provide the specialized knowledge necessary for statistical analysis, data collection, data processing, and research reporting.

Initially the deputy executive officer and the biostatistician will comprise the nucleus of the Section. The establishment of the Section will be negotiated with the State Board of Health and the state department of administration as soon as a biostatistician is employed in 1962. Additional staff will depend on the nature of the study projects and the types of personnel needed. The Section should be organized to allow the greatest flexibility of operations. For example, on research grants it may well be that additional personnel will be employed for the specific project and such employment cease on the completion of the project.

For studies made without the aid of research grants it may be necessary to draw on personnel within the divisions whose job-related responsibilities equip them to give the necessary assistance.

ADMINISTRATIVE SERVICES

Electronic Processing Equipment

Electronic equipment is essential to the efficient and economical processing of vital records. Plans should be made for the orderly acquisition of such equipment over the next decade, beginning with the 1963-1965 biennium. However, since all fees collected for copies of certificates go into the general revenue fund and since no federal funds are available for this operation, financing of this equipment will require an increase in appropriations from the state's General Revenue. The cost, in part, would be offset in material savings in staff time so that even with an increased work load, no additional personnel is contemplated.

ENVIRONMENTAL SANITATION

Water Pollution Control

Although the Water Pollution Control Commission has not felt the need to establish a program of issuance of orders for pollution abatement, it is becoming more necessary to consider such procedures for the communities that have not yielded to persuasion, and for those industries that will proceed only when they are required to do so. When the Commission engages in issuance of orders, hearings and court action, it will be necessary to make precise investigations and surveys to form the basis for legal findings.

It is hoped that within the next decade virtually all communities having sewer systems will have adequate treatment facilities; all obsolete and overloaded sewage treatment plants will be brought up to necessary effectiveness; all industrial wastes from both new and existing industrial plants will be treated to eliminate or prevent detrimental effects on receiving waters.

Water Supplies and General Engineering

Efforts will be continued to bring about more suitable bacteriological sampling of public supplies and supplies used by the public. Most of this should be done by the municipalities concerned, with review of operations by the Department. However, many smaller communities with limited water supply personnel will have to rely on this Department for this service.

Staff limitations have made it impossible to furnish the guidance needed by municipalities operating surface water purification plants. Also, a program should be carried on to determine the extent of ground-water contamination in outstate areas where reliance is placed on individual wells.

Hotels, Resorts and Restaurants

Another effort will be made in 1963 for enactment of a bill to permit the expansion necessary for an effective program. Bills introduced in the past four sessions, with support of the industry, would produce enough revenue to provide for at least one inspection per year of each of the 21,000 licensed establishments. A bill similar to the 1961 bill will be introduced in 1963 with a hope, if it is passed, that further expansion can be accomplished by amendment in 1967 to provide a completely adequate program.

MEDICAL LABORATORIES

Since the services of the medical laboratories are involved with programs in the control of disease and the elimination of health hazards in the environment, their operation is geared to most of the public health problems of major concern today. The report for this Division presents the need for services intimately related to chronic and communicable diseases, the aging process, and others. Two areas of urgent concern are presented here.

Drug Sensitivity Tests for Tuberculosis

Because there is no statewide service available for this indispensable service, the Department is attempting to get a grant from the U.S. Public Health Service to initiate this service in 1962.

Civil Defense and Disaster Blood Program

For 1965 through 1968 the Legislature will be requested to appropriate \$10,000 a year to purchase disposable blood containers, donor and recipient sets, pilot tubes, and other necessary supplies. It is assumed that a matching amount will be available from the federal government through the Minnesota Department of Civil Defense.

This program was initiated as the result of an appropriation from the 1957 Legislature for the stockpiling of blood collecting equipment in appropriate medical centers, with participants using and replacing the supplies provided them. Since 1957, 62,400 blood collecting containers and an equal number of donor sets, 48,200 recipient sets, and 124,800 pilot tubes have been prepositioned in 129 hospitals and blood banks in Minnesota.

The new funds would provide for the enlargement of donor lists, training of laboratory personnel, stockpile of blood containers, donor and recipient sets.

DISEASE PREVENTION AND CONTROL

Animal-to-Man Diseases

Efforts will continue to secure state appropriations for employment of a full-time public health veterinarian to develop a program for the control of diseases involving man and animals, including brucellosis in swine. Minnesota is one of only 13 states in the nation in which services of this kind are not available. The need for such services in a rural state is obvious.

Tuberculosis and Venereal Diseases

Legislative proposals in 1963 conceivably could include request for authority and appropriations to the Department to provide some type of financial assistance to local governments for pay for personnel and expenses for out-patient clinical services formerly available through county sanatoria.

Additional state funds for the control of tuberculosis and venereal diseases are urgently needed, particularly since federal monies for this work have been drastically cut in recent years. This money is essential to the achievement of adequate community protection for the people of this state.

LOCAL HEALTH ADMINISTRATION

State Aid for Public Health Nursing Services

Relating to M.S. 145.125, Aid to County Nursing Services, it is proposed that the state aid quota for county public health nursing services be increased from the present \$375 a quarter (\$1,500 per annum) per county as follows:

Positions	Per Quarter	Per Annum
1st PHN	\$750	\$3,000
2nd "	625	2,500
3rd "	500	2,000
4th "	375	1,500
5th	250	1,000

Presently there is appropriated \$100,000 per year to pay state aid at the rate of \$1,500 per county per year. During fiscal 1960-61, \$90,878.34 was paid to 73 of the 87 counties in the state. If all established positions had been filled the entire year, \$109,500 would have been required. If the proposed legislation were enacted, \$283,500 would be needed for state aid to county nursing services as they existed on July 1, 1961. This could require an additional annual appropriation of \$183,500.

Increased state aid for public health nursing services would assist materially in financing county or multi-county health units in rural or semi-rural areas with limited tax bases and relatively sparse populations. It would also stimulate the development of much needed home nursing care services for the chronically ill and aged.

In those areas with relatively large Indian populations, the strengthening of public health services at the community level would contribute to the integration of health services for Indians into the total community pattern.

To facilitate this plan, legislation is recommended to consolidate local health jurisdictions to the county level, particularly in counties of less than 20,000

population. Potentially, this would reduce the number of health jurisdictions from the present 2,700 plus to a workable number of one or two hundred or less.

SPECIAL SERVICES.

Maternal and Child Health

Accidents, congenital malformations, and infant prematurity are among the ten leading causes of death. The frequency of these conditions requires an increase in preventive and educational efforts to bring about a reduction in unnecessary human wastage.

Every assistance will be given to local communities in the provision of adequate facilities and services for the care of immature infants. Special emphasis will be given to problems created by the increasing number of teen-age marriages and the increasing number of births to young women in their teens and to unwed mothers.

An expanded educational program in accident prevention, particularly home safety, will be undertaken. Accidents, the leading cause of death among children from one to 15 years of age, kill more children than all common diseases of childhood combined. They continue as the leading cause of death up to 35 years of age. Approximately one-third of all accidental deaths are in the home. The greatest number of home accidents (57 per cent) occur in persons 65 years of age or over, with another 17 per cent among children under five years. Most of these deaths are preventable. Through education much can be done in the prevention of accidents.

HOSPITAL SERVICES

Chronic Illness and Aging

To meet the needs created by an older age population, there must be:

- . . . Assistance to communities in the construction and equipment of needed care facilities;
- . . . Improvement of standards in patient care and refresher training, including the provision of needed consultant services;
- . . . Expansion of rehabilitation and physical therapy services and of long-term care facilities at the community level;
- . . . Improvement of services for the chronically ill and the aged, including the provision of home nursing care through the expansion of public health nursing services;
- . . . Improvement of health services for the chronically ill and aged through demonstration projects, including the establishment of home nursing care services on a demonstration basis;
- . . . Improvement of standards of hospital patient care through consultation and refresher training of personnel;
- . . . Aggressive recruitment of needed personnel to provide services;
- . . . Establishment of a physiological chemistry laboratory to make chemical analyses of body fluids, etc. for early detection of substances leading to or associated with chronic disease;

- . . . Increased emphasis on prevention and control of such diseases as diabetes, cancer, and heart disease;
- . . . Expansion of rehabilitation services;
- . . . Increased emphasis on rehabilitative nursing to reduce the crippling disabilities associated with strokes, arthritis, and other chronic conditions.

Full use of existing knowledge about reducing disabilities could take thousands of invalids out of their beds and wheelchairs. The miracles of modern rehabilitation must be brought to the maximum number of Minnesota persons afflicted with various types and degrees of disabilities.

Metropolitan and Urban Area Hospitals

Areawide planning for hospitals in metropolitan and urban areas is one of the most critical needs. Urban areas have had low priorities for Hill-Burton aid due to the low rurality figure and higher income per capita evidenced by the city population. The expansion or changes in urban area hospitals have often been made independently of plans and programs of existing facilities in the same community. The growth of suburban areas, often with an accompanying demand for hospital facilities and services, poses the problem of the adequate distribution of the available hospital services and emphasizes the need for careful planning.

BUDGETARY NEEDS

Program Operations

The budget for the Department for the period 1958 through 1973 is shown in two parts. The first graph depicts the monies from the state and the second shows the monies from federal sources. The budget projection does not include possible inflation of the dollar; rather, it is based on the 1962 dollar value. (The period 1958 through 1962 was included in the 10 year projected budget graphs to provide some idea of past experience as a basis for calculating the projected per capita cost.)

State appropriations and dedicated receipts are characterized by three strata to show the monies required to finance the Department. The area below the diagonal lines in each set of bars is the estimated state appropriations needed for the period 1964 through 1973. The small but steady increase from \$1,397,291 to \$1,706,742 over the next ten years represents an increase in cost based on population increase; it assumes no change or expansion of present programs.

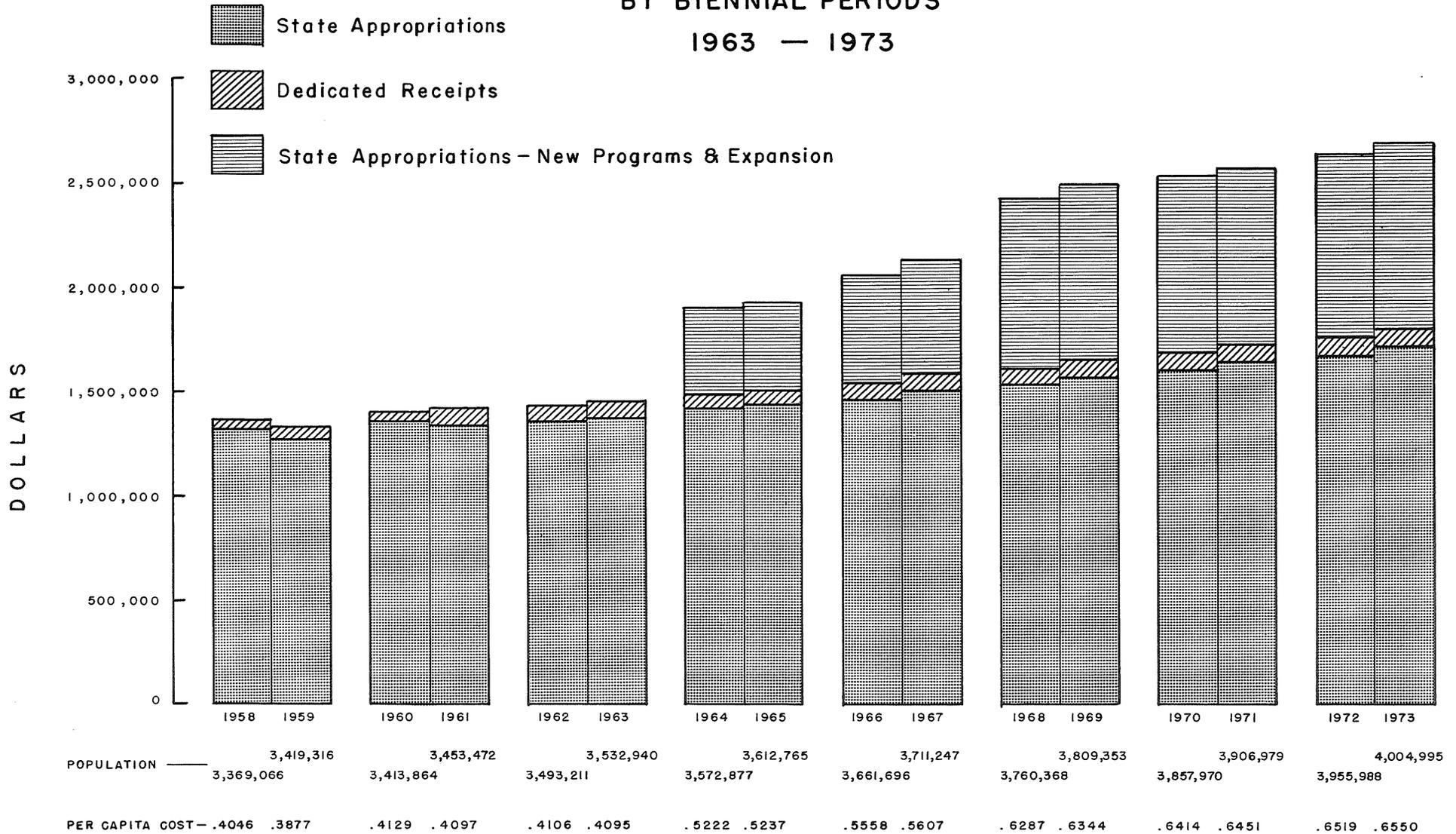
Not much change is anticipated in dedicated receipts (depicted by diagonal lines). Estimated expenditures in 1964 will be \$79,081; after a gradual increase to \$81,000 by 1968 they will remain at that figure to 1973.

The horizontally lined area beginning with 1964 represents cost to the state for the expansion of present programs and introduction of needed new programs. Expansion in 1964 of present programs and introduction of new program result in a total increase of \$408,658. A steady, progressive increase brought about by population growth, modest expansion of current services, and the addition of a few new services results in a relatively gradual cost increase. By 1973, the expansion of the present services and addition of needed new programs results in a total cost of \$872,470; when added to the increased costs resulting from population growth, the total share of cost of the Department's operation is an estimated \$2,660,212. This represents a per capita cost of 65 1/2 cents, or a per capita increase of approximately 24 1/2 cents from 1963 to 1973.

MINNESOTA DEPARTMENT OF HEALTH STATE APPROPRIATIONS AND DEDICATED RECEIPTS

10 YEAR PROJECTED BUDGET BY BIENNIAL PERIODS

1963 — 1973



In the graph representing federal grants, the darkened area represents past experience (1958) and anticipated costs (1964 through 1973), with no change in program beyond 1963. Beginning with the year 1964 it is estimated that the total amount received from federal grants will remain constant at \$1,350,000 per year, through the year 1973. Accordingly, as the population increases, the amount of money received per capita will decrease.

The effect on federal grants if present programs are expanded is shown by the horizontally lined areas. Beginning with 1964 proposals are being made in the Division of Special Services, the Division of Hospitals Services, and the Division of Environmental Sanitation (occupational health) in 1966 to expand present programs receiving federal grants. By 1974 it is estimated the total budget for these projects will be \$214,282. As can be seen from the graph, although there is a slight anticipated increase in federal grants over the next ten years there is no change in the per capita cost (38 cents in 1963 and 1973). The increase in population absorbs the additional monies anticipated in 1973. (It should be pointed out that the sizeable amounts received in federal grants represent a return to the state of income tax dollars paid into the federal treasury.)

Federal grants for special projects and other special projects are shown in the summary table of the 10 year projected budget. Opposite "Federal-Special Projects" of the ten-year summary table there is a drop of funds from 1964 to 1973, as compared to 1963 and previous years. The greatest amount of money for special projects was budgeted in 1963, for a total of \$236,622. There is underbudgeting for special projects beginning with the year 1965 for two reasons; one is the lack of working space and the other is that requests for grants for research and special projects are made when specific problems develop whose solution may be found in research.

Monies budgeted opposite "Other-Special Projects" came from private sources to conduct research such as that on the safety and effectiveness of oral polio vaccine, a project completed in the fiscal year 1962. No anticipated monies were budgeted in this area for the reasons given above.

State Appropriations for New Building

In addition to budgetary needs for program operations, state appropriations would be required for construction of a new building for the Department. Of the estimated cost (in 1961) of \$4,300,000, a total of \$870,000 would be available from federal funds, representing 45 per cent of the cost of that portion of the building used for laboratory services. If the recommendations of the Legislative Building Commission are followed it is anticipated that funds would be made available during 1963-65 for land acquisition and architectural plans and specifications. Funds for construction of the building would be needed during the 1965-67 biennium.

FINANCING THE PLAN

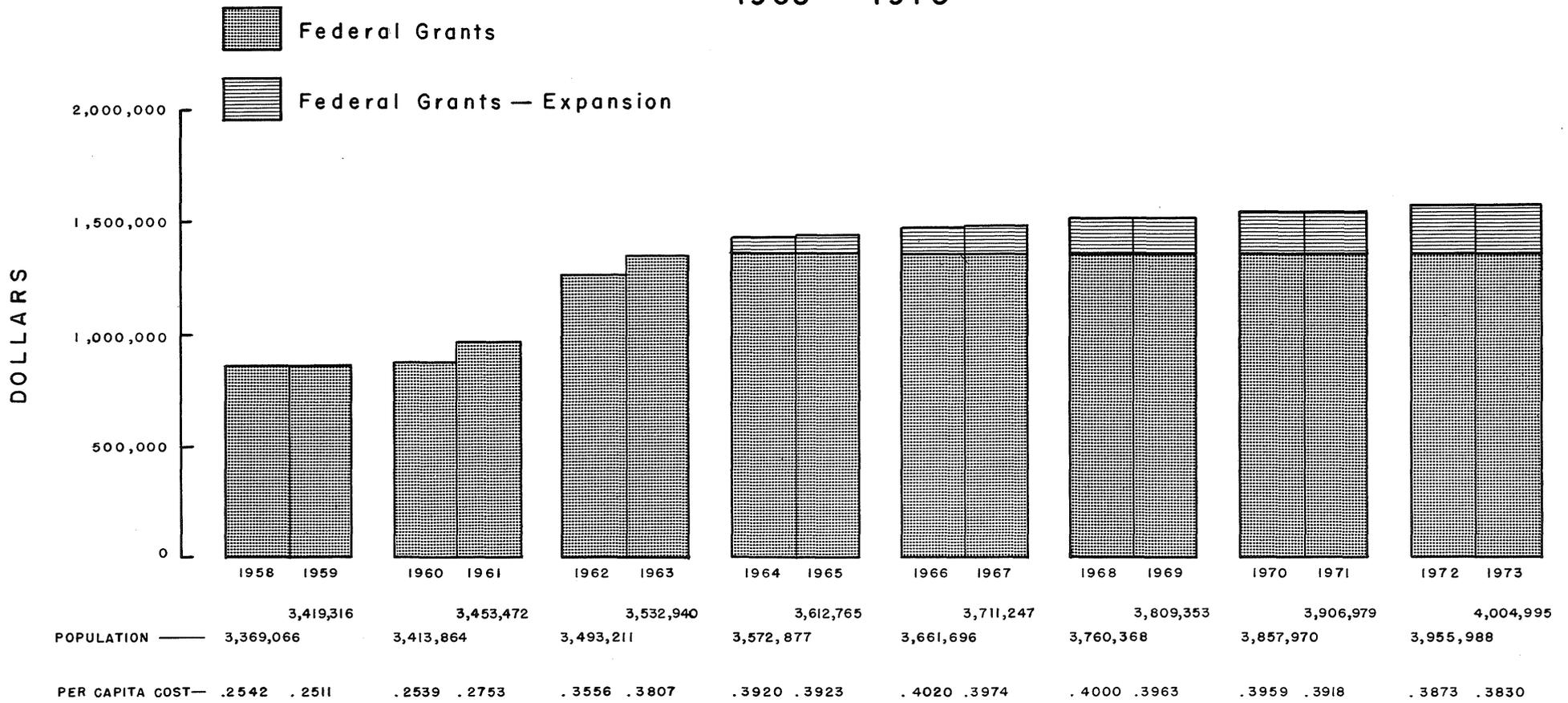
Program Operations

The graphs and table show an interesting and not an unreasonable trend when one considers the dynamic changes in society which have an effect on the health and well-being of man. Both the population boom in infants and the increase in the number of persons over 65 years of age present unique problems in the prevention and control of diseases of public health concern.

The proposed budget is a realistic and prudent budget when the total estimated expenditure (state, federal, and special projects) of \$3,028,656 for 1963 is compared with that of \$4,300,494 for 1973. This represents a total increase of \$1,271,838 at

MINNESOTA DEPARTMENT OF HEALTH FEDERAL GRANTS

10 YEAR PROJECTED BUDGET BY BIENNIAL PERIODS 1963 — 1973



MINNESOTA DEPARTMENT OF HEALTH
SUMMARY TABLE
10 YEAR PROJECTED BUDGET
1962-1973

FISCAL YEARS ENDING JUNE 30

	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973
TOTAL STATE APPROPRIATIONS	1,313,656	1,276,439	1,353,128	1,343,368	1,357,145	1,367,923	1,397,291	1,427,112	1,460,521	1,494,585	1,528,927	1,563,651	1,598,668	1,634,261	1,670,286	1,706,742
DEDICATED RECEIPTS	49,553	49,365	56,607	71,780	77,303	79,051	79,081	79,933	80,521	80,989	81,000	81,000	81,000	81,000	81,000	81,000
NEW PROGRAMS & EXPANSION							408,658	405,250	526,292	538,642	788,869	807,864	831,015	841,912	864,489	872,470
TOTAL APPROPRIATIONS & DEDICATED RECEIPTS	1,363,209	1,325,804	1,409,735	1,415,148	1,434,448	1,446,974	1,885,030	1,912,295	2,067,334	2,114,216	2,398,796	2,452,515	2,510,683	2,557,173	2,615,775	2,660,212
TOTAL FEDERAL GRANTS	856,425	858,645	867,025	950,845	1,242,268	1,345,060	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
FEDERAL EXPANSION							63,438	80,569	148,263	152,113	182,171	189,100	207,186	211,098	212,697	214,282
TOTAL FEDERAL GRANTS	856,425	858,645	867,025	950,845	1,242,268	1,345,060	1,413,438	1,430,569	1,498,263	1,502,113	1,532,171	1,539,100	1,557,186	1,561,098	1,562,697	1,564,282
FEDERAL - SPECIAL PROJECTS	162,420	191,186	175,405	162,540	219,775	236,622	151,470	76,000	60,000	76,000	60,000	76,000	60,000	76,000	60,000	76,000
OTHER - SPECIAL PROJECTS	36,893	41,889	80,113	50,884	5,660											
TOTAL - SPECIAL PROJECTS	199,313	233,075	255,518	213,424	225,435	236,622	151,470	76,000	60,000	76,000	60,000	76,000	60,000	76,000	60,000	76,000
GRAND TOTALS	2,418,947	2,417,524	2,532,278	2,579,417	2,902,151	3,028,656	3,449,938	3,418,864	3,625,597	3,692,329	3,990,967	4,067,615	4,127,869	4,194,271	4,238,472	4,300,494

the end of the ten year period, or an average of approximately \$127,183 per year. It is estimated that over the ten years, the budget would be financed as indicated in the summary table.

State Appropriations for New Building

Construction of a new State Board of Health Building would require a state appropriation in the 1963-65 biennium for land acquisition and architectural plans. State appropriations for construction costs would be needed during the 1965-67 biennium. Forty-five per cent of the cost of that portion of the building used for laboratory services would be available from Hill-Burton funds (allocated to the state by the federal government).

Summary

Two assumptions are basic to any consideration of expenditures for public health work: The money will be spent for services to control tangible, real, present-day health needs; it will be spent wisely and intelligently, based on the best available knowledge and methods.

Quite properly, official health agencies are supported largely by public funds because their services are common to and needed by whole communities.

The Department uses and needs state appropriations and federal grants to perform its legal duties. It is hoped that the basic costs of many of these programs will be assumed by the State of Minnesota. Where this is impossible or not feasible, some of these special projects and programs will be financed by grants and gifts from either federal or private agencies.

Also, the upward trend in federal grants to states for programs in specific health areas (categorical grants) is expected to continue, especially in such areas as maternal and child health, chronic disease and aging, and hospital and nursing home construction. Monies for research are increasingly available from the U.S. Public Health Service, the Children's Bureau, the National Institutes of Health, and other federal agencies. An increase in licensure fees would provide sufficient monies in some instances to provide more adequate services.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

DEPARTMENT OF PUBLIC WELFARE

HISTORY OF DEPARTMENT

Minnesota's first public institution was the Territorial Prison, established at Stillwater, in 1851.

The first State Legislature, in 1858, with a mind toward alleviating some of mankind's ills, enacted a bill to provide for a "deaf and dumb asylum," first of the "school hospital" type institutions in the new State. Yet it was not until 25 years later - on March 2, 1883 - that a State Board of Corrections and Charities was established.

Public institutions at this time were seven:

- Minnesota State Prison (Stillwater)
- Minnesota State Reform School (St. Paul)
- Minnesota Insane Hospitals (St. Peter, Rochester)
- Institute for the Deaf and Dumb (Faribault)
- School for the Blind (Faribault)
- School for Idiots and Imbeciles (Faribault)

In addition to the somewhat cursory, yet over-all, supervision of these seven institutions, the Board's responsibility extended to jails, lock-ups, poor houses, and workhouses throughout the State. In 1883, Minnesota had 55 county jails; 25 counties had none. Transportation facilities being what they were, many of these facilities were visited and inspected only annually; some not that often.

The original State Board of Corrections and Charities consisted of six members with the Governor serving as ex-officio member and president. The Board hired a secretary who, in addition to his traveling expenses, was paid an annual salary not to exceed \$ 1,200.

In 1885 the State School of Dependent Children was established at Owatonna. Four years later, the first state Reformatory for Adults was opened at St. Cloud. And the following year, in 1890, Minnesota's third state hospital for the insane, with 80 patients transferred from St. Peter, was opened at Fergus Falls.

In 1897, the Minnesota State Hospital for Indigent Crippled and Deformed Children was established in St. Paul. (Its present name--Gilliette State Hospital--was adopted in 1926.) And in 1899, the State Training School was moved from St. Paul to Red Wing.

The year 1900 was a busy one in the mental health field, with two more hospitals opened: one at Anoka, with 115 patients transferred from St. Peter; and the other at Hastings, with 115 transferred from Rochester.

It was in 1901 that the second central state welfare agency--the State Board of Control--was established to succeed the Board of Corrections and Charities. The new Board's powers were broad, as was its jurisdiction:

"The Board of Control shall have full power to manage, control and govern, subject only to the limitations contained in this act, the Minnesota State Prison, Minnesota State Training School for Boys and Girls, Minnesota State Reformatory, the state hospitals and asylums for the insane, the Minnesota Institute for Defectives, except the schools for the deaf and the blind. The Board of Control shall have and exercise full authority in all financial matters of the State University, the State Normal Schools, the State Public School, the Schools for the Deaf and the Blind"

The year 1905 was notable for the establishment of juvenile courts in Hennepin, Ramsey, and St. Louis Counties.

On December 28, 1907, the State Sanatorium at Walker was opened; and seven months later it was filled to capacity (55).

The need for separate detention facilities for boys and girls in Minnesota's reformatories was finally taken care of when, on June 22, 1911, the Home School for Girls was opened at Sauk Centre.

On December 1, 1912, prisoners from Stillwater were moved into the new State Prison buildings at Bayport (once known as "south Stillwater").

The 1907 Legislature provided that a Hospital Farm for Inebriates be created and established, a 2% tax to be levied on all liquor licenses in the state for the support of the institution. (Estimated annual yield: \$72,000.) Then followed an adverse opinion from the attorney general's office as to the Board's authority to spend such funds. With these and other delays, it was not until December 26, 1912, that the Farm was opened at Willmar. During the first 18 months of operations, treatment was given to 241 committed and 21 voluntary patients.

Also in 1912, St. Louis county had the distinction of opening the first county tuberculosis sanatorium in Minnesota.

The 1913 Legislature enacted Mothers' Pension Laws, forerunner to Aid to Dependent Children.

Children's Code of Laws was passed by the 1917 Legislature, giving to the Board of Control broad powers and duties with respect to handicapped children and those in need of special protection from the state. The lawmakers, in this legislation, created the Children's Bureau, effective January 1, 1918.

The new law provided for the adoption and placement of children and investigation of adult and minor patients committed to the Board as feebleminded. Heretofore if parents or guardians objected, feeble-minded could not be placed under state care. The new law provided for compulsory commitment in such cases where the individual was so mentally defective as to constitute a menace to himself and the community.

The Colony for Epileptics was opened at Cambridge on June 1, 1925. With transfers from Faribault, occupancy by the end of the institution's first month was 61.

The Federal Emergency Relief and Construction Act of 1932 brought about the establishment of Minnesota's Emergency Relief Administration in 1933, when the Legislature designated the Board of Control as the welfare body of the state--and appropriated funds for the employment of workers for relief administration for Minnesota.

In 1935, Federal Social Security legislation became law.

In 1937, Minnesota's Legislature amended the original act, making it necessary to prepare and to submit to the Social Security Board a revised plan for old age assistance. One of the basic changes was the transfer of primary administrative responsibility in the counties from the board of county commissioners to the county welfare board, the latter established by the 1937 Legislature. The law stated, in part: "The State Board of Control is responsible for the supervision of county welfare boards except in the field of direct welfare."

It was also in 1937 that the Aid to the Blind and Aid to Dependent Children programs were launched.

Moose Lake State Hospital was opened in 1938, Minnesota's seventh institution for the insane, counting Willmar (originally established as a Farm for Inebriates).

The year 1939 saw the demise of the Board of Control, with a new central state agency, the Department of Social Security, taking over the following year. This new department was made up of three divisions: Social Welfare, Public Institutions, and Employment and Security.

During the next 14 years--from 1939 to 1953--these were social welfare milestones:

- 1945--Children's Center established in St. Paul.
- 1947--Youth Conservation Commission established.
- 1948--Reception Centers established by YCC at juvenile correctional schools.
- 1950--Sandstone state hospital established.
- 1951--First YCC forestry camp established.
- 1951--County-operated nursing homes for aged authorized.
- 1953--Aid to Disabled program established.

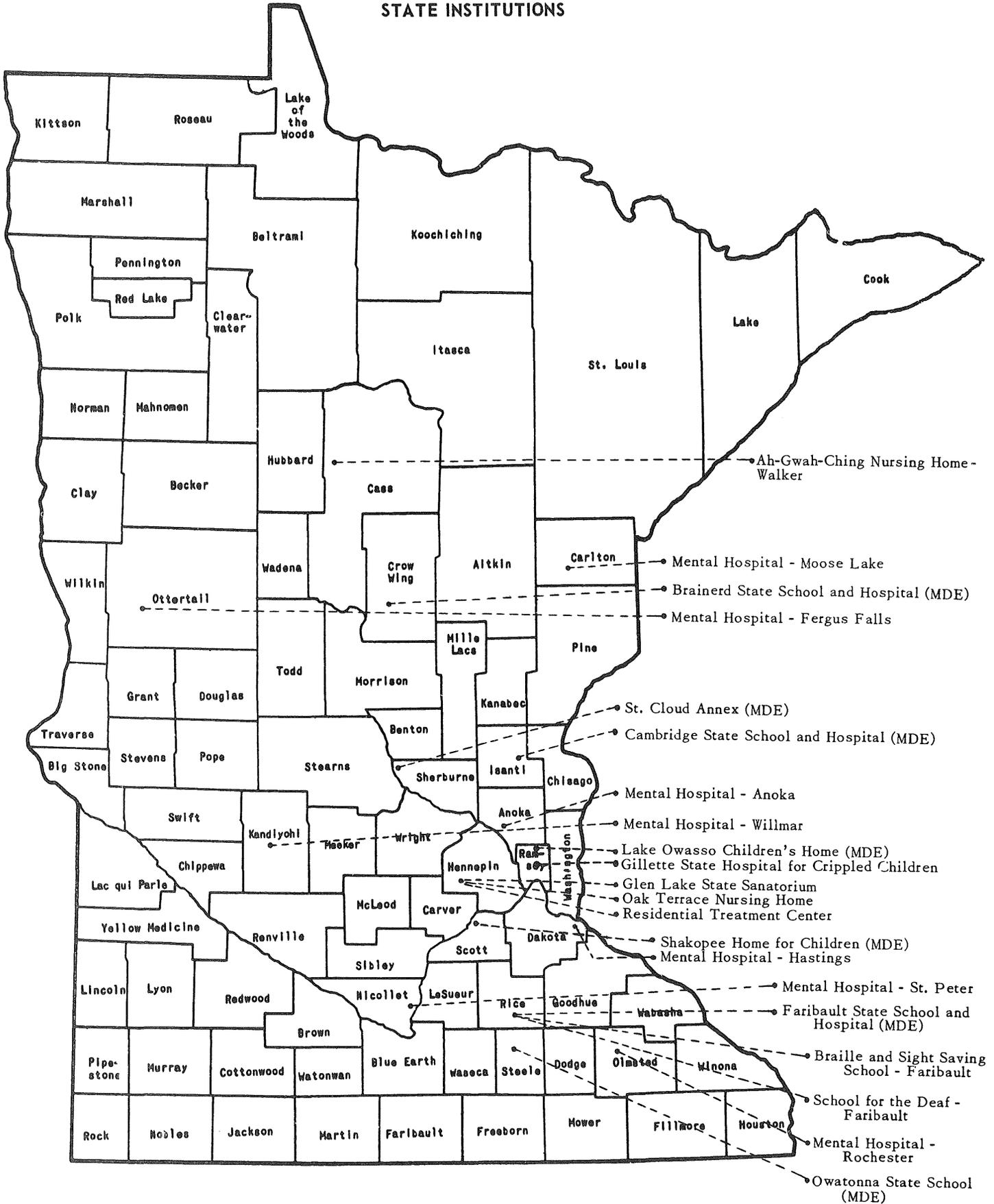
In the latter year, 1953, two divisions--Social Welfare and Public Institutions--combined and became the Department of Public Welfare, the fourth central state welfare agency created in Minnesota's history. (Employment Security was set up as a department by itself.)

The announced aim of the consolidation was "to achieve functional alignment of institutions with operating divisions in the central office organization, plus greater coordination of institutional activities with the county welfare boards and their important direct services to people entering or leaving state institutions."

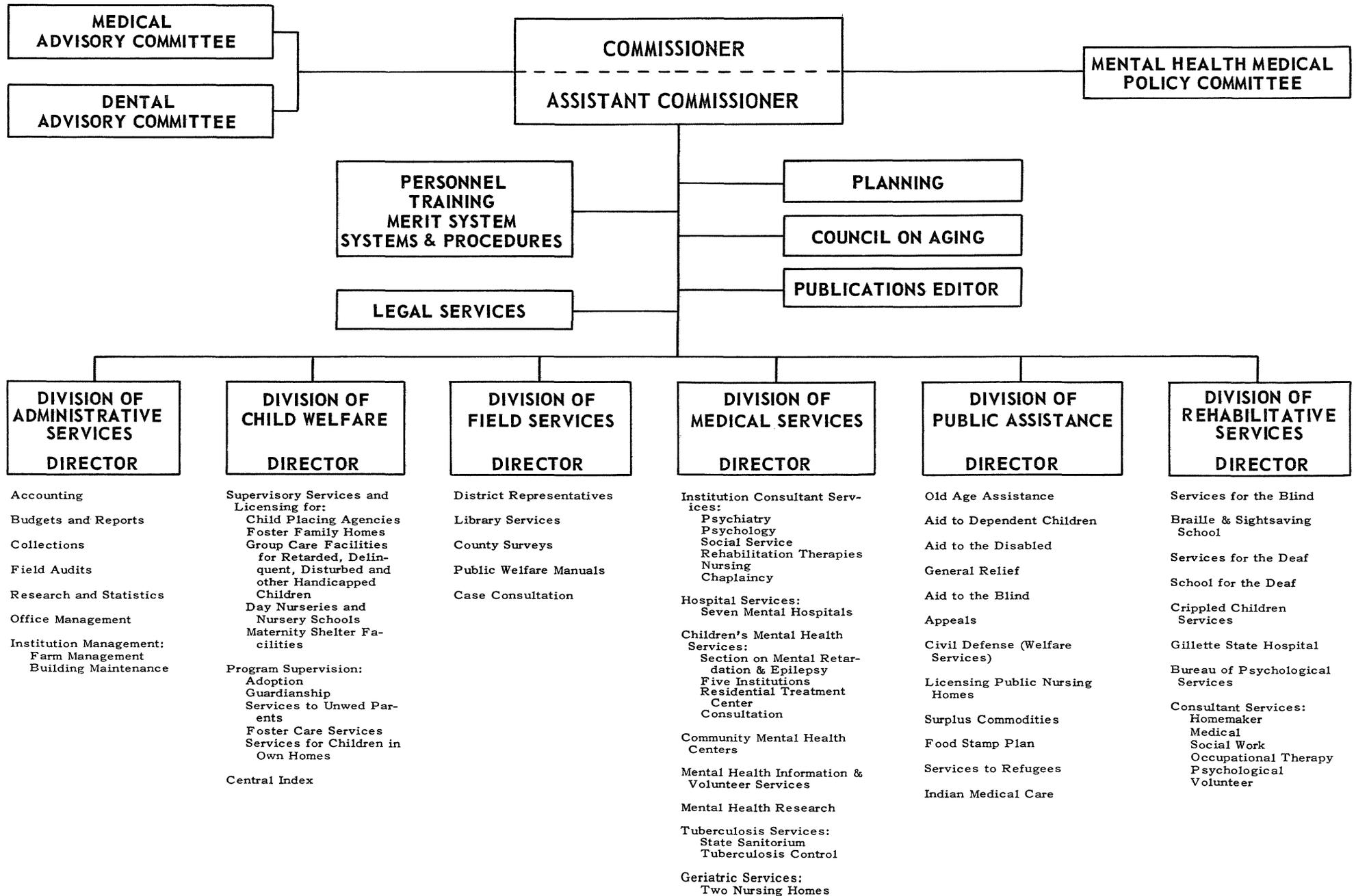
In the nine years since its creation, DPW has made significant progress. Here are some interim milestones:

- 1955--Lake Owasso Children's Home established for mentally retarded.
- 1957--Community mental health centers authorized, with state subsidy provided.
- 1957--Work reorientation project initiated--a reorganization plan for family rehabilitation.
- 1958--Brainerd state school and hospital opened.
- 1959--Department of Corrections established, combining Youth Conservation Commission, State Board of Probation and Parole, and taking over the (heretofore) correctional responsibilities of the Department of Public Welfare.
- 1959--Child Welfare responsibilities of county welfare boards re-established.
- 1961--Accomplishment of the "Open Hospital" plan in actual practice.

**MINNESOTA'S
COUNTY WELFARE BOARDS
and
STATE INSTITUTIONS**



DEPARTMENT OF PUBLIC WELFARE
 Centennial Office Building
 St. Paul 1, Minnesota



Today--in 1962--Minnesota's public welfare program rates high in the nation.

Thanks to the strides accomplished during the past several years, Minnesota's dynamic program for the aging has become the model for national planning in the field of geriatrics.

Our progress in establishing our mental institutions as "open hospitals" is no longer considered a radical experiment. It has proven itself in some states over a considerable period of years. On the other hand, there are some states which cling to the old system of barred windows, bare rooms, locked doors--and little hope for patient. In Minnesota we have proved that the Open Hospital lifts staff and patient morale; and results in quicker improvement in patients, in turn allowing for release to their families and home communities much sooner than would have been possible under the old "living death" regimen.

Even more epochal than Minnesota's open hospital success is the Public Welfare department's Work Reorientation Project.

Following a successful special experimental project, jointly sponsored by the Department of Public Welfare and Community Research Associates, of New York, with financial assistance from the Hill Foundation of St. Paul, the program was officially launched on an operational basis in 1960. By streamlining the efforts of every county welfare department, the project achieves its ultimate aim of family rehabilitation without wasteful overlapping services from several workers in the same agency. As it is working out, it is proving to be a cogent illustration of how to get maximum mileage per welfare dollar.

The Federal Department of Health Education and Welfare's recently-announced changes in the national plans for public welfare administration are in harmony with Minnesota's Work Reorientation Project. This is further evidence that--as is historically the case--Minnesota is a step ahead of the majority of states in the field of public welfare.

ORGANIZATION

The Department of Public Welfare has an authorized complement (1960-61) of 5,364 employees. Of this number, 284.55 employees were located in the central office in St. Paul; the remainder were employed in public welfare institutions located throughout the state. (See Organizational Charts, pages 184 through 191)

The central office is presently organized into six major line divisions and an executive division which is composed of various staff sections.

The Department of Public Welfare has under its supervision 18 institutions as of January, 1962. There are seven hospitals caring for the mentally ill, five institutions providing care for the mentally retarded and six institutions providing specialized care.

The function of the seven mental hospitals is to provide care and treatment of seriously mentally ill persons--including those entering through probate court commitment and those entering voluntarily--and to provide diagnosis and treatment for the physical illness of the patients.

The hospitals with their location, approved complement and average daily population are listed below.

<u>Mental Hospitals</u>	<u>1960-61 Approved Complement</u>	<u>1960-61 Average Daily Population</u>
Anoka	410.83	1023
Fergus Falls	475.08	1835
Hastings	304	896
Moose Lake	273.42	1079
Rochester	446	1544
St. Peter	584 (a)	2238 (a)
Willmar	338	1114

(a) Includes Minnesota Security Hospital

The purpose of the six institutions for the mentally retarded is to assist the patient in achieving maximum social, emotional, intellectual, and physical development, with the aim of the earliest possible return to his home and community whenever possible. These facilities and programs are utilized only when they are the most appropriate resource available in the state to meet the retardate's needs.

The location of these institutions, with their approved complement and average daily population, are listed below.

<u>Institutions Caring for Mentally Retarded</u>	<u>1960-61 Approved Complement</u>	<u>1960-61 Average Daily Population</u>
Faribault	727 (a)	4201 (a)
Shakopee	10.08	28
Owatonna	150	360
Cambridge	545	1883
Brainerd	149	479

(a) Includes Lake Owasso Home

The location of the institutions providing specialized care, with their approved complement and average daily population, are listed below.

<u>Specialized Institutions</u>	<u>1960-61 Approved Complement</u>	<u>1960-61 Average Daily Population</u>
Braille and Sight Saving School (Faribault)	67	94 (101) (a)
School for the Deaf (Faribault)	131.33	270
Gillette State Hospital for Crippled Children (St. Paul)	264.16	125
Ah-gwah-ching Nursing Home (Walker)	221 (b)	
Nursing Home and State Sanatorium (Oak Terrace)	295 (b)	
Children's Residential Treatment Center (Oak Terrace)	43.5 (b)	

(a) Summer school population

(b) The Minnesota Legislature in 1961, transferred the State Sanatorium from Ah-gwah-ching to Oak Terrace; Ah-gwah-ching was designated as a nursing home. In addition, a second nursing home was established at Oak Terrace. The Residential Treatment Center was temporarily established at Oak Terrace pending completion of the Lino Lakes Children's institution. Because these activities are new, there is no 1960-61 approved complement nor an average daily population.

The organizations of the several institutions differ from one another. Such factors as the following influence the organizational structure of the institution:

THE PERSONAL PREFERENCE of the administrator or superintendent.

EXTRA SESSION LAWS 1961, Chapter 74, Section 8. This legislation authorizes the Commissioner of Public Welfare to appoint lay administrators in the institutions. The intent of such legislation is to enable the chief medical employee to concentrate on the medical aspects of patient care and to include administrative activities under the supervision of a person trained in hospital administration. As of January, 1962, the mental hospitals at Hastings, Willmar, and Fergus Falls; the Brainerd state school and hospital caring for the mentally retarded; and the Glen Lake sanatorium and Oak Terrace nursing home have lay administrators. Most of the hospitals have several administrative and house-keeping functions such as: building maintenance; laundry; personnel; library; food service; power plant; accounting; farm; medical records; etc. These activities are usually under the supervision of the lay administrator. Other activities classified as patient-care activities such as psychiatry and psychology, medical services, social services, pharmacy, laboratory, dentistry, therapy, etc., usually remain under the supervision of the chief medical officer. At those institutions where there is no lay administrator, the administrative and housekeeping functions are usually under the supervision of the business manager who in turn reports to the superintendent.

SPECIAL ACTIVITIES OF THE INSTITUTION. Any special activity conducted at the institution effects its organization. The institutions at Faribault, Owatonna, Cambridge and Brainerd conduct schools for the educable patients who are retarded. Anoka state hospital has a tuberculosis unit and a special surgery section. St. Peter state hospital has a unit which receives patients who require special security. Willmar and Moose Lake state hospitals provide treatment for inebriates. In addition, there are two specialized institutions at Faribault (Schools for the Deaf and Braille and Sight-Saving School); Gillette state hospital provides care and treatment for crippled children; at Glen Lake, the state has a tuberculosis sanatorium. At Walker and Glen Lake are the two State nursing homes. Each of these special activities greatly affects the internal organization of the institution.

RESPONSIBILITY AND AUTHORITY

The Department of Public Welfare has responsibility in three major welfare areas. These are public assistance, child welfare, and mental health.

The authority for the Department responsibility stems from two major sources: federal legislation and state legislation. In the area of public assistance, the federal social security act of 1935 and subsequent amendments require state-administered plans for the categorical aid programs of old age assistance, aid to dependent children, aid to the disabled, and aid to the blind in order to receive federal monies. In the area of child welfare and mental health, various federal standards affecting state organization or requiring state supervision of locally administered welfare programs must be met in order to qualify for federal monies. In turn, the Minnesota Legislature has passed legislation which gives the Department of Public Welfare authority to operate in specific welfare areas, thus qualifying for federal monies.

In addition, the State Legislature has given authority to the Department of Public Welfare to conduct special activities which are wholly state or local programs.

So that information on this department's entire Goals and Objectives, Standards, Plans, Action Programs to Implement Plans, and other relevant categories may be clear, these chapter headings will be explored in the same order for each of the department's five service divisions.

Division of Medical Services

Goals and Objectives

REAL INTEGRATION of the Minnesota mental health program, including an adequate and coordinated network of services at the community level. This should include mental health centers, day and night hospitals in the community, psychiatric beds in general hospitals and the state hospitals. Coverage of the entire state by community mental health centers. Increased capacity of county welfare departments in providing aftercare.

REGIONAL PLANNING and coordinating bodies with legislative authorization.

ALL MENTAL HOSPITALS fully Accredited by the Joint Commission on Accreditation of Hospitals.

ALL MENTAL HOSPITALS 95-100% open.

AN ADEQUATE ARRAY of special services for borderline groups, for example for sociopathic personalities, with clarification of public responsibility for such persons.

THROUGH DEVELOPMENT of voluntary admissions procedures, to the logical end point of 95% voluntary admission rates, a further and more advanced move to informal admission processes.

MENTAL HEALTH SERVICES for children, at hospital and community levels, based on levels of service required, taking into account intellectual, behavioral, emotional and physical handicaps.

ELABORATION OF SERVICES for the mentally retarded, including program integration with institutions and services for the mentally ill. Further development of day care centers for the retarded, adequate boarding and nursing homes, and other community facilities.

INTEGRATION OF GERIATRIC services, to provide training programs for nursing home personnel, coordination generally with the Commission on Aging, specialized intensive psychiatric treatment with a view to rapid return to the community, and staging-area coordination with state-operated nursing homes.

MENTAL HEALTH INFORMATION and volunteer services throughout all levels of the population, including involvement of high school and college youth. Long-range recruitment programs aimed at developing career interest in the mental health professions.

FULFILLMENT of the Joint Commission on Mental Illness and Health goals for mental health research, of 2 1/2% of the state operating budget devoted to mental health research; to include basic and applied research coordinated with University research programs.

FULFILLMENT of the Joint Commission on Mental Illness and Health goals for mental health training, of 2 1/2% of the State operating budget devoted to mental health

training; to include psychiatry, psychology, social work, rehabilitation therapies, basic nursing, nursing supervision and administration, advanced psychiatric nursing, and hospital administration. Active affiliation in all of these professional areas with the University of Minnesota.

Standards

A basic problem is that adequate standards do not exist. Through the establishment of a program analysis and evaluation study over the ten-year period it is anticipated that significant and sophisticated measures can be developed.

Meanwhile criteria such as percentage of open wards and voluntary admission rates can be used in some isolated functional areas. The standards of the Joint Commission on Accreditation of Hospitals provide some built-in criteria.

The standard of one full clinic team for 50,000 people served is a useful and valid one for community mental health services.

The Work Reorientation Project provides useful standards which could be utilized in further development of broad-based mental health services.

Plans

The plans for the next decade are consequent to the statement of goals and objectives outlined above.

During the next few months we will gradually reshape the receiving districts for the state mental hospitals so that they will match the boundaries of areas served by mental health centers. In some instances this will mean that the hospital receiving district would be superimposed on the areas of three or four mental health centers. This can be done very easily in most parts of the state with the exception of the two urban counties.

One alternative is to have all mentally ill persons from Hennepin and Ramsey counties treated at Hastings and Anoka state hospitals. This would permit a reduction in population at the St. Peter state hospital where Minneapolis residents are presently hospitalized.

Beginning July 1, 1962, it is planned to establish regional mental health coordinating committees in each of the mental health districts developed up to that point. Such committees would consist at a minimum of the program director of the mental health centers, the board member of the mental health centers representing Welfare, the chief medical officer of the state hospital of the district, and one or more field representatives of the Welfare Department who serve the district in question. The chairman of the coordinating committee would be appointed by the Commissioner upon the advice of the Mental Health Medical Policy committee.

Additional members could properly be appointed to the Committee; for example, someone representing the hospital or institution for the mentally retarded in the area if one exists, representatives of the State Health Department or other departments with an interest and stake in mental health. It would be possible for the regional mental health coordinating committees to form subcommittees, etc. Expenses for the operations at the outset would be borne through the mechanism of federal mental health funds.

Within three to five years it is hoped that there could be some legislative authorization of the regional mental health coordinating committee, possibly with some designation as to the authority of the committee to take charge of all mental

health operations in its own region. In other words the ultimate outcome might be some measure of decentralization and regional autonomy with the necessary supervision and guidance from St. Paul.

Such a regional district grouping lends itself very suitably to other endeavors. For example a suitable program for children would require some regional children's evaluation center where suitable diagnostic tests and some opportunity to observe the child over a period of time could be carried out. Epidemiological research on the incidence and flow of mental illness and other mental health problems in a given community could suitably be undertaken through such a mechanism. Training programs established on a regional basis could also be quite suitably financed.

Simultaneously, as based upon a survey now under way, there will be specialization of function in the state institutions for the mentally retarded and other children's institutions so that there will be a broad and integrated array of services related to the clinical problems rather than administrative convenience.

It is hoped that there can be a radical revamping of the state commitment laws for the mentally ill and retarded.

Action Programs to Implement Plans

The foregoing text should give a clear idea as to the action programs contemplated insofar as one can set a timetable. The changes concerning the mental hospital receiving districts should be in effect for the most part by no later than June 30, 1962.

The regional mental health planning coordinating committees can be established beginning July 1, 1962. Since the remaining aspect of the program would depend upon legislative support and substantial appropriations in specific areas, the subsequent timing and sequences cannot be predicted at this point.

Division of Public Assistance

Goals and Objectives

The four categorical aid programs and general assistance or relief for the present must be dealt with individually in describing goals and objectives. In a period of four to six years it is almost a certainty that one of our major goals will be accomplished. For several years we have recognized the unjustified categorization of persons in need, and have continuously pressed for a single category to meet the needs of all persons requiring service and assistance including medical care as well as material needs.

The Old Age Assistance program continues to be the largest aid program in terms of number of recipients and expenditures. It should be noted that the Old Age Assistance caseload has established a pattern of decreasing approximately one thousand cases per year, despite the fact that the age group 65 and over increases by more than 12,000 persons each year in this state.

It is our estimate that by 1970 our Old Age Assistance caseload will be about 35,000 cases (most of these will be for medical needs only). OASI and other pension funds take care of the material needs of most persons past 65 years.

The goals of our Old Age Assistance section in the Department of Public Welfare for the future, in addition to those of the Aging Commission, are: Better control

of services and costs for medical care; rehabilitation and return to the labor market of persons over 65 who have physical and mental capacity for gainful employment; removal of the mandatory maximum for maintenance needs in our Old Age Assistance law; establishment of a new resource to provide at least part of, if not all, medical care; provision for housing facilities and services for the aged with special emphasis on keeping married couples together as long as possible; establishment of standards for all items of assistance and emphasis on nutrition and budgeting for recipients; elimination of residence requirements or expansion of reciprocal agreements between states; orientation of younger generations to accept and make plans for problems of the aged as well as planning for their own later years; emphasize responsibilities of and marshal resources of other state departments and organizations in meeting the needs of the aged; and continue and expand our leisure time program for the aged, particularly for those in institutional type facilities.

Standards

The standard for the Old Age Assistance program was set in the preamble of the act at the time it was passed in 1936. The preamble reads as follows:

"The care and relief of aged persons who are in need and whose physical or other conditions or disabilities seem to render permanent their inability to provide properly for themselves is hereby declared to be a special matter of state concern and a necessity in promoting public health and welfare. To provide such care and assistance, a state-wide system of old age assistance is hereby established."

The standard of our Department with a few exceptions and refinements remains substantially the same as the above. We continuously strive to maintain our old age assistance recipients in a state of health and decency. We endeavor to get adequate assistance to them so that they can be well-clothed, well-housed, well-fed and obtain the necessary medical care. In addition to this standard, we try to make it possible for them to take part in community activities, to attend the church of their choice, and to plan with them for their leisure-time activities. We have been fortunate in having an excellent consultant on Aging, and Governor's Committee for the Aging to set the standards for leisure-time activities and special provisions for the aged. Contentment, happiness, and well-being of our older citizens are our yardsticks for measurements of service.

Plans

The plans of the Public Assistance Division in the Old Age Assistance Program are pretty much set up or established by state and federal legislation. We are continually planning for and improving our Medical Care Plan for the Aged, and we feel certain that this will not change in the next decade. The control of costs in furnishing adequate medical care for the aged requires a great deal of rule enforcement and policing. To do an adequate job in this field it will be necessary for us quite soon to have additional personnel to work with medical vendor groups in an educational program, and bring about agreement that the best medical care program need not be the most expensive.

Before too long we should be able to offer consultation on physical therapy to chronic hospitals and to nursing homes with the hope that we can return many of our patients to a normal home life. We believe that we have made great gains in providing congregate care facilities for the aged, but we feel that we have not done enough in providing foster homes for this group. It may be that we will have to follow the pattern of Child Welfare and employ personnel to stimulate foster home finding.

Some of our activities with the aging of six or seven years ago have been transferred to the Department's Consultant on Aging, and our need for planning now becomes a joint effort with the Governor's Committee on Aging. Future technicological breakthroughs for the aging will in the main be medical advances, as well as nutritional advances which will lengthen life and, thus, not diminish our need for planning for the aged.

Future Federal legislation could, in many ways, reduce our costs in caring for the aged. We know that the Federal OASI program is continuously reducing the number of aged needing old age assistance, and it may be that Federal legislation will at least partially eliminate the need of state funds for hospitalizations, nursing home care and other medical items. There is also the possibility of additional Federal participation in old age assistance costs. Although many plans are presented to Congress, we cannot forecast on the passage of any of them at this time.

Action Programs to Implement Plans

The outline of the program to meet the needs of the aged is well established by the Governor's Committee on Aging. The Old Age Assistance recipient segment of our population over 65 is limited in priorities to meeting financial need, particularly medical care. We should employ an occupational therapist immediately to reactivate that part of our program in congregate care facilities and with groups of aged persons. We should, within the next two years, employ a physical therapist to work with nursing homes and chronic hospitals in an effort to physically rehabilitate the aged who have such potential and, thus, get them out of the congregate care facility and back home.

It is hoped that within the next decade, private capital, church and fraternal organizations, and government jurisdictions will construct enough nursing homes and chronic hospitals so that all of the aged needing this type of care will have suitable facilities available to them.

Civil Defense Welfare Services

This department has responsibility for directing and coordinating all emergency welfare services in our state during time of national emergency. Implementation of emergency welfare planning is done by the county welfare departments. The department is also responsible for coordinating the emergency planning of state institutions, emphasizing the need for protection of staff and patients or students.

The planning objectives are to insure plans and organization to cope with the effects of nuclear attack. Present planning calls for the establishment of several local welfare centers in each county, made up of physical facilities and a staff of volunteers. County welfare officials are assigned the responsibility of directing these activities in their counties through their county emergency welfare staffs. State welfare personnel are assigned to the state and Mobile Support Area Civil Defense staffs to direct all welfare operations.

The department has selected a primary and an alternate relocation site as a focal point of reorganization. Major changes in welfare emphasis will probably result from nuclear attack and it is planned that staff people at the relocation site will have two primary functions: to act as back-up to the state emergency welfare operational staff, and second, to make necessary changes in long-term welfare programming.

It is difficult to establish standards of planning and operational capability for the care of people in time of disaster. It is probable that emergency stockpiles

of food, clothing and bedding can never be established in sufficient amounts to insure adequate care of all people. It is therefore important that emergency plans be made to insure the maximum usage of supplies that are available. Training of key people with emergency welfare responsibilities will help to insure this objective.

It is probable that welfare agencies will be assigned primary responsibility for fallout shelter management. Identification and improvement of existing shelters is being done at this time. Present plans must be altered to meet this change, and train people in such things as shelter management, food preparation, sanitation, radiological detection, registration, etc. It would seem certain that many aspects of public and private welfare as we know it today will undergo great changes in a post-war period. The extent of such changes will depend on the severity and length of the nuclear attack.

In order to arrive at even a modest level of readiness, we must have strong policy guidance from the federal government, backed by sufficient funds for adequate shelters and supplies. We must supply forceful direction to the program and offer essential training to key people. We must enlist the active support and participation of private social agencies and private groups in order to help improve survival chances. High levels of interest and leadership must be improved and demonstrated at both federal and state executive levels in view of the fact there is no foreseeable end to the threat of war in the immediate future.

Aid to the Blind

Aid to the Blind is the smallest of the categorical aid programs. Financial assistance to needy blind people by various states antedates the Social Security Act by many years. This program was state administered until 1955 when legislation was passed in our state which brought this program into conformity with the other aid programs by introducing county financial participation and administration.

The Aid to the Blind caseload has shown little numerical fluctuation in the last 10 years, although a slight trend is noted of increased participation in this program by younger age groups. A factor in this increase is the use of Aid to the Blind in rehabilitation training programs. One of the principal administrative objectives of this program is the meeting of the financial needs of blind persons of all ages. The Aid to the Blind law was revised in 1961 to further encourage blind people to seek employment and raise living standards by increasing the amount of earnings which are not deductible from a recipient's aid grant.

Criteria of Aid to the Blind must be based on several factors. The first is the identification of people who are eligible and in need of this service through increased emphasis on service; second, to maintain present high standards of ophthalmological examination and consultant review to insure that remedial medical or refractive techniques are employed. Perhaps the most important factor is the need to improve and maintain social and rehabilitative services to people with visual disabilities.

Plans for this program include the increased use of Aid to the Blind for particular needs of blind children who are eligible for benefits and for payment of maintenance for blind rehabilitation clients undergoing training. Future changes in federal legislation should not affect such plans inasmuch as the proposed single category would recognize and meet need in such cases.

Implementation of planning is dependent on the capability of public welfare and rehabilitative agencies to recognize needs of blind people and the trained personnel to successfully carry out intensive treatment plans.

Aid to Dependent Children

Among the most pressing needs for planning is the need to plan for at least one restricted case load of between 25 and 30 cases in every county in the state. Within five years we might hope to accomplish this in all except the smallest counties.

Since ADC involves children, all the child servicing agencies in the state are important to us, and it is essential that we coordinate our activities in a concerted attack upon all kinds of problems that lead to personal and social maladjustment.

We therefore need, within the Public Assistance division, consultants who can perform liaison work with the Corrections Department, with the Special Education division of the Department of Education; and in addition to this we should have a consultant on counseling and training so that these very important subjects and important programs might be reflected both in our work and our planning.

We also need to expand our home economics activity. We already have one person, but the counties need and could use additional consultation. In this area, in particular, we need to experiment with group techniques to improve the ability of individual mothers, and in this connection we could use the services of a special consultant in group work methods who would have additional responsibilities but certainly could contribute much to helping us plan effective programs. With the increase in the youth population that is anticipated in the decade, we need to promptly "tool up" for our responsibilities. By the end of the current biennium we should be ready to employ a specialist in vocational education and a specialist in special education to deal with many of the problems that are common in ADC families.

Aid to the Disabled

A concerted all-out effort should be made to remove the maximum in Aid to the Disabled. This change is past due.

The next project of importance in this program, which really is almost automatically part of removing the maximum, is to establish a medical care program, and this should be done simultaneously with removing of the maximum.

A third program would be the starting of a small institution for the care of the very severely disabled who are under 40 years of age. This would include such cases as polio cases who still are dependent upon respiratory aids, certain quadriplegics, and others with truly severe permanent neurological deficits who ought not to be relegated to old people's homes, who require care largely of a hospital nature, but who also require socialization and activities that can help give some meaning to their lives. As medical knowledge increases, these people are increasing in the population. During the next biennium, authorization should be given the department to establish a small experimental center at the state-leased Oak Terrace Nursing Home.

Relief

There is only one thing to do with relief and that is to write a new law--to prepare a modern legal structure to meet present day needs. To do this properly, we need a commission to codify and revise the relief laws. During the next session this legislation should be obtained. Hopefully, by 1965, we could have a new law for passage by the Legislature.

General

If the State is to carry out its responsibilities, staff is needed to plan and supervise. There are many important aspects of administration that require attention. Modern business techniques deserve and ought to have our attention.

Standards

As mentioned in the ADC portion of the plans, we need to have some limited case load so that intensive work may be done with some families. We also need to set higher goals for performance for each agency of government--goals high enough so that they can be achieved only by coordinated activity among all state departments.

Division of Child Welfare

Goals and Objectives

THE GENERAL PURPOSE of this division is to make possible better adjusted, happier children in Minnesota by administering as effectively as possible the laws and supplementary services assigned, and to give state-wide community leadership toward development of needed services.

THE DIVISION'S GOAL is to give the kind and quality of state leadership so badly needed to enable local public and private agencies and other divisions of the department to more effectively cope with the range of problems identified in the law as requiring the services of the child welfare program. These include such problems as the following: illegitimacy; child neglect; need of parents for help with problems which, if unresolved or poorly resolved, may lead to more serious problems such as delinquency, emotional illness, or loss of opportunity for a child to grow up in a permanent home of his own.

IT IS OUR OBJECTIVE to assure early identification of child welfare problems and to make services to resolve them available to all families and children who need them whether or not such families may also be receiving some form of public assistance such as ADC and whether or not children needing such services are crippled, mentally retarded, or in conflict with the law.

IT IS OUR GOAL to shift leadership, fact-finding, and program planning activities from a child-centered, individual case-handling, or case supervising approach, to a problem-centered approach. That is fact-finding about the nature and extent of a problem such as child-neglect; where it occurs; in combination with what other problems.

LEADERSHIP SHALL also be given in testing methods for coping with the problems; which are effective? Which aren't? Why? This is a shift that requires considerable retooling of fact-finding, and supervisory methods and controls. It requires additional staff and retraining of staff at all levels and in some instances planning for recruitment of persons with different skills and aptitudes from those formerly used when the major leadership method of the division was giving of direct service or supervision of local agency operations in a few limited areas such as adoption of state wards or reporting of out-of-wedlock births. Much of this limited state supervision was given through correspondence, or through direct handling of certain individual case situations in areas where full authority and responsibility had not yet been clearly delegated to direct service agencies.

It requires leadership in intensive training of local staff providing direct services so that the State Child Welfare division can shift emphasis from trying to

perfect a few individual direct service cases, primarily through correspondence. It must instead focus on broad community organization and leadership techniques of the type done through the licensing program in ending group care of infants.

IT IS OUR GOAL to implement this new family centered approach, rather than case-oriented approach, by development of guides and standards to aid supervisors in local agencies to help their workers recognize and help resolve child welfare problems in the families with which they are dealing. It is the responsibility of the child welfare division to develop worker training materials to assure that needs of individual children will be recognized and dealt with within a unified, family centered framework.

WE WILL STRIVE for badly needed further clarification of functions and relationship between other divisions of the department; between state and county; between county and related and supplementary agencies such as community mental health centers, probation offices, etc.

Standards

The final test of the effectiveness of the Child Welfare Division's efforts will be on whether or not the problems are effectively identified and resolved with the services we develop and direct toward them. It will also be in the effectiveness with which we are able to define our own role within the Department to avoid duplication of effort, and promote most productive relationship with related services, maximum utilization of the special skills and potential contributions of all persons within the entire Department.

Setting standards for quality of direct services of local public agencies and effective supervision of such services could be greatly facilitated if legislation were enacted to assure financial participation at state and federal levels. Participation would necessarily be contingent on the meeting of adequate standards. Thus, the development of adequate standards would be facilitated.

Costs for child welfare should not be borne by local government alone. Neither should federal and state participation on a case-by-case formula basis, as proposed in the new federal legislation, be just for those child welfare services given in families who are also receiving public assistance.

Legislation is needed to change the present situation under which the only state participation in local child welfare costs is the small proportion of reimbursement now given for children who are already under state guardianship. It would be far more essential to have financial participation in the protective services that prevent placement and in the parent counselling (to married as well as unmarried parents) and for temporary foster care services provided they are used to effectively and speedily resolve problems in the child's own family so he can go back home or be released for earlier adoption.

Plans

WE WILL CONTINUE to place strong emphasis on making a suitable permanent home of his own possible for every child now already separated from his own family. These are children in double jeopardy; they have already lost their right to grow up in their own home with their own family; and they are in danger of never finding a suitable and permanent substitute.

We must ever remember that their being removed from their own homes in the first place is indication that serious tragedy has already occurred, and might have been prevented by earlier intervention and treatment. This is particularly true

with separated children who were neglected, who are delinquent, or who are emotionally disturbed.

INCLUDED IN OUR PLANS is the development of rules, policies, program guides, and evaluation criteria to enable local departments to give the essential services now required to solve the problems for which we are responsible.

WE ARE WORKING to develop fact-finding and control procedures to test results of our leadership activities.

WE ADVOCATE intensive training and retraining efforts.

WE PLAN a much-needed program of practice-oriented research to study the epidemiology of child welfare problems such as illegitimacy, neglect, placement, etc., and to test the results of a variety of methods used to resolve the problems.

WE MUST DEMONSTRATE and test different methods of administering, supervising, and training for the child welfare services' program.

THE SPIRIT of the new federal legislation deepens our commitment to the welfare of all children, not just those already on our case load, but to those in jeopardy wherever they may be, regardless of whether they are Indian, Negro, or white, and whether or not they are in families concurrently receiving or needing help with other problems.

SINCE MANY CHILDREN and many problem areas, as defined in the child welfare law, are badly served or not being served or supervised at all, it is obvious that far more attention, staff, and money must be invested in this most essential and basic of "prevention" and early treatment programs. Unless we do this, we may be sure that in the next 10 years we will harvest an even larger crop of multi-problem families like those known to us in our present case loads.

Division of Field Services

Goals and Objectives

The Division of Field Services is organized to provide Department of Public Welfare field liaison to the 87 county welfare boards and to assist in expediting good working relationships between those boards and the State's welfare institutions, community mental health centers, and other community welfare agencies.

The objective is to promote uniform administration of all of the welfare programs and to improve the effectiveness of welfare to families and individuals. These goals and objectives are accomplished through field visits to the counties for the purpose of advising, consulting, and supervising local administration of state-supervised welfare programs, and for continued analysis of the effectiveness and feasibility of Department policies and procedures designed to implement the welfare laws. This analysis is supplemented by organized reviews of local agency operations, through reporting back to Department program supervisors, and by educational services through the Department's social service library.

Standards

Standard allowances are established as a basis for determining the amount of financial aid to be supplied to needy individuals, and as a basis for carrying out the Commissioner's responsibilities for dependent, neglected, and handicapped children, and for mentally ill and retarded children and adults. In addition, the state agency promotes standards for Administrative organization, board-staff-community

relationships, and methods of providing services that will quickly identify social and economic problems of individuals and families, plan and initiate treatment plans, and mobilize all possible resources to remove, insofar as possible, the causes of social breakdown.

Plans

Now under way is installation in all counties of a new method for identifying family units and their problems and for determining best ways of assisting with the solution or amelioration of those problems. Inherent in this new system is concentration of rehabilitative effort on those families where it appears that this is most needed and will be most productive. Extension and refinement of this new method (at present called Work Reorientation) is a major plan for the next several years. This calls for recruitment and retention of well qualified administrators, supervisors, and social workers in our county welfare departments, and for continuous training and in-service training programs to improve the skills of all welfare workers. The following plans are designed to further the Department's objectives of providing effective welfare services:

REORGANIZATION OF FIELD OPERATIONS to make maximum use of administrative and program specialists when and where required. This may involve the setting up of district offices, staffed and equipped to give local agencies service on a more decentralized basis than is now possible. Such district offices could also include field agents from other welfare-related state departments (Corrections, Health, Education--particularly vocational rehabilitation and special education--Fire Marshal) with the objective of maximizing the effectiveness of the various state departments whose activities relate to assisting citizens with their problems.

DECENTRALIZE TO THE LOCAL WELFARE agencies all possible administrative detail--much of which is now still carried by the state agency. Much delegation to the counties has successfully been made during the past 20 years. Such delegation must be accompanied by State review of operations to insure knowledgeable state agency program and legislative planning, and to assure high quality welfare services in all parts of the state. This will be accomplished by reorganizing the present county survey content and method for both breadth and depth, using specialized personnel as appropriate to permit valid documentation:

Of the extent to which state objectives are accomplished at the local level;

Of changes in welfare laws or state agency policies or procedures that would be appropriate and feasible;

Of problems that interfere with the successful operations, and recommendations for solving them;

Of the degree of coordination with other state and local services that are or could be beneficial in solving family and community problems.

THE PUBLIC WELFARE MANUAL--now organized on a "program basis"--needs to be reorganized to reflect emphasis on family diagnosis and problem solving, and to be essentially a policy manual, with a minimum of required procedure--thus freeing agencies to experiment with and develop best methods of carrying out state objectives and policies.

BECAUSE THERE IS LITTLE LIKELIHOOD in the near future of enough trained welfare workers for each county, it may be feasible and desirable to discuss with county welfare boards and the Legislature the establishment of multi-county welfare agencies

(with manageable population, geographic area, and case load); the objective: to permit fewer welfare agencies, and maximum use of available administrative, supervisory, and case work skills.

Action Programs to Implement Plans

BY JULY, 1962, establish necessary qualifications of training and experience and compensation to permit the recruitment and retention of Department field personnel who are knowledgeable and skilled in giving consultation, in supervising the state-wide welfare program at the local level, and in assisting with the improvement of administrative and casework skills necessary to assist individuals solve their problems.

BEGIN JULY, 1962, a series of staff development and in-service training programs to improve the skills of welfare workers, implemented with the best possible teaching personnel.

BEGIN JULY, 1962, to identify all possible state agency administered functions that could be delegated to the county welfare boards.

BY OCTOBER, 1962, engage in exploratory discussions with other state departments of the feasibility of establishing joint district offices.

BY SEPTEMBER, 1963, complete the installation of the Work Reorientation method in all counties.

INITIATE BY OCTOBER, 1963, a new system of statistical and financial reports geared to the family-centered Work Reorientation method.

Division of Rehabilitative Services

Goals and Objectives

Our goal is the rehabilitation of individuals and families. Whether the case be that of a crippled child, a pregnant unmarried girl, a family deprived of a decent living through the failings of an alcoholic father--clients young or old needing help to be put back into something approaching normal community participation--our duty is to rehabilitate.

This Division, which started functioning November 1, 1961, seeks to better enable the Department of Public Welfare to provide the county welfare departments with the consultant services they need to strengthen their program of family rehabilitation.

Standards

Because of our division's newness, we are now working to achieve a more uniform, state-wide standard of eligibility for medical indigency than at present exists. When such standards on a uniform basis have once been installed throughout both our state and local agencies, decentralization of eligibility determination can be made to the counties.

In the area of medical standards, we need more specific care-and-treatment standards in the medical specialties involved.

Plans

We are continuously working to coordinate the rehabilitation resources of the Department insofar as they bear on the prevention and control of public welfare problems in local communities.

We are striving to establish a closer working relationship with the other state and community agencies concerned with rehabilitation--such as the departments of Education, Employment Security, Health, and local rehabilitation centers.

We are planning to provide specialized resources for persons with particular physical handicaps. These would include visually-handicapped, deaf, and crippled.

We want to provide--wherever needed in the State--psychological testing and resources in the diagnosis of mental and emotional impairments.

Our ultimate plan is to make available to every county welfare department consultant services (such as medical, social work, psychological, etc.) to strengthen their prevailing diagnostic and treatment skills.

FINANCING

The budget of the Department of Public Welfare, which includes county, state, and federal funds, totaled approximately \$140,637,000 for the year 1960-61. Of this amount, the county contributed 34%, the state, 35.6%, and the federal government, 29.4%.

Our 1959-61 biennial appropriation totaled \$106,459,875. The following is a breakdown of how this appropriation was distributed by major functions:

Central Office Administration	\$ 2,162,070
Special appropriations to the Central Office, which include Research, Training, Community Mental Health Clinics, Contingent Fund, and Special Hospital Care.	\$ 1,356,556
Aid and Relief Programs, which include the four categorical aid programs, Vocational Rehabilitation of the Blind, Aid to County Tuberculosis Sanatoria, Children Under the Guardianship of the Commissioner of Public Welfare, Equalization Aid to Distressed Counties, and special relief allocations to the urban counties and Indians.	\$ 43,312,779
Minnesota Residential Treatment Center for the care of emotionally disturbed children.	\$ 411,398
Mental Hospitals	\$ 34,721,215
Mentally Retarded Institutions	\$ 17,700,779
Braille and Sight Saving School and School for the Deaf	\$ 1,960,827
Special Hospitals, which include Gillette State Hospital for Crippled Children and the State Tuberculosis Sanatorium	\$ 4,834,251

Of the total amount appropriated for our institutional program, approximately 18% is financed from the Income Tax Fund while the remainder is financed from the General Revenue Fund.

BUDGETARY NEEDS

Our estimated budgetary need for the next 10 years are indicated on the following pages.

Factors which may affect our 10 year projections:

1. Federal legislation in the categorical aid programs:

A. Provision for Medical Care in OASDI:-

It is estimated that this change would reduce medical costs by \$3,000,000 the first year resulting in savings of \$1,100,000 in State funds.

B. H. R. 10606 - 87th Congress - 2nd Session - March 8, 1962
(passed by the House)

(1) Increased Federal Participation in OAA

It is estimated that this would increase the federal share the first year by \$2,200,000 resulting in savings of state funds \$1,450,000

(2) ADC to Unemployed Parents

It is estimated that this "new program" would cost \$9,111,000 in 1962-63, the cost to be shared by -

Federal	\$3,923,000	(one adult)
State	518,800	(additional costs based on 10% of amount above federal matching)
County	4,669,200	

with net county savings of \$2,164,000

(3) Consolidation of OAA, AB, and AD into one program

This change in effect would increase the present rate of AB and AD participation to the OAA rate in B (1) - (\$57.98 per case). Increase in federal funds for one year would be \$681,000 resulting in savings in State funds of \$340,500.

(4) Aid for Spouse of Relative With Whom Dependent Child is Living

(a) Present Program

It is estimated that additional costs will be annually

	\$733,000	
Federal Share	427,000	
State Share	153,000	(represents additional costs)
County share	153,000	

Net savings in county relief funds-
less than - - - - - \$580,000

(b) Present program plus Unemployed Parents

This estimate will be included in a revised analysis of this proposal.

(5) Other proposals affect administrative and research funds.

(C) MAA Program

If this program were adopted in Minnesota at the \$1,200 annual income level - the additional cost in state funds would be \$2,000,000 the first year.

2. Federal aid to mental health, which we understand may be stepped up in the coming years.
3. Population reduction at our mental hospitals. (For a variety of reasons.) The factor of 8% increase each year would take care of economic increases and new staff, which would offset decreases in population and still bring our institutions up to APA standards.
4. Under categorical aids, we explained that over the years the federal government has increased its contribution. This was not computed in our figures because of the uncertainty of existing conditions at the national level.
5. There might possibly be federal aid for child welfare cases in foster homes.
6. Tuberculosis care is on the decline and our figures are predicated on this basis, but, here again, it is a mere guess.
7. We might experience a decline in mentally retarded population because of medical advances in the early cure of retarded children and the increase in local services. These factors were not considered in our estimates.
8. Because of recent advances in medical science for the blind, it is conceivable that this program would be reduced and the population at the Braille and Sight Saving School further reduced, possibly to the level of purchasing the service from local schools.

FINANCING THE PLAN

Our only means of financing our current operations is through the General Revenue and State Income Tax Funds. Our building needs have been financed from the sale of certificate of indebtedness retired over a number of years. Therefore, in order to finance the program of this department, there will have to be an increase in taxes to provide funds for the General Revenue and Income Tax Funds.

ANOKA STATE HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Warehouse and Laundry Building to Include New Clothing Issue Room and Sewing Room	\$ 715,000.00
2. Replace and Repair Electrical, Water and Steam Service Line	No estimate
3. Addition to and Alteration of Administration Building	90,000.00
4. Continuation of Rehabilitation and Re-equipping of C#1 through 10 to Include Fire Escapes, Fire Exit Doors and Detention Screens	800,000.00
5. Employee Bachelor Quarters, 65 Beds (including furnishings and equipment)	495,000.00
6. Re-roof Administration Building and Garage	8,200.00
7. Grading and Surfacing of Parking Lots	10,000.00
8. Tunnel conversion - Protection from Radioactive Fallout	30,000.00
9. Grade, Surface and Repair of Road System	40,000.00
10. Correct Ventilating Systems in Burns Cafeteria and Miller Building	No estimate
11. Lighting of Streets and Parking Areas	10,000.00
12. Modification of Inadequate Staff Housing	20,000.00
13. Electricity to Staff Houses and the Sewage Lift Pump	10,000.00
14. Barnyard Shelter	1,000.00
15. Addition to the Power House to Protect Fuel Tanks	2,000.00
16. Sprinkler System, Grounds	5,000.00
Priority B - 1965	
17. Incinerator, Complete with Housing	50,000.00
18. Completion of Rehabilitation of Existing Structures	No estimate
19. Convert Miller Building to Low Pressure Steam	32,400.00
20. Equipment Garage	6,000.00
21. Farm Silo	No estimate
22. Pasteurization Plant	22,000.00
23. Hay and Straw Storage Shed	3,000.00
24. Remodel Auditorium	No estimate
25. Three Staff Houses and Garages	80,000.00
26. Greenhouse	63,600.00
Priority C - 1967	
27. Root Cellar Including Plumbing and Refrigeration	75,000.00
Priority D - 1969	
28. Renovation of Burns Building	No estimate
29. Superintendent's Residence	40,000.00
Priority E - 1971	
30. Re-locate Men's Occupational Therapy Room	No estimate
31. Chapel	No estimate

FERGUS FALLS STATE HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Multiple Story Corridor Including Offices Connecting East and West Wards	\$ 75,000.00
2. Infirmary Ward	500,000.00
3. Replacement of Sewer, Steam, Water Lines, and Pumping Equipment	100,000.00
4. Completion of Exterior Building Repair	50,000.00
5. Completion of Blacktopping Roads, Parkways, and Sidewalks.	50,000.00
6. Replacement of Porches.	40,000.00
7. Replacement of Chief Engineer's and Farm Manager's Homes	43,600.00
Priority B - 1965	
8. Foundation and Structural Repairs	\$ 60,000.00
9. Replacement of Sewer, Steam, Water Lines, and Pumping Equipment.	50,000.00
10. Remodeling of Farm Buildings and Greenhouse	50,000.00
11. Remodeling of Laundry	45,000.00
Priority C - 1967	
12. Foundation and Structural Repairs.	\$ 50,000.00
13. Fire Prevention Completion.	40,000.00
Priority D - 1969	
14. Foundation and Structural Repairs.	\$ 50,000.00
Priority E - 1971	
15. Construction and Equipping of RH and Completion of Demolishing Administration Building	\$1,000,000.00

HASTINGS STATE HOSPITAL

Institution Biennial Building and
Special Repairs and Improvement Requests
1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
New Construction	
1. Two Patient Wards	\$1,640,000.00
2. Medical-Surgical Building	1,480,000.00
3. Pumping Station and New Well and Pressure System	50,000.00
4. Vehicle Garage, Chief Engineer's Home	1,200.00
5. Underground Tunnels	286,000.00
6. Retaining Walls	20,000.00
7. Roads and Curbs	59,100.00
8. Paved Parking Areas	8,000.00
9. Sidewalks, Concrete	5,250.00
10. Sitework	196,000.00
11. Landscaping	34,000.00
12. Electrical Utilities (Distribution)	77,600.00
13. Mechanical Utilities (Distribution)	425,500.00
Remodeling	
14. Sewage Disposal Plant	17,700.00
Demolition	
a. Laundry	5,000.00
b. Ice house	2,000.00
c. Two greenhouses	1,000.00
d. Fire house	500.00
e. Garage	1,200.00
f. Dairyman's house	2,000.00
g. Farmer's house	2,000.00
h. Farm buildings	13,100.00
i. Primary clarifier housing	3,000.00
j. Tunnels	6,400.00
k. Wards 1, 2, 5, and 6	32,000.00
Contingency	234,478.00
Engineering costs	295,442.00
Priority B - 1965	
New Construction	
15. Two Patient Wards	1,640,000.00
16. Receiving Ward	1,200,000.00
17. Nurses' Affiliate Dormitory	518,000.00
18. Two Staff Houses	52,000.00
19. Underground Tunnels	144,000.00
20. Retaining Walls	11,800.00
21. Roads and Curbs	26,000.00
22. Paved Parking Areas	10,600.00
23. Sidewalks, Concrete	1,350.00

HASTINGS STATE HOSPITAL (Continued)

Description of Item	Amount of Request
Priority B - 1965 Continued	
24. Sitework	\$ 20,000.00
25. Landscaping	10,000.00
26. Electrical Utilities (Distribution)	42,400.00
27. Mechanical Utilities (Distribution)	114,500.00
Remodeling	
28. Staff Dormitory	25,000.00
Demolition	
a. Tunnels	6,000.00
b. Ward 9	8,000.00
Contingency	191,482.00
Engineering Costs	241,268.00
Priority C - 1967	
New Construction	
29. Rehabilitation Building	1,160,000.00
30. Central Stores Building	345,000.00
31. Three Patients' Wards	2,460,000.00
32. Maintenance Building	175,000.00
33. Employees' Dormitory	518,000.00
34. Two Staff Houses	52,000.00
35. Underground Tunnels	110,000.00
36. Roads and Curbs	28,200.00
37. Paved Parking Area	11,800.00
38. Sidewalks, Concrete	9,900.00
39. Sitework	24,000.00
40. Landscaping	30,000.00
41. Electrical Utilities (Distribution)	47,600.00
42. Mechanical Utilities (Distribution)	143,000.00
Remodeling	
43. Food Service Building	180,000.00
44. Second and Third Floors of Main Building	125,000.00
Demolition	
a. Wards 7 and 8	16,000.00
b. Clothing Repair Building	6,000.00
c. Tunnels	52,000.00
Contingency	274,675.00
Engineering Costs	346,090.00
Priority D - 1969	
New Construction	
45. Two Patient Wards	1,680,000.00
46. Staff Apartments	330,000.00
47. Two Staff Houses	52,000.00
48. Underground Tunnels	108,000.00
49. Roads and Curbs	2,300.00
50. Paved Parking Areas	3,000.00
51. Sidewalks, Concrete	1,800.00

HASTINGS STATE HOSPITAL (Continued)

Description of Item	Amount of Request
Priority D - 1969 Continued	
52. Sitework	\$ 7,500.00
53. Landscaping	5,750.00
54. Electrical Utilities (Distribution)	44,300.00
55. Mechanical Utilities (Distribution)	69,000.00
Remodeling	
56. Ground and First Floors of Main Building, East and West Wings of Main Building	600,000.00
57. Relocate Houses 2, 3, and 4	10,500.00
Demolition	
a. Wards 3 and 4	16,000.00
b. Tunnels	30,000.00
Contingency	148,000.00
Engineering Costs	186,489.00
Priority E - 1971	
New Construction	
58. Two Patient Wards	1,680,000.00
59. Underground Tunnels	30,000.00
60. Roads and Curbs	1,000.00
61. Paved Parking Area	2,700.00
62. Sidewalks, Concrete	2,850.00
63. Sitework	3,500.00
64. Landscaping	4,500.00
65. Electrical Utilities (Distribution)	24,200.00
66. Mechanical Utilities (Distribution)	57,500.00
Contingency	90,312.00
Engineering Costs	113,794.00

MOOSE LAKE STATE HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Repairs to Breeching	\$
2. New Pasture Well	1,000.00
3. Well at Penal Camp Barn or Loafing Shed	650.00 or 1,500.00
4. Farm Road to Replace Present Penal Camp Road After Conversion to State Highway	
5. Well Repairs #1	
6. Gas Bake Ovens	
6a. Connecting Tunnels	
7. Staff Residence	20,000.00
8. Administrator's Residence and Utility Lines	42,000.00
8a. Compartments for Toilet Rooms	4,500.00
9. Holding Tank and Sludge Beds for Sewage Disposal Unit	25,000.00
10. Milking Parlor Building	15,000.00
11. Garage Space for State-Owned Vehicles	
12. Extension of Water Main	
13. Reroofing	
13a. Proposed Remodeling of Bathrooms in Cottages 1, 2, 3 and 4	45,000.00
Priority B - 1965	
14. Two Hay Sheds, Pole-type Buildings	
15. Machine Shed	2,000.00
16. Ventilating System in Dairy Barn	
17. Replacement of Window Sash in Dairy Barn with Glass Blocks	
18. Reroofing	15,000.00
Priority C - 1967	
19. Reroofing	15,000.00
20. Caulking and Tuckpointing	10,000.00
21. Replacement of Deteriorated Wood Sash and Window Frames in Original Buildings	10,000.00
Priority D - 1969	
22. Brick Refractory and Labor on Four Boilers	30,000.00
Priority E - 1971	
23. Reroofing	15,000.00

ROCHESTER STATE HOSPITAL

Institution Biennial Building and
Special Repairs and Improvement Requests
1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Change Internal Hospital Telephone System from Manual to Dial System	\$ 775.00 (1)
2. New Nurses Home	800,000.00
3. Air Conditioning for Clinical 2 and 3 Wards plus Dental Department in Administration-Clinical Building	182,000.00
4. Shop Building	332,440.00
5. Patients Center Building and Demolition of Old Buildings	510,066.00
6. Structural Changes in Continued Treatment Building #1; Continued Treatment Building #2; and Dairy Barn	7,500.00 (2)
7. Additional Oil Heater and Oil Pump in Power Plant	4,000.00 (2)
8. Inspect and Clean Elevated Water Storage Tank	7,700.00 (2)
9. Change Refrigeration Unit in Meat Holding Room in Service Building	2,050.00 (2)
10. New Electric Line to Administration-Clinical Building	6,000.00 (2)
11. Installation of Dual De-Super Heater Station in Power Plant Basement	5,300.00 (2)
12. Revamping Oil Burners in Power Plant	4,000.00 (2)
13. Central Control at Power Plant	35,000.00 (2)
14. Turbine-Generator Unit and Auxiliaries in Power Plant	156,195.00 (2)
15. Recirculating Air Ducts for Boilers in Power Plant	500.00 (2)
16. Cement Lining of Hot Water Tanks	3,000.00 (2)
17. Flow Meters in Exhaust Lines from Non-Condensing Turbines #1 and #2 in Power Plant	2,150.00 (2)
18. Ceiling in Assembly Room in Continued Treatment #2 Basement	3,375.00
19. Exhaust Over Griddle in Employees Cafeteria	725.00 (1)
20. Refrigerated Drinking Fountains	9,750.00
21. Inter-Communication Systems	2,400.00
Also, 1961 Legislative Approved Items but Subject to 1962 Referendum:	
22. Demolition of portions of Main Buildings	75,000.00
23. Pole Type Building, Size 30 ft. x 45 ft. (Heifer House on Farm)	1,300.00
24. Wet Storage of Water Softening Salt in Power Plant	2,000.00
25. Heat Recovery Unit to be Located on Ground Floor in Mechanical Equipment Room in Service Building	2,000.00

- (1) To be financed from Current Expense appropriation:
(2) Could be lumped together into one total figure under general Repairs and Improvements.

ROCHESTER STATE HOSPITAL (Continued)

Description of Item	Amount of Request
Priority B - 1965	
26. Garage and Repair Shop Building	\$ 125,850.00
27. Occupational Therapy and Library Building	204,107.00
28. New Continued Treatment Building #4	1,627,757.00
Priority C - 1967	
29. New Chapel (see Ypsilanti, Michigan Chapel plan) cost, equipped	207,000.00
Priority D - 1969	
None	
Priority E - 1971	
None	

ST. PETER STATE HOSPITAL

Institution Biennial Building and
Special Repairs and Improvement Requests

1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Farm Building	\$ 25,000.00
2. Repair of Two Freight Elevators, North and South Flats	13,910.00
3. Architects' and Engineers' Fee for the Plan of the Power Plant	42,000.00
4. Architects' and Engineers' Fee, Preliminary Plans and Specifications for Addition to Service Building	25,500.00
5. Two Stall Garage	800.00
6. Fire Escapes, Psychopathic Building	8,200.00
7. Fire Escape, Cottage X	12,000.00
8. Greenhouse	35,000.00
9. Detached Ward South Elevator	20,000.00
10. Doors at Service Building	3,000.00
11. Sidewalks	600.00
12. Replacing Locks at Psycho 3rd Floor	760.00
13. Replacing Locks at Present Nurses' Home	800.00
14. Tuckpointing at Service Building	2,500.00
15. Replacing Floors at Women's Occupational Therapy, Second Floor	2,450.00
16. Replacing Floor in Employees' Dining Room	3,100.00
17. Repairing Boiler Walls and Baffles	10,000.00
18. Blacktopping of Parking Areas	5,068.00
19. Replacing Fuse Cabinets	2,140.00
20. Installing Outlets in Nurses' Homes	2,500.00
21. Replacing with Natural Gas the Present Steam Line to Milk House	2,566.46
22. Installing Outlets	8,840.00
23. Replacement of Four Inch Sewer Line in Old Main Kitchen	2,000.00
24. Replacing Floors, Dining Rooms, North Flats	3,100.00
25. Completion of Six Inch Water Main Loop	24,000.00
26. Psychopathic Building	9,000.00
27. Cottage X	6,000.00
28. Liberty Hall	5,000.00
29. Security Hospital	40,000.00
30. Carpenter Shop	2,800.00
31. North Flats	15,000.00
32. Repairs to Walk-in Refrigerators	4,000.00
33. Detached Ward South	20,000.00

Requests for Balance of Ten Year Building Program

The proposal for the next ten years' building program at the St. Peter State Hospital is based on the program of the Master Site Plan. Assuming that this program is followed essentially as it was originally developed, maintenance and repairs of buildings have been held to a minimum consistent with the necessary operation of the hospital.

WILLMAR STATE HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Mechanics' Garage.	\$ 40,000.00
2. Replacement of Roadway from Powerhouse to Service Building.	10,000.00
3. Rehabilitation of Cottages 4 through 16, Auditorium, and Administration Building.	100,000.00
4. Installation of Ground Lighting System	18,000.00
5. Surface Aprons and Parking Areas.	9,000.00
6. Two Corn Cribs.	1,200.00
7. Addition to Hog House and Concrete Feeding Slab.	5,000.00
8. Replace Storm Sewer in Power Plant Area.	1,000.00
9. Rehabilitate Deep Well Number 4.	5,000.00
10. Replace Steam Line from Powerhouse to Nurses Home.	1,500.00
11. Remodel Old Powerhouse for Use as Indoor Recreation Center.	No estimate
12. Demolish Garages West of Powerhouse.	No cost
13. Paint and Clean Water Tower.	No estimate
14. Replace Old 6 Inch Water Main in Tunnel.	No estimate
Priority B - 1965	
15. Rehabilitation of Cottages 4 through 16, Administration Building and Auditorium.	71,000.00
16. Construct New 30-bed Addition to Intensive Treatment Unit.	No estimate
17. Tile Farm Area.	10,000.00
18. Replace and Rebuild Sidewalks.	3,000.00
Priority C - 1967	
19. Construct New 60-bed Psychiatric Intensive Treatment Unit for Inebriates.	No estimate
20. New Chapel.	150,000.00
21. Pave Barnyard	2,500.00
22. Provide Forty Foot Addition to Storeroom of Unit C in Service Building.	56,000.00
Priority D - 1969	
23. Rehabilitation Therapies and Industrial Arts Building	No estimate
24. Student Nurses' Residence.	No estimate
Priority E - 1971	
25. Day and Night Care Center	No estimate
26. Half-way House	No estimate

BRAINERD STATE SCHOOL AND HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. For Constructing and Equipping School Department and Rehabilitation Therapies Building (Building #4)	\$1,445,000.00
2. For Constructing and Equipping Four 108-bed Patient Buildings (#15, #17, #10, #11)	3,000,000.00
3. For Extension of Tunnels to New Buildings	247,500.00
4. For Grading of Site, Seeding and/or Sodding	20,000.00
5. For Roads and Parking Areas, Sidewalks, Curbs, and Gutters	30,000.00
6. For Fences and Gates	5,000.00
7. For Extension of Landscaping	10,000.00
8. For Extension of Sanitary Sewer System, Water Distribution System, and Storm Water Drainage System	77,000.00
9. For Extension of Street Lighting	10,000.00
10. For Addition of Third Boiler, Service Building (#2)	115,000.00
11. For Completion of Laundry Facilities, Building #2	70,000.00
12. For Completion of Dietary Facilities, Building #2	7,000.00
13. For Expansion of Water Softening Facility, Building #2	20,000.00
14. Additional Emergency Generator, Building #2	40,000.00
Priority B - 1965	
15. For Constructing and Equipping Three 108-bed Patient Buildings (#13, #14, #16)	1,950,000.00
16. For Extension of Tunnels to New Buildings	185,625.00
17. For Grading of Site, Seeding, and/or Sodding	15,000.00
18. For Roads and Parking Areas, Sidewalks, Curbs and Gutters	22,500.00
19. For Fences and Gates	5,000.00
20. For Extension of Landscaping	10,000.00
21. For Extension of Sanitary Sewer System, Water Distribution System, and Storm Water Drainage System	58,000.00
22. For Extension of Street Lighting	10,000.00
Priority C - 1967	
None	
Priority D - 1969	
None	
Priority E - 1971	
None	

CAMBRIDGE STATE SCHOOL & HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
 Priority A - 1963	
1. Supplemental Funds to Finish Laundry, Carpenter and Paint Shop Building	\$ 16,682.00
2. Architectural Services for Preliminary Plans for Buildings to be Constructed in the Year 1965	85,000.00
3. Construct Warehouse	375,000.00
4. Construct Garage for State Vehicles, with Shop Facilities	70,000.00
5. Repairs and Rehabilitation of Cottages and Other Buildings	528,250.00
6. Addition to Employees' Dining Room Plus Equipment and Enlargement of the Kitchen	118,000.00
 Priority B - 1965	
7. Construct Patient Buildings	4,200,000.00
8. Construct Rehabilitation Center	1,400,000.00
9. Research Building	500,000.00
 Priority C - 1967	
10. Nurses' Dormitory Together with Repair and Rehabilitation Work of our Older Buildings	No estimate
 Priority D - 1969	
11. All Faiths' Chapel Together with Repairs and Rehabilitation Work of Older Buildings	No estimate
 Priority E - 1971	
12. Repair and Rehabilitation Work on Older Buildings at both Cambridge and Lake Owasso	No estimate

FARIBAULT STATE SCHOOL AND HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvements Request
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. One 1600 KW Generator	\$ 250,000.00
2. Repair Elevator, Hospital Building	6,000.00
3. Replace Roof, Ivy Cottage	10,000.00
4. Replace Roof, Boiler Room	7,500.00
5. Additional Facilities, Ivy Cottage Cafeteria	10,000.00
6. Loading Docks, Garbage Rooms - nine Cottages	27,000.00
7. Sprinkler System, Tailor Shop	4,000.00
8. Grading and Blacktopping Service Roads	26,000.00
9. Replacement, Herdsman's Cottage and Garage	20,000.00
10. New Central Kitchen	1,250,000.00
11. Replacement Dormitory, Male Patients	1,000,000.00
12. Replacement Dormitory, Female Patients	1,000,000.00
13. Garage for Storing Cars and Trucks	25,000.00
14. Two 500 Ton Silos	9,000.00
15. Two Pole Type Hay and Straw Storage Sheds	6,600.00
16. Three Concrete Feeding Slabs	1,500.00
17. New Wing, Existing Hospital	528,000.00
18. Chapel	95,000.00
19. Razing Grandview Cottage	3,000.00
20. Automatic Heating Controls	35,000.00
21. Architectural and Engineering Service	10,000.00
Priority B - 1965	
22. Replacement, Chippewa Cottage	1,700,000.00
23. Toilet and Water Facilities, Patients' Playground	(undetermined)
24. Ventilating Sand Rock Cellar	25,000.00
25. Automatic Heating Controls	35,000.00
Priority C - 1967	
26. Replacement, Ivy Cottage	1,700,000.00
27. Automatic Heating Controls	35,000.00
Priority D - 1969	
28. Replacement, Hillcrest Cottage	800,000.00
Priority E - 1971	
29. Replacement, Poppy Cottage	800,000.00

LAKE OWASSO CHILDREN'S HOME
Institution Biennial Building and
Special Repairs and Improvements Request
1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Repair of Electrical Service	\$ 2,000.00
2. New Sidewalk	500.00
Priority B - 1965	
None	
Priority C - 1967	
None	
Priority D - 1969	
None	
Priority E - 1971	
None	

OWATONNA STATE SCHOOL

Institution Biennial Building and
Special Repairs and Improvement Requests
1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. New Cottage Building	\$ 350,000.00
2. New Service Building	1,100,000.00
3. New Addition to School Building	300,000.00
4. New Carpenter Shop and Storage Building	68,000.00
5. New Paint Shop	40,000.00
6. Street and Sidewalk Repair and Construction	33,500.00
7. Street Lighting	25,000.00
8. Landscaping and Watershed	13,650.00
9. Relocate Buildings	6,500.00
10. New Garage	21,000.00
11. Major Repairs to Cottages and Other Buildings	40,000.00
12. Demolition of Old Buildings	20,000.00
13. Repairs to Smoke Stack	2,000.00
Priority B - 1965	
14. Reroof Administration	20,000.00
Priority C - 1967	
15. Clean and Paint Water Tower	5,000.00
Priority D - 1969	
16. Reroof Cottage #12	15,000.00
Priority E - 1971	
17. New Cottage Building	370,000.00

SHAKOPEE HOME FOR CHILDREN
Institution Biennial Building and
Special Repairs and Improvements Request
1963-1965 Biennium

Description of Item

Priority A - 1963

Remodel and Modernize kitchen and pantry, including new sinks, counter tops, cup boards.

Installation of dish washer. New linoleum on floor. - Shaw Cottage

Priority B - 1965

None

Priority C - 1967

None

Priority D - 1969

None

Priority E - 1971

None

AH-GWAH-CHING NURSING HOME
 Institution Biennial Building and
 Special Repairs and Improvement Requests
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Elevator and Food Service (Hall Pavilion)	\$ 25,000.00
2. Rewiring to Comply with Fire Marshal's Recommendations	30,000.00
3. Renovate and Remodel Plumbing	12,700.00
4. Install New Sewers	3,250.00
5. Main Water Service	750.00
6. Blacktop Roads	7,500.00
7. Garage and Shelter	3,500.00
8. Construct Double Garage (Residence No. 31)	2,000.00
Priority B - 1965	
9. Road Surfacing	6,000.00
10. Re-roof Nurses' Home No. 14	3,000.00
Priority C - 1967	
11. Ash Storage Bin	10,000.00
12. Road Surfacing	4,000.00
13. Replace Sidewalks	2,000.00
Priority D - 1969	
None	
Priority E - 1971	
None	

BRaille AND SIGHT SAVING SCHOOL
Institution Biennial Building and
Special Repairs and Improvements Request
1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Fireproof Garage	\$ 9,600.00
2. Fire Escape, Dow Hall	6,000.00
3. Automatic Sprinkler Systems	20,000.00
4. Fire Alarm Systems	3,000.00
5. Drain, Area of Campus	3,000.00
6. Campus and Road Lighting	8,000.00
7. Waterproof Tunnel	
8. Crawl Tunnel	7,000.00
9. Brick Windows, Laundry	1,500.00
Priority B - 1965	
10. New Girls' Dormitory	300,000.00
11. New Superintendent's Cottage	30,000.00
12. Remodel Classrooms, Dow Hall	75,000.00
Priority C - 1967	
None	
Priority D - 1969	
None	
Priority E - 1971	
None	

GILLETTE STATE HOSPITAL
 Institution Biennial Building and
 Special Repairs and Improvements Request
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Rewiring and New Light Fixtures	\$ 50,000.00
2. Enlargement of the Outpatient Department and Remodeling the Present Department	300,000.00
3. New Administration Wing	290,000.00
4. Hospital Repairs and Improvements	31,800.00
5. Improving Grounds	50,000.00
6. New Elevator	20,000.00
7. Cerebral Palsy Evaluation Wing	500,000.00
Priority B - 1965	
None	
Priority C - 1967	
None	
Priority D - 1969	
None	
Priority E - 1971	
None	

GLEN LAKE STATE SANATORIUM
and
OAK TERRACE NURSING HOME

Institution Biennial Building and
Special Repairs and Improvements Request
1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
Continuation of Remodeling Program	\$1,100,000.00

The State Architect estimated a total of \$1,500,000 is needed to completely rehabilitate all the buildings. \$400,000 of this was appropriated by the 1961 Legislature.

Although specific details and estimates are not available at this time, some of the major items may be anticipated as follows:

1. Modernization of Sewage System.
2. Replacement or Repair of Roofing.
3. Repair or Replacement of Plumbing.
4. Exterior Tuckpointing and Waterproofing.
5. Fire Alarm Systems and Fire and Safety Equipment.
6. Modernization of Kitchen and Laundry to Increase Capacity.
7. Interior Remodeling of Buildings for Patient Use (which have not been used for this purpose previously).
8. Major and minor items not completed because of lack of funds during the present biennium.

SCHOOL FOR THE DEAF
 Institution Biennial Building and
 Special Repairs and Improvements Request
 1963-1965 Biennium

Description of Item	Amount of Request
Priority A - 1963	
1. Boys' Dormitory, Including Equipment	\$ 708,000.00
2. Classroom Addition, Pollard Hall, Including Equipment	270,000.00
3. Remodeling of Service Building, Including Equipment	24,800.00
Priority B - 1965	
4. 35-Bed Infirmary, Including Equipment	260,000.00
5. Acoustic Treatment, Classrooms	(To be determined)
6. Base Heating Units, Noyes Hall E. W.	(To be determined)
7. New Storm Sewer Lines	(To be determined)
8. Remodeling Ground Floor, Noyes Hall, Including Equipment	12,750.00
9. Road Surfacing, Curbs and Gutters	12,000.00
Priority C - 1967	
10. Repair Exterior Stairways, Tate Hall and Noyes Hall	(To be determined)
11. Replace Floors, Former Laundry	(To be determined)
Priority D - 1969	
12. Swimming Pool and Bowling Alley Annex to Gymnasium including equipment	(To be determined)
Priority E - 1971	
None	

Ten-Year Budget Program
July 1, 1963 - June 30, 1973

	1963-64	1964-65	1965-66	1966-67	1967-68	1968-69	1969-70	1970-71	1971-72	1972-73
Administration	1,202,402	1,298,598	1,402,486	1,514,685	1,635,860	1,766,729	1,908,067	2,060,712	2,225,569	2,403,614
Research	150,000	162,000	174,960	188,956	204,072	220,397	238,029	257,071	277,637	300,000
Training-Mental Health	150,000	162,000	174,960	188,956	204,072	220,397	238,029	257,071	277,637	300,000
Local Community Clinics	1,153,000	1,545,088	1,668,695	1,802,190	1,946,365	2,102,074	2,270,240	2,451,859	2,648,008	2,859,850
Contingent Fund-Institutions	250,000	270,000	291,600	314,928	340,122	367,332	396,718	428,455	462,731	500,000
Contingent Fd.-Hosp. Care	10,000	10,800	11,664	12,597	13,605	14,693	15,868	17,137	18,508	20,000
Aging	31,250	33,750	36,450	39,366	42,515	45,916	49,589	53,556	57,840	62,500
Children Under Guardianship	1,052,500	1,136,700	1,227,636	1,325,847	1,431,915	1,546,468	1,670,185	1,803,800	1,948,104	2,105,000
1) County Sanatoria T. B.	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
2) Aid to Dependent Children	7,550,250	7,550,250	8,825,250	8,825,250	10,307,250	10,307,250	11,983,000	11,983,000	13,913,750	13,913,750
3) Old Age Assistance	14,746,500	14,746,500	16,057,000	16,057,000	17,108,500	17,108,500	18,667,500	18,667,500	21,769,500	21,769,500
2) Aid to Blind	491,000	491,000	554,000	554,000	646,250	646,250	712,250	712,250	813,750	813,750
2) Aid to Disabled	329,000	329,000	351,525	351,525	392,250	392,250	438,250	438,250	484,750	484,750
Voc. Rehab. of Blind	60,000	64,800	69,984	75,583	81,629	88,159	95,212	102,829	111,055	120,000
Equalize Welfare Costs	1,250,000	1,350,000	1,458,000	1,469,664	1,587,237	1,714,216	1,851,353	1,999,461	2,159,418	2,332,171
Public Relief	500,000	540,000	583,200	629,856	680,244	734,664	793,436	856,910	925,462	1,000,000
Pilot Study - Ment. Retarded	36,000	38,880	41,990	45,349	48,977	52,895	57,127	64,522	69,684	75,000
Sub-Totals	29,461,902	30,229,366	33,429,400	33,895,752	37,170,863	37,828,190	41,884,853	42,654,383	48,663,403	49,559,885
Mental Hospitals										
Anoka State Hospital	3,021,913	3,263,666	3,524,759	3,806,739	4,111,278	4,440,180	4,795,394	5,179,025	5,593,347	6,040,814
Hastings State Hospital	2,237,824	2,416,849	2,610,197	2,819,012	3,044,533	3,288,096	3,551,144	3,835,235	4,142,054	4,473,418
Willmar State Hospital	2,565,497	2,770,737	2,992,396	3,231,788	3,490,331	3,769,557	4,071,122	4,396,812	4,748,557	5,128,442
Fergus Falls State Hosp.	3,626,269	3,916,371	4,229,681	4,568,055	4,933,499	5,328,179	5,754,433	6,214,788	6,711,971	7,248,929
Rochester State Hospital	3,452,362	3,728,551	4,026,835	4,348,982	4,696,900	5,072,652	5,478,464	5,916,741	6,390,080	6,901,286
St. Peter State Hospital	5,075,556	5,481,600	5,920,128	6,393,738	6,905,237	7,457,656	8,054,268	8,698,609	9,394,498	10,146,058
Moose Lake State Hospital	2,604,754	2,813,134	3,038,185	3,281,240	3,543,739	3,827,238	4,133,417	4,464,090	4,821,217	5,206,914
Sub-Total	22,584,175	24,390,908	26,342,181	28,449,554	30,725,517	33,183,558	35,838,242	38,705,300	41,801,724	45,145,861
Mentally Deficient Hospitals										
Faribault St. Sch. and Hosp.	5,213,759	5,630,859	6,081,328	6,567,834	7,093,261	7,660,722	8,273,580	8,935,466	9,650,303	10,422,327
Cambridge St. Sch. and Hosp.	4,054,880	4,379,270	4,729,612	5,107,981	5,516,619	5,957,948	6,434,584	6,949,351	7,505,299	8,105,723
Owatonna State School	1,047,046	1,130,810	1,221,275	1,318,977	1,424,495	1,538,455	1,661,531	1,794,453	1,938,009	2,093,050
Shakopee-Home for Children	69,977	75,575	81,621	88,151	95,203	102,819	111,044	119,928	129,522	139,886
4) Brainerd St. Sch. and Hosp.	2,500,000	3,500,000	5,000,000	5,400,000	5,832,000	6,298,560	6,802,445	7,346,641	7,934,372	8,569,122
Sub-Total	12,885,662	14,716,514	17,113,836	18,482,943	19,961,578	21,558,504	23,283,184	25,145,839	27,157,505	29,330,108
5) Special Schools										
Braille & Sight Sav. Sch.	386,413	401,870	417,945	434,663	452,049	470,131	488,936	508,493	528,833	549,986
School for the Deaf	756,252	786,502	817,962	850,680	884,707	920,095	956,899	995,175	1,034,982	1,076,381
Sub-Total	1,142,665	1,188,372	1,235,907	1,285,343	1,336,756	1,390,226	1,445,835	1,503,668	1,563,815	1,626,367
5) Special Hospitals										
Gillette State Hospital	1,644,821	1,710,614	1,779,039	1,850,201	1,924,209	2,001,177	2,081,224	2,164,473	2,251,052	2,341,094
Ah-Gwah Ching Nurs. Home	1,319,325	1,372,098	1,426,982	1,484,061	1,543,423	1,605,160	1,669,366	1,736,141	1,805,587	1,877,810
Sub-Total	2,964,146	3,082,712	3,206,021	3,334,262	3,467,632	3,606,337	3,750,590	3,900,614	4,056,639	4,218,904

Ten-Year Budget Program (Continued)
July 1, 1963 - June 30, 1973

	1963-64	1964-65	1965-66	1966-67	1967-68	1968-69	1969-70	1970-71	1971-72	1972-73
6) Other										
Glen Lake State Sanatorium	2,000,000	2,880,000	2,995,200	3,115,008	3,239,608	3,369,192	3,503,960	3,644,118	3,789,883	3,941,478
Children's Treatment Center	715,000	772,200	833,976	900,694	972,749	1,050,569	1,134,615	1,225,384	1,307,415	1,412,008
Sub-Total	2,715,000	3,652,200	3,829,176	4,015,702	4,212,357	4,419,761	4,638,575	4,869,502	5,097,298	5,353,486
GRAND TOTAL	71,753,550	77,260,072	85,156,521	89,463,556	96,874,703	101,986,576	110,841,279	116,779,306	128,340,384	135,234,611

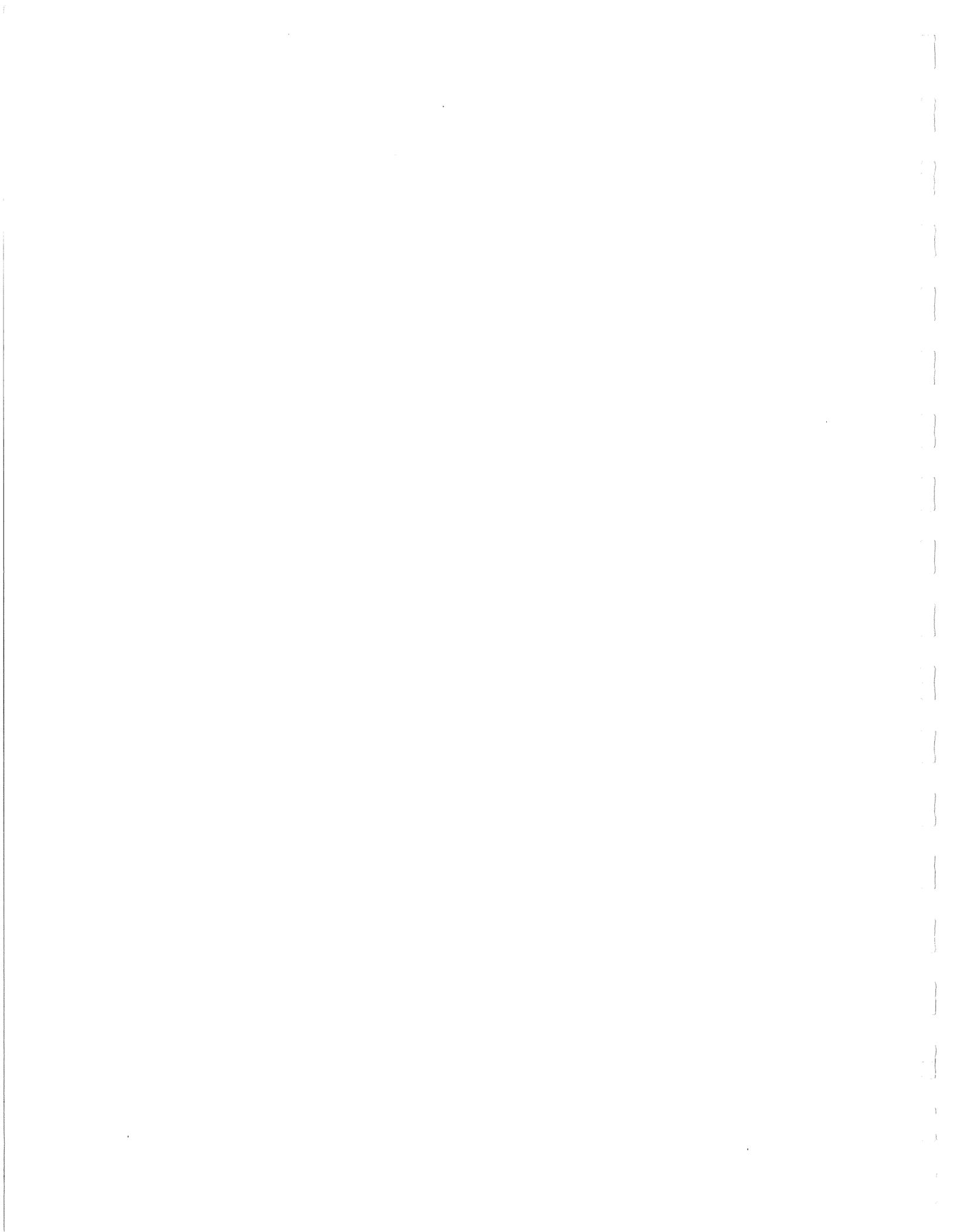
FOOTNOTES:

- 1) No increase in this program expected.
- 2) These estimates reflect primarily experience in trend in these programs with adjustments made for the surge in population growth-no allowance for changes in price of food, clothing, or items covered by standard allowance. They do reflect change in medical costs. Trends are projected linear or straight-line assuming a stable economy. Federal funds based on present law, but it might be reasonable to forecast changes since they occur routinely under normal national conditions.
- 3) Special equipment computed at 50% of total biennium 1961-63 and increased - all other operating accounts were started with the Department's request to the Legislature 1961-63 and increased at rate of 8% per year.
- 4) Brainerd computed to correspond above Cambridge costs - population increased to 2000 by 1965-66.
- 5) Staff not to be increased - provision made for only 4%
- 6) Population increased to 600 by 1964-65 and computed at \$4,800 per capita costs and increased at rate of 4% per year thereafter. (because of no substantial staff increases) This applies to Glen Lake Sanatorium only.

Institutions
10-Year Building Program

	1963-65	1965-67	1967-69	1969-71	1971-73
Mental Hospitals					
Anoka State Hospital	2,686,200	1,162,000	75,000	140,000	205,000
Fergus Falls State Hospital	858,000	205,000	90,000	50,000	1,000,000
Hastings State Hospital	4,898,470	4,262,400	6,114,265	3,294,639	2,010,356
Moose Lake State Hospital	207,650	27,000	35,000	30,000	15,000
Rochester State Hospital	2,153,726	1,957,714	207,000	-0-	-0-
St. Peter State Hospital *	357,634	4,500,000	4,500,000	4,500,000	4,500,000
Willmar State Hospital	<u>247,700</u>	<u>384,000</u>	<u>808,500</u>	<u>1,150,000</u>	<u>310,000</u>
Total Mental Hospitals	11,409,380	12,498,114	11,829,765	9,164,639	8,040,356
Mentally Deficient					
Brainerd State School & Hospital	5,096,500	2,256,125	-0-	-0-	-0-
Cambridge State School & Hospital	1,192,932	6,100,000	650,000	200,000	150,000
Faribault State School & Hospital	4,323,600	1,762,000	1,735,000	800,000	800,000
Lake Owasso	2,500	-0-	-0-	-0-	-0-
Owatonna State School	2,019,650	20,000	5,000	15,000	370,000
Shakopee Home for Children	<u>7,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total Mentally Deficient	12,642,182	10,138,125	2,390,000	1,015,000	1,320,000
Special Schools					
Braille & Sight Saving School	61,100	405,000	-0-	-0-	-0-
School for the Deaf	<u>1,002,800</u>	<u>371,750</u>	<u>48,000</u>	<u>275,000</u>	<u>-0-</u>
Total Special Schools	1,063,900	776,750	48,000	275,000	-0-
Special Hospitals & Nursing Homes					
Gillette State Hospital	1,241,800	-0-	-0-	-0-	-0-
Ah-gwah-ching Nursing Home	84,700	9,000	16,000	-0-	-0-
Glen Lake State Sanatorium	<u>1,100,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total Special Hosp. & Nursing Homes	<u>2,426,500</u>	<u>9,000</u>	<u>16,000</u>	<u>-0-</u>	<u>-0-</u>
Grand Total	27,541,962	23,421,989	14,283,765	10,454,639	9,360,356

* Based on the Walter Butler 10 Year Program in which they state that approximately 18,000,000.00 will be needed to rebuild St. Peter Hospital.



**DENTAL ADVISORY COMMITTEE
MEDICAL ADVISORY COMMITTEE**

MS 256.01 Subd. 2 (14) "The commissioner shall . . . establish county, regional, or state-wide schedules of maximum fees and charges which may be paid by county welfare boards for medical, dental, surgical, hospital, nursing, and nursing home care and medicine and medical supplies under the categorical aid programs."

MENTAL HEALTH MEDICAL POLICY COMMITTEE

MS 246.017 Subd. 2 "The commissioner shall create a medical policy directional committee on mental health. . . .The committee shall advise the commissioner . . . on all phases of professional standards including patient care, training of personnel, establishment of treatment programs, obtaining adequate staff, establishment of medical and statistical records . . . approval and guidance of research projects and distribution of research funds."

**OFFICE OF THE
COMMISSIONER**

1 - Commissioner
1 - Assistant Commissioner
1 - Clerical

COUNCIL ON AGING

Serve as executive secretary to Governor's Citizens Council on Aging.
Encourage private and public agencies to provide services for aging.
Promote volunteer services and stimulate public interest in the problem of aging.

MS 256.01 Subd. 7 "The commissioner . . . may appoint . . . a special assistant on aging . . ."

1 - Consultant 2 - Clerical
2 - Field Representatives

PLANNING

Plan and develop new welfare concepts and systematic working methods aimed at the prevention and control of the social problems for which the Department is responsible.

MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall...establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of department."

1 - Planning Coordinator 1 - Social Worker
1 - Research Analyst 1 - Clerical

PUBLICATIONS EDITOR

Edit Minnesota Welfare, Weekly Bulletin, and other department publications.

MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall . . . establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."

1 - Informational Representative

LEGAL SERVICES

Serve as legal advisor to the Commissioner.

MS 8.024 "The attorney general shall appoint an assistant attorney general . . . to the department of public welfare."

1 - Assistant Attorney General 1 - Clerical

PERSONNEL

(See page 2)

**DIVISION OF
ADMINISTRATIVE
SERVICES**

**DIVISION OF
CHILD WELFARE**

**DIVISION OF
FIELD SERVICES**

**DIVISION OF
MEDICAL
SERVICES**

**DIVISION OF
PUBLIC
ASSISTANCE**

**DIVISION OF
REHABILITATIVE
SERVICES**

PERSONNEL

Direct program for recruitment, selection, retention and training of county welfare departments, central office and institution employees; Supervise departmental work simplification program.
MS 256.01 "The commissioner of public welfare shall..establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."
1 - Personnel Director 1 - Personnel Officer 2½ - Clerical

TRAINING
Develop and coordinate a state-wide plan of staff development and in-service training for professional and non-professional employees of county welfare departments, state institutions and the central office.
MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall...establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department." MS 246.014 (7) "The commissioner...shall establish training programs for the training of personnel... [relating to employees of hospitals for the mentally ill]
1 - Training Coordinator 1 - Welfare Executive ½ - Clerical

SYSTEMS AND PROCEDURES
Conduct procedural and organizational studies and special administrative studies. Operate forms control and forms design program.
MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall....establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."
2 - Administrative Analysts

COUNTY WELFARE MERIT SYSTEM
Administer the merit system program of employment for the county welfare departments which includes the classification of positions; recruitment, examination and certification of candidates for employment; administration and review of the compensation plan; development and administration of personnel policies. The Merit System Council, appointed by the Governor, hears personnel appeals, establishes board examination policies, and reviews and makes recommendations on proposed changes in the rules and regulations.
MS 393.07 Subd. 5 "The commissioner of public welfare shall have authority...relating to the establishment and maintenance of personnel standards on a merit basis as concerns all employees of county welfare boards..."
1 - Supervisor 1 - Personnel Technician 2 - Clerical

DIVISION OF ADMINISTRATIVE SERVICES

DIRECTOR

OFFICE OF THE DIRECTOR	MANAGEMENT	BUDGETS AND REPORTS	RESEARCH AND STATISTICS	ACCOUNTING	COLLECTIONS AND AUDITS
<p>Provide fiscal management and activities of budgeting, auditing, and central accounting for the Department of Public Welfare, including the institutions under the Department's supervision.</p> <p>Gather and interpret statistical data.</p> <p>Coordinate the general administrative functions, other than the technical operations of the child welfare program, aid programs, and mental health program.</p> <p>Audit institution accounts and fiscal procedures.</p>	<p>Provide management consulting service to state institutions on farm management and building maintenance.</p> <p>Operate central office mail room reception desk, stenographic pool, and other office management services.</p>	<p>Review institutional budgets before submission to the Department of Administration.</p> <p>Preparation of central office and federal budgets.</p> <p>Preparation of financial reports of state accounts and federal obligations.</p>	<p>Prepare statistics on populations, social characteristics, and finances in order to aid in administering mental health, child welfare, crippled children, and public assistance programs.</p> <p>Prepare reports to aid in supervising county welfare departments and state institutions; to the federal Department of Health, Education, and Welfare and to the state legislature.</p>	<p>Prepare welfare employees' payroll.</p> <p>Maintain agency wide cost accounting system.</p> <p>Bill for patient care in state institutions.</p> <p>Prepare abstracts for payment to private vendors and government agencies.</p> <p>Audit county abstracts and minutes to determine state and federal obligation.</p>	<p>Investigate financial status of patients and responsible relatives for billing for cost of care-in mental hospitals and mentally deficient epileptic institutions.</p> <p>Determine amount to be billed.</p> <p>Collect payments for cost of care.</p> <p>Audit county welfare departments, county nursing homes, community health clinics and private crippled children hospitals.</p>
<p>MS 246.04 "The commissioner of public welfare shall keep at his office a proper and complete system of books and accounts with each institution . . ."</p> <p>MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall . . . establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."</p>	<p>MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall . . . establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."</p>	<p>MS 246.06 ". . . in each even-numbered year, the commissioner . . . shall make a report to the governor and legislature covering the biennial period . . . respecting each institution under his control . . . the commissioner . . . shall make other reports to the governor . . . from time to time . . . relating to the conditions and wants of the several institutions."</p>	<p>MS 256.13 (5) [OAA] ". . . prepare and print for the fiscal year . . . adequate and complete statistics divided by counties . . ."</p> <p>MS 256.49 Subd. 1 (5) [AB] "Cooperate with the federal social security board . . . or other agency . . . as may be necessary to qualify for federal aid . . . include the making of such reports . . ."</p> <p>MS 245.23 Subd. 4 [AD] "The state agency . . . furnishing of such reports and information as the administrator [Social Security Administrator] may require."</p>	<p>MS 246.04 "The commissioner . . . shall keep at his office a proper and complete system of books and accounts with each institution . . ."</p>	<p>Ch 62, Session Laws of 1961 [MDE] "The commissioner shall make . . . investigation . . . and shall determine . . . what part of the cost of care the patient is able to pay. . . The commissioner shall issue an order to the patient or guardian . . . and relatives determined able to pay requiring them to pay monthly to the State . . ."</p> <p>MS 256.05 [Relating to determination and collection for care in hospitals for the mentally ill.]</p> <p>MS 215.11 "The Public Examiner may accept the records and audit . . . of the division of social welfare in lieu of his examination of the county social welfare funds . . ."</p>
<p>1 - Director 1 - Auditor 1 - Clerical</p>	<p>1 - Institution Administrator Supervisor 1 - Farm Supervisor 1 - Building Maintenance Supervisor 1 - Executive 15 - Clerical</p>	<p>3 - Accountants 4 - Clerical and/or Account Clerks</p>	<p>6 - Statisticians 12 - Clerical</p>	<p>5 - Accountants 1 - Auditor 17 - Clerical and/or Account Clerks</p>	<p>1 - Accountant 1 - Executive 8 - Law Enforcement Inspectors 6 - Auditors 1 - Cashier 6 - Clerical</p>

DIVISION OF CHILD WELFARE

DIRECTOR

OFFICE OF THE DIRECTOR

Directing the work of the sections and the child welfare research projects and planning.

Assessing, formulating and evaluating needs and identifying gaps in social services and resources for dealing with child welfare problems.

Representing the Commissioner in matters relating to the child welfare program in work with the Legislature, Governor's office, other state departments and national agencies concerned with child welfare.

Assessing, formulating and evaluating plans for expenditures for child welfare from state and federal sources of funds.

Maintenance of child welfare case records.

Identification and development of child welfare content for training, orientation and public relations' purposes.

MS 256.01 Subd. 2 "The commissioner of public welfare shall...license and supervise child-caring and child-placing agencies and institutions; supervise the care of children in boarding and foster homes..."

MS 383.07 Subd. 1 "The public child welfare program shall be supervised and administered by the county welfare board in accordance with law and with rules and regulations of the commissioner."

1 - Director
1 - Assistant to the Director
2 - Project Directors
1 - Research Analyst
8 - Clerical

ADOPTION SECTION

Operates state-wide register of couples wishing to adopt and of children awaiting adoption. (Majority of children are state wards).

Provides guidance to counties and private agencies in improving adoption services.

Supervises and arranges placements of state wards.

Provides intake service for adoptive couples for the rural counties.

Investigates adoption petitions and makes reports to the court of jurisdiction.

MS 259.27 "...the clerk of court shall immediately transmit a copy of the petition to the commissioner...The commissioner shall verify the allegations of the petition...and make appropriate inquiry to ascertain whether the proposed foster home and the child are suited to each other...the commissioner shall submit to the court a full report in writing with his recommendations as to the granting of the petition."

MS 260.12 "The commissioner...shall have authority to place [a child committed to his care] ...in a family home and may be a party to any proceedings for the legal adoption..."

MS 257.03 "It is the duty of the commissioner...to investigate the circumstances surrounding the child's entry into the home and to take appropriate action to assure for the child, the natural parents, and the foster parents the full protection of all laws..."

4 - Welfare Executives
9 - Social Workers
6 - Clerical

PROTECTION & PLANNING SECTION

Act as guardian to children committed to Commissioner as dependent and neglected wards.

Develop programs and resources and supervise services for dealing with the problems of illegitimacy, child neglect, abuse or abandonment, absence of parent willing and able to provide needed care and supervision; need of parents for assistance with child rearing problems, loss of the right to grow up in permanent home, delinquency, mental, emotional or physical handicaps.

MS 256.01 Subd. 2 "The commissioner of public welfare shall...administer and supervise all child welfare activities; promote the enforcement of laws protecting defective, illegitimate, dependent, neglected and delinquent children ...The commissioner is hereby constituted as guardian of both the estate and the person of all the wards...and the funds of the same are hereby transferred to and vested in said commissioner..."

MS 383.07 Subd. 1 (b) "The purpose of the public child welfare program is to assure protection for...children who are confronted with social, physical, or emotional problems requiring such protection and assistance..."

5 - Welfare Executives
3 - Social Workers
3 - Clerical

STANDARDS & LICENSING SECTION

Establish standards, provide consultation, and license child placing agencies; boarding homes; group care facilities for retarded, delinquent, disturbed, and other handicapped children; day nurseries and maternity shelters.

Operate social service exchange.

Promote development and maximum use of private agency services and resources.

Promote cooperative relationships between county welfare departments and voluntary agencies.

MS 257.091 "The commissioner of public welfare shall pass annually on the fitness of every person or agency engaging in the business...of receiving and caring for children or placing them in foster care. The fitness of agencies shall be determined by the commissioner on the basis of conformity to rules established by the commissioner..."

MS 257.110 [Foster care facilities]
Chapter 624-1755 [Maternity Shelters]

MS 383.07 Subd. 1 (c) "A county welfare board shall...cooperate with other agencies, public and private, dealing with the problems of children and their parents..."

7 - Welfare Executives
3 - Clerical
5 - Index Clerks

DIVISION OF FIELD SERVICES

DIRECTOR

OFFICE OF THE DIRECTOR
<p>Supervise field liaison service between the State Agency and county welfare agencies and state institutions.</p> <p>Direct methods of supervision, consultation, and reporting necessary to achieve uniform operation of state-wide welfare programs.</p> <p>Supervise installation of new methods of social welfare administration.</p> <p>Make recommendations for county welfare board appointments.</p> <p>Direct library and county survey activities.</p>
<p>MS 256.01 "The commissioner of public welfare shall administer and supervise all forms of public assistance in the state . . . administer and supervise all child welfare activities . . . administer and supervise all mental hygiene work involving persons not in a state institution . . ."</p> <p>MS 393.01 Subd. 2 ". . . the county welfare board shall [be] appointed by the commissioner of public welfare."</p>
<p>1 - Director 1 - Administrative Assistant 1 - Clerical</p>

LIBRARY
<p>Supervise State Welfare and Correction institutions' libraries.</p> <p>Give library service (including audio-visual aids) to State Agency employees, county welfare department employees, and others.</p>
<p>MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall . . . establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."</p>
<p>2 - Librarians 2 - Clerical</p>

DISTRICT REPRESENTATIVES
<p>Supervise and consult on all state-wide welfare programs to effect uniform administration.</p> <p>Provide liaison service between Central Office and county welfare departments, state institutions, and mental health centers.</p> <p>Serve as Welfare Chief or Deputy for Civil Defense Planning and Execution.</p> <p>Interview nominees for welfare board appointment.</p>
<p>MS 256.01 Subd. 2 "The Commissioner . . . shall administer and supervise all forms of public assistance in the state including general relief . . . administer and supervise all child welfare activities . . . administer and supervise all mental hygiene work . . ."</p>
<p>1 - Urban Supervisor 1 - Rural Supervisor 16 - District Representatives 1 - Clerical</p>

SURVEYS AND MANUALS
<p>Conduct surveys of the administrative functioning and case handling in county agencies.</p> <p>Maintain <u>Public Welfare Manual</u> for county and private agencies; <u>Institutions Manual</u> for state institutions.</p> <p>Coordinate release of bulletins of instructions to county agencies, private agencies and state institutions.</p>
<p>MS 256.13 (2) "The state agency shall . . . make uniform rules and regulations . . . to the end that the old age assistance system may be administered uniformly . . ."</p> <p>MS 256.49 [Aid to the Blind]</p> <p>MS 245.23 [Aid to the Disabled]</p> <p>MS 256.72 [ADC]</p> <p>MS 256.01 Subd. 2 (1) [General Relief]</p> <p>MS 257.175 [Child Welfare Services]</p>
<p>1 - Supervisor 3 - Social Workers 2 - Clerical</p>

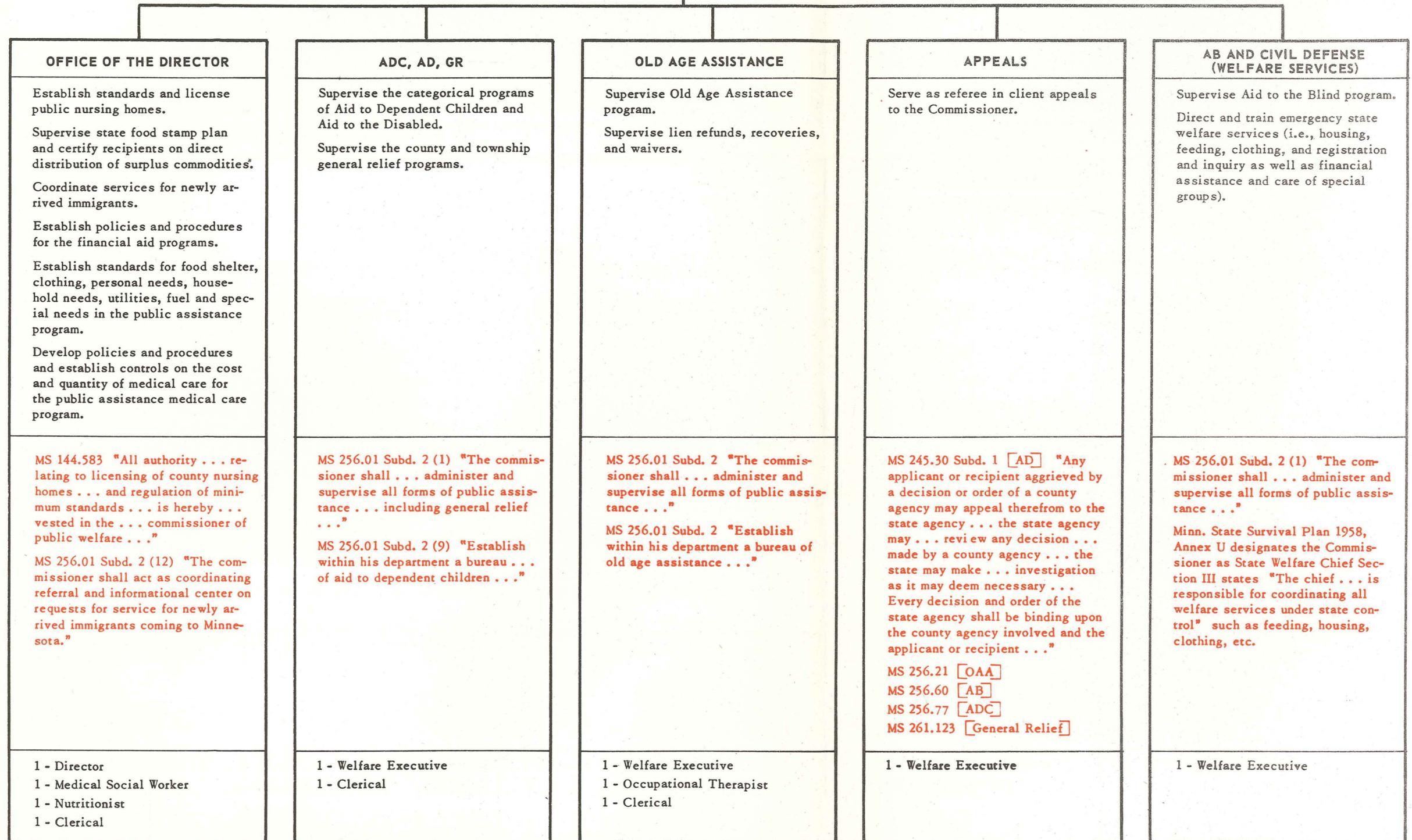
DIVISION OF MEDICAL SERVICES

MEDICAL DIRECTOR

OFFICE OF THE MEDICAL DIRECTOR	CHILDREN'S MENTAL HEALTH SERVICES	COMMUNITY MENTAL HEALTH SERVICES	MENTAL HEALTH INFORMATION AND VOLUNTEER SERVICE	TUBERCULOSIS SERVICES	MENTAL HEALTH RESEARCH
<p>Supervise Mental hospitals at Anoka, Fergus Falls, Hastings, Moose Lake, Rochester, St. Peter, and Willmar.</p> <p>Provide consultant services to institutions on psychiatry, psychology, social services, rehabilitation services, nursing, chaplaincy.</p> <p>Coordinate patient-transfers and out-of-state importations.</p> <p>Supervise Oak Terrace and Ah-Gwah-Ching Nursing Homes.</p>	<p>Promote comprehensive state program for children with mental disorders.</p> <p>Promote public and private community resources for children with mental disorders.</p> <p>Supervise guardianship program for the mentally retarded and epileptic persons, and mentally ill children, committed to the Commissioner.</p> <p>Supervise institutional care and training programs at Cambridge, Brainerd, Faribault, Owatonna, Shakopee, Annex for Defective Delinquents, and Minnesota Children's Treatment Center.</p>	<p>Stimulate and develop community organizations to provide mental health services.</p>	<p>Supervise volunteer programs in state institutions.</p> <p>Impart mental health information to the public through writings, speaking engagements, broadcasts, institutes, etc.</p>	<p>Pay state aid to county sanatoria.</p> <p>Locate, arrange, treatment for and follow TB suspects and employees of state institutions.</p> <p>Supervise Glen Lake State Sanatorium.</p>	<p>Coordinate mental health research in the state program.</p> <p>Supervise psychologists in state hospitals.</p>
<p>MS 246.014 (2) "There shall be a staff of persons, professional and lay, sufficient in number, trained . . . including religious and spiritual counsel . . . adequate to take advantage of and put into practice modern methods of psychiatry . . ."</p> <p>MS 253.015 "The state hospitals located at Anoka, Fergus Falls, Hastings, Moose Lake, Rochester, St. Peter . . . and Willmar shall constitute the state hospitals for mentally ill, and shall be under the general management of the commissioner of public welfare."</p> <p>Session Laws of 1961, Chap. 618 [Oak Terrace and Ah-Gwah-Ching]</p>	<p>MS 252.01 "The school and hospital for the mentally deficient shall be maintained at Faribault under the general management of public welfare."</p> <p>MS 252.011 [Brainerd]</p> <p>MS 252.015 [Cambridge]</p> <p>MS 247.13 [Owatonna]</p> <p>Laws of 1916-17, Chap. 194 give the state board of control general duties for the protection of defective children with authority to act as guardian and "make such provision and disposition of the child as necessity and best interest . . . require." MS 256.01 transfers these duties to the commissioner of public welfare.</p>	<p>MS 245.61 "The Commissioner of public welfare is hereby authorized to make grant to assist cities, counties, towns . . . in the establishment and operation of local mental health programs . . ."</p>	<p>MS 245.015 ". . . the commissioner of public welfare . . . may promote and conduct programs of education for the people of the state relating to the problem of mental health . . ."</p>	<p>MS 251.01 "The Minnesota State Sanatorium shall be maintained . . . under the general management of the commissioner of public welfare."</p> <p>MS 376.21 State Aid to county sanatoria.</p>	<p>MS 256.01 Subd. 2 (7) "The commissioner of public welfare shall . . . establish and maintain such administrative units as may reasonably be necessary for the performance of administrative functions common to all divisions of the department."</p>
<p>1 - Medical Director 8 - Consultants 6 - Clerical</p>	<p>1 - Psychiatrist 1 - Supervisor 3 - Social Workers 6 - Clerical</p>	<p>1 - Director 1 - Social Work Consultant 1 - Psychologist 2 - Clerical</p>	<p>2 - Professional 2 - Clerical</p>	<p>1 - Physician 1 - Supervisor 4 - Clerical</p>	<p>1 - Psychologist 1 - Clerical</p>

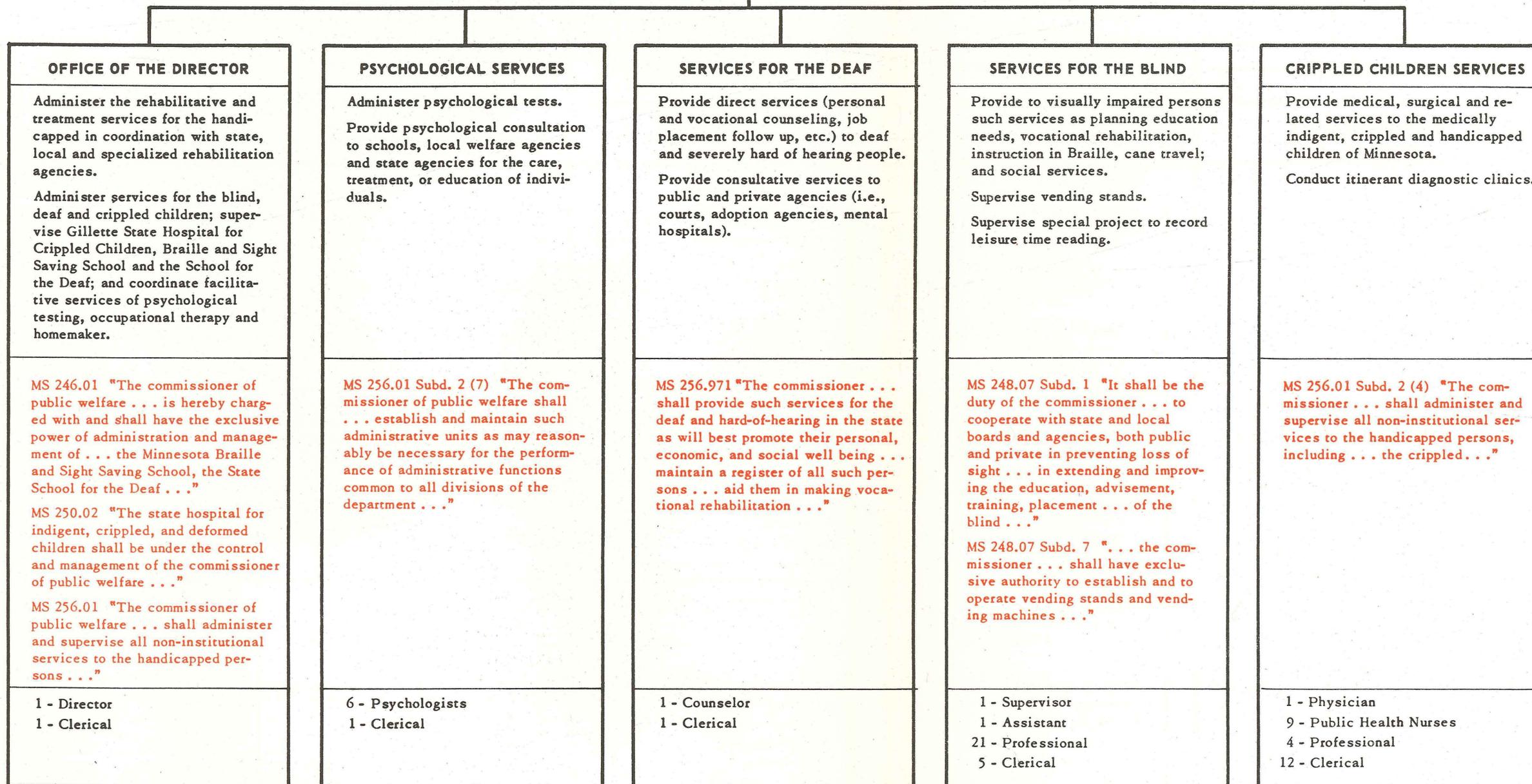
DIVISION OF PUBLIC ASSISTANCE

DIRECTOR



DIVISION OF REHABILITATIVE SERVICES

DIRECTOR



DEPARTMENT OF CIVIL SERVICE

HISTORY OF THE DEPARTMENT

The Minnesota State Civil Service Department was established by the 1939 Legislature as a statutory state department. The present legal authority is contained in Minnesota Statutes 1957, Chapter 43, as amended by Laws 1959 and 1961.

The Civil Service Act was part of a general legislative program providing for a major reorganization of the executive branch of the state government. The civil Service Act received active backing of many civic and public spirited organizations such as the League of Women Voters, veterans organizations, employee organizations, and representatives of business and industry. The legislation was originally designed to correct abuses in personnel administration. In addition to this, on a more positive basis, the legislation was intended to provide the state with a modern and efficient method of recruiting, classifying and paying state employees.

The Civil Service Act approximates closely the Model Civil Service Law which was developed by the National Civil Service League. There have been no major revisions in the basic law other than the changes in the basic salary ranges. The amendments to the Act, other than the range plan changes, were mostly to adjust for specific needs in the basic act.

ORGANIZATION

The Department is administered by a director, appointed following a nationwide, competitive examination by a three-member quasi-judicial board for a six-year term. He may be reappointed for successive six-year terms by the Board, with the advice and consent of the Senate, without further competitive examination. The three-member Board is appointed by the Governor with the advice and consent of the Senate for overlapping six-year terms. The authorities of the Director and the authorities of the Board are listed in Minnesota Statutes 1957, Section 43.05, 43.06 and 43.07. The Board normally meets twice a month and is a policy-making board with quasi-judicial powers. It has authority to hear appeals of employees who feel that they have been demoted or terminated unjustly.

The Department is divided into three major divisions: recruiting and examining, classification and pay, and transactions and office management.

As the name suggests, the Recruiting and Examining Division is concerned with attracting persons into state employment and administering examinations to determine the qualifications of the applicants. As a result of the examinations, the Division also establishes the eligible list of candidates and supervises the certification process.

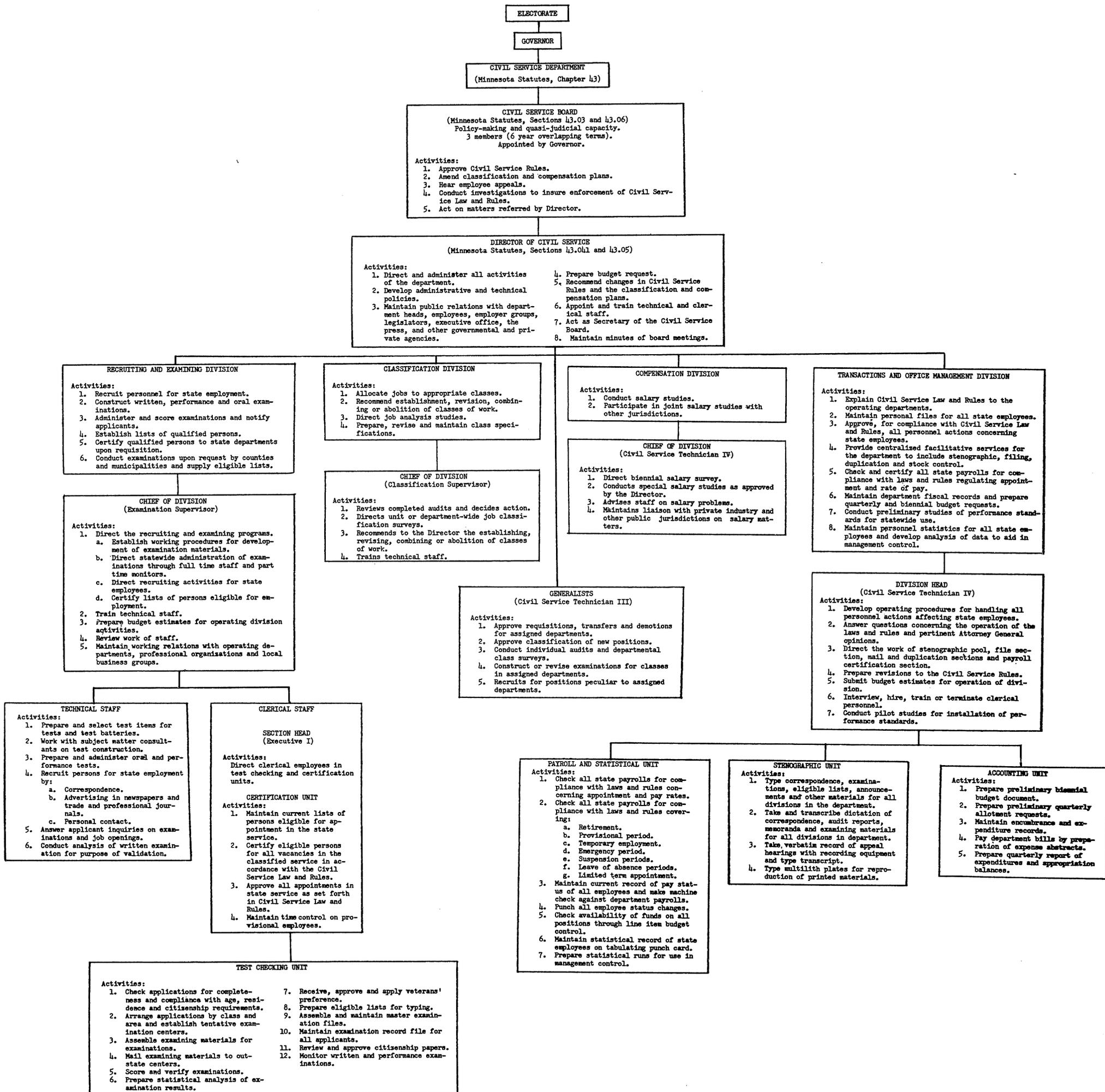
The Classification and Pay Division analyzes all the positions in the classified service and determines the proper class of work. In addition, this division is responsible for assigning salary rates for all classified state employees.

The Transactions and Office Management Division is responsible for maintaining the records of all state employees as well as processing any action that affects the individual employee. This could include, for example; appointment, transfer, promotion, demotion or termination. In addition, this Division is responsible for maintaining office services such as payroll certification, stenographic, duplicating, mail and supplies

Department's Activities as Prescribed by Statute

Legal Citation (M.S. 1953, S.L. 1955)	Function or Activity
M.S. 43.05 43.13 43.14	43.17 43.18 43.20 43.21 43.30 (1) Prepare and administer examinations from which eligible lists are established and from which in turn appointments are made.
M.S. 43.12 43.121 43.122 43.123 43.124	Classify all positions in the classified service and assign such classes to an appropriate range in the salary schedules, as determined by the legislature.
M.S. 43.05 Subd. 2	To adopt rules and regulations for the purpose of carrying out the provisions of Chapter 43, Minnesota Statutes, and administering such rules and regulations. These rules will cover such activities as: providing for current records of efficiency and standards of performance; the manner of completing appointments; rejection of eligible candidates; leaves of absence with and without pay; transfers, layoffs, vacations, and hours of work; procedures for changes in rates of pay; and other conditions of employment and personnel transactions.
M.S. 43.05 Subd. 4	To keep a roster of all state employees.
M.S. 43.05 Subd. 7	To make investigations concerning all matters touching the enforcement and effect of the provisions of Minnesota Statutes, Chapter 43.

CIVIL SERVICE ORGANIZATION CHART



One major change in organization, occurred in 1958 when the generalist form of organization was introduced to modify the previous functional form. Each generalist on the staff is assigned a number of state departments and is responsible for all of the activities of the department as they concern the individual operating departments.

RESPONSIBILITY AND AUTHORITY

The Department is charged with the responsibility of administering examinations following the recruitment activity. The Department is responsible for adopting rules and regulations for the purposes of carrying out the provisions of Chapter 43 and for administering such rules and regulations; for classifying all positions in the classified service and assigning these to appropriate salary ranges; for keeping a roster of all state employees and for making investigations concerning all matters touching the enforcement of the statutory provisions.

GOALS AND OBJECTIVES

The goals and objectives of the department are those which are set forth in the statutes as well as those that are implied by modern personnel administration. Specifically, these are:

THE ATTRACTION of high level personnel to state employment;

THE SELECTION of the best possible personnel through the use of modern and intelligent testing instruments;

AN ONGOING ANALYSIS of all positions in the state service to determine the propriety of job classifications;

AN ONGOING ANALYSIS of community wage patterns to determine the proper salary assignment for state employees;

PROVISION for definite clear-cut career opportunities for state employees;

MAINTENANCE of a modern rating system based on performance standards;

DEVELOPMENT of free working relations between the operating departments and the Department of Civil Service;

MAINTAINING a free interplay of information between other governmental units as well as private industry within the common labor market.

FINANCING

The Department is financed by direct appropriation from the Legislature. There are no federal or special grant-in-aid funds available. The only source of income other than the direct appropriation is the receipts from the municipal examing program which amounts to less than 1% of the total budget. Under the statute on attributable costs, however, funds are transferred to the Civil Service Department appropriation from the following funds:

Income Tax School Fund	3.1%
Employment Security Contingent Fund	4.6%
Highway User Tax Distribution Fund	1.9%
Trunk Highway Fund	31.8%
Game and Fish Fund	3.5%
	<u>44.9%</u>

Therefore, approximately one half of the amount appropriated by the Legislature comes from dedicated tax sources.

The expenditures for the Civil Service Department for the last completed biennium, 1959-61, were as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Personal Services</u>	<u>Supplies & Expense</u>	<u>Total</u>
1960	\$ 268,582.11	\$ 31,361.67	\$299,943.78
1961	275,429.10	26,554.04	301,983.14

The personal services account provides for payment of a full time staff and the Civil Service Board, as well as part time monitors or consultants. The supplies and expense account provides for rental of office machinery, travel, communications, and stationery and equipment.

The departmental expenditures for the biennium ten years preceding, that is, 1950-51, is shown below:

<u>Year Ended</u> <u>June 30</u>	<u>Personal Services</u>	<u>Supplies & Expense</u>	<u>Total</u>
1950	\$ 163,700.45	\$16,478.46	\$180,178.91
1951	175,780.14	16,789.96	192,570.10

The total expenditure figures for the years since 1945 are included in the table identified as Exhibit 1.

Included in Exhibit 2 is a chart showing the actual total expenditures of the department and a trend line fitted by the least squares statistical method. These figures do not show a steady rise over the ensuing period as others do for the reason that there was a reduction in the number of positions in the department in 1953-54 and again in 1955-56.

Also, the expenditures for supplies and expense do not show a consistent pattern although from the beginning to the end of the ten year period 1951 through 1961, the expenditures showed an increase of \$12,000. Any trend line would be of questionable validity for the above reasons and also because there has been no apparent correlation between the increase in the number of state employees and the size of the Civil Service staff in the past. No attempt is made to project budget figures through 1970.

STANDARDS

As has been mentioned previously, the Civil Service Act (Chapter 43) has closely approximated the Model Civil Service Law originally developed by the National Civil Service League. The Civil Service Board has the authority to establish standards for the proper classification and assignment of positions in the state service. These are set forth in written form through the class specifications. The standards which have been set forth have been accepted by the federal agencies which support in part or in whole state operations as well as by most professional and employee organizations.

EXHIBIT I

Basic Data From Which
Least Square Trends Were Fitted

Fiscal Year Ended	Civil Service Department Expenditures	No. of Full Time Classified Employees	Expenditures for * Personal Services - Full Time Employees	Expenditures for.* Personal Services - All Employees
1941-42	\$ -	-	\$ -	\$ 26,550,079.32
1942-43	-	-	24,130,992.76	27,726,609.87
1943-44	-	7,776	23,230,186.85	27,160,044.59
1944-45	106,861.54	7,859	21,270,133.34	25,488,698.60
1945-46	112,959.94	8,694	26,997,356.74	29,195,091.13
1946-47	122,851.95	9,381	33,637,791.54	40,229,358.15
1947-48	154,278.84	9,950	28,520,423.52	31,627,427.97
1948-49	173,917.14	10,142	31,894,699.21	35,701,515.88
1949-50	180,178.91	11,496	35,226,572.64	38,800,871.95
1950-51	192,570.10	11,856	37,210,195.50	41,125,276.26
1951-52	226,453.28	12,241	44,265,706.05	47,933,495.82
1952-53	230,314.72	12,445	47,259,381.40	51,601,173.48
1953-54	217,008.25	12,802	48,647,933.00	52,407,354.63
1954-55	219,068.19	12,681	51,232,880.64	56,054,264.85
1955-56	215,149.76	13,208	52,964,676.66	57,653,173.03
1956-57	224,576.25	13,444	57,127,326.05	62,233,694.77
1957-58	269,626.52	14,387	67,247,232.24	72,349,882.61
1958-59	270,343.88	14,644	77,455,737.53	84,654,381.35
1959-60	299,943.78	14,888	83,717,087.63	88,365,281.46
1960-61	301,983.14	15,376	89,263,849.06	95,221,287.94
1961-62	329,983.00			

* Source: State Auditor's Biennial Reports

EXHIBIT 2

Civil Service Department Expenditures
for the Fiscal Years 1944-45 through 1961-62

Years	X	Y	XY	Yc
1944-45	0	\$ 106,861	\$ 0	\$ 112,281
1945-46	1	112,959	112,959	124,104
1946-47	2	122,851	245,702	135,927
1947-48	3	154,278	462,834	147,750
1948-49	4	173,917	695,668	159,573
1949-50	5	180,178	900,890	171,396
1950-51	6	192,570	1,155,420	183,219
1951-52	7	226,453	1,585,171	195,042
1952-53	8	230,314	1,842,512	206,865
1953-54	9	217,008	1,953,072	218,688
1954-55	10	219,068	2,190,680	230,511
1955-56	11	215,149	2,366,639	242,334
1956-57	12	224,576	2,694,912	254,157
1957-58	13	269,626	3,505,138	265,980
1958-59	14	270,343	3,784,802	277,803
1959-60	15	299,943	4,499,145	289,626
1960-61	16	301,983	4,831,728	301,449
1961-62	17	329,983	5,609,711	313,272
	153	\$ 3,848,060	\$ 38,436,983	

$$\sum Y = Na + b\sum X = 3,848,060 = 18a + 153b$$

$$\sum XY = a\sum X + b\sum X^2 = 38,436,983 = 153a + 1785b$$

$$\bar{X} = \frac{153}{18} = 8.5$$

$$\bar{Y} = \frac{3,848,060}{18} = 213,781.11$$

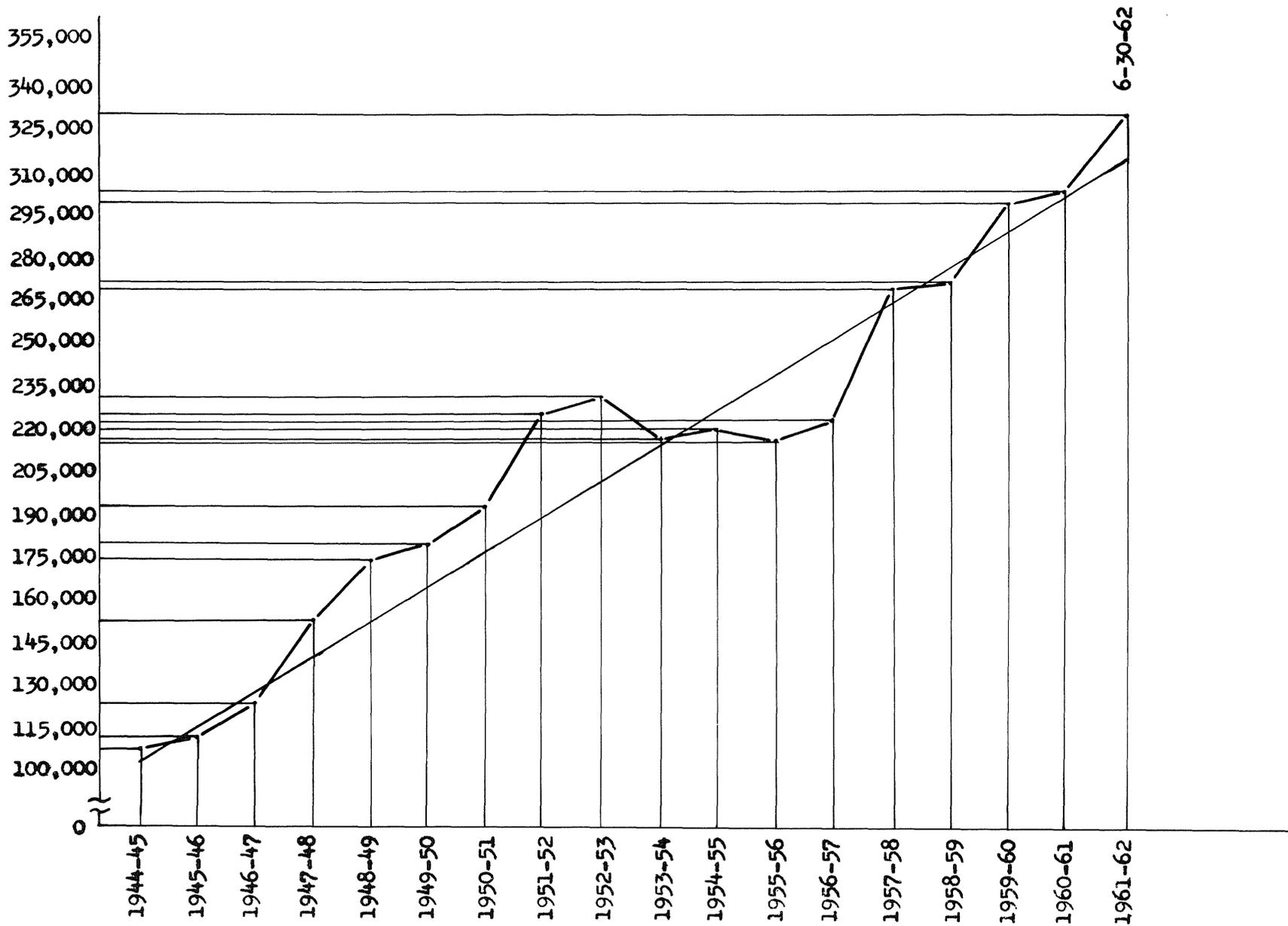
$$b = \frac{\sum XY - \bar{X}\sum Y}{\sum X^2 - \bar{X}\sum X} = \frac{38,436,983 - 8.5(3,848,060)}{1785 - 8.5(153)} = \frac{5,728,473}{484.5} = 11823.47$$

$$a = \bar{Y} - b\bar{X} = 213,781.11 - (11823.47) 8.5 = 112,280.61$$

$$Y_c = 112,281 + 11,823X$$

Origin - 1944-45

X units, 1 year



Straight Line Trend Fitted by Least Squares Method to Civil Service Department Expenditures for the Fiscal Years 1944-45 through 1961-62.

PLANS

As early as 1955, an extensive review was conducted for pay practices, the statutes and classification concepts with the thought in mind that it should set forth a blueprint for action that would establish a goal to aim for over the succeeding years. This was done and the decision was made to move by stages.

In 1955, a new pay plan was adopted by the Legislature which provided for percentage increases rather than flat increases. It tied the cost of living increases into the pay plan. It solved a number of vexing problems but it did not represent the final thinking evolved in longer range planning. It was designed, however, to be compatible with the ultimate design and be capable of fairly easy technical changeover. In the ensuing years, the job classifications were adjusted to the plan, the pay assignments were refined and then programmed to accommodate bi-weekly pay periods. A statute was enacted to provide the method for adjusting individual increases following range changes. A more workable longevity plan was passed. The Legislature granted funds to initiate a program of performance standards. Finally, passage of the ABC ranges for boarded medical personnel was secured along with an authorization to permit use of lay administrators in the state hospitals. These have constituted steady ongoing accomplishments in the total long range plans.

The next steps in the development of this blueprint call for:

ADOPTION of a variable rate pay plan which would be compatible with the existing pay structure. This would require statutory enactment, or adoption of a Junior-Senior concept for professional classes. This could conceivably be accomplished administratively but would be less comprehensive than the first alternative.

ADOPTION of a more flexible and realistic merit increase policy. This would require legislative approval.

DEVELOPMENT of more realistic hiring rates to adjust to the area wage differentials.

PROVISION FOR incentives to increase employee output by stabilizing high turnover classes of work.

Important progress has been noted in the development of the original plan, but along with these there have also been rather serious restrictions effected. The appropriation riders limiting merit increases and economic adjustments represent additional difficulties in attaining these objectives listed above.

If a priority is to be assigned to these plans, the following order is suggested:

- (1) Removal of restrictive riders on merit increases and longevity increases.
- (2) Adoption of the proposed flexible merit increase plan.
- (3) Continuation of the ongoing performance standards development.
- (4) Adoption of the variable range pay plan or the junior-senior concept for professional classes.
- (5) Adoption of more selective hiring rates to counteract area wage pattern differences.
- (6) Adoption of incentives to promote increased productivity by stabilizing high turnover classes

Detailed discussions of these proposals have been included in the presentations to the Interim Committee on Employee-Employer Relations as well as indetailed proposals to the Governor.

In the area of recruiting, more emphasis is being placed on individualized personal recruiting and less on the traditional classified large scale mailing list approach. Classified advertising in local newspapers and professional and technical journals is also being utilized in recruiting for classes of work which have been most difficult to fill.

Records on the number of applications received are available since July, 1956. The Tabulation is identified as Exhibit 3. On the basis of monthly experience in the past, it is expected that the 1962 calendar year figure will exceed 30,000. It is paradoxical that with this large number of applications we still experience sizeable recruiting problems. The unskilled, semi-skilled and enforcement classes of work attract great numbers of applicants. The professional and technical areas are in short supply and require constant recruiting efforts.

EXHIBIT 3

Number of Applications Received - July 1, 1956 through April 30, 1962

July, 1956 - December, 1956	9,605 (6 months)
January - December, 1957	25,186 (12 months)
January - December, 1958	31,535 (12 months)
January - December, 1959	28,141 (12 months)
January - December, 1960	28,357 (12 months)
January - December, 1961	28,707 (12 months)
January - April, 1962	<u>12,438 (4 months)</u>
	163,969 Total

In line with the career service approach, we have given increasing attention to facilitating the employment of graduating college seniors through the medium of the College Senior Placement examination and the Graduate Engineer examination. These programs have been in effect since 1955 and provide on-campus recruiting and testing with a common written test and a transcript evaluation. The results are available before the graduation date.

In 1961, over 200 college graduates were hired through this program. Along with the college recruiting, a similar common examination program is carried out in all high schools in the State where state government has a field installation. This is known as the High School Senior Placement examination and is aimed at those graduates who are not planning to attend college. The program is carried on with the active cooperation of the school counselors. The 1962 program attracted more than 2,000 graduating seniors. These programs will be continuing efforts because they are coming each year to attract more and higher ranked graduates into the public service field. More students are now giving active consideration to public service than was true of any time in the past.

In the area of training, the Department has organized and given at least administrative direction to the Training Council. The training directors in the various departments were brought together for periodic meetings and exchange of training procedures. They have subsequently embarked on joint projects which will benefit the entire state service.

The Personnel Council was organized and directed by the Civil Service Department and meets twice a month. It provides direct communication to departments employing over 90% of the state service. In addition to the communication aspects, the Council has jointly developed rule revisions, overtime plans and standardized reporting systems.

BUDGETARY NEEDS

The growth in the number of full-time classified employees in the state agencies over the ten year period 1950-51 through 1960-61 was about 30%. Numerically, this was an increase from 11,856 to 15,376. The greatest increase was between 1957 and 1958 when there was a 7% increase over the previous year.

A tabulation showing the number of full-time classified employees from 1944 through 1961 is included in this report and is identified as Exhibit 4a. The actual number of employees are charted in Exhibit 4b and a straight line projection by the least squares method is also shown.

This would indicate that if the rate of increase since 1944 is maintained, there will be approximately 20,100 full-time classified employees by June 30, 1971. This is assuming that the growth noted in the past sixteen years will be maintained.

This figure may be challenged because it includes not only normal growth of existing state agencies, but also the results of the additional facilities approved by the Legislature during this period. However, an observation of the projected building program as well as preliminary reports recommending additional installations would indicate that this increase in state facilities would continue. Therefore, the figure 20,100 is a reasonable estimate.

These figures include only the full-time classified employees. The addition of seasonal and part-time employees, and student help would increase the total payroll number significantly.

Increases in expenditures for personal services reflect the numerical growth in the size of the state service as well as the continuing increased level of salaries.

Exhibit 5A is a tabulation showing the expenditures for personal services for the period 1943 through 1961 for full time employees. Total expenditures for personal services for full-time employees increased from \$37,210,195.50 in 1950-51 to \$89,263,849.06 for the fiscal year ended June 30, 1961. This represents an increase of 140% since the beginning of the ten year period.

A tabulation showing the personal service expenditures by year 1942 through 1962 for the total number of employees including full time, part time and seasonal is identified as Exhibit 5b. The actual expenditures and the least squares trend lines have been charted for both tabulations and are identified as Exhibits 5c and 5d.

The straight line projection from a least squares fit on the chart would indicate that the payroll for full-time employees will approximate \$112,000,000 annually by June 30, 1971. As pointed out before, cost estimates should allow for additional expenditures for seasonal and part-time employees. These would increase the cost for the 1950-51 fiscal year to \$41,125,276.26 which, in turn, increased to \$95,221,287.94 for the 1960-61 fiscal year. By June 30, 1971, according to a similar projection to those above, this total cost would approximate \$117,000,000.

EXHIBIT 4A

Full Time Classified Employees
as of June 30 for Fiscal Years Ended 1944-1961

<u>Fiscal Year Ended</u>	<u>X</u>	<u>Y</u> <u>As of 6-30</u> <u>Each Year</u>	<u>XY</u>	<u>Yc</u>
1944	0	7,776	0	8,086
1945	1	7,859	7,859	8,529
1946	2	8,694	17,388	8,972
1947	3	9,381	28,143	9,415
1948	4	9,950	39,800	9,858
1949	5	10,142	50,710	10,301
1950	6	11,496	68,976	10,744
1951	7	11,856	82,992	11,187
1952	8	12,241	97,928	11,630
1953	9	12,445	112,005	12,073
1954	10	12,802	128,020	12,516
1955	11	12,681	139,491	12,959
1956	12	13,208	158,496	13,402
1957	13	13,444	174,772	13,845
1958	14	14,387	201,418	14,288
1959	15	14,644	219,660	14,731
1960	16	14,888	238,208	15,174
1961	<u>17</u>	<u>15,376</u>	<u>261,392</u>	15,617
	153	213,270	2,027,258	xxx

$$\sum Y = Na + b\sum X = 213,270 = 18a + 153b$$

$$\sum XY = a\sum X + b\sum X^2 = 2,027,258 = 153a + 1785b$$

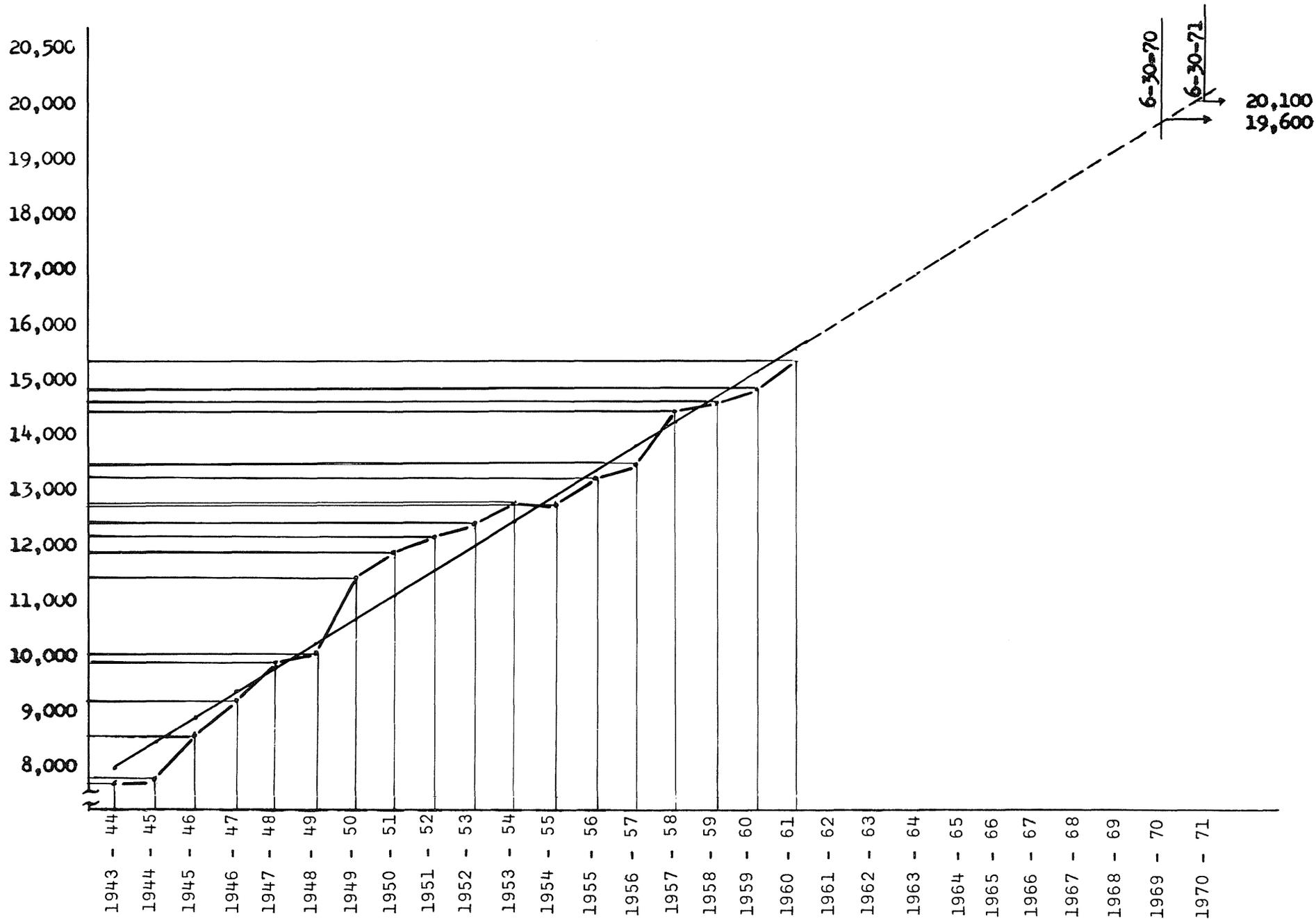
$$\bar{X} = \frac{153}{18} = 8.5$$

$$\bar{Y} = \frac{213,270}{18} = 11848.33$$

$$b = \frac{\sum XY - \bar{X}\sum y}{\sum X^2 - \bar{X}\sum X} = \frac{2,027,258 - 8.5(213,270)}{1785 - 8.5(153)} = \frac{214,463}{484.5} = 442.65$$

$$a = \bar{Y} - b\bar{X} = 11848.33 - (442.6) 8.5 = 8086.23$$

Yc = 8086 + 443X
Origin - 1943-44
X units, 1 year



Straight Line Trend Fitted by Least Squares Method to Total Number of Classified Full Time Employees, 1943-1961 and Projected to 1971.

Exhibit 4B

EXHIBIT 5A

Expenditures for Personal Services
for Full Time Employees for
Fiscal Years Ended 1943-1961

<u>Fiscal</u> <u>Year Ended</u>	<u>X</u>	In '000's <u>Y</u>	In '000's <u>XY</u>	In '000's <u>Yc</u>
1943	0	\$ 24,130	\$ 0	\$ 14,568
1944	1	23,230	23,230	18,103
1945	2	21,270	42,540	21,638
1946	3	26,997	80,991	25,173
1947	4	33,637	134,548	28,708
1948	5	28,520	142,600	32,243
1949	6	31,894	191,364	35,778
1950	7	35,226	246,582	39,313
1951	8	37,210	297,680	42,848
1952	9	44,265	398,385	46,383
1953	10	47,259	472,590	49,920
1954	11	48,647	535,117	53,455
1955	12	51,232	614,784	56,990
1956	13	52,964	688,532	60,525
1957	14	57,127	799,778	64,060
1958	15	67,247	1,008,705	67,595
1959	16	77,455	1,239,280	71,130
1960	17	83,717	1,423,189	74,665
1961	<u>18</u>	<u>89,263</u>	<u>1,606,734</u>	<u>78,200</u>
	171	\$ 881,290	\$ 9,946,629	xxx

$$\sum Y = Na + b\sum X$$

$$\sum XY = a\sum X + \sum X^2$$

$$881,290 = 19a + 171b$$

$$9,946,629 = 171a + 2109b$$

$$\bar{X} = \frac{171}{19} = 9$$

$$\bar{Y} = \frac{881,290}{19} = 46383.68$$

$$a = \frac{\sum XY - \bar{X}\sum Y}{\sum X^2 - \bar{X}\sum X} = \frac{9,946,629 - 9(881,290)}{2,109 - 9(171)} = \frac{2,015,019}{570} = 3535.1$$

$$a = \bar{Y} - b\bar{X} = 46383.68 - (3535.1) 9 = 14,567.8$$

Yc = 14,568 + 3535 X
Origin - 1942-43
X units, 1 year

EXHIBIT 5B

Total Expenditures for Personal Services
for Fiscal Years Ended 1943-1961

<u>Fiscal Year Ended</u>	<u>X</u>	In '000's <u>Y</u>	In '000's <u>XY</u>	In '000's <u>Yc</u>
1942	0	\$ 26,550	\$ 0	\$ 16,546
1943	1	27,726	27,726	20,026
1944	2	27,160	54,320	23,506
1945	3	25,448	76,344	26,986
1946	4	29,195	116,780	30,466
1947	5	40,229	201,145	33,946
1948	6	31,627	189,762	37,426
1949	7	35,701	249,907	40,906
1950	8	38,800	310,400	44,386
1951	9	41,125	370,125	47,866
1952	10	47,933	479,330	51,346
1953	11	51,601	567,611	54,826
1954	12	52,407	628,884	58,306
1955	13	56,054	728,702	61,786
1956	14	57,653	807,142	65,266
1957	15	62,233	933,495	68,746
1958	16	72,349	1,157,584	72,226
1959	17	84,654	1,439,118	75,706
1960	18	88,365	1,590,570	79,186
1961	<u>19</u>	<u>95,221</u>	<u>1,809,199</u>	<u>82,666</u>
	190	\$ 992,031	\$ 11,738,144	xxx

$$\sum Y = Na + b\sum X = \$992,031 = 20a + 190b$$

$$\sum XY = a\sum X + b\sum X^2 = \$11,738,144 = 190a + 2470b$$

$$\bar{X} = \frac{190}{20} = 9.5$$

$$\bar{Y} = \frac{992,031}{20} = 49601.55$$

$$b = \frac{\sum XY - \bar{X}\sum Y}{\sum X^2 - \bar{X}\sum X} = \frac{11,738,144 - 9.5(992,031)}{2470 - 9.5(190)} = \frac{2,313,850}{665} = 3479.5$$

$$a = \bar{Y} - b\bar{X} = 49601.55 - (3479.5) 9.5 = 16,546.3$$

$$Y_c = \$16,546 + \$3480 X$$

Origin - 1941-42

X units, 1 year

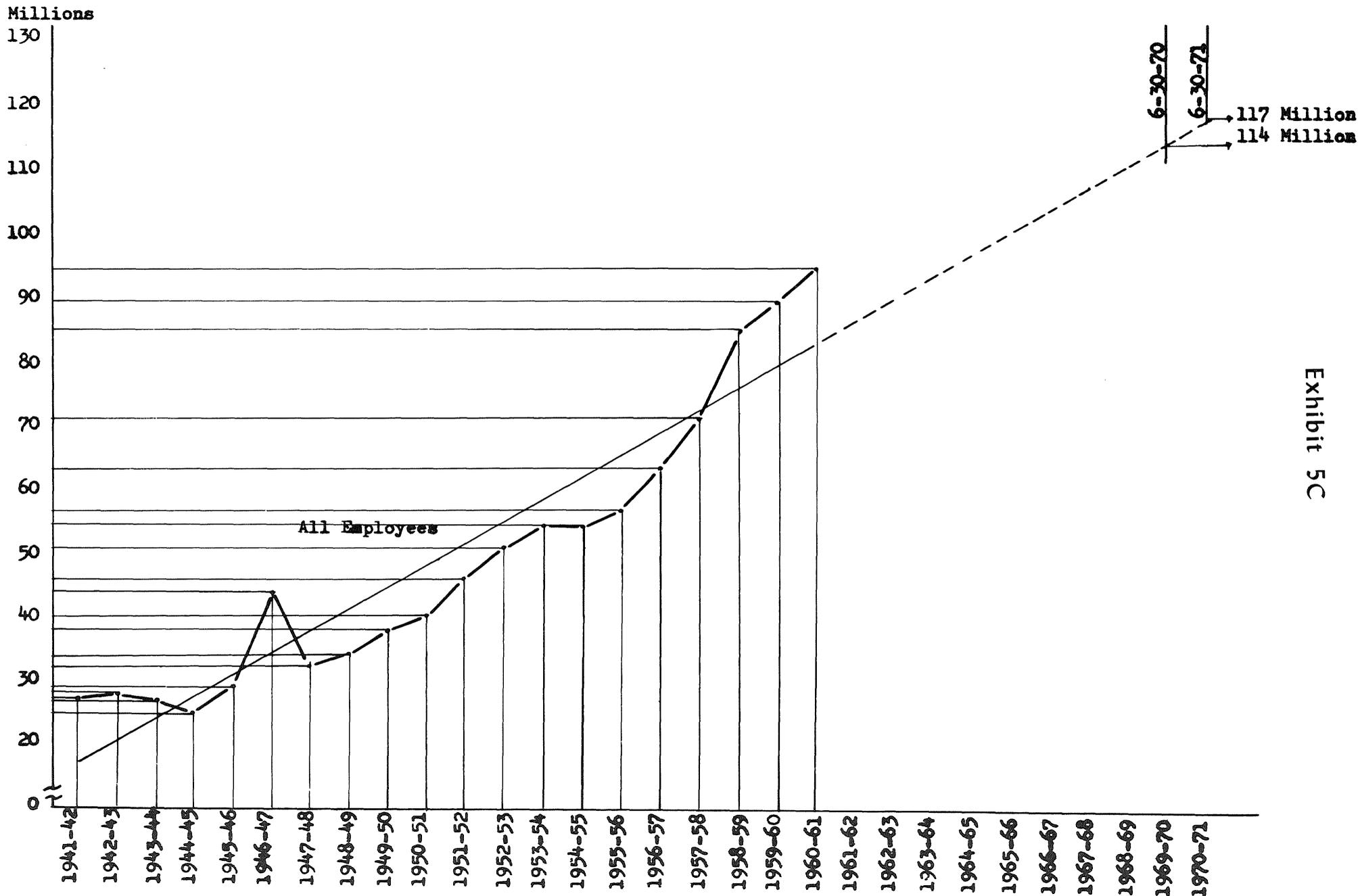
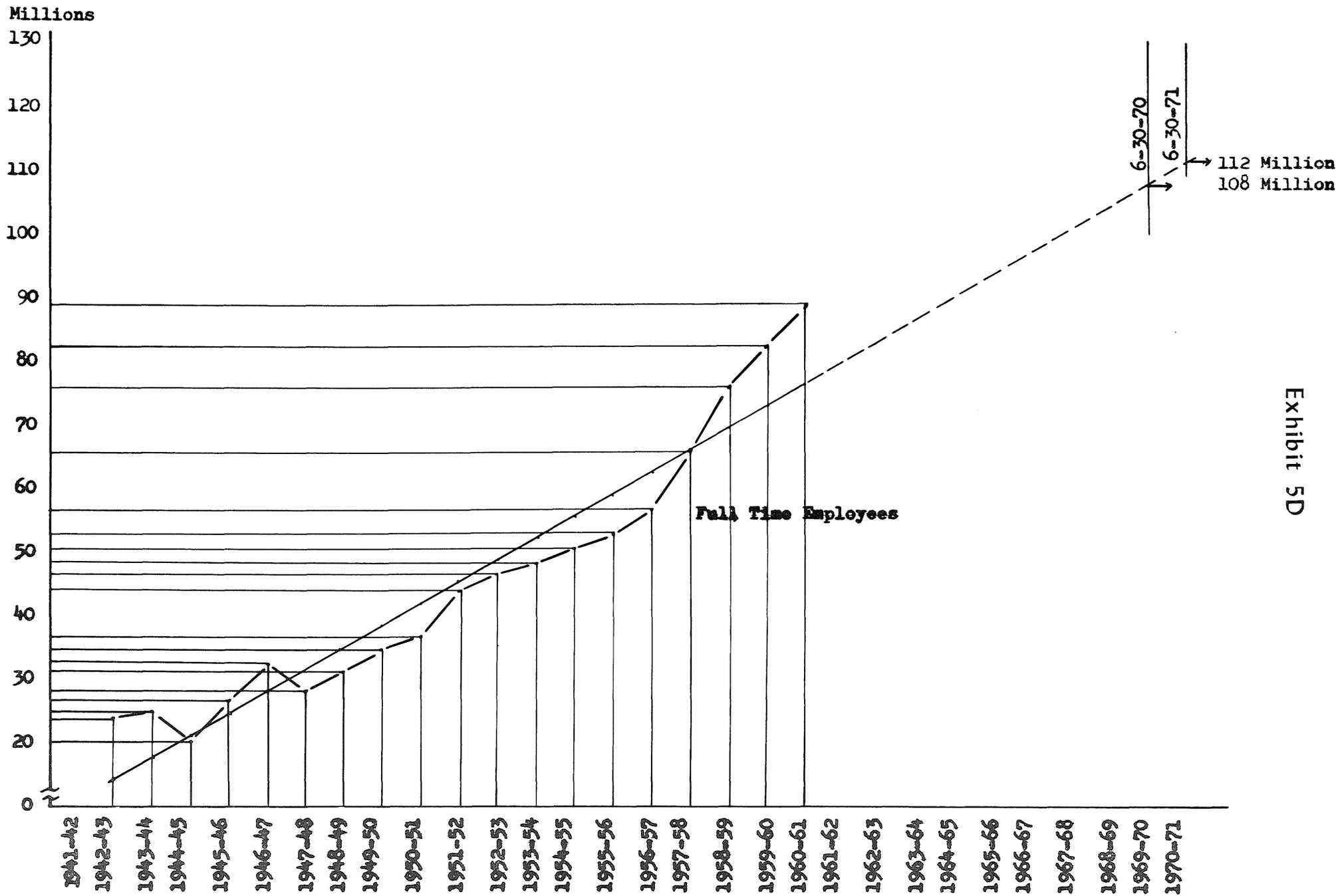


Exhibit 5C

Straight Line Trends Fitted by Least Squares Method to Total Annual Expenditures for Personal Services, 1941-1961 and Projected to 1971.



Straight Line Trends Fitted by Least Squares Method to Total Annual Expenditures for Personal Services, 1941-1961 and Projected to 1971.

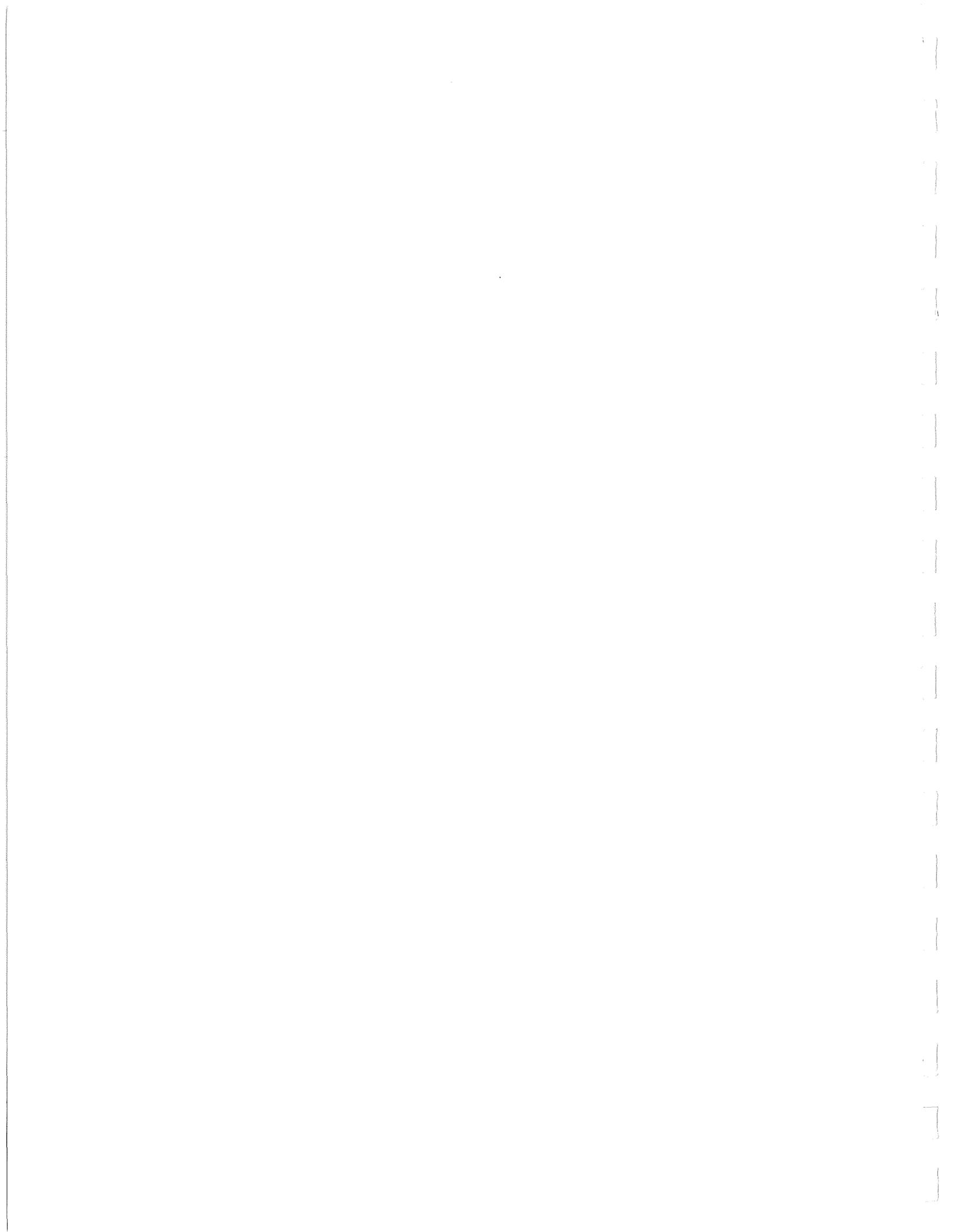
Exhibit 5D

FINANCING

An approximation of the sources of revenue to support the projected employees' costs indicates about one half would be expected to come from general revenue sources and a like amount from the dedicated funds. These latter include the Trunk Highway Fund, Game and Fish Fund, and the School Fund. Of the general fund needs, a portion is available through federal grant-in-aid payments. This latter source we have not been able to estimate.

The increase in payroll costs for 1971 over 1961 is calculated for full-time classified personnel as the difference between \$112,000,000 and \$89,000,000, or \$23,000,000. The increase for all employees would be the difference between \$117,000,000 and \$95,000,000, or \$23,000,000 inasmuch as the increase in both categories shows the same on the charts.

These figures are subject to all the qualifications of any projection, that is, changes in foreign relations, economic conditions, and the like. Accepting these qualifications, a gross sort of figure would indicate need for an additional \$12,000,000 from General Revenue and a like amount from the dedicated accounts.



DEPARTMENT OF CORRECTIONS

HISTORY OF THE DEPARTMENT

The Department of Corrections was created in 1959 by an act of the Legislature incorporating responsibilities formerly vested in the Youth Conservation Commission, the State Board of Parole and Probation and, with respect to adult correctional institutions, the Department of Public Welfare.

During the same session, the Legislature required that every county in the state (except Ramsey, Hennepin and St. Louis) provide probation services to the juvenile court and parole supervision to wards of the Youth Conservation Commission. In cooperation with the juvenile court judges concerned, the Department of Corrections provides supervision of county probation officers in counties of less than 100,000 population. The three metropolitan counties retained direct responsibility for probation and short-term institution services for their juvenile adult residents.

The effect of these legislative enactments was to bring under one agency functional responsibility for virtually all correctional services carried on by the state government. Minnesota was the first state to so unify its correctional services. California has since followed.

A particularly important development in state correctional services occurred in 1947 with the establishment of the Youth Conservation Commission. Part of a legislative act that was unmistakably rehabilitative and not punitive in intent, the Youth Conservation Commission was given responsibility to direct the care and supervision of youthful offenders between the ages of 18 and 21, as well as for the juveniles committed to it. In the years immediately following, a community-based parole staff and three institution reception centers were organized. In 1949, the boys and girls training schools were also brought under direction of the Youth Conservation Commission. The foundation was thereby laid for the present state-wide correctional system; a system with clear-cut treatment objectives.

The institutions and camps operated by the Department are listed below together with their locations, dates of original construction and recent major capital improvements made.

STATE PRISON, Stillwater: Construction was completed in 1914. No significant construction has been carried out in recent years.

REFORMATORY FOR MEN, St. Cloud: Opened in 1889. Nearly completed is a new recreation building attached to the main structure.

REFORMATORY FOR WOMEN, Shakopee: The present structure was built in 1920. No significant capital improvements have been made. In 1939 a reduced inmate population made possible the conversion of one cottage for the care of mentally defective girls committed to the Department of Public Welfare. Reformatory inmates provide much of the nursing care needed and the program is supervised by the Reformatory superintendent.

TRAINING SCHOOL FOR BOYS, Red Wing: Constructed in 1890, the Training School cared for girls as well as boys until 1911, when the Home School for Girls was built. Presently, it provides care for boys 18 and under committed by the juvenile courts. In 1949 two cottages were taken over for the acceptance and evaluation of newly committed boys. A new school building was completed in 1951 and the old school was converted for use as a chapel. Three new cottage buildings are presently under construction.

HOME SCHOOL FOR GIRLS, Sauk Centre: The present Home School was opened in 1911 for the care of girls 18 and under. No new buildings or major improvements have been made in recent years.

WILLOW RIVER FORESTRY CAMP: Located just north of the town of Willow River, this camp was reconstructed from a former WPA camp in 1951. Youthful offenders, 18 and older, are selected for forestry work at this camp, after classification by the Youth Reception Center at the Reformatory for Men. A new dining hall and kitchen building and a new dormitory building were completed in 1961.

THISTLEDEW LAKE FORESTRY CAMP: Located near Togo, about 45 miles north of Hibbing, this camp is for boys 16 to 18, selected from among the boys at the Training School when forestry work rather than an academic program is needed by the individual. The original second-hand Quonset structures are still used for dormitories, kitchen and dining hall and staff housing. Several new buildings have been added: an equipment garage, recreation building and chapel.

ST. CROIX FORESTRY CAMP: Located 19 miles east of Sandstone, this camp was completed in 1961 for 60 boys ages 14 to 16 for whom a combination forestry and academic work program is indicated.

YOUTH VOCATIONAL CENTER: Located 7 miles east of Rochester, this center, formerly an Air Force radar station, was acquired by the state, converted and equipped for vocational training, and opened in 1961. The facilities accommodate 60 boys age 16 and over for whom auto mechanical and culinary vocational training is most suitable. They are selected from among the boys at the State Training School.

ORGANIZATION

The organization of the Department is shown in Chart 1 and is largely the result of legislation referred to below. Some portions of the organization are the result of administrative action, such as the Division of Administrative Services.

A coordinated correctional system presents an opportunity to provide the maximum service to the people for the tax dollar appropriated. It has these advantages:

IT ENABLES coordinated planning and action.

IT PROVIDES a means for the reduction of duplication and overlapping.

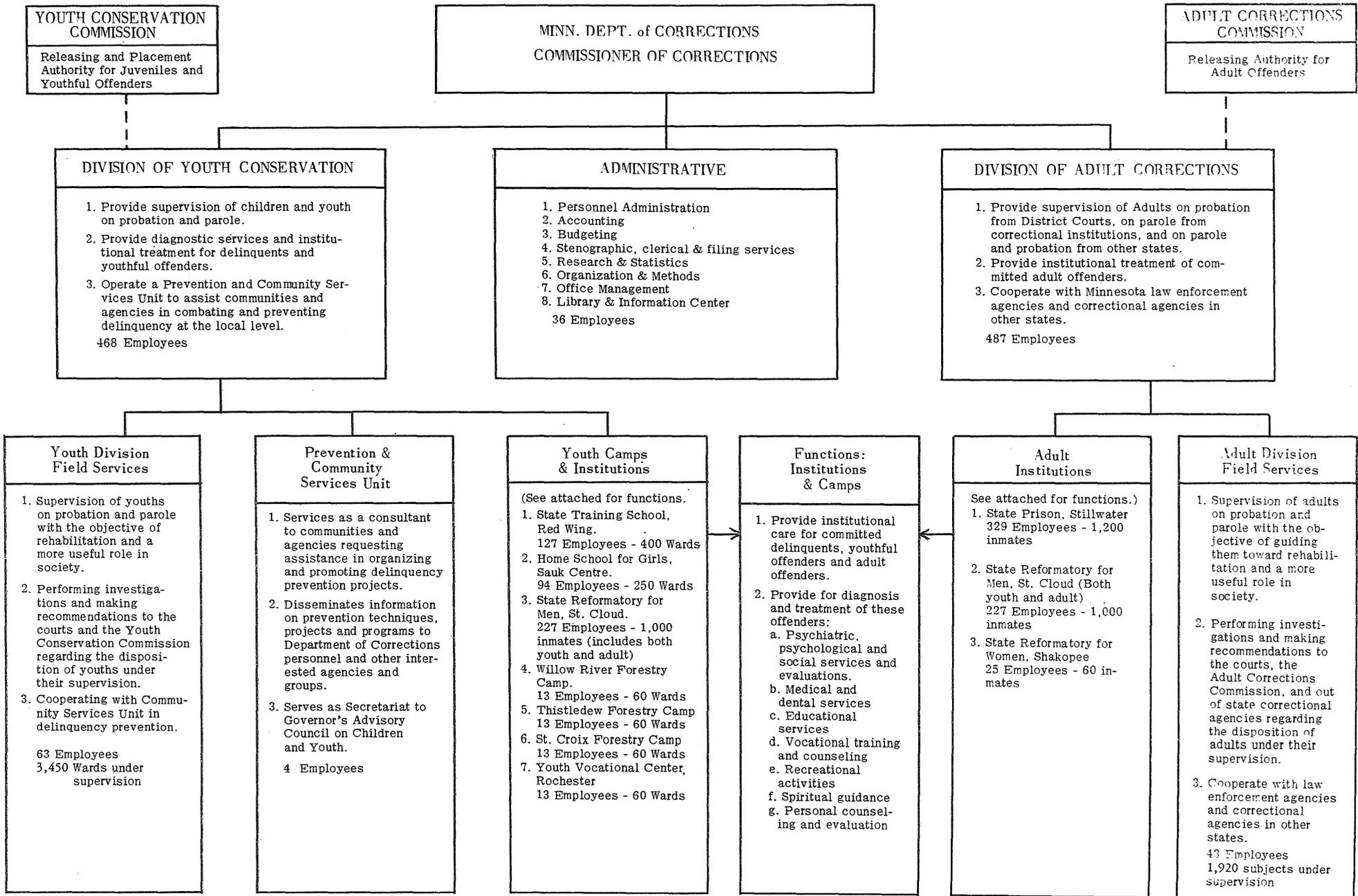
IT MAKES POSSIBLE a broad career service in which personnel can gain diversified experience and training.

The Department plans consolidation of district offices for Youth and Adult Divisions throughout the State which should lead to more efficiency and economy of operation. To date, the Twin City offices and those in two out-lying areas have been consolidated.

The existing county probation services organization is based on provisions of Laws 1959, Chapter 698. The organization is complex and a state administered system of county probation services would be simpler from an administrative standpoint. There are two possible ways in which the probate or juvenile court may receive services.

A COUNTY or counties may request that the Department of Corrections, Division of Youth Conservation, assign an agent to serve that county or counties. The state in turn is reimbursed for the cost of providing this service. Such a person, when hired,

Chart I



is a member of the State Civil Service and subject to its rules and benefits, although under the immediate direction of the judge or judges involved and under supervision at the same time from a state-appointed regional supervisor.

THE COUNTY or counties may hire an agent to serve as the probation officer. Such a person must be appointed from a list of persons who have passed a qualifying examination given by the Minnesota Department of Civil Service.

None of the above applies to Ramsey, Hennepin, or St. Louis Counties, which operate independently of the state in the area of court probation services despite the fact that at least two-thirds of the commitments to the state come from these areas.

The Department has insufficiently diversified institutions and needs more facilities planned and equipped to deal with offenders under a minimum and/or medium custody environment.

Study is being given to the establishment of a community services section to combine services to communities and law enforcement agencies. Presently these functions are lodged in the Youth and Adult Divisions as well as the Jail Consultant, who reports directly to the Commissioner.

RESPONSIBILITY AND AUTHORITY

The Department of Corrections and its subdivisions (Division of Youth Conservation and Division of Adult Corrections) is charged with the administration of the correctional program of the State, the management and operation of existing correctional institutions and any future correctional institutions established on the state level.

Specifically, the Division of Youth Conservation administers, controls and supervises the institutions and facilities for the confinement, care, training, and rehabilitation of children and youth, and supervises, in cooperation with the juvenile judges concerned, the probation agents serving juvenile courts in counties of less than 100,000 population, and provides probation services to such courts at their request.

The Division of Adult Corrections is responsible for administering and supervising the adult correctional institutions; for providing adult parole services throughout the State; and for providing probation services to the distant courts of the state with the exception of the three metropolitan counties (Hennepin, Ramsey and St. Louis) which have their own probation systems. The Adult Division is also responsible for providing parole and probation services for other states under terms of the Inter-State Compact for the supervision of parolees and probationers.

The Department is also charged with the duty and responsibility of providing administrative services, personnel, supplies and equipment to both the Youth Conservation Commission and the Adult Corrections Commission. The Department also provides personnel, administrative services and supplies to the Board of Pardons.

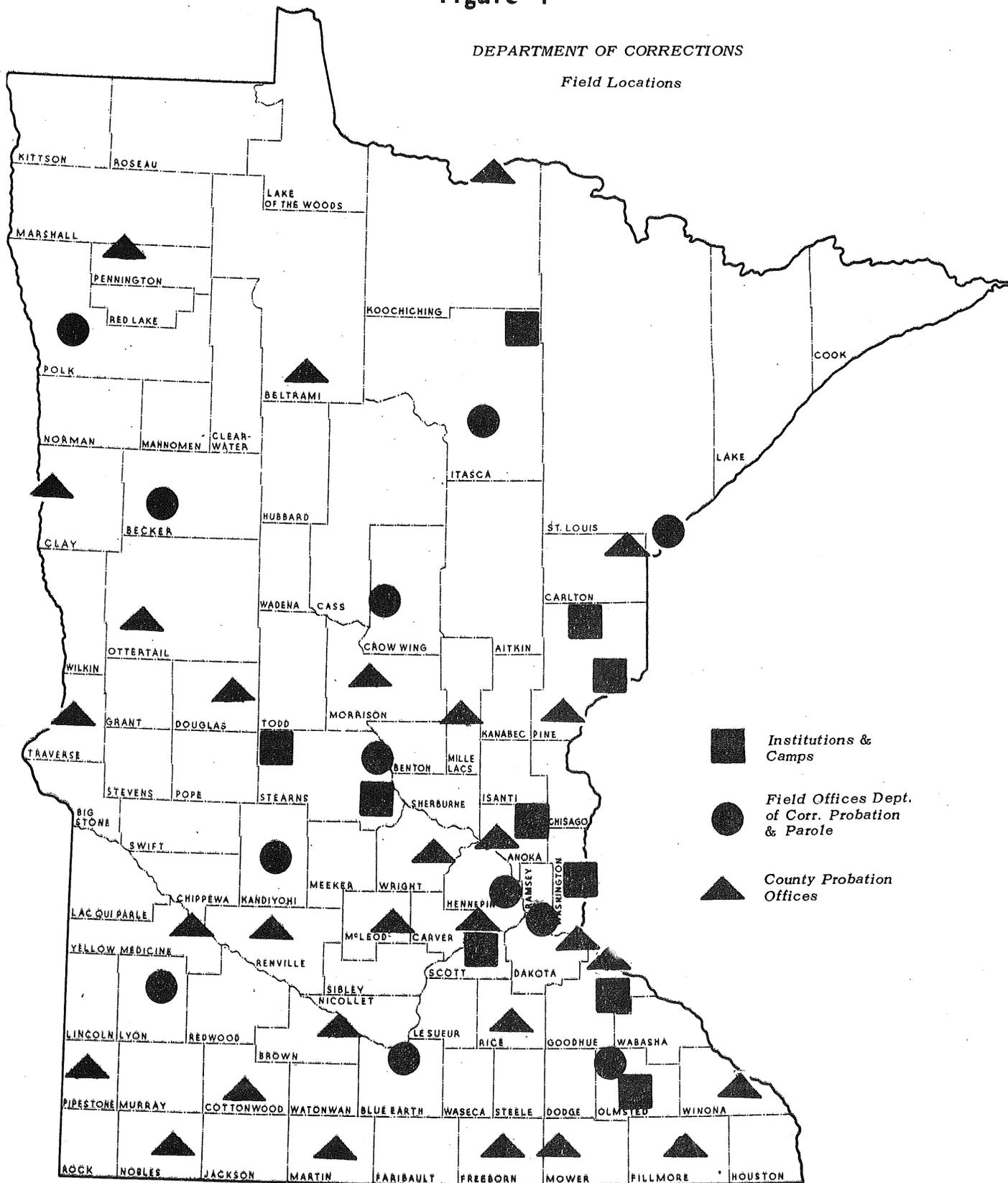
The Deputy Commissioner of Corrections, Division of Youth Conservation, is also the Chairman of the Youth Conservation Commission, which retains its quasi-judicial character and function in regard to the disposition of those persons committed to its care by the courts.

Similarly for the Adult Corrections Commission (formerly State Board of Parole and Probation), the Deputy Commissioner of Corrections, Division of Adult Corrections,

Figure 1

DEPARTMENT OF CORRECTIONS

Field Locations



is chairman of the Adult Corrections Commission, which continues to exercise its quasi-judicial function of granting conditional release by way of parole and discharge of persons convicted of felonies and sentenced to the State Prison or State Reformatories.

Minnesota Statutes 1961, Chapter 241 (Laws 1959, Chapter 263 and Laws 1961, Chapter 750), creates the Department, provides for the appointment of a Commissioner and two deputies, defines their power and duties, transfers to the Commissioner of Corrections the control of the correctional institutions on the state level, and provides that the Commissioner or his designee be Secretary of the Board of Pardons.

Minnesota Statutes 1961, Chapter 242, deals with the Youth Conservation Commission and institutions and facilities for the correctional care, treatment and rehabilitation of children and youth, authorizing the Youth Conservation Commission to make suitable disposition of children and youth committed to its care.

Minnesota Statutes 1961, Chapter 243, specifically deals with the powers and duties of the Adult Corrections Commission (formerly State Board of Parole and Probation).

Laws 1959, Chapter 698 provides for probation services for all juvenile courts serving counties of less than 100,000 population; authorizes the Department of Corrections, acting by and through its Division of Youth Conservation, to provide such probation services when requested; and, authorizes the supervision of the probation services of such counties by the Division.

Laws 1959, Chapter 685 (Juvenile Court Act), provides that commitment to the legal custody of the Youth Conservation Commission is one of the dispositions available to the juvenile court in delinquency proceedings.

GOALS AND OBJECTIVES

The goal of the state correctional system is the protection of the public against the multi-lateral ravages of delinquency and crime. The major means for carrying out this mission are these, each a specific charge given to the Department of Corrections by the Legislature:

PROVIDE stimulation and technical services to communities in the development of local delinquency prevention programs.

PROVIDE probation service to juvenile and criminal courts so that courts can make their disposition of cases on the basis of full knowledge of the individual offender. Such services also makes possible the maximum use of probation, a socially and economically sound procedure for dealing with many offenders.

OPERATE correctional institutions and camps with staff and programs geared to helping individuals committed to them understand and face their problems realistically and acquire motivation and self rehabilitation. This is essential if they are to become assets rather than liabilities when they are released.

PROVIDE parole supervision for persons released from correctional institutions and camps during the critical period of readjustment and assumption of normal responsibilities in the free community.

CONDUCT research essential to evaluating effectiveness of existing programs and practices, and developing new approaches and techniques in both prevention and correction.

Failure to mount an all out effort in any of these five programs will result in a failure of the full mission of the State's correctional system.

FINANCING

The Department and its subdivisions are financed by appropriations from the General Revenue Fund and Income Tax Fund with exceptions as follows:

PRISON INDUSTRIES operates entirely from sales receipts of farm machinery, twine and rope, and a small amount of printing.

THE LICENSE PLANT at the Reformatory for Men is reimbursed for the cost of producing license plates by the Motor Vehicle Division.

REFORMATORY INDUSTRIES operates entirely from the receipts and sale of products produced by the industry. The major products are furniture, mattresses, upholstering, and printing.

INMATE CANTEENS operate as self-sustaining accounts within the Social Welfare Fund.

In general, therefore, the Department is dependent upon appropriations from each Legislature for its operations.

A summary of the budget for the 1959-61 biennium, indicating appropriations and expenditures, appears in Table 1.

STANDARDS

The Department of Corrections uses standards promulgated by the National Council on Crime and Delinquency; the American Correctional Association; the United States Children's Bureau, and the National Association of Training Schools.

The Department is not required by any statute to abide by these standards. However, wherever possible, it does.

The most important standards used involve so many areas of operations that brief delineation is not feasible. The standards relate to the entire field of juvenile and adult probation and parole, and care, custody and treatment in institutions and camps and jails. This covers both juvenile and adult offenders.

Some of these standards are comprehensively covered in "Manual of Correctional Standards," published by the American Correctional Association, a volume of 405 pages.

PLANS

General

Although research is being conducted in many areas of human behavior, evidence is not available to support hopes for any major break-through in the next decade. These studies include correctional treatment methods, alcoholism, intensive group therapy, bio-chemical causes of mental disorder.

Technological developments will probably effect the Department adversely. Automation in industry results in fewer unskilled and semi-skilled job opportunities and this will effect the kind of person who is usually found in a correctional institution. This factor will also tend to make job findings for probationers and parolees more difficult.

TABLE I

Review of 1959-61 Biennium

Major Functions	State Prison		Ref. for Men		Ref. for Women	
	Approp.	Expend.	Approp.	Expend.	Approp.	Expend.
CURRENT EXPENSE						
1959-60	414,937	413,009	408,342	416,089	31,317	30,271
1960-61	421,972	414,564	431,208	440,164	31,292	30,289
SALARIES						
1959-60	1,244,018	1,224,998	1,143,487	1,132,076	127,708	123,120
1960-61	1,244,018	1,142,581	1,162,759	1,169,138	127,708	129,213
REPAIRS & REPL.						
1959-60	28,000	26,439	34,000	33,640	3,500	2,686
1960-61	28,000	26,169	34,000	33,084	3,500	3,152
SPECIAL EQUIPMENT						
1959-60	28,900	28,845	26,100	26,073	4,980	4,919
1960-61	----	----	----	----	----	----
ALL OTHER						
1959-60	231,816	231,756	59,383	54,961	----	----
1960-61	107,161	107,159	59,383	54,059	----	----
TOTALS:						
1959-60	1,947,671	1,925,047	1,671,312	1,662,839	167,505	160,996
1960-61	1,801,151	1,690,473	1,687,350	1,696,445	162,500	162,654
TOTAL BIENNIUM	3,748,822	3,615,520	3,358,662	3,359,284	330,005	323,650

Note: Of the monies thus appropriated, financing is provided from the General Revenue Fund with the exception of State Training School, Home School for Girls and approximately 13% of St. Croix Camp No. 3 which are financed from the Income Tax School Fund.

TABLE I (Continued)
Review of 1959-61 Biennium

Major Functions	Training School		Home School		Willow River		Thistledew	
	Approp.	Expend.	Approp.	Expend.	Approp.	Expend.	Approp.	Expend.
CURRENT EXPENSE								
1959-60	182,638	182,682	114,010	113,282	35,515	33,577	35,845	43,466
1960-61	192,588	175,923	113,960	111,405	35,490	34,898	34,870	40,392
SALARIES								
1959-60	609,212	603,053	362,353	356,009	75,455	74,932	74,200	69,702
1960-61	609,212	618,622	362,353	409,270	75,472	76,883	74,200	73,167
REPAIRS & REPL.								
1959-60	12,500	12,407	6,300	6,078	----	----	----	----
1960-61	12,500	11,578	6,000	5,836	----	----	----	----
SPECIAL EQUIPMENT								
1959-60	8,000	7,993	6,750	6,750	----	----	----	----
1960-61	3,750	3,746	3,000	2,670	----	----	----	----
ALL OTHER								
1959-60	----	----	----	----	----	----	----	----
1960-61	----	----	----	----	----	----	----	----
TOTALS:								
1959-60	812,350	806,135	489,413	482,119	110,970	108,509	110,045	113,168
1960-61	808,050	809,869	485,013	529,181	110,962	111,781	109,070	113,559
TOTAL BIENNIUM	1,620,400	1,616,004	974,426	1,011,300	221,932	220,290	219,115	226,727

Note: Of the monies thus appropriated, financing is provided from the General Revenue Fund with the exception of State Training School, Home School for Girls and approximately 13% of St. Croix Camp No. 3 which are financed from the Income Tax School Fund.

TABLE I (Continued)

Review of 1959-61 Biennium

Major Functions	St. Croix		Rochester		Administration		County Probation	
	Approp.	Expend.	Approp.	Expend.	Approp.	Expend.	Approp.	Expend.
CURRENT EXPENSE								
1959-60	42,325	41,225	63,434	69,655	113,500	111,104	20,000	9,221
1960-61	35,440	29,895	37,584	38,553	113,000	115,461	48,464	20,407
SALARIES								
1959-60	61,339	13,948	64,168	4,977	645,433	624,469	70,000	36,095
1960-61	66,487	57,672	64,168	50,045	644,633	673,196	129,548	93,430
REPAIRS & REPL.								
1959-60	----	----	----	----	----	----	----	----
1960-61	----	----	----	----	----	----	----	----
SPECIAL EQUIPMENT								
1959-60	----	----	----	----	----	----	----	----
1960-61	----	----	----	----	----	----	----	----
ALL OTHER								
1959-60	----	----	----	----	----	----	----	----
1960-61	----	----	----	----	----	----	----	----
TOTALS:								
1959-60	103,664	55,173	127,602	74,632	758,933	735,573	90,000	45,316
1960-61	101,927	87,567	101,752	88,598	757,633	788,657	178,012	113,837
TOTAL BIENNIUM	205,591	142,740	229,354	163,230	1,516,566	1,524,230	268,012	159,153

Note: Of the monies thus appropriated, financing is provided from the General Revenue Fund with the exception of State Training School, Home School for Girls and approximately 13% of St. Croix Camp No. 3 which are financed from the Income Tax School Fund.

Delinquency Prevention

The greatest single hope in the control of delinquency lies in preventive programs in local communities. The law states that the Youth Commission

"shall be charged with the duty of developing constructive programs for the prevention and decrease of delinquency and crime among youth and to that end shall cooperate with existing agencies and encourage the establishment of new agencies, both local and state-wide, having as their object the prevention and decrease of delinquency and crime among youth; and the commission shall assist local authorities of any county or municipality when so requested by the governing body thereof, in planning, developing and coordinating their educational, welfare, recreational and health activities or other constructive community programs, which have as their object the conservation of youth."

Plans call for:

CONTINUATION of the Department's service to the Governor's Advisory Council on Children and Youth. This Council is organized into 17 committees covering a wide range of delinquency prevention and correction programs and involving laymen as well as professionals. The Department of Corrections provides staff service to this Council.

THE DEVELOPMENT of five regional committees, covering the entire state, to stimulate and help implement local delinquency prevention programs. Two such regional committees have been formed. Their initial focus has been on youth employment but their scope of activities will be expanded to action in the entire field of prevention. The Department of Corrections provides staff service of one person to each of these committees. Three additional regional committees on planning and three additional staff representatives will be required. As the regional committees are established, it is planned to stimulate the creation of local citizen action programs.

THE DEVELOPMENT of a departmental information center, which has just been initiated. This center will gather information from the National Information Center, as well as state-wide, on delinquency prevention programs which have proved to be effective. This will be available to regional committees and to local groups for their guidance.

Probation and Parole

If the Legislature adopts the proposed revision of the criminal code, this code will provide for a mandatory pre-sentence investigation on all felony investigations. This will require some increase in the adult corrections staff. This revised code will be a significant step forward for the administration of justice.

Since the Department is required to receive all commitments and since both the Youth and Adult Commissions independently establish how long an inmate or ward shall remain in the custody of the State and, similarly, the courts decide the lengths of stay on probation, the Department finds itself without any effective means of controlling its workload. This problem is inherent in the basic organization, and some means should be provided for expansion and contraction of the staff during the legislative interim.

There should be a special contingency appropriation made available when workloads exceed an established standard. This practice is now used successfully in California and Wisconsin.

Planning for parole services includes the consolidation of offices in non-metropolitan areas. This would necessitate moving some offices and acquiring additional space in other areas. Economies would result from reduced travel and a corresponding increase in productive time for the agents to work with the clients.

It is expected that future probation and parole services to male delinquents and youthful offenders will continue within the present structure of state and county services. The objective will be to extend and improve these services.

Probation and parole services for female delinquents and youthful offenders are now inadequate. They must be increased and improved.

Institutions and Camps

Youth Reception and Diagnostic Center

Completion of the Reception and Diagnostic Center at Lino Lakes, and the equipping and staffing of it, will provide a central place for the Division of Youth Conservation to receive all young people under 21 years who have been committed by the juvenile and district courts of the State.

Here is provided, away from present institutions, space for 96 delinquent boys, 48 delinquent girls, and 100 male youthful offenders. Each person committed to the Center will remain for a month or six weeks during which time the results of physical examinations, psychological tests, psychiatric consultation and social work interviews will be combined into a report with more general observations of the staff and all available information regarding each person's background. This report, together with the recommendations of the combined staff, will form the basis, after a hearing, upon which the Youth Conservation Commission will decide whether, for the rehabilitation of that individual and the protection of society, he should be placed in a correctional institution or camp or under the supervision of a probation officer.

Adult Reception and Diagnostic Center

If the Legislature adopts the proposed revision of the criminal code, the establishment of an adult reception and diagnostic center will be mandatory. The revision of the law will authorize district court judges to commit the defendant to the Commissioner of Corrections for a period not to exceed 90 days for the purpose of making a thorough diagnostic evaluation of the defendant before sentencing. The new law would also provide for the commitment of felons directly to the Commissioner of Corrections, who would be responsible for processing the person through a reception center to determine the most suitable place of confinement within the correctional system.

The construction and staffing of an adult reception and diagnostic center will be required to implement the above provisions. It is proposed that this center be constructed adjacent to an existing correctional facility, such as the state prison, where some of the maintenance, food, and business management services could be utilized.

The center would have a capacity of approximately 150 to 200 persons. A custodial staff to provide custody and security would be needed, as well as a professional staff of psychiatrists, psychologists and caseworkers to provide the necessary diagnostic service.

Adult Camps

With the cooperation and assistance of the Department of Conservation, additional camp facilities for the adult offender are being proposed. At the present time the

Department of Corrections has a 40-man adult camp near Moose Lake State Hospital which is operated to provide agricultural and other services for the state hospital.

During the past several years, provision has also been made to provide a crew of inmates from the reformatory to live and work at various state park camps during the fall, winter and spring months. The Department of Conservation is proposing that this type of seasonal work camp be continued and expanded. Conservation officials are furthermore proposing that a resident camp at Fort Snelling be provided which would accommodate 50 inmates from the state prison.

Although the above facilities would be provided by the Department of Conservation, the Department of Corrections would be responsible for providing food, clothing, transportation and custodial supervision for the inmate crews.

Medium Security Institution

At the present time the Department of Corrections has two correctional facilities for the adult and youthful male offender committed by the district court. The State Reformatory for Men at St. Cloud has a population of approximately 950 inmates and the State Prison at Stillwater has approximately 1,100 inmates.

Population prediction studies reveal that within the next ten years there will be a significant increase in youthful district court commitments.

Both of these institutions are maximum security facilities. They do not meet the needs of a large percentage of offenders who do not require maximum security and who could benefit from an intensified treatment program in a less restrictive type of setting. An intermediate institution of the medium security type which would house about 500 men is proposed for such offenders. This institution would be used not only to relieve the anticipated population increase at the reformatory, but would also provide a modern facility with professional staff where a more effective job could be done in rehabilitating the more hopeful offender.

Secure Facility for Youth

The State Training School for Boys at Red Wing and the Home School for Girls at Sauk Centre are without any surrounding physical restraints such as walls or fences. The child committed to the Youth Conservation Commission by the juvenile courts may be under supervision and in custody until the age of 21 years if that is considered necessary for the young person's own good or to protect society.

It is almost impossible to hold at the two correctional schools any youth 16 to 21 years of age if that person does not wish to stay. For this reason parole agents consider it futile to return these most difficult and sometimes very aggressive youths to the correctional schools even though they may have flagrantly violated the terms of their parole or probation.

This, in turn, renders outside supervision of these young people extremely superficial and ineffective. These persons must be made to understand that for disregarding the terms of their parole or probation they may be returned to an institution.

To fill this vital need, funds were provided by the 1961 Legislature to develop architectural plans for an institution housing approximately 100 older boys and girls which will assure their detention. It is also planned that these young people will receive the best and most intensive treatment possible so that their stay in this institution may be held to a minimum.

Planning for this institution includes a request to the 1963 Legislature for construction funds.

Youth Vocational Camp

Present projections of the number of boys and girls committed by the juvenile courts to the Youth Conservation Commission indicate that the number of boys at the State Training School at Red Wing will, near the end of the next decade, exceed 400. To be most beneficial to the boys who go there, the population of this school should not exceed 300.

If population increase develops as projected, the Department will propose a 60-boy camp with a vocational training program.

Half-Way Homes

Many times the juvenile delinquent or youthful offender has no home that he can or should go to after release from the institution. Having lived under a strict routine for some time during the institutional period which did not require decision making, he has also been entirely dependent upon others for food, clothing, shelter and all other physical needs. The world outside the institution frequently creates more and more fear within the individual as the date of his parole nears. He feels parole as demanding him to use personal abilities which have for some time been unused, and to use them in an outside world that may have changed since he left it.

To aid in this critical transition period, it is planned to develop small group homes for the juvenile delinquents or youthful offenders which, through subsidy, will be available to them as they secure employment and develop the self-confidence which is to assure their success on parole.

Research and Training

Current plans for research include the completion of an individual reporting system. This consists of a series of reports prepared as an individual is committed to the State and as he moves through the system from institution to parole, etc.

This design of the system is complete and will be in effect by the end of 1962. It will provide a nucleus of data for administrative statistics and basic data around which research can be developed.

No organizational unit within the Department of Corrections has more singular significance to the taxpayer than the Research Section. Through research, Government as well as private organization determines what they are doing, how well they are doing it and experiments with the new means of improving their product or service. One of the frontiers of the 1960s is to begin to solve and understand the "maze" of human behavior and, specifically, anti-social behavior. The Minnesota Department of Corrections, in cooperation with other correctional agencies throughout the Nation and the Western World, must experiment, innovate, and move forward toward more effective and economical means of handling and treating the juvenile and adult offender.

The cost estimates for this Department in the next decade bear witness to the statements previously made that time and money spent in sound research can and will return dividends in buildings that need not be built, government employees that need not be hired and, most important, human lives that can be redirected into constructive channels. In short, the Department of Corrections looks upon research as a

function as essential to the organization as the nervous system is to the human body. Funds for the continuation and expansion of this function are included in our estimates.

Extensive training needs exist throughout the Department if knowledge that is available and the new knowledge developed through research is to be utilized. Unless effective means are established for the dissemination of this knowledge and the best training methods used to communicate this to employees, the Department will not achieve anything approaching optimum performance.

A variety of in-service training programs, for persons working both in and out of institutions, is coordinated by a Director of Training, responsible to the two Deputy Commissioners.

Most training programs are conducted for one of two groups: The more than 120 persons who have "case responsibility" (the probation-parole agents, institutional case workers and camp counselors) and the more than 425 institutional workers whose primary job is custody (correctional officers and house parents, for example). Training for probation-parole agents, incidentally, includes agents on county payrolls.

The Department plans to continue its training program and to expand as required to meet the needs of its employees in dealing with the difficult problems of the juvenile and adult offender. Funds for this are included in the overall increase shown for improvement of existing programs.

ACTION PROGRAMS TO IMPLEMENT PLANS

Probation and Parole

The plans to improve and extend probation services will depend upon graduate training for members of the staff and their supervisors, in-service training, and a consistent relationship between the number of cases to be supervised and the number of workers and supervisors. It is planned to request of the Legislature an additional appropriation for the above purposes.

The needs for probation and parole services for female delinquents and youthful offenders is under study with the juvenile court judges of the State to whom these services are most directly related. Obviously, any plan which may be developed in conjunction with the juvenile court judges would require some additional legislative appropriation, which will be sought by the Department.

Youth Reception and Diagnostic Center

While construction of the Reception and Diagnostic Center at Lino Lakes will be completed early in 1963, no funds were appropriated for staffing this facility. It will be necessary, therefore, to request of the 1963 Legislature additional funds for this purpose.

From present projected figures, the number of young people being committed to the Youth Conservation Commission for diagnosis and treatment will increase approximately 62% between 1961 and 1970. If the Legislature provides sufficient staff to keep the length of stay to six weeks or less, it is estimated no additional housing should be needed during this period.

Adult Reception/and Diagnostic Center

Present planning is to seek an appropriation from the 1963 Legislature to construct a Reception and Diagnostic Center for adults. Operation would begin about July 1, 1965.

Adult Camps

The two adult conservation camps are included in the Department of Conservation's legislative plans for the 1963-65 biennium. The Department's planning calls for these camps to be functioning two years later and meetings are planned with the Department of Conservation to coordinate these items.

Medium Security Institution

The Medium Security Institution should be under construction in fiscal year 1965-66 with operations about two years later. Some planning funds may be sought at the 1963 Legislature.

Secure Facility for Youth

The architectural plans for the Secure Intensive Treatment Center for older youths under juvenile court commitment will require funds for building, equipment and staffing. The funds for building will be requested in the 1963 Legislature, and funds for staffing and equipment requested of the 1965 Legislature.

Youth Vocational Camp

According to projected figures, with the full use of the Diagnostic Center and the forestry camps, the population at the State Training School for Boys will be over 400 in 1970. It is planned to develop one or more vocational training units for 60 boys each as the most effective way to meet this population push and to prepare these boys for employment.

Half-Way Homes

Funds should be requested from the 1963 Legislature for subsidizing homes for use by young people during the critical transition period between institutional living and independent living on parole.

BUDGETARY NEEDS

Table 2 contains an over-all estimate of departmental appropriations needed for each of the next 10 years and is based upon predicted growth in population, cost trends, and improvements in the quality of treatment programs. In addition, new programs and institutions are indicated for the latter part of this decade.

FINANCING THE PLAN

The Department needs to seek Legislative appropriations to sustain operations and to carry out all portions of its plan with one exception: Profits from industrial operations could be used to finance expanded vocational and other training opportunities for inmates in the adult institutions. This would reduce somewhat the appropriations required.

Other sources of revenue in addition to appropriations would seem to be limited to farm production and savings through the use of inmate labor on building construction and maintenance projects. The Department will move in this direction wherever feasible.

TABLE 2

10-Year Projection - Budgetary Requirements

	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971
Existing Programs Financed by General Revenue Fund	5,673,000	5,599,000	5,950,000	6,247,000	6,559,000	6,890,000	7,235,000	7,597,000	7,975,000	8,375,000
Existing Programs Financed by Income Tax School Fund	1,472,000	1,490,000	1,606,000	1,686,000	1,770,000	1,858,000	1,950,000	2,047,000	2,150,000	2,260,000
Total Existing Programs	7,145,000	7,089,000	7,556,000	7,933,000	8,329,000	8,748,000	9,185,000	9,644,000	10,125,000	10,635,000
Proposed Programs Financed by General Revenue Fund										
Youth Reception and Diagnostic Center			970,000	1,020,000	1,070,000	1,123,000	1,180,000	1,240,000	1,302,000	1,367,000
Adult Reception and Diagnostic Center					250,000	262,000	275,000	289,000	303,000	320,000
Adult Camps					65,000	68,000	71,000	75,000	79,000	84,000
Medium Security Institution						795,000	835,000	875,000	920,000	966,000
Secure Treatment Facility for Youth					290,000	304,000	320,000	336,000	353,000	370,000
Youth Vocational Camp						139,000	146,000	153,000	160,000	168,000
Total Proposed Programs			970,000	1,020,000	1,675,000	2,691,000	2,827,000	2,968,000	3,117,000	3,275,000
Total Proposed and Existing Programs	7,145,000	7,089,000	8,526,000	8,953,000	10,004,000	11,439,000	12,012,000	12,612,000	13,242,000	13,910,000

TABLE 3

Major Capital Costs - New Programs

1963-65

Secure Treatment Facility for Youth	\$1,800,000
Adult Reception and Diagnostic Center	<u>1,500,000</u>
TOTAL	\$3,300,000

1965-67

Medium Security Institution	\$7,500,000
Youth Vocational Camp	<u>400,000</u>
TOTAL	\$7,900,000

TABLE 4

1960-61 and Projected 1970 Commitments
and Average Daily Population

	Annual Commitments or Admissions		Average Daily Population	
	1961	1970	1961	1970
St. Cloud Reception Center	302	587	97	163
St. Cloud Reformatory (Youth)	206	474	380	652
St. Cloud Reformatory (Adult)	240	218	461	542
Shakopee Reception Center	7	19	4	7
Shakopee Reformatory (Youth)	7	15	19	28
Shakopee Reformatory (Adult)	15	19	40	50
Stillwater Prison	235	282	1188	1665
Red Wing Reception Center	515	737	99	146
Red Wing Training School	327	509	290	415
Sauk Centre Reception Center	174	279	51	60
Sauk Centre Home School for Girls	153	231	198	274

HISTORICAL SOCIETY

HISTORY OF THE SOCIETY

The Minnesota Historical Society, incorporated less than two months after the first territorial legislature was convened in 1849, is the oldest institution in the state. Alexander Ramsey, first territorial governor, served as the Society's first president. A New York newspaperman in 1849, hearing of the founding of this Society, wrote: "There is nothing too flattering to predict of the future greatness and prosperity of a people who commence to write their history as soon as the foundations of their commonwealth are laid."

Among the incorporators of the Society were many of the founders and political leaders of the Territory, including Henry H. Sibley, Henry M. Rice, Aaron Goodrich, Franklin Steele and Martin McCloud. From a handful of members and a humble assortment of curios, "antiques," and papers, the Historical Society has grown, in a century's time, to one of the largest and best in the country. Today the most complete collection of source materials dealing with the history of this state and the Northwest is to be found here. Gathered in the collections of the Society are many thousands of manuscripts, books, pictures, newspapers, and a rich array of objects to remind Minnesotans of their heritage.

In an opinion prepared by the Attorney General of Minnesota dated May 26, 1944, it was determined that the Minnesota Historical Society was a private corporation and not a state department, and that the Society was not subject to the Reorganization Act of 1939.

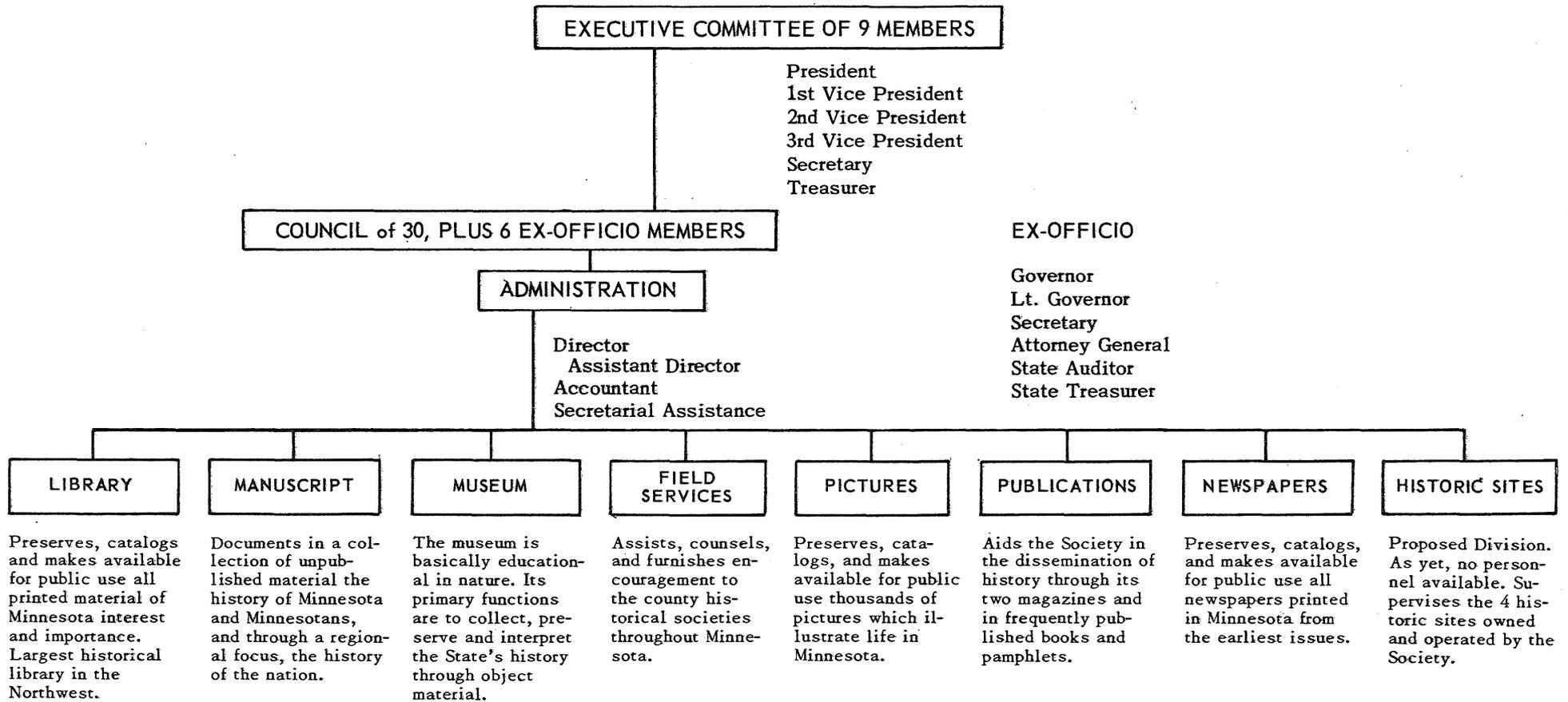
Since 1855, the State of Minnesota has provided quarters for the Society, its library and its collections. The Minnesota Historical Society was housed in the first State Capitol, then the second, and before moving to its own building, was located in the present Capitol. It has occupied its own quarters since 1917. During the 1930's, with federal (W.P.A.) funds, two large storage areas were added to the building. They are used to house portions of the museum and manuscript collections. For the last several bienniums the Legislature has made appropriations to rehabilitate the building; however, expansion in the library, manuscript and museum departments has made it necessary to request a modern addition to the historical building.

ORGANIZATION

The Minnesota Historical Society, a quasi-public corporation, is governed by a council consisting of thirty members elected by the membership. This body meets twice each year. A smaller group, the executive committee (9 members) composed of the officers of the Society, the immediate past president, and two members of the council, meets six times a year. The six elected officials of the state -- governor, lieutenant governor, secretary of state, attorney general, state auditor and state treasurer -- serve as ex-officio members of the council. A Finance Committee of seven members plus three ex-officio members meets once a year. (See Chart 2)

The organization chart shows seven major departments in addition to the administrative office. A Historic Sites Department will be added when funds are appropriated for the position of Historic Sites Supervisor.

Chart I



RESPONSIBILITY AND AUTHORITY

The Minnesota Historical Society is an educational institution devoted to the preservation, advancement and dissemination of knowledge of the history of Minnesota. It has a traditional academic and scholarly function to perform that may range from merely answering with discriminating care the inquiry of some distant scholar to promoting and sponsoring major research programs; from the publication of an annual booklet to a large scale publication program involving both books and magazines and occasional multi-volume works.

It has the major task of collecting and preserving with discrimination manuscripts, books, newspapers, museum objects, and books that will accurately depict the history of Minnesota from the beginning. It fosters the appreciation of the Minnesota heritage on a state-wide basis by organizing, aiding, and guiding historical societies in each of the State's eighty-seven counties.

It has the task of taking history to the people, of helping to bring the fruits of the academic historian and values to the general public. This may be accomplished through exhibits, tours, meetings, lectures, historic sites, books, magazines, newspaper stories, television and radio, correspondence, etc. Thus the program of the Minnesota Historical Society embraces administration, public relations, historical methods and research, archival practices, library services, and education in all of its phases, including adult education, and publishing.

The Society first received financial aid from the State of Minnesota in 1852 when the Territorial Legislature granted funds to assist in the publication of the Society's Annals. This appropriation established a financial relationship between the Territory and the Society during the third year of the existence of each.

In 1869, the State Legislature placed a specific obligation on the Society by requiring that "the said society shall cause their library to be kept open for the free use of the public" At various times during its 113 year existence, the Society has been required by statute to perform specific services similar to those required of a regular state agency.

However, from the beginning the Society has been a private corporation with its own governing body. Its territorial charter grants it wide discretionary powers as an educational institution. In this respect, its legal character parallels that of a chartered state college or university. It is most commonly designated a semi-state institution. It performs for Minnesota many of the public services that the Library of Congress performs for the United States.

Since the erection of the Minnesota Historical Society Building in 1915, the State has maintained the Society building, provided the salaries for the staff and many of the operating supplies and expenses. In addition, the Society has supplemented its public funds with a small private income derived from invested funds, membership dues, and bequests and gifts. At the present time, its annual private income is \$42,000. It is used for all of the Society's publications, a portion of the library books, a small number of personnel, and supplies and expenses not provided by legislative appropriation.

The Minnesota Historical Society's activities are prescribed by statute as follows:

<u>LEGAL CITATION</u> (M.S. 53, C.L. 55)	<u>FUNCTION OR ACTIVITY</u>
Laws 1849, Ch. 44	Minnesota Historical Society established and incorporated on October 20, 1849.
Laws 1849, Ch. 44	". . . the object of said Society shall be the collection and preservation of a Library, Mineralogical and Geological specimens, Indian curiosities, and other matters and things connected with, and calculated to illustrate and perpetuate the history and settlement of said Territory."
Laws 1856, Ch. 15	"The objects of said Society, with the enlarged powers and duties herein provided, shall be, in addition to the collection and preservation of publications, manuscripts, antiquities, curiosities, and all other things pertaining to the social, political and natural history of Minnesota, to cultivate among the citizens thereof, a knowledge of the useful and liberal arts, science, and literature."
Laws 1869, Ch. 95	". . . the said society shall cause their library to be kept open for the free use of the public, during the usual business hours about the Capitol, under such restrictions relative to the consultation of books, and the taking of extracts therefrom, as the Executive Council may direct."
Laws 1947, Ch. 365	The Society was designated "custodian of records," and provision was made that "two copies of each book, document, journal, map, pamphlet or report published by a state department or agency should be delivered to the Society."

GOALS AND OBJECTIVES

The following goals and objectives are those of the Society as a whole:

CONSTRUCTION of an addition to the Minnesota Historical Building which will house a modern historical museum and provide urgently needed space for the constantly growing collections of library books, manuscripts, and pictures.

DEVELOPMENT of a program to adequately preserve Minnesota's major historic sites. A beginning has been made with the establishment of national monuments at Pipestone and Grand Portage, and with the acquisition of three historic sites by the Society -- the General William G. Le Duc home in Hastings, the Mille Lacs Indian Museum, and the Oliver H. Kelley home near Elk River. However, many more historic sites of great significance in Minnesota are in serious trouble and will be erased if action is not taken to save them. Organizations and individuals interested in such preservation projects are looking to the Minnesota Historical Society to take the initiative and provide leadership for such a program. Examples of historic places that will soon

be lost forever if steps are not taken to set them aside are the Grand Mound at the junction of the Big Fork and Rainy Rivers -- the most spectacular Indian mound in the Upper Midwest, the Upper Sioux Agency near Granite Falls, and the birthplaces of the state's two most famous authors -- Sinclair Lewis' at Sauk Centre and F. Scott Fitzgerald's at St. Paul.

DEVELOPMENT of a Pioneer Village at the Oliver H. Kelley farm near Elk River.

EXPANSION of the Mille Lacs Indian Museum.

ERECTION and development of modern historical museums at Itasca and Fort Ridgely State Parks.

SECURING funds that will pay the salaries of attendants during the tourist season at the following museums and historic sites: Oliver H. Kelley home, William G. Le Duc home, Fort Snelling Round Tower Museum, Fort Ridgely Museum, Itasca Museum, and the Lindbergh home.

SECURING an adequate publications budget from private sources. The goal is \$100,000.

ENLARGING the microfilming program, which is now restricted to newspapers, to accelerate the newspaper microfilming program and to include original rare manuscripts (Ramsey papers, Sibley papers, Taliaferro journals) that are rapidly deteriorating.

DEVELOPMENT of a more adequate historical marker program. Minnesota lags behind most other midwestern states in preserving and marking its historic sites. It is missing an opportunity to inform tourists, as well as its own people, about the rich heritage of Minnesota. Historical markers can be one of the most effective means of causing visitors to Minnesota to stay longer.

INCREASING the Society's present small endowment of \$250,000 to a higher level.

THE ESTABLISHMENT of a fund that will enable the Society to compete on the rare book and manuscript market for the purchase of the best of such books and manuscripts relating to Minnesota. As things now stand, Minnesota is losing an alarming number of items to collectors and historical agencies located outside the state.

Examples of such items that have been lost are a collection of Zachary Taylor letters written in 1828-29 when Taylor served as Commandant of Fort Snelling; Josiah Snelling's diary describing life at the fort when he served as Commandant in the early 1820's; a collection of letters of Ignatius Donnelly; and a collection of letters on the first Minnesota Regiment at Gettysburg recently purchased by a person out of state. The Society needs an annual fund of \$3,000 to successfully compete for a share of such Minnesota items.

INCREASING the Society's budget. Currently the annual budget for the purchase of new books needed to keep the library collection up-to-date is \$4,400 (\$2,500 from state funds and \$1,900 from private funds). For the oldest public library in Minnesota and a major research library of its dimensions, this amount is inadequate to keep the library up to standard. Unless the budget is doubled during the next 10 years, the quality of this collection will deteriorate sharply.

FINANCING

The Society received its first financial aid from the state in 1852. This appropriation set a precedent for state assistance. For most of the Society's life funds have come from two main sources -- state and private. At the present time the proportion is 85.1 per cent from the state and 14.9 per cent from private sources. During the next 10 years this ratio should be maintained so that private funds increase accordingly. State appropriations are used for salaries, supplies and expense, a portion of library books purchased, and microfilm. Private funds come from membership fees, subscriptions, profit on publications purchased for resale, interest on bonds, dividends on stocks, contributions, historical tours and miscellaneous services.

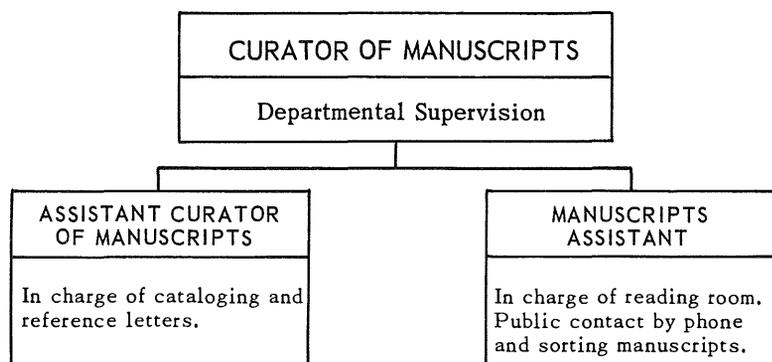
A problem that has become almost chronic for state government is the prospect of recurring deficits in the general revenue fund out of which the Society's appropriation is made. Consequently, "belt tightening" and "economy drives" have been periodically necessary. This has caused delays and setbacks in programs authorized by the Legislature.

The result is that the actual budget made available to the Society is somewhat less than the amount appropriated by the Legislature. Although the Legislature appropriated \$232,460 for fiscal 1961, the Society actually received \$226,858.01 -- \$5,601.99 less. Obviously, the only solution to this problem is the development of an adequate tax base to support the cost of state services. Until this is achieved, the Society will share with other state agencies and institutions the hardships caused by inadequate state revenues.

MANUSCRIPTS DEPARTMENT

Organization

The Manuscripts Department was organized in 1918, when one person was engaged to process collections the Society had acquired since the 1850's. It has been a separate department within the Society since that time, with the exception of an interim in 1946-1948 when it became a division of the library. There are now three full-time positions.



Responsibility and Authority

The Department is charged with responsibility for documenting in a collection of unpublished materials the history of Minnesota and Minnesotans, and through a regional focus, the history of the nation "locally viewed." Its authority for performing this function emanates from the Society's 1849 charter and subsequent legislation.

Goals and Objectives

The goals and objectives are:

TO ACQUIRE for the Society documents deemed of sufficient value for preservation.

TO ORGANIZE and catalog the material acquired.

TO RESTORE damaged documents and to give to the collections care that will insure their preservation.

TO ENCOURAGE the writing of history by counseling scholars on the research resources of the collections, the use already made of them, and the fresh data available in them that will contribute to knowledge.

TO WIDEN the circulation of information about the Society's holdings by preparing condensed data for cards filed in the National Union Catalog of Manuscripts in the Library of Congress.

TO ENCOURAGE the recording of personal experience by providing outlines for persons writing reminiscences and by recording interviews.

TO PROVIDE to organized groups in the state (businesses, churches, unions, etc.) preserving their own archives technical data on processing and preservation and to centralize at the Society information on research resources of the privately held collections.

The policy summarized here has been stated in "Collecting Policies of the Minnesota Historical Society," published in American Archivist (April, 1953); in In Support of Clio (Madison, 1958); in A Guide for Collectors (St. Paul, 1951); in Reminiscences and Interviews (St. Paul, 1951), and in annual reports to the director.

Standards

Standards (always subjective and flexible) for collecting are outlined in the above publications which summarize the best thinking of our times and the harvest from leaders of previous generations. Standards for cataloging, restoration and preservation are suggested in publications issued or prepared by the Minnesota Historical Society, the Library of Congress, the National Archives, and William J. Barrow.

Applications of the standards is limited by a shortage of personnel; deficiencies in the storage areas (dust, lack of temperature and humidity controls); and lack of dust hoods, fumigator, humidifier and laminator.

Plans

The Department plans, hopefully, in the next decade:

TO BROADEN the scope of collecting.

TO RAISE critical standards in evaluating material before acceptance.

TO IMPROVE efficiency in handling records, to meet minimum standards for document preservation, to safeguard treasures from theft or careless use, and to accommodate scholars provided with modern research tools by acquiring new housing equipped with the following facilities:

A processing room equipped with a dust hood, fumigator, humidifier and laminator.

A storage area with space ample enough to accommodate additions to the collections without periodically shifting the entire holdings. The area should be provided with heat, humidity and dust controls to insure proper conditions for preservation.

A sound-proof reading room around which glass offices and workrooms are arranged to provide good working conditions for scholars and permit maximum surveillance by staff engaged in other tasks. Important, too, will be sound-proof glass cubicles in the reading room where scholars using dictating equipment can read documents into the machines without disturbing others, as well as compartments that can serve as semi-dark rooms for those using photocopying equipment.

An underground vault built to specifications that will insure safety in nuclear war of the most precious manuscripts and of microfilm copies of others.

A receiving room to house incoming records and elevators and transportation belts to move records now lifted manually.

TO REDUCE the bulk of marginal materials by microfilming and then destroying originals.

TO SAFEGUARD from war's devastation the information in collections high in content value by microfilming them and storing the films in the vault referred to above.

TO MICROFILM large collections too fragile for continued use and withdraw the originals from circulation. Small collections of high intrinsic value must be laminated.

TO REVIVE the project of tape recording reminiscences, music, and "sounds of our times," abandoned several years ago because of shortage of personnel, by acquiring the personnel and new equipment.

TO ACQUIRE a fund for purchasing manuscripts.

All of the projects outlined embody the minimum essentials in services that any scholarly institution of the Society's character is expected to render to the state and to scholarship.

The necessary facilities have been mentioned in the categories to which they are related, with the exception of microfilming. Since the Society already has a department specializing in this activity, it might be wise to contract such work to it, or to offer the contract to private firms.

Implementing the services to which the department is already committed will require the acquisition of the equipment mentioned, addition of seven staff members (bringing the departmental staff to ten persons), and the specialization of work in the following divisions:

Field service, in charge of collecting -- 1 person.

Accessioning and cataloging -- 3 persons.

Reference service -- 1 person.

Tape recording and interviewing -- 1 person

Stenographic service -- 1 person.

Page service -- 1 person.

Restoration -- 1 person.

Administration, evaluation, and research counseling -- 1 person.

Although the state has been unwilling to add even one person to the staff in the past twelve years that requests have been made, while it has added to almost every other Department in the building, it must now face up to the fact that a real emergency exists. It need only look to other institutions in the nation who are solving the problem by staffing its manuscripts departments to realize that Minnesota has indeed turned its back upon one of the most vital functions a historical society performs.

The technological break-through that has affected the operations of the manuscripts department began around 1900 and has increased in impact through the years. The net result of changed technology are more records, each of which contains less information; more types of records; poorer quality of paper; and more unwritten evidence that must be rescued from loss by interviewing. The instruments and conditions that produced the above results are as follows:

THE TYPEWRITER and other duplicating devices; mechanical processing of accounts, personnel records, etc.

COMMUNICATION CHANGES: the telephone, by means of which unrecorded evidence is lost; the telegraph, by which details of missives are lost.

TRANSPORTATION CHANGES: the ease of transportation has encouraged exchange of vital information in personal conferences rather than by letter.

INCREASING COMPLEXITY of economic, social and cultural patterns has produced manuscripts by the millions instead of by the hundreds (although each document may contain less data than its 19th century counterpart) and manuscripts of such specialized function that evaluation is complicated.

INCREASED POPULATION. When the Society was founded in 1849, it began collecting manuscripts documenting the history of a few thousand persons. Today, it must collect oral or written evidence of a complex nature documenting the history of a state numbering over three million persons.

There is no legislation now pending that will affect the operation of this department. In the recent past, the expanded base of Social Security coverage accelerated searches in church records for vital information substituting for birth certificates.

Action Programs to Implement Plans

The parts of the plan outlined above are so interdependent that it is difficult to assign priorities. The following is the best scheduling possible at this time:

COMPLETION of the Southwest Terrace to provide room for immediate expansion,

and eventually, for auxiliary storage. If the debt limit is raised, this project will be taken care of during the present biennium.

IMMEDIATE PROVISION for safeguarding precious documents from destruction by bombs, use and aging.

IMMEDIATE INCREASE of the staff to five persons, giving priority to one cataloger and one page. The other five persons requested should then be added one at a time over the rest of the ten-year period.

CONSTRUCTION of an annex or a new building containing the physical facilities and equipment detailed above.

Budgetary Needs

COMPLETION of the Southwest Terrace, now in the budget: \$22,000.

NEW BUILDING or annex. The Society has had no estimates made.

SEVEN NEW STAFF members: approximate cost will be \$32,600 per year.

TAPE RECORDING equipment: \$1,000.

When the Department is adequately staffed and thus able to meet its commitments, other expenses will increase. Among the chief items increased will be travel, supplies for cataloging and restoration, and equipment.

MUSEUM

Organization

The museum occupies two widely separated areas in the Historical Building. A workshop, art room, and storage for bulky items are housed in two levels of the Northwest Terrace. This terrace is an addition to the Historical Building and is largely below ground level; it is entered through ground and basement level doors. The curator of exhibits, an artist-preparator, a museum carpenter, and a part time museum aid work in this area.

Four exhibit galleries, some storage facilities, and the offices of the museum curator, curator of collections, and tour guide-registrar, are housed on the third floor of the Historical Building. Hence, the display and administrative areas are widely separated from the workshop, art room, and major storage regions.

The physical distances between these two major Museum work areas and the lack of centralized authority cause a certain degree of inefficiency and lack of co-ordination.

In January, 1962, a reorganization was effected which centralized authority in the hands of the museum curator and more clearly outlined areas of responsibility for other staff members. Two divisions of the Museum were established. One is headed by the curator of exhibits (associate curator). This position has charge of exhibits, the museum carpenter, the artist-preparator, and the areas where they work. The other division is headed by the curator of collections. This position has charge of Museum acquisitions, accessioning, records and storage. The Museum registrar and Museum aid (part time) work under the direction of this position.

This reorganization has worked well in all respects. Staff members are efficient and seem to be satisfied with the changes. A division head is now in charge of each of the major Museum areas. Regular staff meetings are held to keep all staff members aware of problems, projects, and future plans. This reorganization should allow us to design exhibits more swiftly and to interpret Minnesota history more effectively. More rapid progress in storage changes will also be made.

Responsibility and Authority

The Museum is basically educational in nature. Its primary functions are to collect, preserve and interpret the State's history through object materials. These functions are accomplished through the collection of specimens; their proper storage and restoration; and the use of them in interpretative exhibits or for study purposes. The collections are held in trust for the benefit of present and future generations.

The Museum houses collections of approximately 1,000,000 irreplaceable objects which pertain to Indians, archaeology, pioneer life, and modern times. These materials provide an unequalled physical link with our state's past. Museum staff members utilize them to interpret the past in modern and historically accurate displays.

Some 150,000 persons visit the building each year. Many of them are school children who are given guided tours. Large numbers of out-of-state and foreign visitors receive lasting impressions of Minnesota through their visits here. The Museum also provides the public with identifications of objects and information concerning Indians, pioneers, firearms, furniture, and a host of other subjects.

Goals and Objectives

The Museum's principal goals and objectives are to greatly improve our collections, records, exhibits, preservation methods, and work-storage areas. Additional display space is an urgent need.

The collections must be expanded in many areas which it does not have at present. "Collect now for the future" is an ideal which we strive to follow. At present, the Museum cannot collect large and highly significant objects associated with farming, commerce, transportation and industry. An obvious need exists to preserve these materials.

Many Museum records are outdated and incomplete or not fully organized. They are currently being studied. They must be revised and expanded to upgrade them to modern standards. Photo-mechanical methods of record retrieval are under study. In the near future, one classification of records will be microfilmed and film substituted for hand "posting" of data into ledgers. This will result in a great time saving in future years.

At present, Museum exhibits are in a reasonably good condition. A need exists, however, for the renovation of displays in two large galleries. Studies of how this may best be accomplished are under way. A long-range exhibits plan extending to 1965 and beyond has been prepared. Priorities are assigned to exhibits in this plan. They are now being constructed in accordance with it.

An embryo Museum laboratory has been established to deal with conservation of many types of objects. Undoubtedly, much restoration on furniture and metal objects must be undertaken in the future. A larger portion of staff time must be allocated to this end in the future.

Inadequate work space must be modernized for greater efficiency and utility. Additional work facilities and study areas must be constructed in the upper level of the Northwest Terrace. Priceless collections are housed in sub-standard storage areas which lack temperature, humidity and dust controls. A "Master Storage Plan" for the Northwest Terrace has been devised. It is now being implemented to provide more space, a better ordering of materials, and much greater efficiency in finding needed objects, as well as providing for better physical care of specimens.

Within five years, the Museum will have outgrown all available display space in the Historical Building. Obviously, additional space is needed so that we can more fully interpret Minnesota's historic past. The present quarters are also much outmoded by developments in the museum field in the past 50 years. Provision must be made for a new Museum building within the next 10 years, or Minnesota will fall well behind other states in providing her citizens with up-to-date Museum facilities.

In June of 1960, an 8-page study called "Principles of Museum Policy" was prepared. It is currently used as a guide for all museum operations. Many supplements to this study have been prepared and are being used as guides to the museum program.

Standards

Museum standards are somewhat like those of libraries. It is only in recent years that many museum procedures have been standardized or formulated. In general, the Museum adheres to standards as specified by the American Association of Museums in our collection, preservation, and interpretation policies. These standards are used by the National Park Service, Smithsonian Institution, and the bulk of larger museums in the U. S. and Canada. These are best exemplified in the following volumes:

Interpreting our Heritage, by Freeman Tilden, 1957, University of North Carolina Press.

Museum Registration Methods, Dudley and Bezold, 1958, American Association of Museums.

The Conservation of Antiquities and Works of Art, by Plenderleith, 1956, Oxford University Press.

Field Manual For Museums, Burns, 1941, U. S. Government Printing Office.

More important general standards are:

The Museum collects typical objects which can be used to interpret the various phases of Minnesota History.

These objects are held in trust for present and future generations, and are given the best care possible considering limited staff and storage facilities.

Records relating to these objects are kept in the fullest possible manner.

These objects are used whenever possible in modern interpretative exhibits which will inform the interested public about the various aspects of Minnesota's history.

Plans

Major museum plans for the next decade are:

TO MAKE EXTENSIVE additions to its collections so they are more complete. Collecting must be started now in anticipation of a great future need for materials. Highly significant farming equipment, transportation items, commercial and industrial materials must be collected while they are available. This program is now curtailed by lack of adequate storage space.

TO IMPROVE the records keeping system so it comes up to modern museum standards. Present records are inadequate. Most of our collections must be reaccessioned (described and remarked).

TO DEVISE a preservation and restoration program for the collections. A simple laboratory and library are contemplated. Restoration would be carried on largely with present workshop facilities.

TO IMPROVE the storage system so that it is up to modern museum standards. Temperature, humidity and dust controls are now lacking in our storage areas. Great and continued damage to priceless collections results.

Storage rooms and shelving must be constructed to house the collections. Presently, many items are piled on floors. This results in congestion, fire hazards, damage to specimens, and an inefficient use of available space. Great savings in staff time and storage space would result from adequate shelving.

TO MAKE extensive additions to the displays so that they can tell "the Minnesota story" more adequately and effectively.

TO BEGIN plans and specifications for a new museum building.

NEW SERVICES

The school tour program must be expanded to cope with the increasing demands made by schools for this important museum service.

An education program must be started to broaden public interest and awareness of state and national history. Ideally, all departments of the Society would be involved in this program. The general goal would be to establish a series of programs with an appeal to children and young adults. Their active participation would be stressed. Audio-visual materials such as movies, records, and film strips would be used. Tours to historic sites around the Twin Cities area might be considered. A study of pioneer or Indian handicrafts could be incorporated with historical studies. Graduate history students would be used for direction and programming. Educational facilities are now being expanded in most large museums.

At present, the Society sponsors displays at an ever enlarging number of historic sites and State parks. Among these are: the Lindbergh house, Little Falls; the Round Tower, Fort Snelling; the Oliver H. Kelley home, Elk River; Fort Ridgely; and the Mille Lacs Indian Museum, Mille Lacs Lake. It is obvious that demands for these services will increase in the future.

Advice and assistance are now given to a number of the 87 County Historical Societies in the state. Research, exhibit planning, layouts, color, lighting, techniques, storage, and preservation advice are often requested. Modern museum concepts

are gradually diffusing to all areas of the State and an increasing number of museums are being erected. Therefore, requests for these services will increase greatly in the years to come.

Requests from schools and other educational agencies for traveling exhibits are now regretfully refused. Some provision must be made to meet these requests in the future.

A few requests are currently made for the use of portions of the collections for study purposes. Space is lacking in which these scholars can work with the materials. Requests for this service will increase.

RESEARCH

The Society's current underwater search program for fur trade materials has just begun. Many highly significant items have been found. These are priceless scientific materials. A pressing need exists to continue this search for five or more years. A carefully detailed study of artifacts found must be made, and these data published.

Closely associated with this is a need for a long range excavation and study program at a number of vitally important fur trade posts from the French, British and American periods. Some thought has also been given to the launching of a long-range study of the fur trade era which would embrace these and other projects. This research can probably be financed largely by private funds, but professional assistance is greatly needed.

The value of these studies to the history of Minnesota, the Northwest, and the nation cannot be overestimated. Much new knowledge concerning the fur trade era in our State will result. This information will be used to a great advantage in interpretative displays by counties, state parks, schools, the National Park Service and the Minnesota Historical Society. Many popular publications and educational movies will also result from this research.

With the ever expanding visitations at museums, historic sites, state parks, etc., this search project will reach an increasingly larger audience.

ORGANIZATIONAL SETUP

The demand for present and future services should not affect the organizational setup in any large measure. Although an additional four employees will be needed, these can be readily fitted into the present table of organization under the existing museum divisions and the direction of the museum curator.

PERSONNEL NEEDS

With the increasing work load placed on the Museum facilities by the public and other departments of the Society, additional employees are needed in the Museum. Much more rapid progress could be made in all phases of Museum activities with the addition of only one or two additional employees. The positions requested are listed below in their order of need.

A CLERICAL WORKER is needed to assist with the Museum's backlog of record keeping, inventories of collections, remarking of specimens, and research on collections. Salary: \$3,600 per year.

A DISPLAY-PREPARATOR is needed to assist with the construction and modification of displays. Salary: \$4,800 per year.

A RESEARCH ASSISTANT is needed to assist the Museum curator with a wide variety of research projects concerning museum exhibits, research on collections, research on fur trade era artifacts. He would also be available for selected research projects for the Administration Department. Salary: \$5,000 per year.

A UNIFORMED GUARD is needed to patrol the five floors and corridors of the Historical Society Building. Much loitering, vandalism, and minor thefts would thus be prevented. Salary: \$4,000 per year.

AN ADVERTISING LAYOUT ARTIST could be used to speed up layout and art work for display and the publications department. This service is also needed by the Administration Department for a wide variety of miscellaneous art work. Salary: \$5,000 per year.

HISTORICAL BUILDING

Many improvements are desperately needed in the present Museum exhibit and storage areas. These are listed below.

Heating, humidity, dust, and ventilation controls are needed for Museum display, work and storage areas. The present system is antiquated; parts of it are inoperative. No heat, humidity, dust, and ventilation controls exist at all in one level of the Northwest Terrace where priceless collections are stored. Uncontrolled summer heat and humidity damage delicate museum specimens in all storage areas. In present storage areas, dust enters freely and covers all exposed materials. Temperature and humidity fluctuate widely -- alternately moistening and then drying out furniture, cloth, paper, leather, etc. These specimens are irreplaceable. In the future, the Museum will be forced to ask the State for thousands of dollars to restore these items.

Uncontrolled heat and humidity make working conditions most unpleasant on the third floor of the Historical Building during summer months. Visitors frequently complain about this condition. Work efficiency naturally declines greatly. Specimens stored in this area suffer also.

Visitors frequently complain of the heat or lack of fresh air in winter months. It is common for children to faint while touring our galleries in groups. This is caused by a lack of fresh air.

The Museum shares these problems with all other departments in the Historical Building. These problems are a part of a larger one. The entire building needs adequate temperature, humidity, dust, and ventilation controls.

FACILITIES

Decent office space is lacking for Museum staff members who are housed on the third floor of the Historical Building. The curator, curator of collections, and tour-guide registrar occupy three small cluttered offices which are widely separated. This results in a loss of efficiency and many difficulties in communication with each other.

Although legislative approval has been secured to convert one building light well into office space, funds are needed for the conversion of an additional light well into work space for the tour-guide - registrar. None of the present offices

have room for a table. Tables must be set up in corridors whenever any sorting or packaging of specimens is done.

Metal Shelving for Museum Storage, \$5,000

Thousands of small items are in the Museum collections. Most of them must be readily accessible at almost any time; therefore it is difficult to store them in containers. Shelving is the only solution to this problem. With adequate shelving, present storage space can be utilized more effectively. At present, many items are stored on the floor where they are subject to damage.

Paint and Fumigation Room, \$2,500

A dust-proof room with an exhaust fan is needed. Most museum exhibits need occasional repainting or refurbishing. Dust in the air makes this operation almost impossible, or at least impossible to obtain good results. Therefore, a small dust proof room is needed which has an exhaust fan to draw off inflammable or poisonous lacquer, paint and varnish fumes. This room would also be used for the fumigation of clothing, upholstered furniture, wood and many other materials. It is essential to fumigate most items brought into a museum to prevent costly insect damage to the objects themselves or to other things in storage.

Double Doors for Storage Area, \$800

The Northwest Terrace serves as a workshop and storage area for the Museum. Large and bulky pieces of furniture, equipment and construction materials are frequently brought in. At present there is one door opening into this area from the driveway in the rear of the building. Only about seven feet of clear space is available opposite this door. Large objects must be shifted in gradually. The installation of double doors would enable us to save manpower and time, and would also eliminate damage to museum specimens and other materials. Large displays must be built in two sections to move them through this door.

Freight Elevator, \$5,000

A freight elevator is essential for moving large objects from the unloading area (driveway) to the lower Terrace level where most of them are stored. Pianos and other large items must now be unloaded at an inconvenient location at the opposite end of the building and taken about 200 feet to a storage area.

When large objects are moved between the two levels of the Terrace, they must be moved about 300 feet, taken up an elevator or carried upstairs, taken down a long corridor and then shifted through two sets of doors into the Museum workshop. Much staff time is consumed in such operations, and specimens are damaged.

Dust Controls for Power Tools, \$600

Dust is a constant enemy of museum objects; it frequently carries noxious chemicals or soots which damage almost everything they touch. Dust removal equipment is badly needed in the museum's workshop where quantities of sawdust from power tools is blown out onto the floor. The elimination of this problem, with proper dust removal equipment, will at least help to partly solve the over-all dust problem in the Historical Building.

Preparation Laboratory, \$2,625

The Museum needs a safe place to store strong acids and other chemicals, which are used in the treatment and preservation of many artifacts. As time goes on, restoration will become increasingly important to the Museum's increasingly valuable collections. This laboratory would be shared with the Newspaper and other departments.

Welding Work Area, \$300

Recent advances in display work make it imperative that the Museum have an electric welder for light welding of metals. A safe fireproof area is needed for the installation of this welder. A flexible canvas-asbestos track enclosure would house the welding equipment.

Sound Equipment, \$2,000

The use of sound equipment adds a new dimension to the museum field. Background music, special effects, and other features can be used to make our displays far more effective. Modern museums have this equipment. Radio tour guide equipment might even be installed.

Fire Detection System

No fire detection equipment is presently installed in the building. It is most important that it be installed in all museum storage areas. A fire starting in a remote area could get well under way on an evening or week end, and destroy many irreplaceable specimens, or spread to other areas of the building

Facilities, Equipment, \$1,500

The Museum workshop suffers from a serious lack of power equipment. Staff time could be saved, and displays and restoration accomplished with much greater efficiency if it had adequate tools.

Office equipment, \$500

The Museum office staff functions with antiquated equipment, much of which has passed through many hands and is almost unusable. If the Museum curator and curator of collections are given a new office, they should have workable and presentable chairs, tables, and file cases.

Display Equipment, \$1,350 (Estimated)

An "Art-O-Graph" (\$450) is needed for reducing or enlarging art work. It will greatly speed up routine art work; helps create better layouts. This is an overhead prismatic projector which projects an image onto an easel. With it, composite art work can be traced to scale; overlays made, etc. Obviously, this piece of equipment would pay for itself in staff time saved within a two or three year period.

A "Line-O-Scribe" machine (\$900), a sign making device. Many museums and display shops have them. It would be possible to set up type and print uniform labels for all exhibits and displays. This would allow the staff to do a large number of posters and signs once the copy was set up. This is essentially a "proof press" used in most print shops.

Facilities, New Building

An addition is needed to house a modern Historical Museum with its attendant storage, workshop and office areas. The present Museum is inadequate to handle and house large objects and the increasing amount of excellent visual materials in its collections. Moreover, the present Museum is located on the third floor -- the most inaccessible area in the Historical Building.

All available display space will be exhausted in three to five years. Increasing numbers of visitors already crowd the galleries and corridors. Attendance will undoubtedly increase from 150,000 to 300,000 within 10 years. A modern museum should also be housed on a first floor level with its storage, work and office areas close by. A study should be made to determine the type of structure best suited to the Museum's needs.

Much more effective interpretative displays could be made in a modern first floor museum. Phases of Minnesota history not now available could be shown to the people of Minnesota. In a sense, large numbers of out of state or foreign visitors receive their most permanent impressions of our state from their visits to the Museum of the Minnesota Historical Society.

Adequate provisions must be made for staff, visitor and school bus parking in any plans for a new museum building.

Action Programs to Implement Plans

It is difficult to establish time tables for the Museum plans or goals. Requests for services from other departments and outside organizations or individuals can drastically disrupt schedules. The recent proposal to enlarge the Mille Lacs Indian Museum is an example. About a month was devoted to planning this addition by the curator of exhibits and the Museum curator.

Storage System Improvements

Some steps have been taken in this area and will continue until the problem is solved. Progress here is largely contingent upon funds being available for shelving. This is one of the most critical problems facing the Museum.

Display Additions

Action on this is well under way and will continue without letup for about 5 more years. Thereafter, space restrictions will preclude any major new projects unless more display space is forthcoming. If provisions are made for a new Museum structure, display efforts must be expanded to prepare new displays for the new display areas. Expansions in display staff, etc., would then be necessary.

Records Keeping System Improvement

Improvements in this area are well under way. They must be continued for perhaps ten years, until the collections are adequately marked and described. Thereafter, a high level of record keeping must be maintained.

Preservation and Restoration Program

A simple museum laboratory has been started. Present workshop facilities will be used to a large extent in this program. Repair and restoration must presently be

concentrated only on specimens which most need this service. When more time becomes available, larger efforts will be devoted to it. It must be continued into the indefinite future.

Collecting in Anticipation of Future Needs

This project is now under way to a limited extent, though it cannot be started in a full scale fashion until more adequate storage facilities are available. An additional clerical worker is needed to handle records associated with this project. Collecting is also curtailed until our present collections can be sorted, reclassified and culled. Studies must also be made to discover specific areas in which collecting must be concentrated.

A New Museum Structure: 1965-1970

There is not much point in making more than generalized plans for a new museum until the Legislature appropriates funds for a preliminary architectural study, and indicates an interest in constructing a new building.

GALLERY I Indians and Explorers: At present about two-thirds of the semi-permanent Indian and Explorer gallery is completed.

GALLERY II Pioneer Life: Plans call for re-evaluating the permanent galleries and re-doing the Pioneer Life (North Gallery), the Room settings, East Gallery and eventually to complete and make minor changes in the Indian Life and Explorer Gallery.

GALLERY III Minnesota Street Scenes: These exhibits should be enclosed.

When these 3 major galleries are completed, the scope of the exhibits should be enlarged:

DEVELOP "Memory Lane" period from 1900 to present day.

MAIN FLOOR CORRIDOR, series of displays representing each department in the building which will tell briefly each one's purpose and function and services available to the public.

EXHIBITS on significant industries -- lumbering, iron ore, milling, agriculture, etc.

MILITARY EXHIBITS based on Minnesota's record in past wars.

GROUND FLOOR CORRIDOR, "Collectors' Lane." Series of displays on our outstanding collections -- China, coins, salt shakers, etc.

GROUND FLOOR LANDING, "Recent Accessions," 4 cases to be changed periodically, displaying recent outstanding or unusual gifts to the Museum.

COLONIAL DAMES CASES (3), third floor corridor. Series of temporary displays; subjects which fit a seasonal theme would be selected.

When more space is available, a special gallery will be set aside to install a series of exhibits and displays that would tie in with current events, holidays, etc. Minor changes would be made in the proposed Minnesota Street Scene settings or period rooms and attempt to show how the early settlers observed holidays, etc. Even the General Store would display things that were for sale and were appropriate for each season and holiday, etc.; the possibilities are unlimited.

More space is needed to install a series of exhibits on various subjects such as lighting, showing the development from making of candles to various early lanterns to the electric bulbs, fluorescent lights, etc --

If there were more space, an exhibit on the history of medicine in Minnesota might be installed. A chronological approach would be used here to show development of medicine, starting with the pioneer and early medical books, medicine man, wagon, etc., to present day, including the Mayos, early hospitals, equipment to the present day.

Temporary exhibits should be continued. This institution is a treasure house for Minnesota history. In the collection field some articles are voluntarily offered to the Museum. By launching a series of State Wide Loan Exhibitions, based on objects and materials now lacking, many objects will be uncovered; owners of these items would be willing to loan them for a special temporary state-wide exhibitions and would later be induced to either donate these objects or will them to the Museum. These Loan Exhibitions provide the public with a continuing interest in the Museum and an opportunity for participation in its activities. These exhibits attract the public to the building and their interest in history is stimulated.

Demands for technical assistance from the Museum is sharply increasing as the Society acquires historic sites, develops specialized museums and the establishment of county museums. This pressure is already great.

Funds Required

INDIAN GALLERY - to complete present plans including Rest Area and remodeling of a few units and installing additional light fixtures and filters: \$2,000.

PIONEER GALLERY - Redesign, rebuild, paint background scene, reconstruct Log Cabin, install sound equipment, manikins, additional light fixtures: preliminary estimate, \$6,500.

MINNESOTA STREET SCENE (East Gallery) - Redesign entire gallery; reconstruct authentic building fronts and interiors; manikins; sound equipment; large outdoor scene painted along entire west wall to serve as background for vehicles, etc.; new lighting: preliminary estimate, \$7,500.

BASEMENT CORRIDOR - "Memory Lane," semi-permanent; plan, design, and build a series of exhibits to convey each decade from 1900 through 1960's; new light fixtures; manikins; a series of sections of one large unit to be installed against west wall; color scheme to be worked out; entire corridor to be painted to carry out theme: preliminary estimate, \$3,000.

GROUND FLOOR CORRIDOR - "Collectors' Lane," series of case displays subject to periodic changes: preliminary estimate, \$2,000.

GROUND FLOOR LANDING - "Recent Accessions Unit," Present Kellogg cases require a face lifting; new lighting: estimated cost, \$600.

MAIN FLOOR CORRIDOR - "MHS Departmental Promotional Displays," design and build series of cases to fit in with over-all design of sales desk and first floor landing building directory; wiring and light fixtures: preliminary estimate, \$2,000.

BASEMENT CORRIDOR Miniature Dioramas - semi-permanent displays; design and build unit on each side of stairs to contain dioramas; repainting and refurbishing; lighting changes: preliminary estimate, \$1,500.

Personnel Needed in Art Department

DISPLAY PREPARATOR -- at least two years experience with commercial display firm; experience in display carpentry. This man would assist carpenter in building, painting, dismantling of displays, etc.; assist the carpenter in periodic refurbishing of exhibits; would be responsible for a running inventory on display supplies, bulbs, etc., in display storage and would assist in all phases of museum exhibit work.

ADVERTISING LAYOUT ARTIST -- at least two years training at a reputable commercial art school, two years experience in the commercial art field; 1 year experience in commercial display. This person should have a knowledge of reproductions, paste ups, color separations, hand lettering and working with prepared lettering, knowledge of type, type faces, off-set lithography, letterpress and gravure reproduction.

PART TIME MISCELLANEOUS HELP -- to assist wherever needed in dismantling and in the installation of exhibits; hauling of props., maintaining of displays; help in preparation, painting, tacking, wiring, etc.

Budgetary Needs

Equipment (No. 1 Priority)

Storage Shelving	\$5,000	1963-65
Doors, Storage Area	800	1963-65
Dust Controls, Power Tools	600	1963-65
Welding Work Area	300	1963-65
Workshop Equipment	1,500	1963-65
Office Equipment	500	1963-65

(No. 2 Priority)

Paint and Fumigation Room	\$2,500	1965-67
Storage, Freight Elevator	5,000	1965-67
Preparation Laboratory	2,625	1965-67
Sound Equipment	2,000	1965-67
Fire Detection System		1965-67
Display Equipment	1,350	1965-67

EXHIBITS EXPENDITURES

Indian Gallery (additions)	\$2,000	1963-65
Pioneer Gallery (redesign completely)	6,500	1961-63
Minnesota Street Scenes (re-design completely)	6,500	1961-63
Temporary Display Gallery (Change exhibits)	2,000	1965-67
Memory Lane (Basement Corridor) Design, construct	3,000	1965-67
Collector's Lane (Ground Floor Corridor, Design, Construct)	2,000	1965-67

PERSONNEL NEEDS

The Museum could use all of the employees listed below to an advantage at the present time.

	<u>Annum</u>	<u>Biennium</u>	<u>10 years</u>	<u>Biennium needed</u>
Clerical Worker	\$3,600	\$7,200	\$36,000	1963-65
Display-preparator	4,800	9,600	48,000	1963-65
Research Assistant	5,000	10,000	50,000	1963-65
Guard	4,000	8,000	40,000	1965-67
Layout Artist	5,000	10,000	50,000	1965-67
Museum Aid	4,800	9,600	48,000	1963-65

LIBRARY

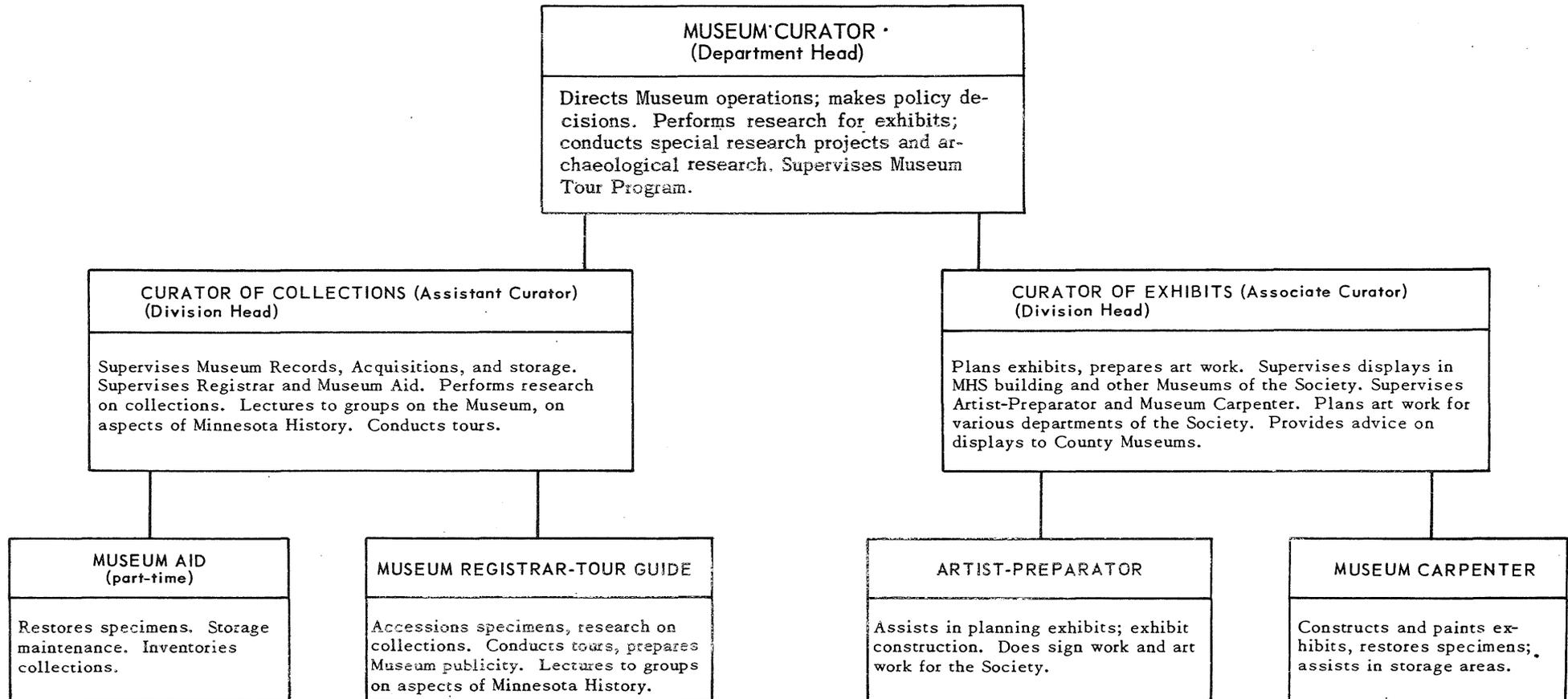
The objective of the Minnesota Historical Society Library is to preserve, catalog, and make available for public use printed material of Minnesota interest and importance.

Our goal is the continuing preservation of our State's history and all allied subjects. As Minnesota's oldest cultural institution, therefore, we continue to be dedicated, as stated in our original objective of 1849, to the "collection and preservation ... of ... things connected with, and calculated to illustrate and perpetuate the history and settlement of said Territory."

The Minnesota Historical Society attempts, within the limits of its budget, to follow professional standards set by the American Library Association and other professional library groups, although we naturally have to modify these standards from time to time to fit our specialized needs.

Chart 2

TABLE OF ORGANIZATION, MINNESOTA HISTORICAL SOCIETY MUSEUM



The Minnesota Historical Society library has had to limit its services since the cut-back of 1953; consequently, there is none that can be discontinued.

It is suggested, therefore, that one more professional librarian be added to the staff (at the beginning salary of \$4,800 a year) as well as an additional full-time page (at the beginning salary of \$2,664 a year). Only by doing this can letters and other services be expedited and the exceptionally large number of uncataloged volumes and all the books to be reclassified be made more readily available to the library users.

This would amount to a total expenditure of \$7,464 for the first year, and increasing, step by step, to a total of \$9,084. It is especially imperative that the current position of Clerk Steno I be up graded and the position of Clerk I (Catalog Assistant) be similarly up graded. These last two changes constitute the library's greatest problem at the present time, and should be acted upon before any of the other suggestions. These total salaries (2 new positions and 2 increased salaries) would come to a total maximum initial expenditure of approximately \$25,000 per biennium.

Chart 3 shows the organization of the Library. The second Librarian I divides his time between the Reference Division and Technical Services Department, as does the Page. The library secretary (classified as Clerk-Steno I) is responsible not only to the chief librarian but also to the heads of the Reference, Technical Services, and Acquisitions Divisions.

The present organization in the Technical Services Department of the Library was evolved in 1953 when that division lost three key staff members. There had to be a complete reassignment of duties within the Department and a drastic cut made in the speed of processing material for public use. These positions were taken from the library to benefit other departments within the historical society (viz.: administration office, manuscripts division, and museum), and only one of the positions has been again filled (in January, 1962).

With adequate professional ratings for all members of the Library staff, and with the increase in personnel as mentioned above, the library should be able to expand its program throughout the State.

Over the next ten years the growing need for more space within the building must be considered. The library needs:

INCREASED book shelving and adequate location for the map collection; adequate offices for the reference department; expansion space for vertical pamphlet files; additional study space for the use of the public.

DUST AND HUMIDITY control in the stack area for the preservation of the historical collection.

NEW LIGHTING on the two stack ends of each floor where close filing is done (eight floor levels, a total of sixteen sections).

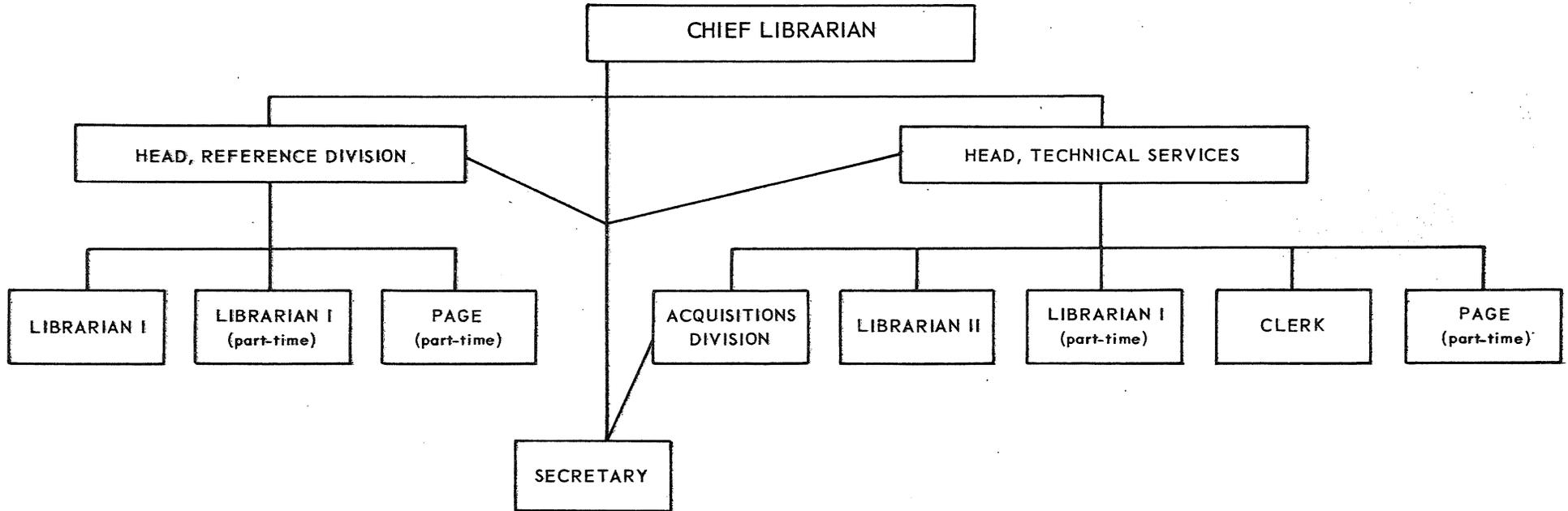
NEW STACK elevator.

PICTURES

The Picture Department is a relatively new division within the Society. Before its creation in 1949, the museum collected, cataloged, and housed the picture collec-

Chart 3

LIBRARY ORGANIZATION CHART



tion. With the organization of a separate department, the Society centralized for the first time all the photographic functions. The work of the department now is to:

COLLECT pictures, both by locating and acquiring those already in existence, and photographing persons, buildings, scenes, and processes where gaps exist.

CATALOG the collections.

PROVIDE reference service to scholars who use the pictures as source materials.

PROVIDE reference and photo-duplication service to persons who use the pictures as illustrations for articles, books and television. A great deal of work is done to provide illustrations for the Society's own publications.

GIVE photographic service to the library, manuscripts, and other departments in the Society which borrow material for copying and in response to requests made by researchers.

REPAIR and restore damaged items in the collection.

When the department was organized it was staffed by one person. In 1955 a second staff member was added. Funds received from copying are now used to engage a part-time employee who works approximately 16 hours a week.

The department's needs over the next ten years include additional personnel, equipment, and storage space. The picture collection is strong in the following areas:

EARLY VIEWS of St. Paul and Minneapolis, showing general views of the cities.

EARLY VIEWS of St. Anthony Falls from all angles.

PORTRAITS of prominent local and state residents of the pioneer and early statehood period.

LUMBERING, steamboats, Indians and Indian life, railroading and costumes for most periods.

Weaknesses are in the area of out-state pictures of yesterday and today. The department needs pictures of people in their everyday work and play for all periods of history.

Future collecting policy is controlled by an unknown -- the extensive Twin City newspaper negatives. To determine the direction in which the department needs to move, it must solve this unknown by culling, sorting, cataloging, and filing hundreds of thousands of newspaper negatives now in storage.

In order to carry out this project, two new staff people must be added to the department. With two persons working on the project, one could spell the other in primary sorting and thus relieve the fatigue that develops with extensive sorting of negatives. An estimate of the number now stored is 1,400,000 for both Minneapolis and St. Paul papers.

After the processing of the negatives reveals the areas of strength and weaknesses, the department can plan a specific program of acquisition. Some of the gaps can

be filled by following the present collecting procedures of soliciting pictures by letter and interviews, and by spontaneous gifts that come to the department. In some cases it will be necessary to accelerate the present policy of taking pictures to fill in the gaps.

The growth of the collection will require additional storage space. As a temporary measure, expansion needs would be served by converting the adjacent office, now used by visiting scholars, into a file room. Eventually, however, the department will need additional storage space. Economically it would be a better policy to house the files in an area in the annex or new building specifically designed for storage rather than in converted office space.

The two staff members requested for the specific purpose of bringing the negatives under control would, after the completion of the project, be absorbed in tasks imposed upon the department by the growing volume of its work. The types of services that have expanded include service to scholars, duplication of file pictures in the department and from material in newspapers and library files, the film-strip and movie service, services to the Minnesota Historical Society, requests from book and magazine publishers, newspapers and television.

Another area of the department's work to which a great deal of time must be devoted in the future is restoration of valuable paintings, daguerreotypes, and photographs which are deteriorating.

Expansion in the next ten years will require additional equipment as well as personnel. At present the department has only half the number of filing cabinets needed to store the negatives alone. An additional twenty cabinets will be requested in the next ten years. Other requirements will be a new camera and darkroom equipment (enlarger, film tanks, etc.). If new and better equipment and techniques develop, the department hopes to be able to adopt them to improve the services to the Society and the public.

Costs of the plan outlined here are difficult to determine because of the rapid changes in equipment in this field. Here are some of the estimates:

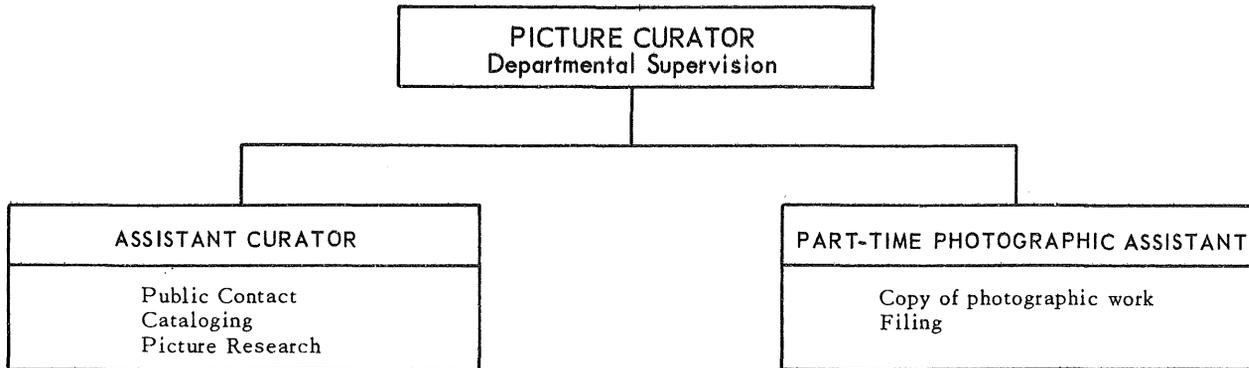
Twenty filing cabinets	\$4,000.00
Cameras	\$500.00 to \$700.00
Darkroom equipment	\$1,000.00
1 staff member at Librarian I range 20	\$4,800.00 per year
1 staff member at Clerk II range 10	\$3,240.00 per year

The extension of storage space is dependent upon the Society's over-all plan for the annex or new building.

The use of pictures as source material and as illustrations has within the past few years grown in a spectacular fashion. Scholars who formerly ignored pictorial evidence have come in increasing numbers to seek answers to their research problems. Publications that formerly used pictures only occasionally are now profusely illustrated. Exhibits, too, use pictures lavishly.

As use expanded, every part of the department's work increased, from collecting to production of copies for publication or exhibition. If the rate of growth increases in the next ten years as it has in the past decade, the projection of staff, equipment and storage area needs stated here are indeed minimum essentials.

Chart 4



NEWSPAPER DEPARTMENT

Purposes and Responsibilities

The chief purpose of this department is to collect, preserve, and present primary data which will yield answers to questions about the social life in Minnesota. These questions can be highly specific: dates, names and places; or they can be more general: What was the temper and character of Minnesota life in the 1870's; or they may be quite abstract: What forces created the third party movement in Minnesota?

The public communications media provide one of the richest sources to answer the above questions. The State of Minnesota began collecting newspapers -- the major communications medium of the time -- some 112 years ago.

The collection now occupies five floors of the historical building and contains more than three and one-half million issues. The development of nearly every community in the state can be traced through events chronicled in its local newspaper.

Two conditions forced the newspaper collection to alter its operations. In 1947 the Historical Society ran out of storage space and the wood-pulp newsprint on which most of the collection is printed was exhibiting advanced stages of deterioration. Microfilm was the answer. It enabled the production of a much more durable record and at the same time created storage space. Two cameras and two microphotographers were added.

In 1960 it was decided the quality of the microrecords being produced was too poor to permit destruction of the original records. The only course open was to increase the quality of the microrecord. This necessitated assigning quality control responsibilities to one of the microphotographers. However, it cut production in half.

In November, 1960, a new function was assumed: a microrecording service. Work for other departments in the society and scholars who use this department's materials is done after hours on a piece-work, privately-financed basis.

Plans

Expanding of the Microrecording Operations

The microrecording program in the newspaper collection is not keeping abreast of the deteriorating collection. At the present rate of microfilming much of the collection will have deteriorated before it can be filmed. There is sufficient equipment to double output; but three additional full-time employees are needed to make maximum use of this equipment.

Creating a Separate Microrecording Section

As other departments in the Society -- chiefly library and manuscripts departments -- increase the work load on the microrecording service it will become necessary to incorporate it into routine, daytime operations. It may require an additional employee and a stop-and-repeat camera capable of producing microsheets -- a microform more conveniently used in library and manuscript microrecording systems.

Since the newspaper collection is primarily a collecting department and not a service facility it will become impossible for the newspaper curator to devote his time and attention to both activities. The microrecording section will have to be separated from the newspaper collection and reorganized so as to serve all departments in the Society.

Broadening the Collection Policy

If it be granted that the Society is the depository of the state's social record, then a significant part of Minnesota life is being overlooked: radio and television broadcasts. Some provision must be made for preserving these electromagnetic transmissions.

Action Programs to Implement Plans:

It is proposed that the department implement these plans over the next 10 years in a three phase development program:

FIRST PHASE (covering the 1963-65 and 1965-67 bienniums): Accelerate and refine the microrecording operations; Build negative film vault, move cameras into stack area, begin printing Kalvar positives, build film testing lab, expand microrecording operations by three persons.

SECOND PHASE (1967-68): Separate the Newspaper Collection from the Microrecording Section; expand the newspaper collection to include more houseorgans, expand our cross reference catalog; begin indexing key newspapers, explore information retrieval schemes.

THIRD PHASE (1969-72): Expand newspaper collection to include all mass communications media; add an electromagnetic recording section to tape radio and kinescope selected telecasts.

FIELD SERVICES

Organization

This department, created in 1945, was organized to provide assistance to county and local historical societies throughout the state. One person, a field director, makes up this department. It is the responsibility of this office to work with his-

Chart 5

PRESENT ORGANIZATION NEWSPAPER COLLECTION

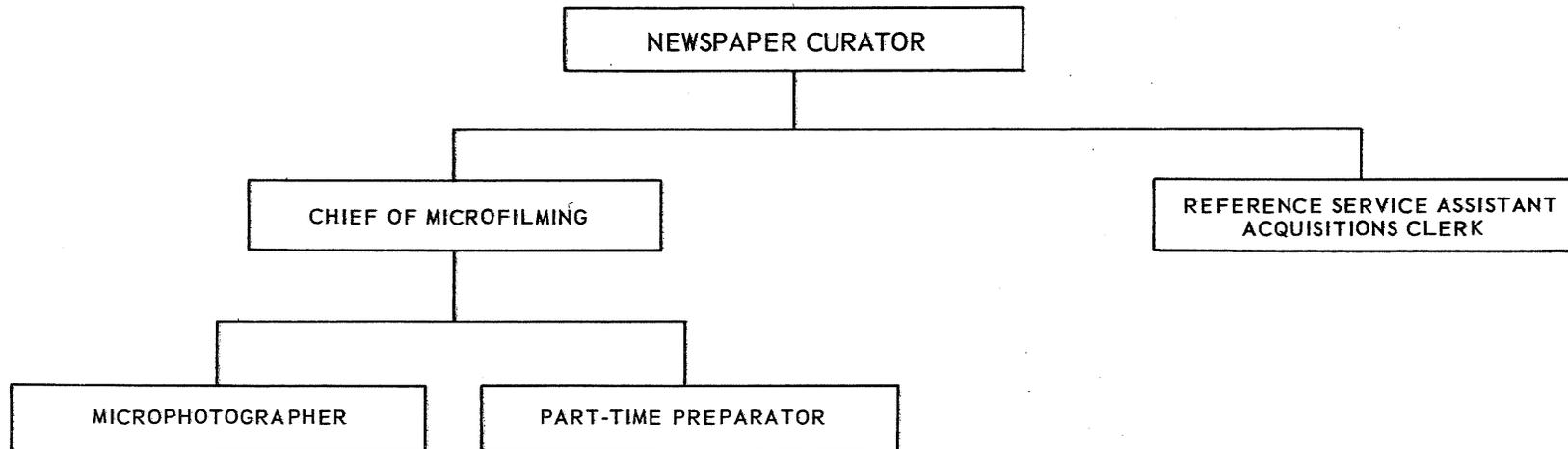
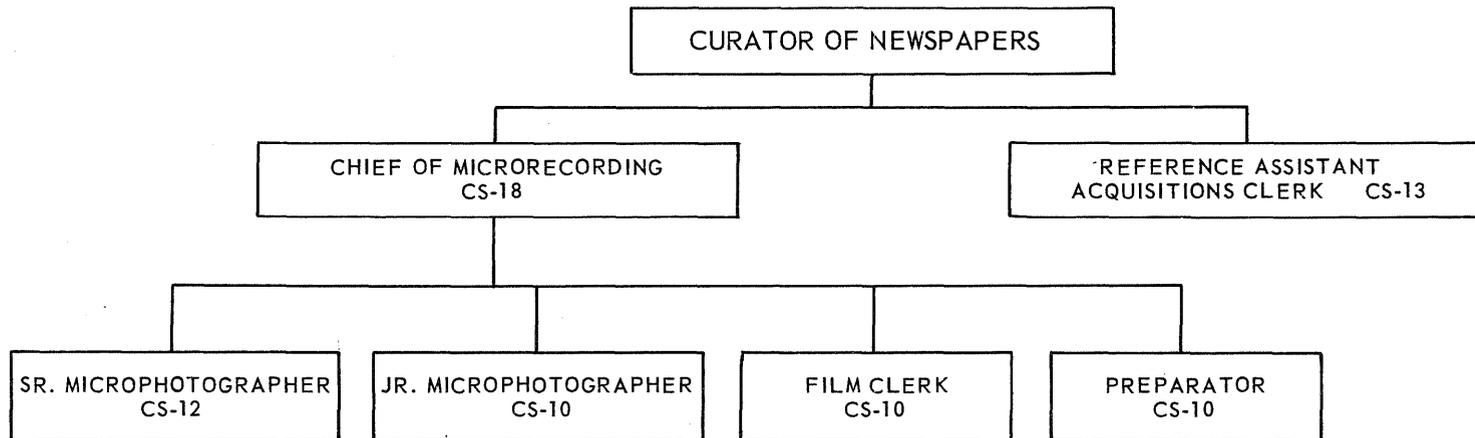


Chart 6

REORGANIZATION - NEWSPAPER COLLECTION

1st Phase -- (1962-1966)



NEW EQUIPMENT:

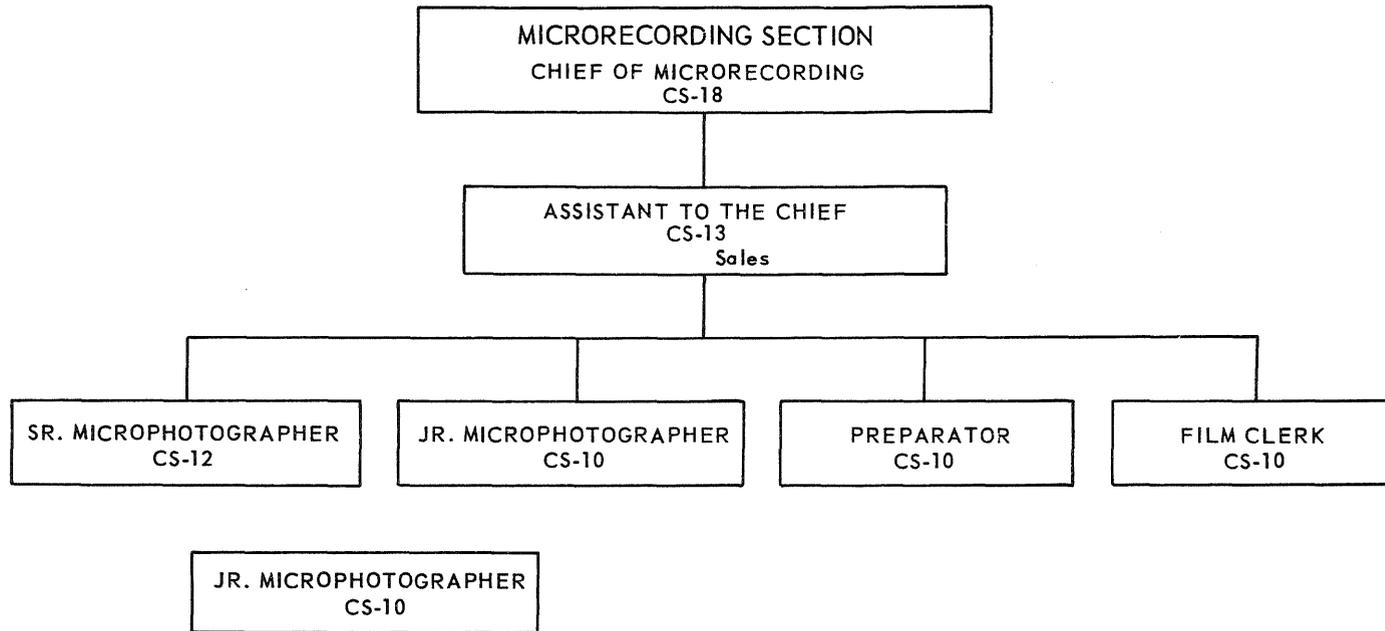
1. Kalvar Positive Printer-Processor (\$3,750.00)
2. Protective Film Coating and Cleaning Machine (\$2,000.00)
3. Film Inspection Reader (\$500.00)
4. Apeco Ply-on Laminator (\$340.00)
5. Safe-T-Stack Microfilm Files (\$780.00)

NEW PLANT:

1. Negative Microfilm Vault (\$10,700.00)
2. Microrecording Lab Relocation (\$5,105.18)
3. Chemistry Lab (\$2,400.00)

Chart 7

REORGANIZATION 3rd Phase -- (1968-1972)



*NEW EQUIPMENT:

1. Kinescope or Thermoplastic Recorder (\$75,000.00)
2. Audio-Recorders (Two) (\$2,500.00)
3. Audio and Visual Play Back Machines (\$5,000.00)

NEW PLANT:

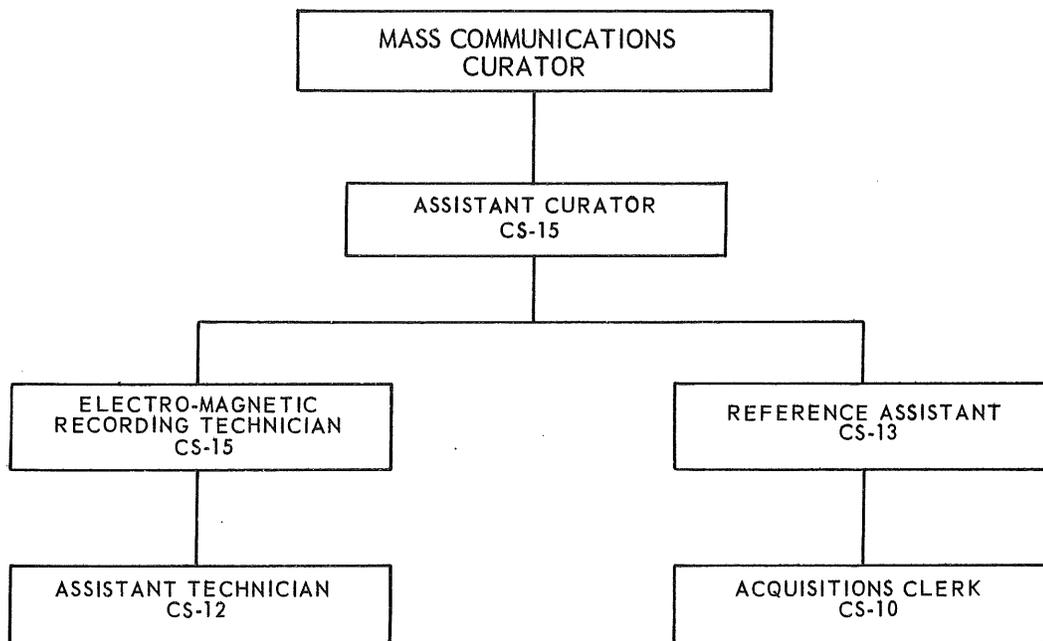
1. Relocate Mass Communications Research Center (\$15,000.00)
(Level D in present newspaper stacks)
2. Build Recording Studio (Level A) (\$10,000.00)

**Depending on whether the state's microfilm volume picks up -- we may find it more economical to process our own microfilms. The state might build a central microfilm processing (developing) laboratory.*

Chart 8

MASS COMMUNICATIONS COLLECTION

REORGANIZATION
3rd Phase -- (1968-1972)



torical agencies at the local level and the nearly 200 museums in the state to strengthen and improve their programs and their facilities. This is done by visiting each county periodically and offering assistance. An additional function is work with the Legislature to effect passage of helpful legislation.

Plans

The office of field services plans to:

WORK WITH each county historical society in cataloging its collections so that articles may be properly identified. A copy of the holdings of each group will be kept in the central office.

DEVELOP a series of traveling exhibits which can be circulated from one county to another. An exhibit of 10 cases could be constructed for approximately \$2,500 and could be shown to both school children and adults in every county in Minnesota.

DEVELOP the Oliver Hudson Kelley farm near Elk River. To finance this project, an annual Agricultural Arts and Crafts Demonstration each fall will show how the land was tilled and how articles were made in the latter part of the 19th century. There will be a demonstration of oxen tilling the soil, of cutting grain with grain cradle, of flailing grain, and if possible, the grinding of meal. Many crafts will also be displayed, including churning butter, weaving cloth, spinning flax, carding and spinning wool, shoeing a horse, canning on an old fashioned kitchen stove, candle making, soap making, ice cream freezing, quilting, rope making, woodworking, etc.

RECONSTRUCT at the Kelley farm a Minnesota farm village of the 1870 period. This will be financed almost entirely by industry and organizations that have an interest in preserving their past. The village will probably be constructed around a square, with a bandstand in the center. The following buildings could be included: general store, blacksmith shop, furniture and undertaking parlor, dental office, saloon, law office, doctor's office, livery stable, ice cream parlor, land office, millinery shop, bank, sweet shop, cigar manufacturing, gunsmith shop, restaurant, hotel, printing office, seed and feed mill, carpenter shop, wagon shop, dressmaker, grocery, and meats, photo studio, barber shop, harness shop, optical shop, post office, school, churches, jail, and fire department.

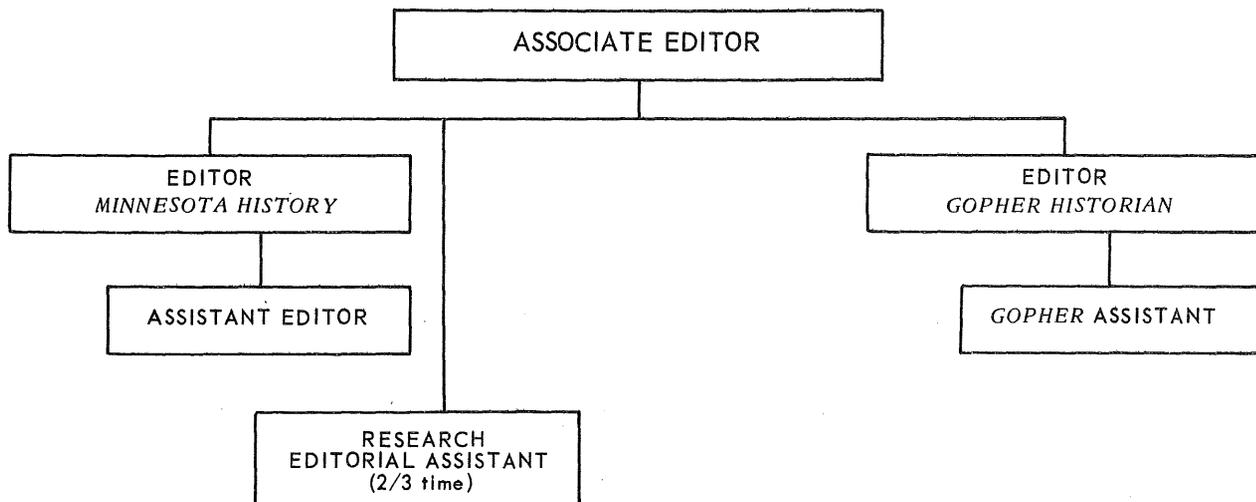
With the increased work load in the field services department, it will soon be necessary to add another staff person.

PUBLICATIONS

The cost of printing and issuing the Society's books and magazines is paid for from the Society's private funds. No change is contemplated in this situation, and there are no plans to ask the state to assume a larger share of the cost of this program. Only salaries, supplies, and equipment for the Department are provided by state funds. In this area, a need for additional personnel is foreseen.

Organization

The Publications Department has five full-time employees and one two-thirds time worker on its classified payroll. These are assigned as follows:



The associate editor is responsible for the over-all administration of the department, co-ordination of its work with other departments, and for the production of books and pamphlets issued by the Society. The editors of Minnesota History and the Gopher Historian are directly responsible for all phases of the work connected with the production of these two magazines. An assistant to the Gopher Editor also takes care of subscription records for that magazine. The assistant editor and editorial assistant divide their time between Minnesota History and book production. Two other employees provide part time help: the membership secretary (who is part of the personnel of the administrative office) supplies part time typing assistance; an additional worker does indexing for the department on a part time basis.

Responsibility

The Society's charter provides that it shall be the purpose of the institution to collect, preserve, and disseminate information about the state's history. The Publications Department aids the Society in its task of dissemination by regularly publishing two magazines and providing accurate information on the state's history in its books, pamphlets, and other publications. One of its magazines, the quarterly, Minnesota History, is issued on an adult level; the other, the Gopher Historian (three times a year) is for school children and is widely used in the State's classrooms. The institution also has a long record in the field of book publication. Since its inception in 1850, the program has supplied 57 major books and additional smaller works, recently averaging one major book per year.

The Department's goal is to make available to scholars of all ages and to interested members of the public -- some of whom make up the Society's membership -- accurate information on the many phases of Minnesota's development.

Standards

In general the department uses the University of Chicago Manual of Style in its publishing work, but it also has developed modifications of printing rules and stylistic standards tailored to the institution's special needs. These are embodied in mimeographed sheets available to authors and in an office card file used by the editors. The Society's publishing standards are similar to and on a par with those of the better university presses of the nation.

Plans

The department intends to continue to improve its two magazines, both in appearance and content to meet the increasing demand for information on the state's history -- especially from the schools -- and by increasing the flow of its books and pamphlets. Scheduled for publication between 1962 and 1970 are the following book-length manuscripts:

A GUIDE to Minnesota's major historic sites.

A HISTORY of Minnesota taconite.

A STUDY of Minnesota murders, reflecting the legal history of the area.

A HISTORY of the Falls of St. Anthony, Minneapolis

A BIOGRAPHY of Ignatius Donnelly.

AN ANTHOLOGY of articles from Minnesota History on the anniversary of the magazine's 50th year of publication in 1965.

A TRANSLATION of Das illustrierte Mississippithal by Henry Lewis, an important and rare work on the Mississippi Valley never made available in English.

A POPULAR HISTORY of the St. Croix Valley.

A DOCUMENTARY STUDY of overland routes from Minnesota to the Montana gold fields of the 1860s.

In addition, the Department hopes to accomplish a number of smaller projects -- such as the production of picture packets for use in the schools.

Many other important and interesting topics await attention -- a study of Grand Portage, a history of the North Shore, and numerous aspects of Minnesota's economic development such as iron mining -- to name only a few.

Action Programs

To handle its accumulated backlog and more efficiently carry on its program in the next ten years, the Department would need two additional full time staff members -- an additional editor and an additional full time typist, who could also do routine editorial chores such as proofreading.

Other needs could be met, as at present, by employing free-lance workers to supply art work, etc.

Budget

Additional funds would be needed to finance the salaries of two additional employees, namely, an editor and clerk stenographer. Upgrading of present positions should also be considered.

HISTORIC SITES

Since 1958, the Society has acquired by gift three historic sites -- the William G. Le Duc house at Hastings; the Mille Lacs Indian Museum at Kathio; and, the Kelley House. The Alexander Ramsey mansion has been willed to the Society. The Society is also developing three other historic sites situated in state parks -- the Charles A. Lindbergh house near Little Falls, Old Fort Snelling and Fort Ridgely. From the outset, the Executive Council has viewed this program as one which would receive substantial private support. But it is a program in which the State should have a share.

A few historic sites are important enough to deserve preservation with or without endowments. Fort Snelling, Oliver H. Kelley House, the Lindbergh house, the Le Duc house and Fort Ridgely are sites that will require increasing attention and more money in the years ahead. There will be others. The Society desperately needs immediately a Historic Sites Supervisor to plan and administer this program and supply the know-how to restore these places and make them available to the public.

Financing the Plan

The estimated state and private funds needed to carry out the Society's state-wide plans over the next decade are as follows (in round figures):

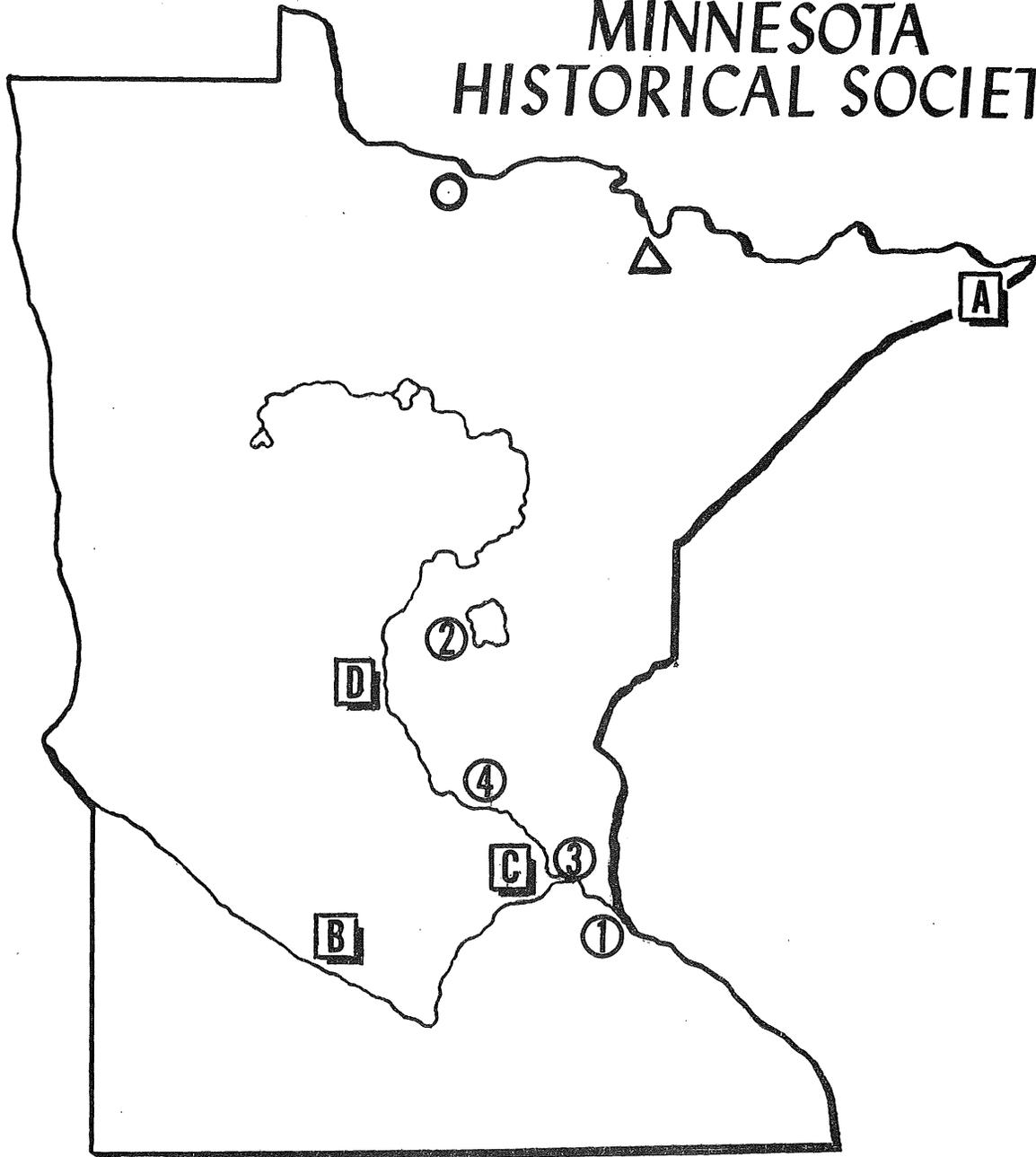
<u>Biennium</u>	<u>State Funds (85%)</u>	<u>Private Funds (15%)</u>
1961-63	\$518,000.00	\$ 85,000.00
1963-65	675,000.00	123,000.00
1965-67	775,000.00	135,000.00
1967-69	900,000.00	155,000.00
1969-71	1,000,000.00	170,000.00
1971-73	1,150,000.00	195,000.00

An estimated \$2,000,000 will be required during the next 10 years to construct an urgently needed addition to the building and to complete the rehabilitation of the present historical building.

Figure 1

HISTORIC SITES PROGRAM

MINNESOTA HISTORICAL SOCIETY



SITES OWNED BY THE
MINNESOTA HISTORICAL SOCIETY

1. Le Duc-Simmons Home - Hastings
2. Mille Lac Indian Museum
3. Ramsey-Furness Home - St. Paul
4. Oliver H. Kelley Farm

SITES WHICH THE SOCIETY HAS HELPED
TO DEVELOP, BUT DOES NOT OWN

- A. Grand Portage
- B. Fort Ridgely
- C. Fort Snelling
- D. Lindbergh Home

SITES DEVELOPED BY THE MINNESOTA HISTORICAL SOCIETY

○ The Grand Mound

△ Bourassa's Wintering Post

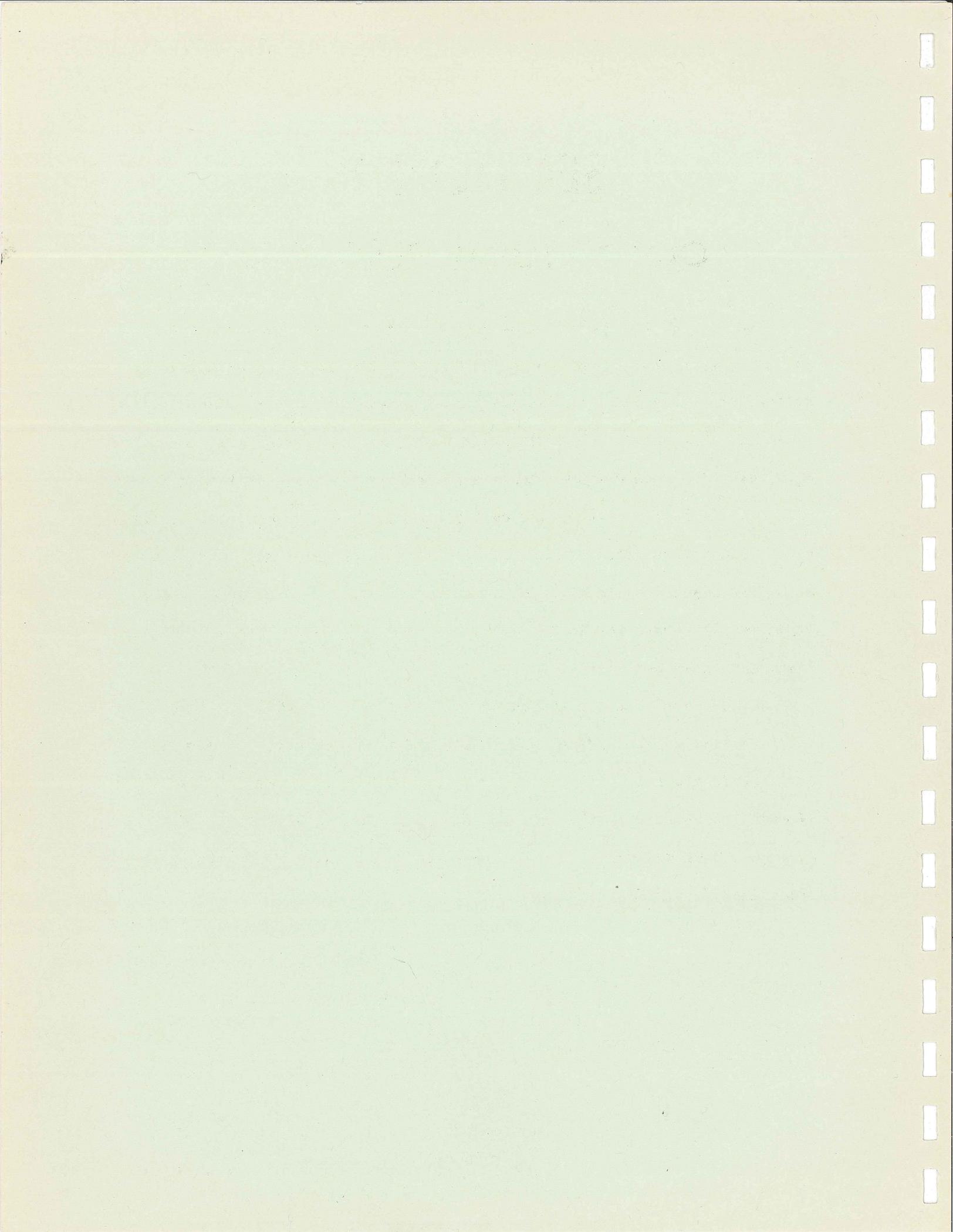
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

SECTION II

OUR NATURAL RESOURCES

Minnesota's abundant natural resources have long made her the envy of the nation. To insure the continued wise use and enjoyment of these resources and their preservation for future generations, Minnesotans rightly expect their State Government to make the necessary plans and carry them out. Assistance to Minnesota's farmers in the wise use of the State's soil and its bounty is provided by the Department of Agriculture. Citizens of the state have placed responsibility for the contemporary management of Minnesota's forests, water, game, fish and minerals in the hands of the Department of Conservation and its Divisions of Forestry, Waters, Game and Fish, and Lands and Minerals.

Outdoor recreational fun in natural areas specifically developed for these purposes is entrusted to the Division of State Parks. A number of quasi-state and private agencies work closely with government in the stewardship of Minnesota's natural resources. How these agencies view the ensuing decade and expect to carry out this trust is told in the reports included in this section.



DEPARTMENT OF AGRICULTURE

HISTORY OF THE DEPARTMENT

The 1885 Legislature created the State Dairy Commission and this act provided for a commissioner, an assistant commissioner, and a chemist. The appropriation was \$6,000.

In 1889 the law was revised so that the Department had jurisdiction over all food products and the name was changed to the State Dairy and Food Commission, and provision was made at that time for two chemists. The original work assigned regulated only oleomargarine.

The Commissioner as yet had no authority to promulgate rules and regulations, or definitions and standards for food products, so specific laws were passed regulating foods which were being fraudulently misrepresented. In 1891 laws were passed regulating the sale of imitation butter, lard and lard compounds. In 1896 laws were passed regulating the sale of honey and candy. This Legislature also enacted sanitary laws regulating the disposal of waste materials from creameries and dairies and the care of equipment in dairies. In 1897 flax and linseed oil laws became effective, and in addition laws were enacted regulating the sale of skimmed cheese, spices, condiments, jellies and jams.

In 1906 the U. S. Food and Drug Act was enacted and its passage gave a tremendous impetus to all food law enforcement. The 1907 Legislature gave the Commissioner authority to promulgate rules and regulations. In 1915 the Sanitary Food Law and the Fraudulent Advertising Law were passed.

In 1920 the Hortvet Cryoscope was patented by Julius Hortvet, chief chemist at that time. This instrument made it relatively simple to detect added water in milk and subsequent enforcement ended, in large degree, this vicious practice.

In 1919 the Legislature created the Minnesota Department of Agriculture and provided for a marketing section, weed inspector, a state mill testing laboratory, nursery inspection, seed potato certification, a seed laboratory, auditing cooperatives, agricultural statistician, live stock report and chief inspector. The Department of Agriculture functioned as a separate department until the 1923 session of the Legislature. The Legislature then permitted the Governor to appoint one commissioner over the two departments. It also enacted the Wholesale Dealers Law.

The governor then appointed N. J. Holmberg to be Commissioner of Agriculture as well as Commissioner of Dairy and Food. This system of joint commissionership continued until 1929, when the two departments were combined with the name Department of Agriculture, Dairy and Food and with one Commissioner.

The Bread and Soft Drink Laws were enacted in 1927. The 1931 Legislature passed the Imitation Ice Cream, Imitation Butter and the White Oleomargarine Laws.

The Department of Agriculture created in 1919 had been permitted to make a cooperative agreement between the Department and the United States Department of Agriculture so that the Minnesota Crop Reporting Services could be made a service of this department. This section has continued over the years and has grown considerably since it was first created. It now has division status.

In 1933 a Poultry and Egg Division was created as a separate unit in addition to increasing its work with respect to shell eggs, regular surveys were conducted of the

frozen egg industry which resulted in the condemnation of a considerable quantity of this product.

The department had been housed in the old Capitol building, until 1932 and then moved into the new State Office Building. It has continued to be housed in its present quarters for the past 30 years.

The Department has grown over the years to its present stature. In 1957 the Legislature changed a large number of laws which referred to the enforcement of certain acts by the chief bacteriologist, the state entomologist, the state apiarist. It vested all of the authority in the Commissioner and now the Commissioner delegates the duties to civil service employees. The Legislature also transferred the operating functions of the Poultry Improvement Board to the department and changed the status of the board from being an administrative agency to an advisory board to the Commissioner. This transfer, plus the enactment of the new egg law, gave the department its first increase of any size in terms of complement and appropriation for many years. At the present time the total personnel complement of men varies from 215 to 235 due to seasonal variations.

The 1961 session of the Legislature transferred the Unfair Dairy Trade Practices Section from the Department of Business Development to the State Department of Agriculture. The purpose of this law is to stabilize prices on selected dairy products and to prevent unfair trade practices in marketing these products.

The Legislature also changed the name from the Department of Agriculture, Dairy and Food to the Department of Agriculture. It also recodified all of the laws enforced by the department so that today there is better law enforcement.

In addition to the above the Commissioner is charged with the responsibility of developing agricultural industries, investigating marketing conditions, assisting farmers, producers and consumers in the organizing and management of cooperative enterprises and the cooperative marketing of farm products. The Department also is engaged in promotions of new types of crops and better selection of present crops.

RESPONSIBILITY AND AUTHORITY.

By authority of Minnesota Statutes, Chapter 17, the State Department of Agriculture encourages and promotes the development of agricultural industries, investigates marketing conditions affecting the marketing of farm products, and assists farmers, producers and consumers in the organization and management of cooperative enterprises and the cooperative marketing of farm products; advises and assists in the location and establishment of local markets when it is determined that the public necessity or the welfare of the community requires such markets, provided the Department is satisfied that such markets will be successfully operated by a cooperative company or municipality. It is the duty of the Department of Agriculture and the Department of Agriculture of the University of Minnesota to cooperate in all ways that may be beneficial to the agricultural interests of the state.

The Commissioner is authorized to collect, compile and supply statistics and information in regard to the agricultural products of the state and to compile a farm census. The Commissioner is further admonished to cooperate with federal agencies with which he has interests in common.

There are eight divisions and most of the authority which these divisions exercise stems essentially from state statutes.

The Department is charged with the enforcement of many other laws in the state and these are Chapters 18-19-21-24-25-27-28-29-30-31-32-32a-33 and 34 of Minnesota Statutes 1957.

A brief statement as to what these sections contain follows:

CHAPTER 17 deals with general authority vested in the department and gives the department its authority to regulate the fertilizer industry, which is enforced by the Division of Agronomy Services.

THE DIVISION of Agronomy Services, Chapter 18, deals with plant and animal pest control and contains most of the legislation which is enforced by the Division of Plant Industry.

CHAPTER 19 deals with apiaries, also enforced by the Division of Plant Industry.

CHAPTER 21 Deals with seeds, including seed potatoes; the seed potato portion of this act is enforced by the Plant Industry Division, whereas the Seed Law itself is enforced by the Division of Agronomy Services.

CHAPTER 24 is principally the Economic Poisons and Devices Law and is enforced by the Division of Agronomy Services.

CHAPTER 25 is the Commercial Feed Law, enforced by the Division of Agronomy Services.

CHAPTER 27 is the Wholesale Produce Dealers Act which requires that all dealers in produce at wholesale be licensed and bonded. It is enforced by the Division of Agricultural Products Inspection.

CHAPTER 28 is the Cold Storage Act, requiring that all cold storage houses be licensed and providing for the periodic inspection of the goods stored. It is enforced by the Division of Marketing Services.

CHAPTER 29 is the Poultry and Egg Law, enforced by the Division of Poultry Industries.

CHAPTER 30 is the Potato Grading and Labeling Law and the Potato Marketing Act. This Chapter also includes the laws which relate to strawberries, raspberries, and apples. The potato, strawberry and raspberry sections of this law is enforced by the Division of Plant Industry; the apple section by the Marketing Division.

CHAPTER 31 is the Food Law, enforced by the Division of Agricultural Products Inspection.

CHAPTER 32 is the Dairy Products Act, also enforced by the Division of Agricultural Products Inspection.

CHAPTER 32A is the Dairy Industry Unfair Trade Practices Act, enforced by the section that bears the same name.

CHAPTER 33 is the Butter Substitute Act, better known as the Oleomargarine Law. This Law requires that oleomargarine composed of less than 65% vegetable oils be taxed and also contains the provision which prohibits the use of artificial coloring in oleomargarine. This act is enforced by the Agricultural Products Inspection Division.

CHAPTER 34 is the non-alcoholic Beverage Act, also enforced by the Agricultural Products Inspection Division. It requires all non-alcoholic beverages to be registered.

In addition to these general laws the Department also enforces Chapter 264 and Chapter 308 dealing with assistance to cooperatives. Chapter 239, termed the Bread Law, refers generally to the weights of bread, how it shall be wrapped, and the declaration of net weight which must appear upon a label and is enforced by the Division of Agricultural Products.

In addition general laws give the Department authority to enter into cooperative agreements with the USDA. One of these cooperative agreements is the Crop and Live-stock Reporting Service. There are also various Agricultural Marketing Administration (AMA) programs. These involve the maintenance of the traveling mobile laboratory which operates each summer, the enforcement of our Egg Law and various statistical programs. The virus work, currently financed through a matching funds program, is operated through our Plant Industry Division.

ORGANIZATION

The Commissioner and the Deputy Commissioner are in the unclassified service.

The Department is divided into eight divisions and one section.

The functions of these divisions are as follows:

THE DIVISION OF AGRICULTURAL PRODUCTS INSPECTION

This division enforces all dairy and food laws, including the Grade A Milk Law. The inspectors in this division are located throughout the state and in each instance an Agricultural Products Inspector II is the director of operations in his area. He has as his assistants Agricultural Products Inspectors I. All field personnel live in the territories they serve.

Grade A Milk Inspection operates under its director and his inspectors report directly to him. This section also has a survey officer who surveys and certifies milk which is to be shipped in interstate commerce.

The inspectors of this Division make plant inspections wherever food is manufactured or processed, submit samples to the Department's laboratory and do other work as needed to secure compliance with the law, rules and regulations and policies of the Department.

THE DIVISION OF MARKETING SERVICES

This division assists in the marketing of agricultural products and is charged with the inspection of produce at both terminal and shipping points. Shipping point inspection involves produce grown within this state, and destined to be shipped out of state; terminal inspection involves produce which has its origin in another state and shipped to Minnesota. To facilitate shipping point inspections the Department has field offices at Stephen, Climax, East Grand Forks, Moorhead, Barnesville and, at times, in other areas in northwestern Minnesota. In addition the Department inspects produce at Hollandale. A staff of three permanent inspectors is located in the Minneapolis and St. Paul area as terminal inspectors.

Chart I

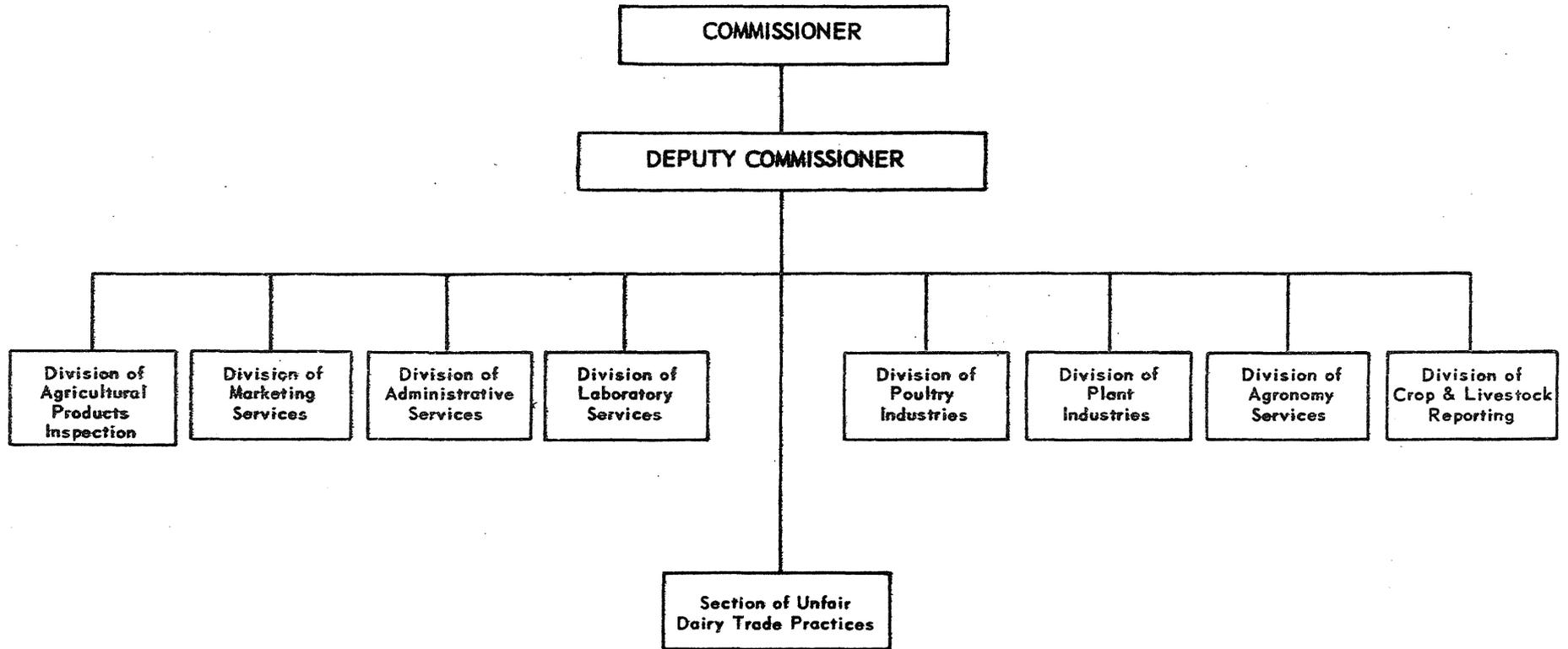


Chart 2

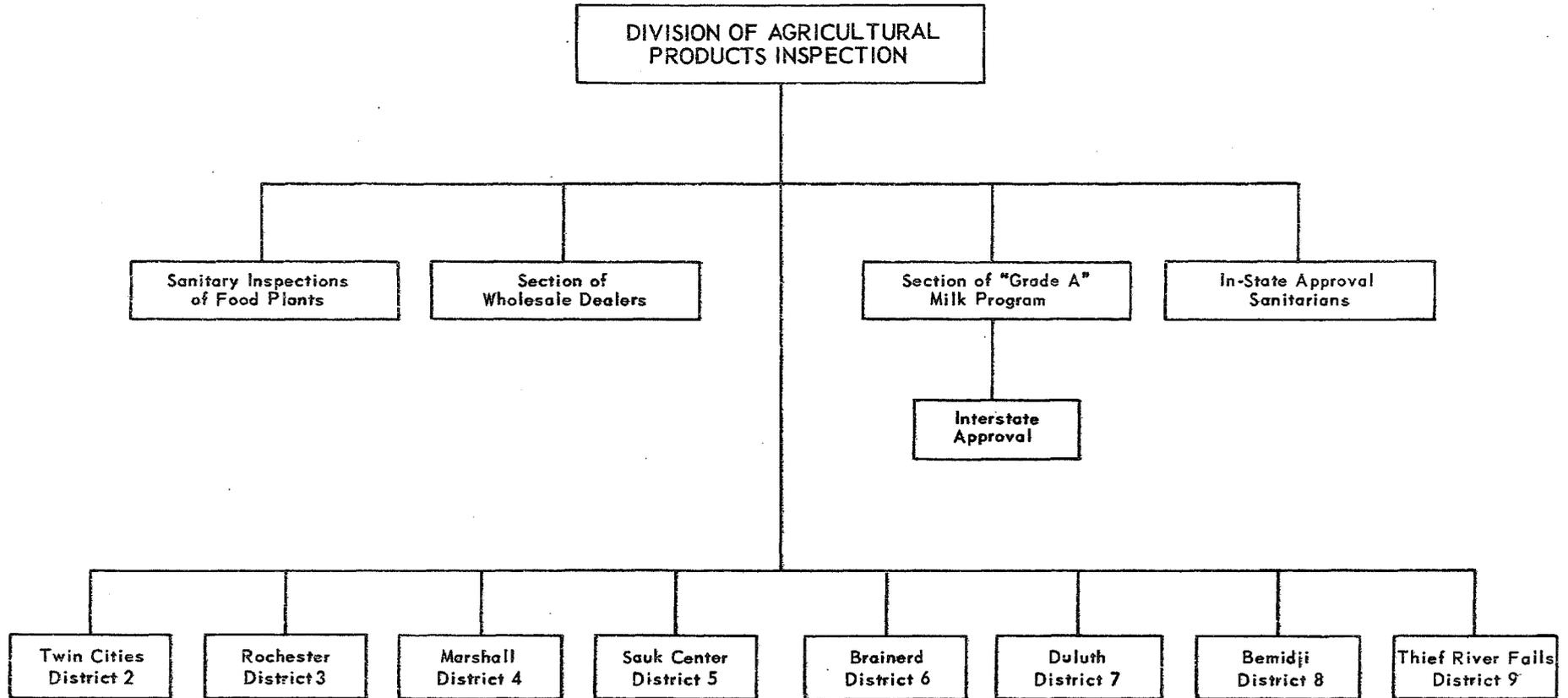


Chart 3

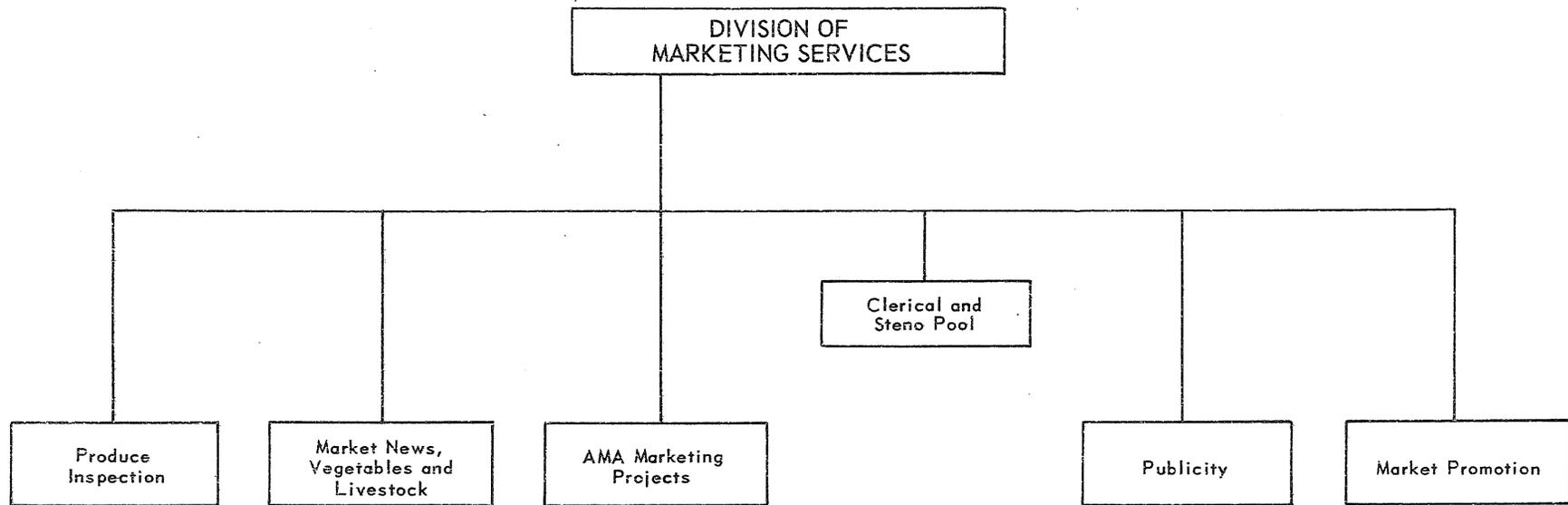


Chart 4

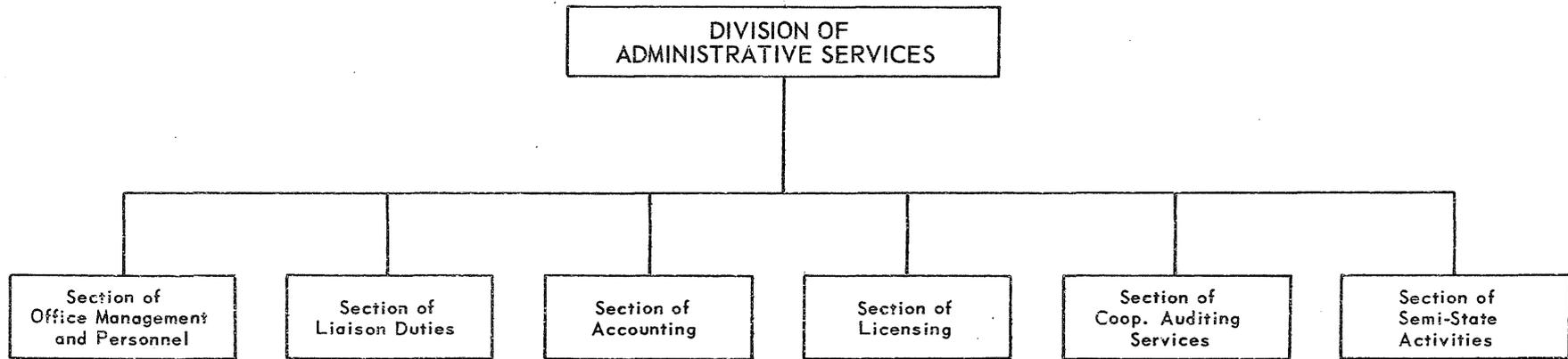


Chart 5

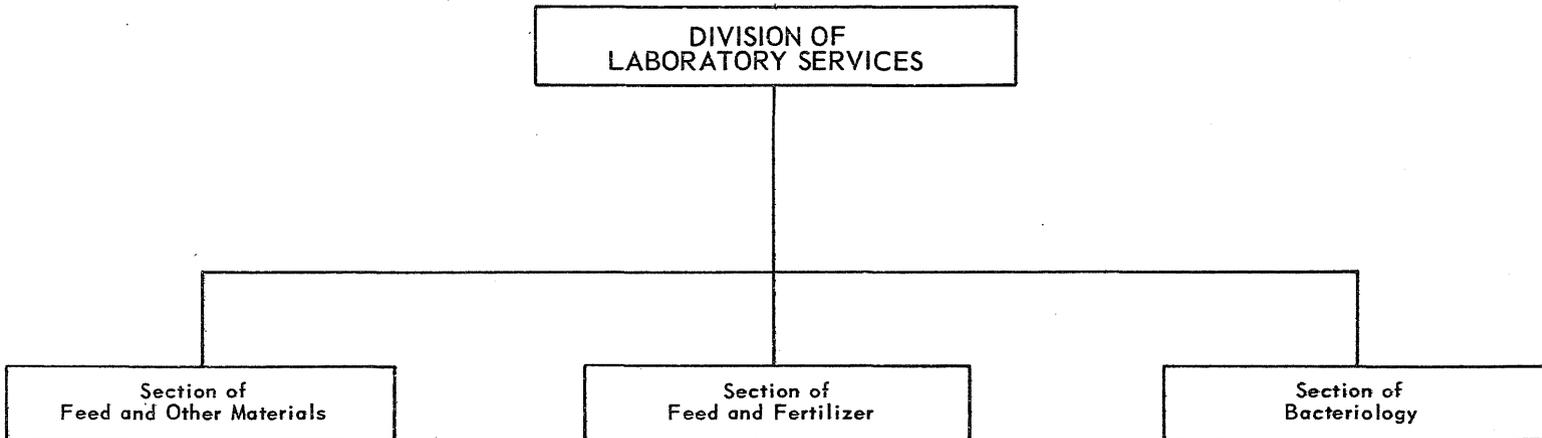


Chart 6

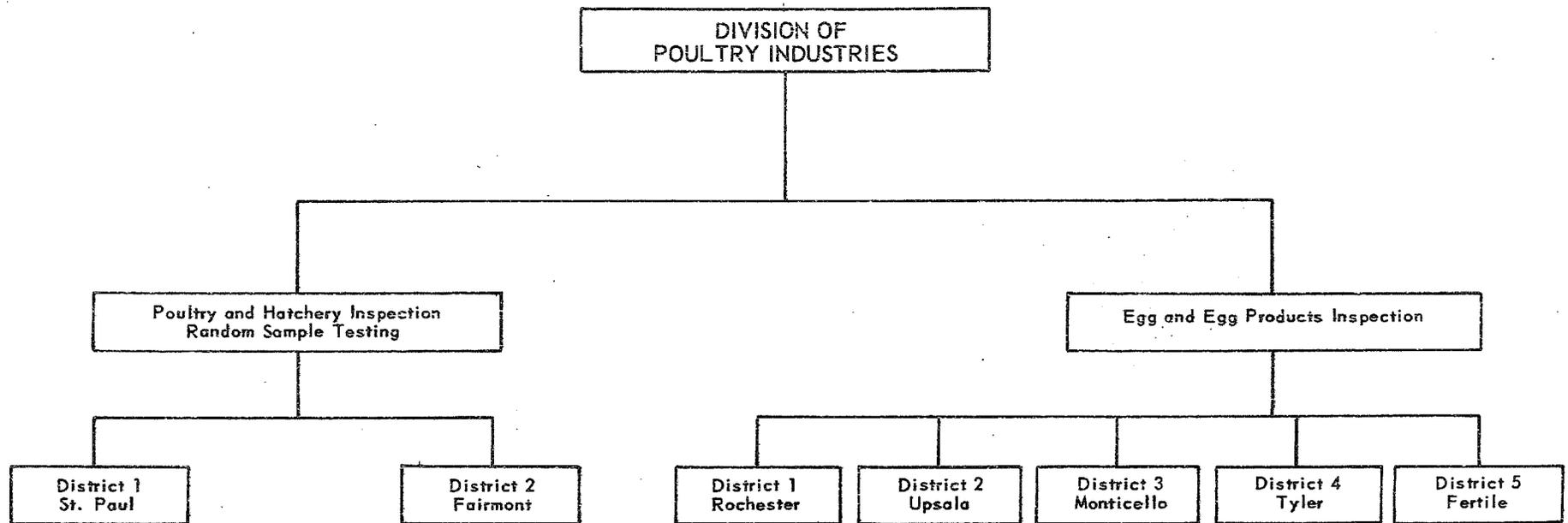


Chart 7

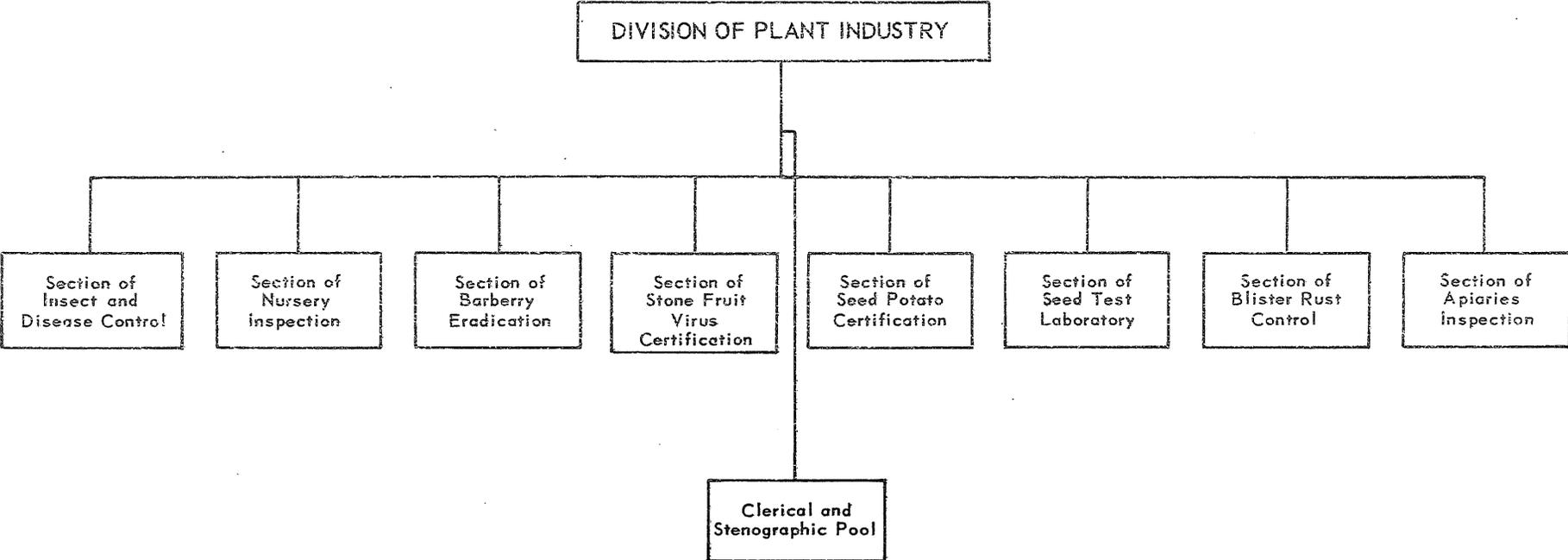


Chart 8

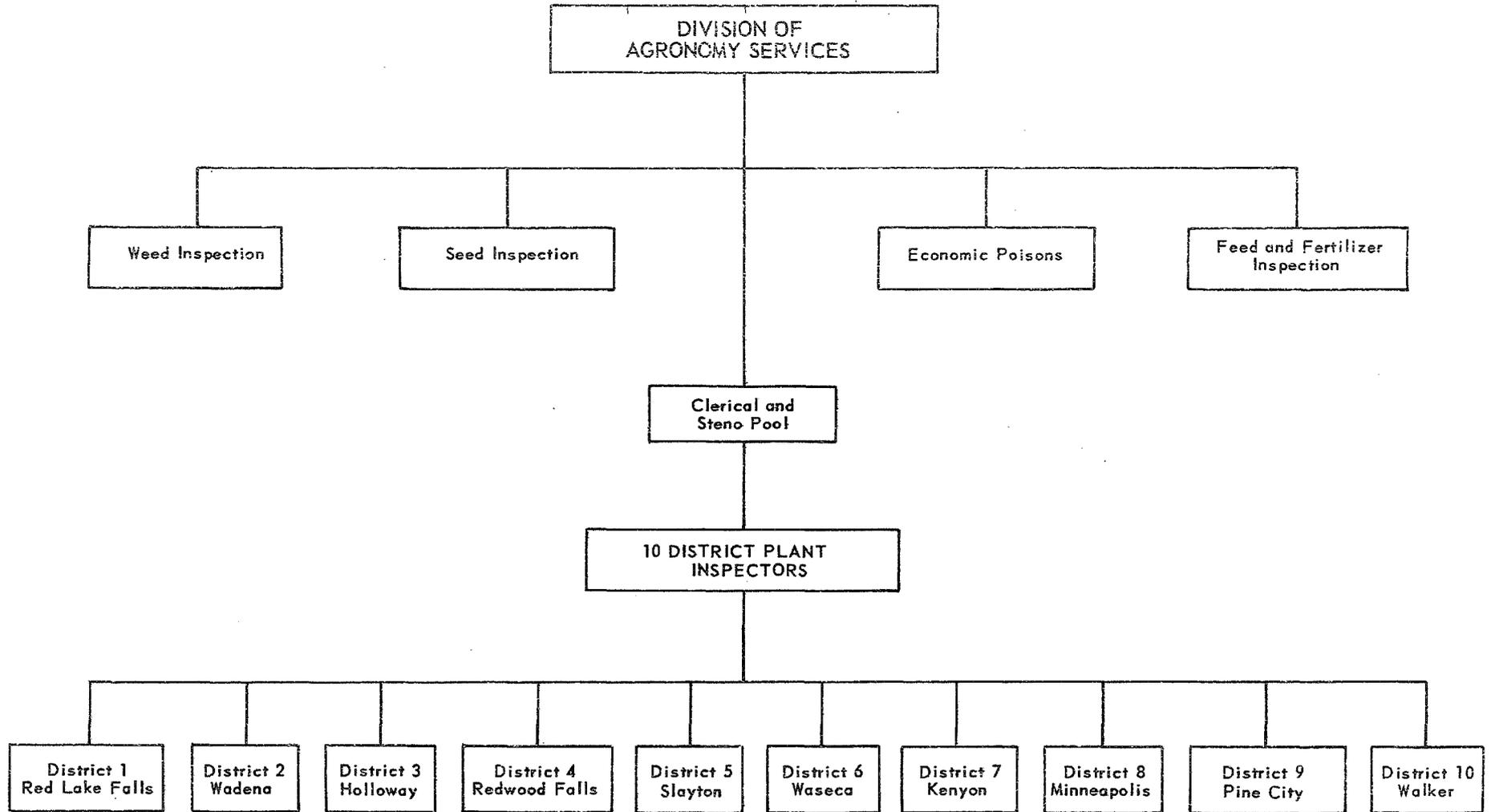


Chart 9

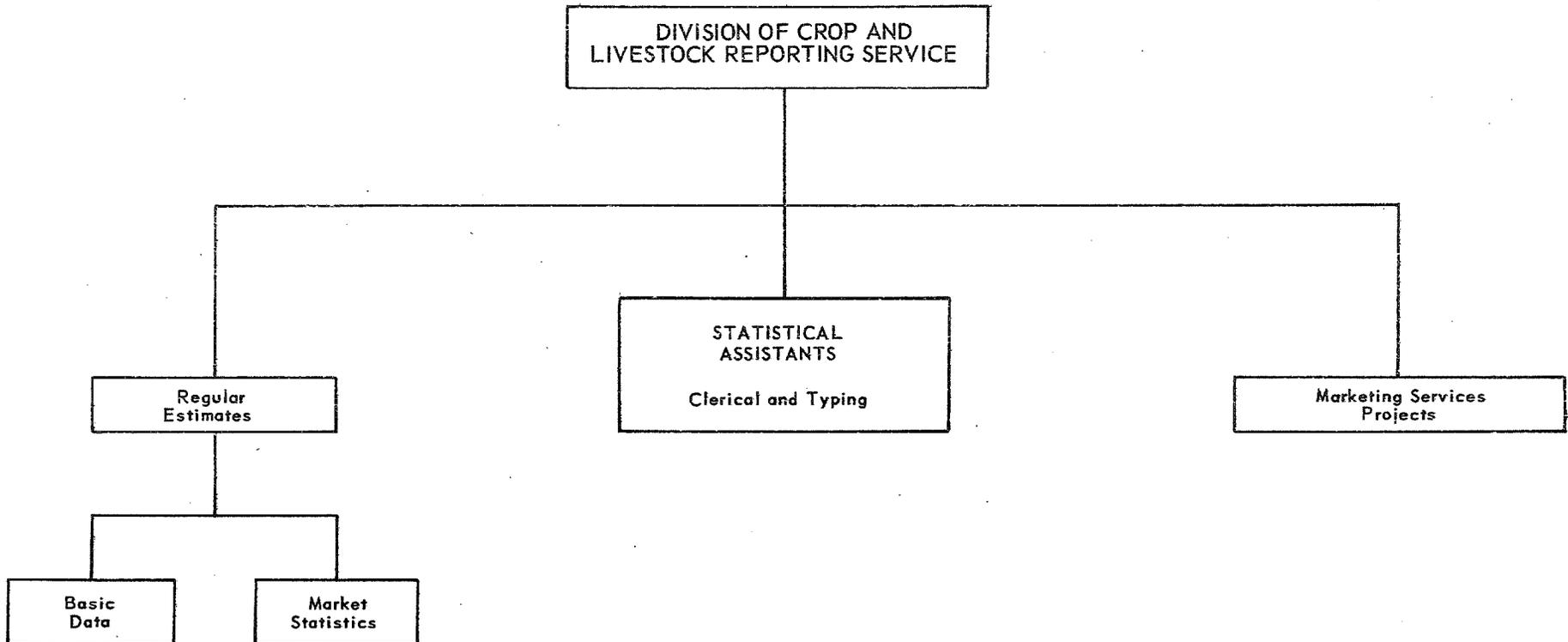
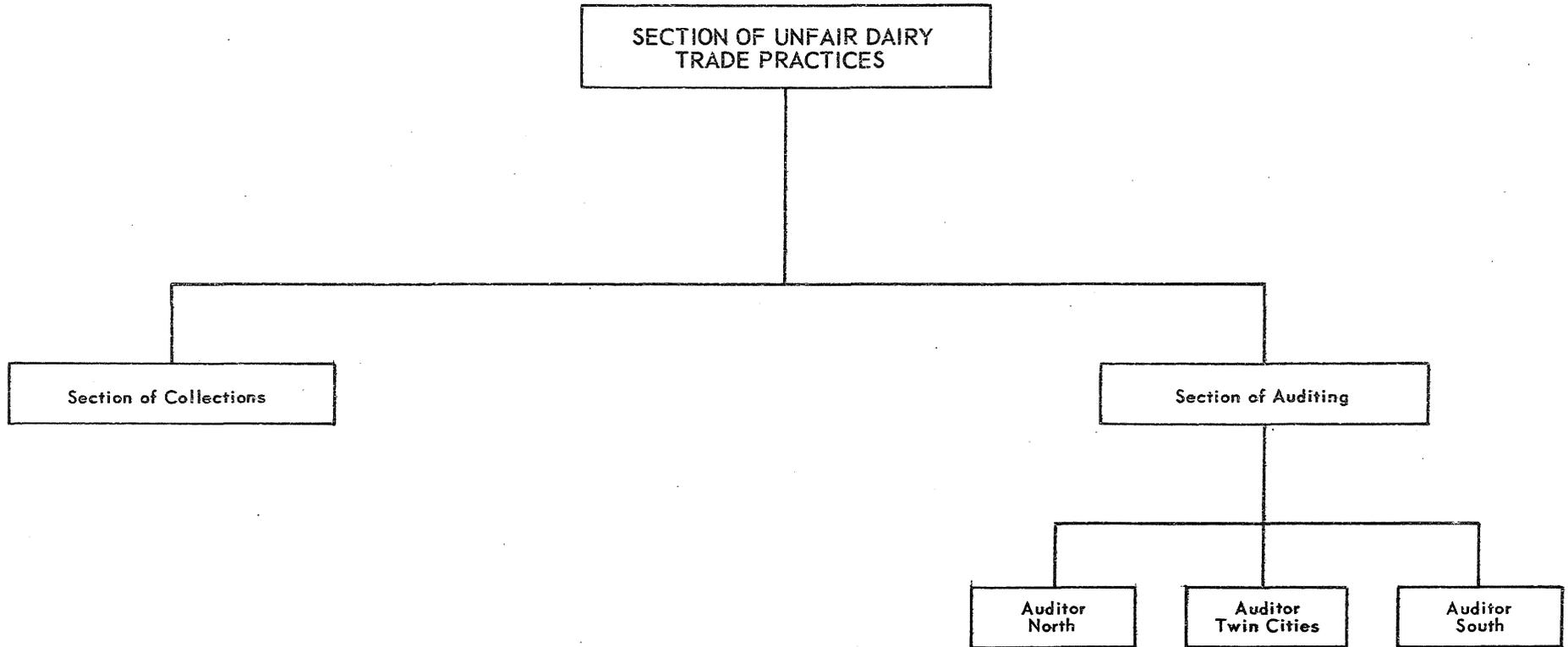


Chart 10



In the Red River Valley most of the employees are on a seasonal basis; all other inspectors are on a full-time basis. This Division has a Federal-State inspection chief, a full-time federal employee who supervises the inspectors in the division.

In the marketing portion the Department employs one full-time seed potato marketing specialist, who calls on customers in Florida, Alabama, and other southern states and also has made several visits to Western states. A marketing specialist devotes most of his time to the promotion of other Minnesota commodity groups.

This division, in cooperation with the laboratory, inspects and tests a large portion of the meat, fish, and other products consumed in public institutions. It also publishes the Minnesota Marketing Messenger, a monthly publication dealing with all types of agricultural problems. During the summer season in cooperation with the laboratory, the Department operates a dairy products mobile field laboratory, and has continuous marketing programs for honey, apples, maple syrup, and other junior agricultural products.

THE DIVISION OF ADMINISTRATIVE SERVICES

This division is charged with office and personnel management. This division has under its jurisdiction the Sections of Accounting and Licensing. Almost all department licenses are issued in this section.

This division also has the Section of Cooperatives and the Section of Semi-State Activities. This consists of Minnesota Crop Improvement Association, Minnesota Livestock Breeders Association, Minnesota State Horticultural Society, Minnesota Sheep Growers Association, (Northern and Southern) and the Red River Valley Dairymen's Association. Also in this division is a Section of Liaison Duties, which involves relationships with other state departments, with other divisions this Department and the Legislature. This Section cooperates with the Legislature in the preparation of bills and in presenting statistics and data necessary in the enactment of state laws.

DIVISION OF LABORATORY SERVICES

This is a newly created Division, and is a result of the union of the old Section of Bacteriology, Section of Feed and Fertilizer Laboratory and the Section of Chemistry. This Division deals with the analyses of all food products and analyzes and tests all feeds and fertilizers manufactured in the state. In addition it administers several services which are non-food in nature. These are the Anti-Freeze Law, Hazardous Substance Act, and the Paint Law. In the case of the Anti-Freeze Law not only is testing involved, but also the registration of the products that are to be sold. Both of these items are registered on an annual basis.

The testing portion of the Grade A Milk Program has been assigned to the laboratory. The Grade A Milk Program has progressed to the point that approximately 98 percent of all milk consumed as fluid milk is Grade A.

The laboratory also acts as a service organization to the state by testing many of the commodities purchased by the state and by testing a large portion of the food sold and distributed in state institutions.

The Feed and Fertilizer Program has become more complex because of changes made in the law. The increased use of feed and the use of medicated feed stuffs has tremendously increased the work load of this section during the past few years.

DIVISION OF POULTRY INDUSTRIES

This division is charged with the enforcement of all poultry and egg laws. This includes the administration and supervision of the National Poultry and Turkey Improvement plans under a memorandum of agreement with the United States Department of Agriculture; the operation of two random sample tests, one for meat on turkeys and one for eggs in poultry.

The egg and egg products inspection branch of this division is supervised from the main office. To improve enforcement the state has been divided into five areas, each supervised by inspectors located in the areas. This division also enforces a Quality Egg Program and the inspectors who are assigned in the area make the necessary tests.

THE DIVISION OF PLANT INDUSTRY

The division is divided into eight sections: seed potato certification; barberry eradication; blister rust control; insect disease control; nursery inspection; stone fruit virus certification; seed testing laboratory and apiary inspection.

The Section of Seed Potato Certification, currently under the direction of the Director of the Plant Industry Division, certifies potatoes as to variety and freedom from disease.

The Sections of Barberry Eradication and Blister Rust Control are headed by Federal employees, since most of the work involves federal and state cooperation.

The Insect and Disease Control program and the Nursery Inspection Program is supervised by a single section head. The Nursery Program also involves the licensing of all nurseries as well as the inspection of all nursery stock seed in the state.

The Section of Stone Fruit Virus Certification is supervised by a section head. The program presently involves a virus certification study which is being done at the Department's farm and greenhouse at Shakopee. Several other projects are also carried on at the Shakopee farm.

The Seed Testing Laboratory is under the control of a section head and has two basic functions: service to farmers by testing their seed grains and small seeds, and service to the Agronomy Services Division in the enforcement of the seed law.

The Section of Apiary Inspection supervises all producers of commercial honey.

DIVISION OF AGRONOMY SERVICES

This is a new division assigned to the enforcement of the weed, seed, feed, fertilizer and economic poisons laws. The enforcement and educational programs require cooperation with counties, towns and municipalities.

DIVISION OF CROP AND LIVESTOCK REPORTING

The program of this division is divided into two parts: The regular program of estimates jointly sponsored by the state and federal government, and marketing services projects are sponsored by the state and financed with funds matched under provision of the Agricultural Marketing Act of 1946.

INCOME: 1959-1961

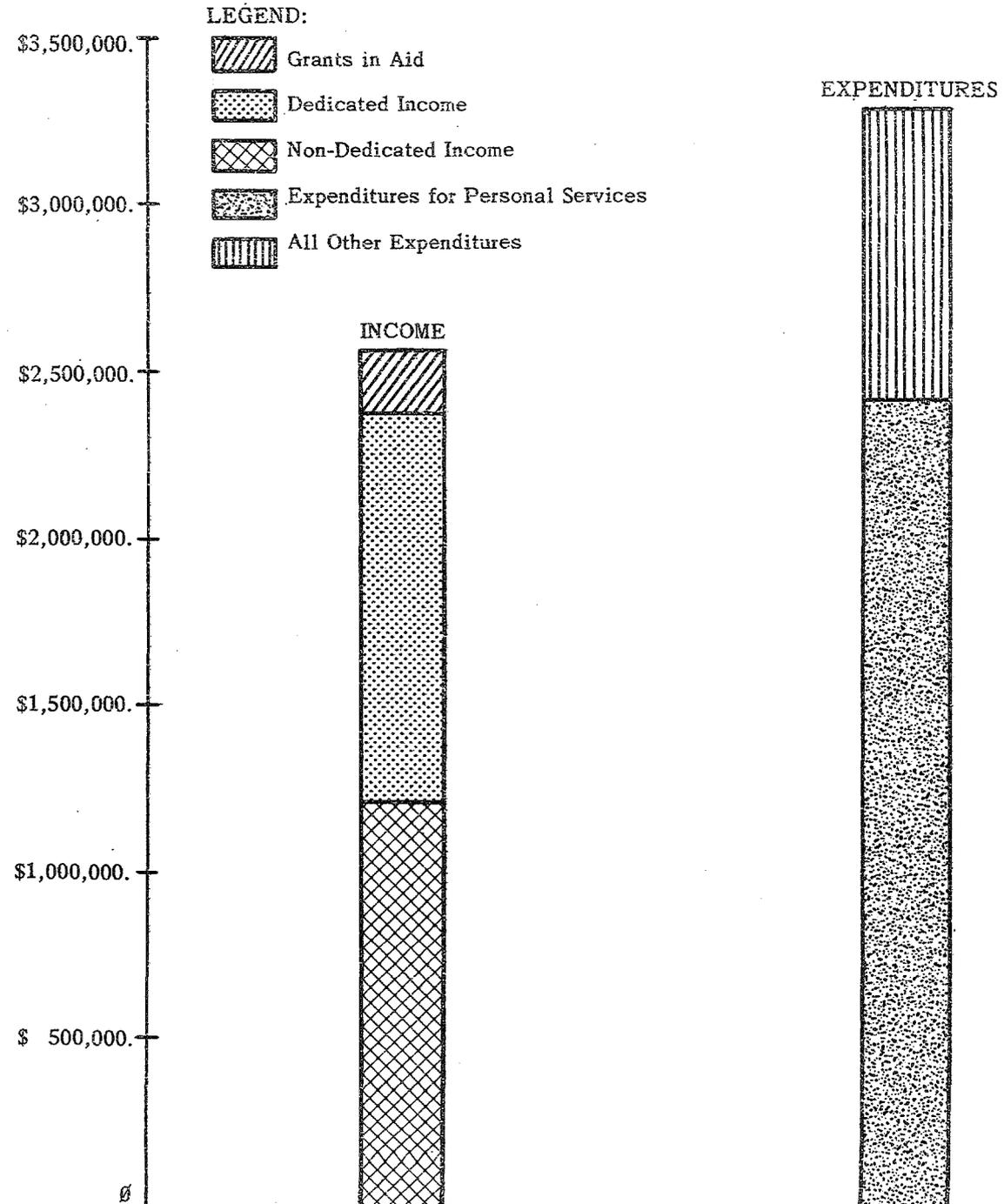
Grants in Aid	\$ 126,494.00
Dedicated Income	1,166,537.00
Non-Dedicated Income	1,239,217.00
Total	<u>2,532,248.00</u>
Income	2,532,248.00

EXPENDITURES:

Personal Services	2,440,882.00
All Other Expenditures	83,134.00
Total	<u>3,264,016.00</u>
Expenditures	3,264,016.00

Expenditures exceeded Income from all Sources. This was financed by appropriations.

MINNESOTA DEPARTMENT of AGRICULTURE
 INCOME and EXPENDITURES
 July 1, 1959 -- June 30, 1961



FINANCING

The Department of Agriculture is financed in the following manner:

- Appropriations
- Dedicated Revenue
- Grants in Aid from Federal Government
- Reimbursements from Federal Government

The budget for the 1960-61 fiscal year for the major functions in the Department:

Name of Account	Function	Appropriation	Grants in Aid	Dedicated Income	Total Income	Expenditures
Salaries & Supplies & Exp.	Encourage and promote agricultural industries of the state, enforcement of rules and regulations relating to production, processing, and marketing of agricultural products, and protecting the consumers from fraud and deception in the sale of foods, beverages, paints, insecticides, anti-freeze, feeds, fertilizers, agricultural seeds, nursery stock etc.	* \$2,053,628	\$77,966	---	\$2,131,594	\$2,022,936
Weed Control On Tax Exempt	Eradicating, destroying or cutting down weeds on tax exempt or forfeited lands	\$ 18,000			\$ 18,000	\$ 17,233
Market and Prod. Insp.	Provides an inspection and grading service primarily to assist Minnesota producers and shippers of fresh fruits and vegetables in the marketing of their products	* \$ 80,000		\$ 381,436	\$ 461,436	\$ 404,439

Name of Account	Function	Appropriation	Grants in Aid	Dedicated Income	Total Income	Expenditures
Poultry Breeding Inspection	For the purpose of fostering the development of the poultry industry of the state through improved breeding for economic egg production, meat production, and egg quality.	* \$ 78,856	---	---	\$ 78,856	\$ 76,938
Auditing Cooperatives	Provide accounting and auditing service on a cost basis to any co-operative in Minnesota who makes application.	---	---	\$ 65,378	\$ 65,378	\$ 64,175
Seed Potato Insp. & Certification	Provide the means and direct the work for the inspection, certification, promotion of quality, and creation of demand for and sale of potatoes.	---	---	\$ 253,614	\$ 253,614	\$ 216,006
Canning Inspection	Supervise and regulate all commercial vegetable and fruit canneries in the State	---	---	\$ 49,266	\$ 49,266	\$ 53,388
Egg Law Insp. Rev.	Enforce the egg law and establish a quality egg program in the procurement and marketing of Minnesota eggs and egg products.	---	\$ 22,934 Fed. Reimb. 5,567	\$ 79,051	\$ 107,552	\$ 108,137
Grade A Milk Insp. Revolving	To assure compliance with the laws and regulations governing the production, handling, processing, and sale of Grade A milk and milk products and goat milk wherein the Commissioner of Agriculture is authorized to provide inspection and charge fees when equivalent inspection is not available by local health units.	---	---	\$ 93,247	\$ 93,247	\$ 90,158

Name of Account	Function	Appropriation	Grants in Aid	Dedicated Income	Total Income	Expenditures
Seed Tags	Help defray costs of collecting and analyzing agricultural seeds offered and exposed for sale in Minnesota; assist in the cost of administering and enforcing the state agricultural seed laws and regulations.	---	---	\$ 244,545	\$ 244,545	\$ 176,125
						25,000
White Pine Blister Rust	Suppress and control white pine blister rust and carry out such investigations of the disease and its control as deemed advisable.	\$ 15,000	\$ 20,027		\$ 35,027	\$ 35,021
Dairy Industires	This section is responsible for the enforcement of the Unfair Trade Practices Act as it pertains to selected dairy products, to restore orderly marketing and to eliminate certain trade and marketing practices which have the effect of destroying or restraining competition.					

* During the two fiscal years under study (1960 and 1961) \$1,239,217 was collected and deposited in the General Revenue fund, the source from which appropriations are financed.

An analysis made of the expenditures for the fiscal year ending June 30, 1961, and a percentage breakdown of these funds shows:

Salaries	--76.4%
Travel	--11.7%
All Other	--11.9%

SECTION OF UNFAIR DAIRY TRADE PRACTICES

This section enforces the Unfair Dairy Trade Practices Act and is charged with the price stabilization of milk, ice cream and cottage cheese. The section reports directly to the Commissioner.

AGRICULTURAL PRODUCTS INSPECTION DIVISION

Goals and Objectives

The goals and objectives of the Agricultural Products Division are:

TO PROTECT the public health and welfare through enforcement of laws, regulations and standards.

TO PREVENT fraud in the manufacture, promotion and sale of food and other products used in the production and processing of food.

TO PROMOTE food industries by working closely with them in quality control and development.

TO PROMOTE uniformity of action among regulatory agencies by cooperating with them at the municipal, state and federal levels in the development of uniform standards and uniform application of such standards.

TO COOPERATE with the University through its Dairy Industries Department and Agricultural Extension, thereby rendering greater service to producers, processors, distributors and consumers of foods.

TO INCREASE the frequency of audits of wholesale dealers.

Plans

TO COMPLETE the licensing of all food handlers and to establish new sanitation requirements for ready-to-eat foods and salvage establishments.

TO BROADEN and strengthen the regulatory programs in the following fields: meat processing plants; frozen food processors; testing and grading licenses; discrimination by purchasers of dairy products; dairy industry records, and producers of milk for manufacturing purposes.

ACTION PROGRAMS

Legislative goals include:

REPEAL of the exemption on food handlers so that all persons who deal in food will be licensed even though licensed as wholesale dealers.

SPECIAL license for salvage operators.

INCREASE to 50% the penalty for late application for food handlers license.

CHANGE to May 1 the due date for Frozen Food and Mix License.

RE-EXAMINATION of milk and cream graders when license renewal has lapsed for one year or more.

TO PROVIDE for meat and meat products inspection for grade and quality so the consumer will be informed.

STRENGTHEN laws in regard to discrimination in buying and reporting of dairy products.

CLARIFICATION of the Canning Law in regard to frozen food processors.

Rules and regulations will be promulgated to activate, interpret and clarify the legislation requested where applicable. In addition, regulations will be adopted concerning food additives. Legislation already exists to make this possible. The Division intends to make its requirements for vitamins and minerals conform with the federal requirements.

An increased auditing staff is needed in the Wholesale Dealers Section so that dealers will be properly bonded.

MARKETING SERVICES DIVISION

Goals and Objectives

PROMOTION of Minnesota Agricultural Commodities-- To give promotional assistance to producers of all Minnesota agricultural commodities in an effort to bring about more orderly marketing for best returns of producers' efforts.

SHIPPING Point Produce Inspection-- To make available state-federal inspection for grade and condition on a self-supporting fee basis for all vegetables and fruits produced in Minnesota and shipped in quantities to out-of-state markets and to processing plants.

TERMINAL Produce Inspection-- To make available state-federal inspections for grade and condition on a self-supporting fee basis on all fruits and vegetables shipped into Minnesota; shipped from Minnesota for export; and delivered to institutions, military installations and eating places.

COLD Storage Warehouses-- To furnish adequate licensing, statistical and inspectional service to Minnesota cold storage warehouses.

HONEY grading, Apiary Inspection and Honey House Sanitation Inspection-- To provide state-wide inspection service for honey production and processing, covering production of all honey marketed at wholesale or retail.

PUBLICITY-- To provide a public relations service for dissemination of information mutually beneficial to consumers and the Department of Agriculture in general and the Marketing Services Division in particular.

MARKET News Service-- To provide adequate market news services wherever it will be beneficial to Minnesota producers and assist in orderly marketing of their agricultural commodities.

Plans

Explore state, domestic and foreign markets.

Survey needs of consumers, processors, distributors and merchandisers.

Evaluate market grades and commodity movements for processor and consumer needs.

Conduct market research and surveys.

Work with commodity associations; service organizations (F.F.A., 4-H, etc.); extension divisions; newspapers; radio and television; trade expositions, and create brochures for all commodities.

Determine who wants what, when and where.

Improve quality of Minnesota products; encourage production and use of premium grades; identify premium quality with Minnesota or a characteristic Minnesota emblem.

Action Programs To Implement Plans

PROMOTION of Minnesota agricultural commodities by establishing and encouraging standards for marketing better grades, for developing a premium grade, for helping develop market contacts, by developing methods of financing market promotions. If not already provided, develop minimum grades for commodities which can be marketed to advantage on a grade basis. This may require legislative authority for establishing grades and for requiring compulsory grade labeling.

CONTACT grower groups to promote orderly inspection, prohibit sale of low grade merchandise, endeavor to increase production of products having greatest consumer appeal. Induce producers to put better finish on products where possible; assist in establishing contacts for sale of the product; develop a premium grade that can be associated with Minnesota top quality.

FINANCE promotional programs by assisting growers to organize and contribute an annual fee based on production units, with collection by a commission of each particular commodity group. This may require legislative authority to hold referendums to determine need or sentiment of commodity groups, to form commissions for Administration of promotional programs and collection of funds.

MARKETING specialists are to be added to the staff; one as soon as possible; two during the fiscal year 1963-64; one during 1965-66, and, one in 1966-67.

ADMINISTRATIVE SERVICES DIVISION

Goal and Objectives

TO INTEGRATE the entire staff of the department so that all employees can be shifted when necessary to handle peak loads in those divisions which have this problem.

TO PROVIDE adequate space for staff and equipment.

TO PROVIDE for a complete and centralized system of collecting of revenues.

TO PLACE all license and report procedures on an automated basis.

TO EXPAND and improve the services to cooperatives in the field of mergers, consolidations and dissolutions.

TO INCREASE the review and supervision of semi-state activities.

TO PROVIDE the necessary liaison with the Legislature so that necessary legislation will be enacted.

TO ACTIVATE and promote a program of acquisition of new equipment for laboratories in new fields such as trace minerals in feeds and the detection of radioactivity in food.

TO PROVIDE personnel training opportunities both on and off the job.

Plans

The Division will review the work load of its staff so that performance of individuals can be measured. This will enable the Division to discover areas of over-staffing as well as under-staffing and will provide an opportunity to shift personnel to the points of greatest need.

The Division will work with the Department of Administration and others to secure needed space and also to establish improved procedures of data processing in licensing and reporting.

Action Programs

Legislative objectives include:

INCREASED appropriations for necessary equipment and staff in those divisions requiring an increase.

SECURING the necessary funds for remodeling office space in the State Office Building or acquisition of offices elsewhere.

Administratively, the Division will work with the Department of Administration and other departments in expanding and improving the handling of data processing in all divisions. There will be an increased emphasis on the training of employees both on and off the job.

LABORATORY SERVICES DIVISION

Goals and Objectives

TO DEVELOP new methods of analysis of foods, feeds, fertilizer and other products so that fraud and deception will be reduced to a minimum.

TO PROCURE the needed equipment and staff so as to keep abreast of changes in technology in all the fields that the department supervises.

Plans

Develop programs and techniques to cope with recent advances in science. In the fields of canning and freezing of foods there is a whole host of new products with which to contend. The preservation of foods through irradiation, while relatively new, may well open a whole new field of analysis. The use of antibiotics in food processing will require additional supervision of processors.

The field of food additives, such as vitamins and others, will demand increased supervision.

In the field of commercial feeds, livestock remedies and fertilizers the division must be prepared to analyze the products.

Action Programs

THE LEGISLATURE must be alerted to the imperative need of supplying the Division with substantial amounts of new equipment so that necessary analyses in the chemical and bacteriological fields can be accurately and speedily made.

LAWS TO PROVIDE for the establishment of necessary standards in new fields of processing and handling of foods, feeds, antibiotics, minerals and growth stimulators are needed.

ADOPTION of regulations where necessary under all laws to expand the field of analysis and supervision of products over which the Division has control is planned.

EDUCATIONAL programs are needed to alert the public to read and understand labels, to inform industries on labeling requirements and to inform Department employees so that they, in turn, can adequately instruct farm residents and others in the proper use, and in the dangers if used improperly, of the many products the Division analyzes.

POULTRY INDUSTRIES DIVISION

Goals and Objectives

TO IMPROVE the production of market quality chickens and turkeys.

TESTING OF stocks of chickens and turkeys so that producers can be informed as to relative values of the various stocks.

EXPANSION OF the Certified Quality Egg Program.

IMPROVEMENT OF the quality of eggs produced in Minnesota so that out-of-state markets will be opened to Minnesota producers.

Plans

The Division anticipates a decline in the number of hatcheries and the number of producers in the field of egg production, but larger units will result. With the shift of population from rural to urban areas the Division must assume greater responsibility in the field of inspection at the consumer level and also in the fields of marketing, promotion and education.

The Division will assist hatchery operators and flock owners in the development of better operational practices.

Action Programs

Legislation is needed in the field of the Egg law to:

Revise the fee schedule in the present egg law to remove inequities and raise more revenue.

Make mandatory purchase grade requirements more flexible, especially during U.S.D.A. support buying programs.

Permit the Department to establish additional regulations, such as in plant washing.

Administratively, the Division plans:

TO CARRY on an extensive marketing program with the Division of Marketing Services in the promotion of certified quality eggs. This will require increased activity in the field of retail inspections.

TO WORK with the Department of Public Welfare in obtaining facilities for additional replicates of the entries in the Egg Production Random Sample Test.

TO EXPAND turkey meat production tests on farms of turkey growers.

TO WORK with the National Poultry and Turkey Improvement Plans in the development of new regulations.

TO TRAIN personnel so that all inspectors will be qualified to handle all inspection work in connection with this Division.

PLANT INDUSTRY DIVISION

Goals and Objectives

TO FURTHER expand the sale of certified seed potatoes in all areas of the country, especially the southern states; to develop a program which would have all of the potato acreage in Minnesota planted with certified seed in order to eliminate bacterial ring rot, as well as to prevent the introduction of other diseases; raise standards for Minnesota certified seed potatoes; eliminate bacterial ring rot.

TO CONTINUE the program of Barberry and Blister Rust eradication.

TO EXPAND the program of insect and plant disease control to keep abreast of the problems of controlling insects and diseases introduced into the state from foreign ships at the port of Duluth.

TO MOVE with the needs of the nursery industry in isolation and quarantining of infested nursery stock.

TO DEVELOP a program to cope with Dutch Elm disease.

TO ADEQUATELY protect the producer, consumer and general public in an effective program of insect, pest and rodent control.

TO EXPAND facilities in the seed testing laboratory to adequately serve the needs of the Division of Agronomy Services.

Plans

The Division will develop plans to adequately inform the industry and the public as to new problems in insect and plant disease control such as Dutch Elm and the Khapra beetle. The Division will be on the continuous alert to find new and improved methods for the control of all insects and pests and will search for better control of virus diseases as they affect stone fruit.

The program for certified seed potatoes will include expanded research on potato diseases, particularly wilt; expanded testing of new varieties before introduction; established plots of known potato diseases for inspector training; a training and educational program, and expansion of certified seed acreage.

Action Programs

INFORMATIONAL and action projects, such as preparation of exhibits for the State and county fairs, home shows and short courses.

TECHNICAL advice to country, township and municipal officials and industry in general.

COOPERATION with the U.S.D.A. in joint programs wherever possible in the eradication of Barberry Blister Rust, Stone Fruit Virus and other diseases.

For certified seed potatoes the Division proposes the following:

EDUCATIONAL programs through county extension agents, Future Farmers and 4-H Clubs.

LEGISLATION to expand the educational program.

INDEX new varieties in southern state test plots to assure virus free seed before releasing.

SEND ADDITIONAL inspectors to test plots in southern states for training with supervising inspectors.

PROVIDE ADDITIONAL education and supervision for growers in Lake of the Woods foundation area.

SUPERVISION of the potato acreage in Minnesota where certified seed is used and a stepped up program of education to increase the acreage that is planted with certified seed.

AGRONOMY SERVICES DIVISION

Goals and Objectives

TO PREVENT fraud and deception in the sale of feeds, drugs and medicaments used in animal feeds, seeds, economic poisons, and fertilizers used in agribusiness.

TO CONTROL and, whenever possible, to eliminate weeds in all areas of the state and on all lands, whether public or private.

TO DEVELOP new areas for the production of seed by the elimination of weeds and to increase weed control activities in the present seed raising areas.

TO PROTECT the general public whenever any of the products used may be detrimental to the health of either humans or animals.

TO PROVIDE for proper and complete labeling of products.

TO INCLUDE livestock remedies in the over-all program.

Plans

The development of a plan for the control of drugs and medicaments used as additives to the feed of animals is one of the Division's main objectives.

The distribution of commercial feeds has changed from one of bags to bulk delivery. This will necessitate an expansion of the program to include supervision of

bulk feed lots, bulk storage facilities, specialty materials such as stabilizers, preservatives, rodent repellents, etc. and equipment connected therewith. Service will be provided to farmers for the inspection and analysis of custom mixed feeds and fertilizers.

Livestock remedies will be part of the program of inspection and analysis. As new methods for the handling of feeds and fertilizers, such as frozen feeds and vacuum-protected gaseous products are developed, the Division intends to advance with the needs of the industries affected and will provide the necessary inspection and, through the Division of Laboratories, the necessary analyses of products. Attention will be given to soil additives and specialty feeds for fur farming and pets.

It is not unreasonable to expect a scientific breakthrough in synthetic materials to replace natural materials in the field of agronomy and related lines. The Division proposes to be prepared to deal with these problems as they occur. Molecular rearrangement of gases and chemicals by atomic reactors will increase use of tranquilizers and peptizers for both animals and plants.

To further improve the weed program the Division will provide for inspection of sod and dirt sold for lawn purposes, and stepped up weed eradication on government and public utility roads, right of ways and lands. In the field of economic poisons the Division plans to restrict the packaging of the products and will require specific labeling of items.

An increase in educational activity through all available media and a stricter enforcement of all laws, rules and regulations is anticipated.

Action Programs

Legislation is needed in the field of

CUSTOM feed mixers.

LIVESTOCK remedies and soil additives.

PACKAGING of pesticides.

PROCEDURES for the handling of damage claims relating to the use and application of pesticides.

NOXIOUS WEEDS.

LAWN and vegetable seeds.

IMPROVED quality and uniformity of seeds.

In all of the above instances the laws should provide for the promulgation of the necessary rules and regulations to activate enforcement and also the necessary funds to administer the program.

An expanded inspection staff in the feed and fertilizer program is needed to handle at least twice the number of samples now being processed. A corresponding increase of staff facilities must also follow in the laboratories. In addition to chemical analysis the Division will test these products for performance in Minnesota so that environmental factors such as soil and weather can be properly evaluated.

Inspectors who are specialists in animal diseases and products will be added to the staff for the first time. Mobile-type laboratory equipment will be provided and provisions made for special on-the-spot field tests. The laboratories must also be expanded in both staff and equipment to handle these increased demands.

Increased use of educational tools will be part of the program to acquaint the public to quarantines, weed control, economic poisons and the importance of using quality seeds. The Division proposes to expand the inspection staff in these areas by providing three additional inspectors -- two for the rural and one for the metropolitan area.

To improve liaison with other departments and agencies of state government and farm organizations and to expedite the enforcement of the weed control program the Division will work for the appointment of an advisory committee comprised of members from the conservation department; highway department; University of Minnesota; farm organizations and others.

In the field of seed the Division will work for an integrated inspection service with other units of state government such as counties, town, and municipalities. The service will be broadened to include lawn and vegetable seed and will require the re-testing of all carry-over seed at an early date. The Division will work toward adding several noxious weed seeds to the restricted or prohibited list.

There will be stepped up enforcement of laws, rules and regulations in the use and sale of insecticides, pesticides and other economic poisons. Coupled with this program the Division will expand its educational and training program, working with the University of Minnesota in providing short courses for dealers, spray operators and others.

CROP AND LIVESTOCK REPORTING DIVISION

Goals and Objectives

TO PROVIDE adequate statistics on agriculture in Minnesota to meet the needs of all parties concerned with production, inventories, prices and marketing.

CONTINUE cooperation with all agencies of government, particularly at the federal and state levels.

INCREASE use of the annual Farm Census and other data in the preparation of current reports to permit farmers to shift their production through varying utilization of the items involved and through earlier or later marketing.

Plans

The Division plans to continue the current program of forecasting supplies of agricultural products and measuring changes in the industry through estimates of production, inventories, prices and marketing patterns.

Action Programs

To complement plans the Division will continue the present program.

In order to meet additional and changing needs the pattern below will be followed.

1963 -- Alfalfa varieties seeded; barley varieties seeded; potatoes planted - by kinds; egg marketing patterns; barley county estimates - summary bulletin; cattle marketing survey; Minnesota cattle - bulletin.

1964 -- Cattle on feed - county estimates; beef cows on farms - county estimates; county estimates of cash farm income; sheep marketing survey; feeder pig survey; soybean county estimates - bulletin; Minnesota sheep - bulletin; corn county estimates - summary bulletin; trade area summaries; oat varieties seeded; flax varieties seeded; station weather statistics; special seed crops; egg prices - weekly.

1965 -- Alfalfa varieties seeded; wheat varieties seeded; flax county estimates - summary bulletin; potato county estimates - summary bulletin; wheat county estimates - summary bulletin; dairy marketing survey; Minnesota dairy statistics - bulletin; trade area summaries - selected items; coordinate present monthly cold storage report with federal report; analysis of township data and begin release; Minnesota prices - bulletin; Minnesota vegetables - bulletin.

1966 -- Soybean varieties planted; oat varieties seeded; barley varieties seeded; marketing survey of grains; egg marketing survey; chicken marketing survey; Minnesota chicken and eggs - bulletin; county estimates of cash farm income; Minnesota livestock - bulletin.

1967 -- Turkey loss survey; wheat varieties seeded; Alfalfa varieties seeded; Hog marketing survey; Minnesota turkeys - bulletin; Minnesota hogs - bulletin; Minnesota crops - bulletin.

1968 -- Cattle marketing survey; Minnesota cattle - bulletin; county estimates of cash farm income; soybean varieties planted; oat varieties seeded; trade area summaries - selected items.

1969 -- Alfalfa varieties seeded; flax varieties seeded; barley varieties seeded; sheep marketing survey; Minnesota sheep - bulletin; corn county estimates - summary bulletin; soybean county estimates - summary bulletin.

1970 -- Wheat varieties seeded; county estimates of cash farm income; wheat county estimates - summary bulletin; flax county estimates - summary bulletin; egg marketing survey; Minnesota chickens and eggs - bulletin; dairy marketing survey; Minnesota dairy statistics - bulletin; chicken marketing survey.

UNFAIR DAIRY TRADE PRACTICES SECTION

Goals and Objectives

PRICE stability in the field of dairy marketing.

TO SEE that price differentials are cost justified.

Plans

TO CONTINUE to inform the industry on requirements of the law and to supervise sales from wholesalers to retailers to detect violations.

IN THE EVENT of violations to proceed with proper procedures to secure compliance.

Action Programs

TO EXPLORE the limitations if any of the existing statutes through prosecution of violations in the courts.

TO INFORM the industry as to the results of such action so that it may make a decision as to legislative remedies it may want to sponsor.

Standards

The standards which govern the Department's operations are found in numerous places.

In many cases the statutes provide the standards and in addition authorize the Commissioner to promulgate rules and regulations for the enforcement of the law. Statutes also often provide for the adoption of standards of federal agencies, such as the United States Department of Agriculture and the Department of Health, Education and Welfare. They may also provide for the adoption of the standards set forth by trade and professional groups, such as Agricultural Chemists, National Poultry Improvement Plan and others.

Budgetary Needs

Biennium Ending 1963	Biennium Ending 1965	Biennium Ending 1967	Biennium Ending 1969
\$3,672,100.	\$3,850,228	\$4,111,587	\$4,275,621

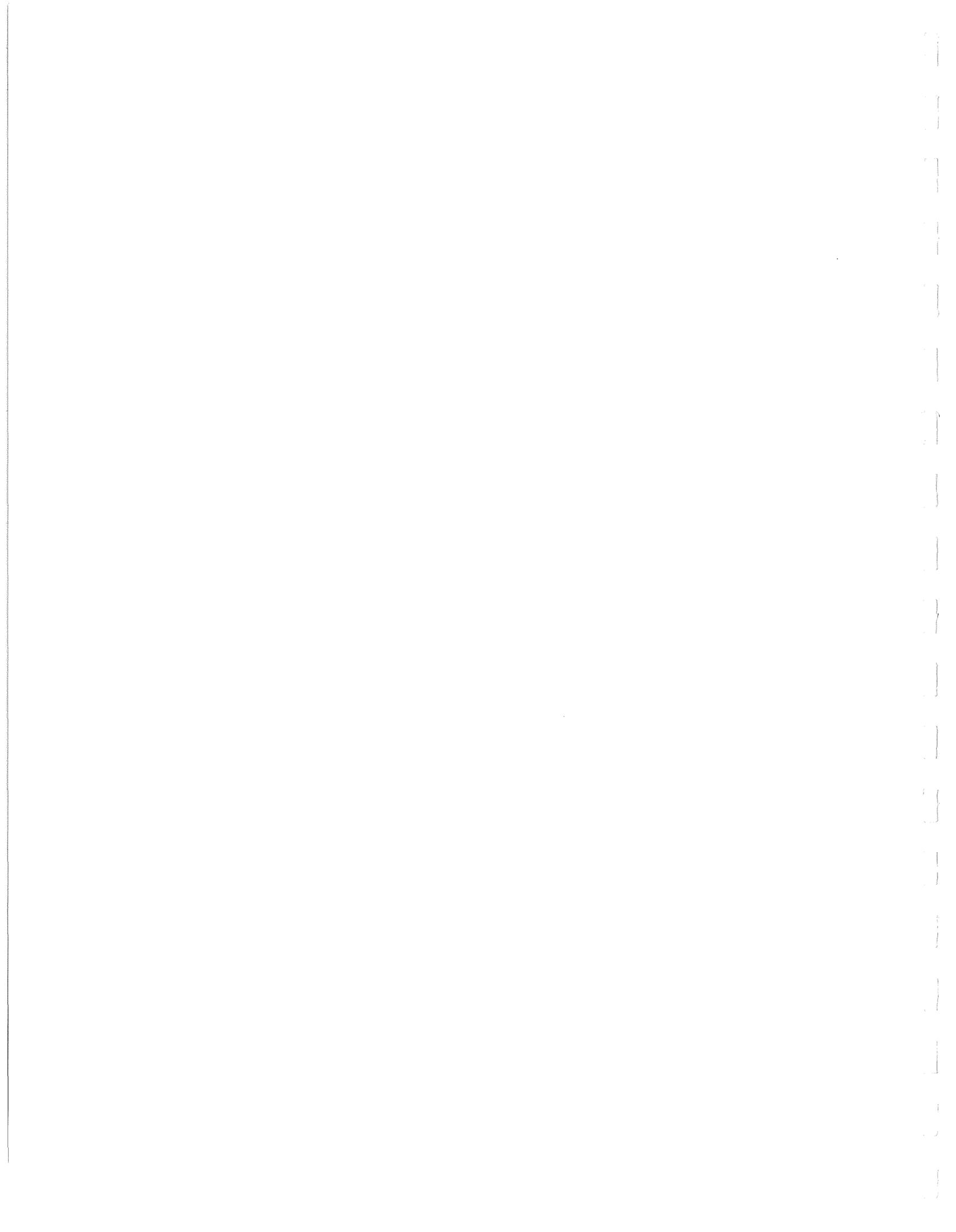
The greatest portion of the increase comes from the Division of Agricultural Products and Division of Laboratory Services, which will require increased staffing and equipment to keep abreast of the expanding population and technology in the food, feed, fertilizer and animal remedy fields. There is also included a 4% increase for each biennium for salary and general increases.

Financing

Of the Department's revenue, 78 per cent comes from sources other than the general tax levy. The increases requested in the main, will be for services to the consumer. The Department would recommend that 45 per cent of the increase in the budget be paid from general revenue and the remainder be industry financed.

There is a substantial reversion to the General Revenue Fund at the present time since appropriations do not equal collections in certain divisions. The funds that would be required from General Revenue are more than replaced by these monies.

No provision has been made in the budget projection for continuous inspection of meat processing plants. There is a possibility the Legislature will authorize such a program. If it does, the funds necessary would depend on the coverage and type of service that would be required. The program cost would vary from \$500,000 to more than \$1,000,000 per year.



DEPARTMENT OF CONSERVATION

HISTORY OF DEPARTMENT

In 1931 the Minnesota Legislature established the Department of Conservation (Laws of 1931, Chapter 186). Originally the Department was administered by a five-man commission and a commissioner elected by them.

The commission was abolished in 1937 and authority vested in a commissioner of conservation. This type of administration has continued to the present day. The department now consists of five divisions.

Forestry was first established in 1911 as the Minnesota Forest Service. The event that triggered the enabling legislation was the disastrous Baudette-Spooner forest fire in October 1910. A state forester was appointed, a forest fire protection system organized, and the Division of Forestry was born.

The first game and fish organization in Minnesota was the three-man Fish Commission created by the Legislature in 1874. The office of Chief Warden was established in 1887. Years later wildlife administration evolved into a Game and Fish Department, our present Division of Game and Fish.

The birth of the Division of Lands and Minerals was delayed approximately two years after 1931 because the State Auditor refused to relinquish administration of lands and minerals on constitutional grounds. The Supreme Court, however, upheld the validity of the act and the division became a part of the department officially on April 1, 1933.

The Division of State Parks was created by an act of the 1935 Legislature as a unit of the Department of Conservation. Prior to 1935 State Parks had been administered by various agencies.

Historically, the Division of Waters is the successor of the state drainage commission established in 1897. It was incorporated into the Department of Conservation as the Division of Drainage and Waters. In 1941 it became the Division of Water Resources and Engineering and in 1949, - simply the Division of Waters.

Detailed reports of the plans of each of these divisions appear in following sections.

In the history of the department some events stand out from all the rest. Wildlife won a signal victory in 1894 in the case of the State vs. Rodman, which decided the legality of the principle that wild animals are the property of the state. History was also made in the establishment of Itasca State Park and Forest by law in 1892 and passage of the amendment to the Constitution in 1914 authorizing establishment of state forests. A "Water Code" was enacted in 1937. In 1953 the nation-wide precedent-setting "State Park Permit" was passed.

Possibly nothing dramatizes better the change in conservation thinking than the transition from the extravagant program of agricultural drainage in northern Minnesota of years ago to the beginnings today of a state-wide water conservation program symbolized by the watershed.

ORGANIZATION

The Minnesota Department of Conservation, directed by a Commissioner, consists of five divisions: Forestry, Game and Fish, Lands and Minerals, State Parks and Waters. Their organizations are explained fully in individual division reports. The Commissioner is assisted by a deputy and five staff bureaus: Engineering, Information, Legal Affairs and Operational Services.

The main task of the department is to care for and facilitate the use of the vital natural resources on which the economy and the welfare of the state depends -- land, waters, forests, minerals and wildlife. The working force of the department for the fiscal year ending June 30, 1961, consisted of about 1,200 regular employees and 600 seasonal and hourly(part time) personnel, making a total of about 1,800 at peak employment. The total department budget for the same period was approximately \$10,000,000 including both state appropriation and federal aid.

BOAT AND WATER SAFETY - The Bureau of Boat and Water Safety was created for the purpose of administering the Minnesota Boating Act passed April 26, 1959. The supervisor of this bureau, who is directly responsible to the Commissioner, is charged with the responsibility of boat licensing and maintaining liaison with the county auditors on boating registration and the county sheriffs on boating law enforcement and the commissioner's office, which is the administrator of the boating act.

BUSINESS MANAGEMENT - The Bureau of Operational Services, created in 1954, is a staff bureau of the Commissioner's office. It provides administrative services to the operating divisions and is responsible for the development of good business management practices throughout the department.

The bureau is organized into three sections: Finance, responsible for the operation of the department accounting system, licenses and budget control; Personnel, responsible for the preparation of all payrolls, personnel records and personnel transactions and policies; and Plant and Equipment, responsible for consolidating operating costs of all motorized equipment in the department, game and fish license sales and accounting, department office supplies, mail and messenger service systems, and equipment inventory.

ENGINEERING - The Bureau of Engineering was established on November 5, 1958. It is charged with the responsibility and sufficiency for property and project surveys, design and construction supervision relating to projects that may be sponsored by the various divisions of the Department.

The bureau is also delegated to prepare maps, plats, cost estimates, specifications, material lists, engineering reports and to assemble engineering data as required in connection with the above or to supply data to determine whether the contemplated development is feasible from an engineering standpoint. The scope of work and problems for which the services of the bureau has been requested has greatly broadened during the past biennium.

INFORMATION - The Bureau of Information was established in 1941 and consists of a director and a staff of ten professionally trained and clerical employees. The Conservation Volunteer, the Department's magazine with a circulation of 37,500, has attracted national attention. The weekly newsletter distributed to over 500 newspapers is an excellent dollar investment.

Natural resource education has advanced in the integration of conservation materials into the school curriculum. "Following Conservation Trails" in cooperation with the University of Minnesota's School of the Air has added materially to the more

Chart I

DEPARTMENT OF CONSERVATION

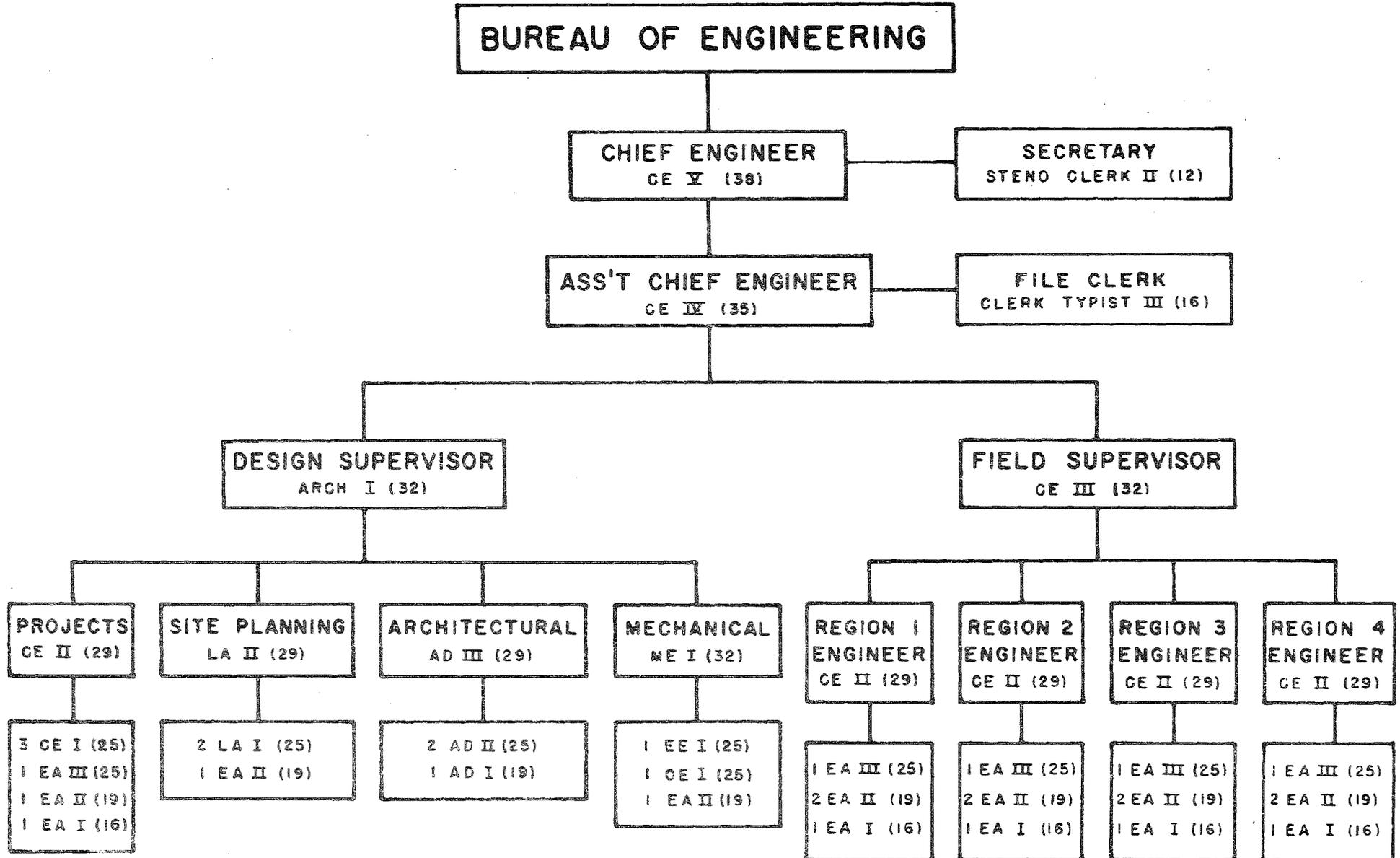
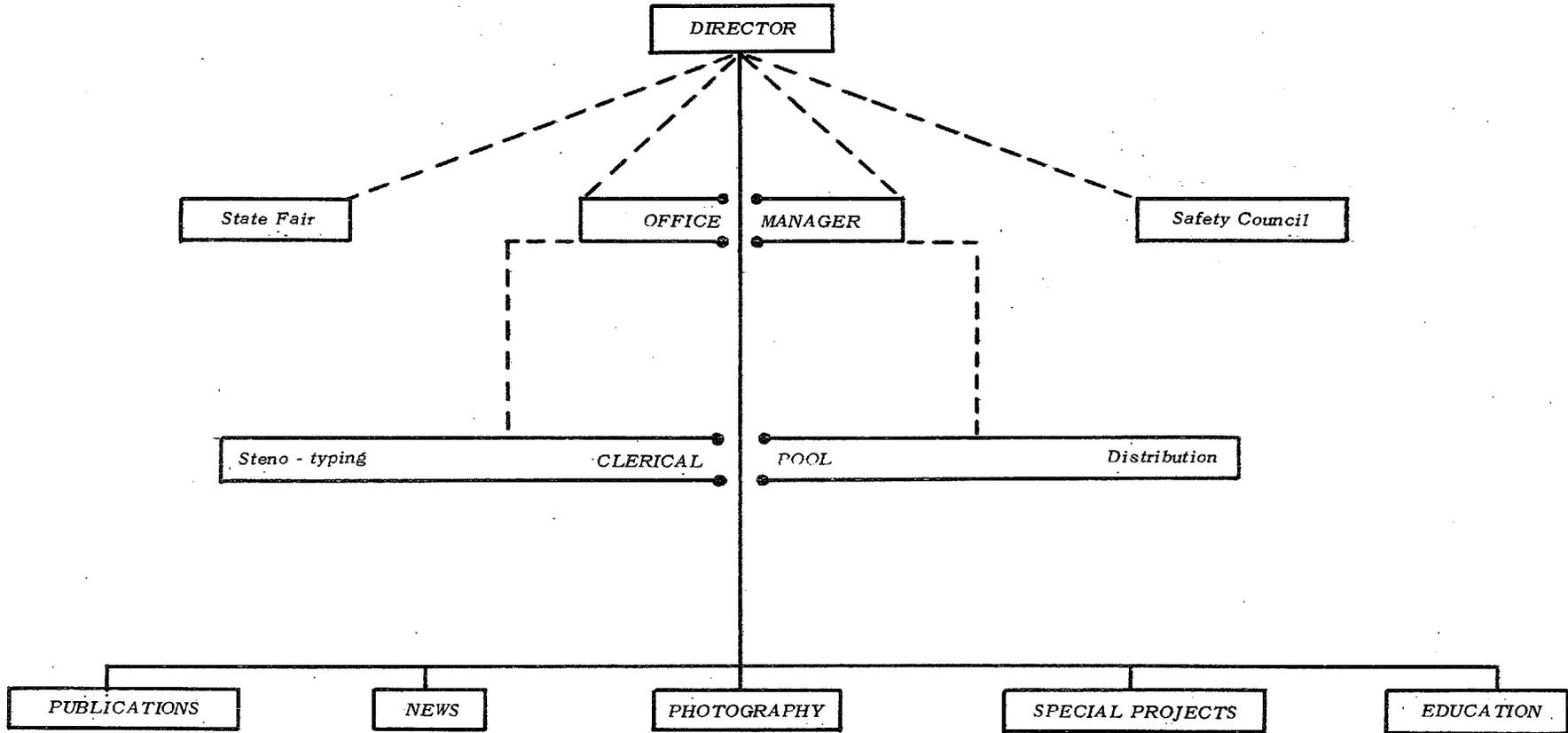


Chart 2

DEPARTMENT OF CONSERVATION

Bureau of Information



than 125 sound-tape programs now available to schools. The bureau has a regular television program. Nearly 300,000 pieces of literature were mailed during the second year of the biennium to fill requests received by this office. Other activities include the film loan library, the Arbor Day program in cooperation with the Federation of Women's Clubs, a program of outdoor safety through the Minnesota Safety Council, and a service of "Reports and Report Making" on background materials in conservation.

LEGAL - As a party to binding agreements and in cases involving conflicting claims, the Conservation Department is similar to any individual or legal entity. The department takes part in many transactions which call for legal services of a highly technical nature.

Legal counsel is required in such matters as acquiring property, entering into contracts, negotiating claims, participating in hearings and handling litigations in courts of law. Responsibilities of the legal staff include providing counsel on matters which arise through various Conservation Department procedures and the handling of all legal proceedings in which the department is involved. Personnel of the legal staff are paid and furnished office space by the department, although members are under the supervision of the State Attorney General's office.

AUTHORITY

Laws of 1931, Chapter 186, established the Department of Conservation administered by a five-man commission and a commissioner elected by them. In Laws of 1937, Chapter 310, the commission was abolished and authority vested in a Commissioner of Conservation.

The Commissioner of Conservation is appointed by the Governor by and with the advice and consent of the Senate. The commissioner appoints a deputy and five division directors who serve at his pleasure. The directors, by law, must be technically qualified persons. In legal matters the commissioner is advised by a deputy attorney general who is appointed by the attorney general of the state.

STANDARDS

Minnesota Statutes establish directly or indirectly most of the standards that govern the operation and management of the Department of Conservation. All operations of the department are scrutinized closely by the Department of Administration, Civil Service, and Public Examiners. In all instances regulations are imposed for the compliance for the department and all branches. In addition there are other requirements, - federal, professional and ethical no less rigidly complied with.

STATE LAW requires a complete audit of all receipts and expenditures by the Public Examiners.

FEDERAL LAW establishes regulations that must be complied with in order to qualify under Clarke-McNary, Pittman-Robertson, Dingell-Johnson, and other federal aid measures.

CONSTRUCTION under capital improvements must conform to the requirements of the Bureau of Engineering and the State Architects office. The chief engineer must be a registered professional engineer under Civil Service rules.

THE DEPARTMENT OF HEALTH imposes certain standards relating specifically to some operations such as sewer and water and food handling of the Department of Conservation.

FINALLY, the department through direction, supervision and inspection demands a very rigid compliance with certain standards of performance no less exacting than any invoked by statute or other agency.

PLANS AND PROGRAM

The following facts background the dimensions of Conservation's problems for the next ten years.

The population of the United States will increase from one hundred-eighty million to two hundred-eight million over the 1960 to 1970 decade. In 1970 twenty eight million more people will be seeking recreation.

According to the U. S. Department of Labor, our manpower potential is great enough with increasing technology to increase the production of goods and services by about fifty per cent from 1960 to 1970. Therefore, by 1970 two hundred-eight million Americans will have twenty-five per cent more money to spend on autos, boats, tents, camping equipment, water skiis, motors, etc. There were seventy-three and six tenths million workers in the 1960 labor market. If the work week is reduced to thirty hours a week our present working force will have seven hundred-thirty million additional hours of leisure time each week. These are the facts as they apply to the Nation. Their impact is even more significant when applied to Minnesota, the target area of a Recreation-hungry world.

These are the possible, the explosive, the dynamic dimensions of Conservation problems for 1970. We must gear ourselves now to provide the machinery to meet these needs. We must begin now to organize effectively to provide for the explosive impact of a burgeoning population and a cosmopolitan world. The plans proposed by the divisions provide for an orderly organizational change which recognizes the importance of our inter-related task. They give priority to the total natural resource management concept.

Special Services and Projects

BOAT AND WATER SAFETY - Administration of the Minnesota Boating Act of 1959 is a responsibility of the Commissioner of Conservation. By delegation this is the principal assignment of the Bureau of Boat and Water Safety.

PLANS

TO CENTRALIZE control and responsibilities for the issuance of boat registrations, and administration of the Minnesota Boating Act.

ORGANIZE, direct and coordinate a state-wide educational program of boating safety.

TO PROMOTE a system of waterway marking.

PROGRAM

IN ORDER to accomplish such centralization, it will be necessary to amend the Boat and Water Safety Law.

THIS PROGRAM has been launched. It will be conducted with groups as well as a state-wide program via radio, television and newspapers throughout the state.

THIS PROGRAM will be implemented by a close working relationship with county sheriffs and county commissioners on the local level.

BUSINESS MANAGEMENT - The Bureau of Operational Services, as the name implies, is the operational arm of the Commissioner's office. Created in 1954, definite progress has been made in the fields of accounting, personnel management, licenses and plant and equipment. The application of electronic data processing equipment to fiscal procedures and record-keeping is a well-established service. Now that the principle of centralized services has been successfully introduced, further progress awaits the inevitable growth and expansion of the operations of the department.

PLANS

TO PROVIDE through business management a higher degree of efficiency and economy in the operations of the department.

TO INTEGRATE all financial operations for better and more uniform record keeping in the department.

TO IMPROVE the department's labor relations, personnel and training program.

TO PROVIDE for a more intensive department personnel program.

ENGINEERING - Engineering services must not be taken for granted, must be planned for, and budgeted for if departmental progress is to proceed uninterrupted. Many new or expanded programs of the operating divisions are directly dependent upon high quality engineering services.

PLANS

TO PROVIDE for engineering services apace with accelerated program of land acquisition, building construction and site development.

INFORMATION - Education is the key to progress in conservation.

PLANS

TO EXPAND informational services to the public through appropriate public relations media.

PROGRAM

REVIEW all office and administrative procedures to eliminate duplication and waste.

REVIEW and coordinate all fiscal activities within each division. Extend electronic data processing to all areas of administration and operations practicable.

TO PROVIDE a comprehensive, entrance level trainee program. To provide a simplified and more meaningful classification structure.

TO EXPAND the personnel unit by adding two Personnel Officers I. The average number of professional personnel staff members for a government agency the size of the Conservation Department is ten. The Department has one.

PROGRAM

IN ORDER to supply engineering services a budget for the Bureau of Engineering will be prepared based on past records, projected needs of the programs advanced by the respective divisions.

PROGRAM

RESTORATION of the Conservation volunteer to monthly status and a circulation increase to 75,000. Increase the budget of the Bureau of Information 25% each biennium until such time that it approximates not less than 2% of the total operating budget of the Department of Conservation.

(Note: Proposed budget increases would bring Minnesota's Bureau of Information up to the standard of informational services provided by almost all other Conservation Departments in important states and Canadian Provinces.)

TO DEVELOP further a program of conservation education in our schools.

AN EXPANDED personnel to provide services needed for an accelerated conservation education program.

SPECIAL PROJECTS - Sometimes planning and programming is of greater scope than the specialized activities of any one division. A few of the more important projects are listed below:

PLANS

TO CONDUCT a comprehensive study of outdoor recreational opportunities adequate to serve the future needs of the citizenry and the tourist industry.

TO SELECT campsites for conservation work projects which will employ prison labor.

TO CONDUCT special resource studies on a county basis to inventory the economic potential of the area.

REORGANIZATION - Although the Department of Conservation has undergone a number of minor reorganizations since its inception in 1931, it is essentially the same grouping of "departments" within a department as when first organized. Since World War II some efforts have been made in reorganization resulting in centralized payrolls, accounting, engineering, and information.

This centralization, however, was only partially accomplished so that while it improved efficiency to some extent, it introduced a number of new problems. Through the years, however, there has been an inevitable tendency toward overlapping because of the almost complete autonomy of the respective divisions.

PLANS

TO LAUNCH a study to prepare recommendations for the reorganization of the Department of Conservation to achieve integration, streamline operations, improve channels of communication, and promote economy and efficiency in administration.

PROGRAM

RECOMMEND permissive legislation and budget to qualify for federal aid in providing staff, consultant services, and for publishing a report in which all federal, state, county and city administered areas are related through a common denominator as proposed by the Outdoor Recreational Resources Review Commission and quantitated as to present and future needs.

TO ESTABLISH three 50 man camps preferably in the Pine Island and Kabetogama State Forests.

TO LAUNCH the first study in the near future based on the Mahnomen county study of 1957.

PROGRAM

TO PROCEED immediately to take the first steps in extending the line and staff type of organization within the respective divisions of the department. To establish boundaries and common headquarters for the proposed regional organization. Presently the Division of Forestry operates on a regional basis and,

to a lesser degree, the sections of Fisheries, Game, and the Warden Service in the Division of Game and Fish. To complete a classification review of the personnel structure of the department to correct any existing inequities and to prepare recommendations for reclassification of personnel for inclusion in the plan for reorganization. To establish a trainee program at the professional level throughout the Department.

FINANCING THE PLAN

Economic evaluation of conservation and improvement measures from a public viewpoint has been concerned with the relationship of benefits and costs with little attention to the incidence of either.

The problems of cost-sharing, however, center attention on the distribution or incidence of conservation benefits and costs. Economic efficiency in attainment of public goals is the controlling consideration in evaluation of conservation and improvement, while in cost-sharing the emphasis is on equitable arrangements for distribution of costs in relation to benefits. In this regard, we believe that a mill tax levy on real property dedicated to conservation management and protection is the logical solution for Minnesota. This form of financing more nearly attains the objective of equitable sharing of costs and benefits.

Other forms of financing that could be considered are: Increases in hunting and fishing fees, special tax on beer and cigarettes, \$1 surcharge on driver's licenses for acquisition of recreation lands, dedication of trust fund income for forestry purposes and special bond issues.

BUDGETARY NEEDS

Summary

Division	1961-63 Biennium	1963-65 Biennium	1965-67 Biennium	1967-69 Biennium	1969-71 Biennium
Administration					
Normal Operation	1,427,140	1,484,000	1,543,000	1,604,000	1,668,000
Expansion		462,500	692,500	938,600	1,158,400
Total	<u>1,427,140</u>	<u>1,946,500</u>	<u>2,235,500</u>	<u>2,542,600</u>	<u>2,826,400</u>
Waters					
Normal Operation	455,000	473,000	492,000	512,000	532,000
Expansion		68,080	77,280	39,700	31,000
Total	<u>455,000</u>	<u>541,080</u>	<u>569,280</u>	<u>551,700</u>	<u>563,000</u>
Forestry					
Normal Operation	5,769,500	5,913,005	6,370,174	6,869,579	7,409,735
Expansion		1,143,973	1,188,121	1,110,559	1,122,389
Total	<u>5,769,500</u>	<u>7,056,978</u>	<u>7,558,295</u>	<u>7,980,138</u>	<u>8,532,124</u>
Game and Fish					
Normal Operation	9,285,000	9,643,790	10,079,417	10,474,393	10,887,608
Expansion		5,847,010	7,498,528	13,710,511	14,555,109
Total	<u>9,285,000</u>	<u>15,490,800</u>	<u>17,577,945</u>	<u>24,184,904</u>	<u>25,442,717</u>
Lands and Minerals					
Normal Operation	921,962	985,716	1,066,115	1,153,093	1,247,096
Expansion		23,820	31,900	71,021	72,914
Total	<u>921,962</u>	<u>1,009,536</u>	<u>1,098,015</u>	<u>1,224,114</u>	<u>1,320,010</u>
Parks					
Normal Operation	1,738,422	1,904,104	1,864,896	1,950,000	2,103,000
Expansion		5,832,185	3,450,000	3,070,500	3,275,000
Total	<u>1,738,422</u>	<u>7,736,289</u>	<u>5,314,896</u>	<u>5,020,500</u>	<u>5,378,000</u>
Sub-Total					
Normal Operation	19,597,024	20,403,615	21,415,602	22,563,065	23,847,439
Expansion		13,377,568	12,938,329	18,940,891	20,214,812
TOTAL	<u>19,597,024</u>	<u>33,781,183</u>	<u>34,353,931</u>	<u>41,503,956</u>	<u>44,062,251</u>

DEPARTMENT GROSS RECEIPTS ! FOR THE FISCAL YEARS INDICATED

Fiscal Year	Game & Fish Licenses	Trust Funds	Park Permits & Working Capital Fund	Consolidated Conservation Areas	Federal Aid	Miscellaneous	Total
1953	3,587,172.00	4,309,949.00	233,667.00	154,779.00	910,985.00	616,232.00	9,812,784.00
1954	3,632,615.00	4,833,288.00	283,556.00	173,371.00	639,280.00	496,087.00	10,058,197.00
1955	3,777,178.00	4,179,493.00	333,499.00	177,563.00	888,626.00	746,871.00a	10,103,230.00
1956	3,630,279.00	6,388,066.00	337,043.00	214,878.00	1,038,575.00	943,905.00	12,552,746.00
1957	3,752,344.00	5,366,728.00	328,199.00	313,114.00	1,091,392.00	862,242.00	11,714,019.00
1958	3,824,412.00	5,460,172.00	442,730.00	209,977.00	1,169,285.00	1,242,514.00c	12,349,090.00
1959	3,766,137.00	4,008,719.00	465,151.00	168,489.00	1,573,072.00	1,160,944.00	11,142,512.00
1960	4,004,032.00	3,619,578.00	542,986.00	198,621.00	970,943.00	1,537,189.00b	10,873,349.00
1961	4,059,638.00	4,357,764.00	565,807.00	154,372.00	788,688.00	1,436,215.00	11,362,484.00
1962est	4,427,052.00	3,027,994.00	637,535.00	222,900.00	1,086,494.00	1,314,713.00	10,716,688.00
Totals	<u>38,460,859.00</u>	<u>45,551,751.00</u>	<u>4,170,173.00</u>	<u>1,988,064.00</u>	<u>10,157,340.00</u>	<u>10,356,912.00</u>	<u>110,685,099.00</u>

Increases due to: a - U. S. Payment for Lac qui Parle Lands; b - Watercraft license receipts; c - Wildlife Acquisition

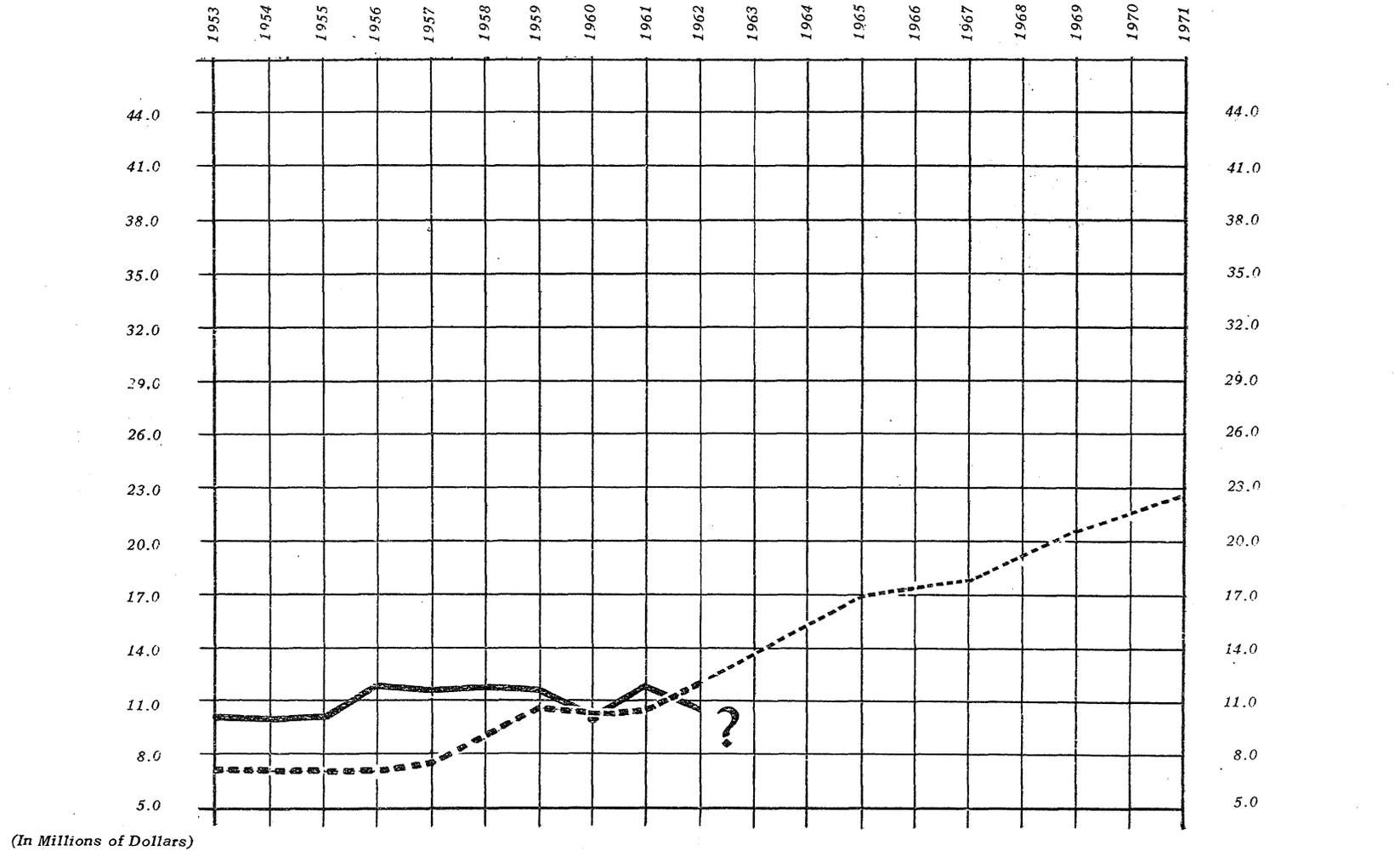
DEPARTMENT DISBURSEMENTS FOR THE FISCAL YEARS INDICATED

Fiscal Year	Administration Waters	Forestry	Lands & Minerals	Game & Fish	Parks	Total	
1953	166,039.00	184,215.00	1,695,242.00	3,544,866.00	467,396.00	6,364,752.00	
1954	213,379.00	217,962.00	1,695,872.00	3,910,681.00	667,576.00	7,015,896.00	
1955	317,080.00	210,511.00	1,709,263.00	313,585.00	4,082,219.00	7,167,415.00	
1956	345,476.00	255,904.00	1,569,500.00	327,079.00	4,273,260.00	7,465,611.00	
1957	369,691.00	259,601.00	1,969,079.00	334,575.00	4,101,110.00	7,726,640.00	
1958	471,689.00	410,743.00	2,373,339.00f	426,596.00	4,838,190.00g	839,338.00h	9,359,895.00
1959	2,009,994.00e	396,736.00	2,362,249.00	440,928.00	4,822,962.00	858,963.00	10,891,832.00
1960	862,500.00e	233,829.00	2,302,740.00	415,761.00	4,430,869.00	953,126.00	9,198,825.00
1961	1,433,356.00e	246,932.00	2,469,163.00	434,698.00	4,486,349.00	1,119,786.00	10,190,284.00
1962est	1,496,427.00e	350,832.00	2,933,906.00	546,782.00	5,028,356.00	1,366,998.00	11,723,301.00
Totals	<u>7,685,631.00</u>	<u>2,767,265.00</u>	<u>21,080,353.00</u>	<u>3,857,424.00</u>	<u>43,518,862.00</u>	<u>8,194,916.00</u>	<u>87,104,451.00</u>

Increases due to: e - Conservation Works Projects f - Soil Bank and increased tree production. g - Wetlands Acquisition and Federal Aid. h - Capital Improvements for Parks.

DEPARTMENT OF CONSERVATION

Trend of receipts and expenditures from Fiscal Year 1953 through Fiscal Year 1962
and estimated receipts and expenditures from Fiscal Year 1963 through Fiscal Year 1971



(In Millions of Dollars)

Period 7/1/52 to 6/30/63

RECEIPTS DESCRIPTION

- 40% - Game and Fish Receipts
- 30% - Iron Ore Royalties - Trust Funds
- 10% - Timber Sales
- 10% - Federal Aid and Grants
- 10% - Miscellaneous

EXPENDITURES DESCRIPTION

- 30% from General Revenue
- 40% from Game and Fish
- 15% from Federal Aid and Grants
- 15% from Other Receipts

Legend

————— RECEIPTS
- - - - - EXPENDITURES

NOTE: Percentages based on Fiscal Year 1960 Receipts and Expenditures.

DIVISION OF FORESTRY

HISTORY OF THE DIVISION

The Minnesota Forest Service, forerunner of the present Division of Forestry, was created by Laws 1911, Chapter 125. The event that triggered the enabling legislation was the disastrous Baudette-Spooner forest fire which occurred in October, 1910. A state forester was appointed and the forest protection system was organized. The great Cloquet-Moose Lake forest fire in 1918 supplied additional impetus to the fire protection program.

Since the reorganization of the Department of Conservation by Laws 1931 Chapter 186, the scope of the Division of Forestry's activities has been greatly increased. The administration of state parks remained under the jurisdiction of the Division of Forestry until Laws 1935, Chapter 340, created a separate State Parks Division.

State forests, which are under the jurisdiction and management of the Division of Forestry, were established by Laws 1913, Chapter 86; Laws 1917, Chapter 448; Laws 1931, Chapter 124; Laws 1933, Chapter 419; and Laws 1935, Chapter 372. The Legislature of 1943, under Chapter 171, reestablished 29 of the state forests which had previously been disestablished.

The Pillsbury state forest (established by Laws 1899, Chapter 214) and the Burntside state forest (established by Laws 1905, Chapter 83) also are under the jurisdiction of the division but remained under the original laws. There was also no change in Laws 1907, Chapter 90, which had established Itasca State Park and Forest.

At present there are 36 state forests, embracing 2,209,000 acres of state-owned land. In addition, 830,000 acres lying outside the boundaries of established state forests were set aside as state forest lands by Commissioner's Order in 1959.

The production of tree planting stock by the division for public land planting was authorized by Laws 1931, Chapter 281. With the passage of Laws 1947, Chapter 94, this was broadened to permit the distribution of tree stock to private land owners.

Forestry in Minnesota advanced tremendously through the guidance of the Division of Forestry in the forest work programs of the CCC and WPA during the period from 1933 to 1941, and the more recent Conservation Work Programs in 1958 and 1961.

ORGANIZATION

The Division of Forestry is a line and staff organization, consisting of a staff in the St. Paul office and an operating group in the field. The director has a staff consisting of an assistant director, several foresters, an executive assistant, stenographers, and clerks to assist him in carrying out his many duties.

The division's programs are grouped into two sections, state land management and cooperative forestry.

The staff work is likewise grouped into these two sections. The Division is organized on a basis of line authority to the field, implemented, advised and guided by staff heads of the various technical units.

Under the State Land Management Section there are three units--forest management and timber sales, land exchange, and forest development and recreation.

The cooperative forestry section is made up of: state tree nurseries, cooperative forest management and forest fire protection.

The field operating group is composed of regions, administrative areas, and ranger districts. It is this group that performs services, activities, and functions as indicated on the chart. (Chart 1.)

The line of authority to the field stems directly from the director, his deputy, and through the regional foresters down through the area foresters and district rangers.

A supply depot and service unit is located at Grand Rapids and has the responsibility for supplies and maintenance of equipment and radio network as well as building construction and building maintenance.

To carry out the functions and duties delegated to the Division of Forestry, it employs 270 permanent employees and 64 seasonal forest guards. Payroll during the past fiscal year also showed 2,678 labor service people as having been employed intermittently by the Division in state tree nurseries, on forest roads and trails, and on state land tree planting projects. An additional 5,000 names appear on the fire fighting time books as having been employed on emergency fire suppression work.

For many years the Division operated with functional staffs. Each staff essentially performed a specialized function. Since this type of organization became wasteful in personnel, equipment, and supervision as the programs became more complex and demanding, the Division reorganized in 1956-57 into the line and staff organization described in the preceding paragraphs. In the reorganization, 4 regions, 18 administrative areas, and 74 ranger districts were established in the operating group.

The Division is currently studying further organizational changes. A major tool in this study is the work load analysis completed in 1960 which provides work load measurements for all programs in each ranger district.

It is certain that the regions will be reduced to three in number to fit in with the over-all department plan. At least two administrative areas will be eliminated and there is a good possibility that the number of areas can be reduced by three. The reduction of regions and areas will free complement positions in unnecessary administrative classes for assignment to needed staff and ranger district jobs.

Forestry programs provide employment in timber harvest, tree planting, forest road work, etc., and also provide raw materials for forest industries. Forest roads and trails are used for fire protection, timber access and recreation in addition to 24 public campgrounds within state forest areas.

RESPONSIBILITIES AND AUTHORITY

Powers and duties vested in the Commissioner of Conservation by MSA 84.027, and delegated by him to the Director of the Division of Forestry, include the responsibilities and authority provided principally by MSA Chapters 88, 89 and 90.

The major responsibilities include forest fire protection and suppression on more than 17 million acres; production and distribution of tree seedlings grown in state nurseries; management and timber sales administration on 5 million acres of state-owned land; reforestation of state forest lands; forest recreational development and

leasing of state lands; participating in state forest land exchange; supervision of auxiliary, municipal and school forests; approval of timber appraisals on county tax-forfeited lands; and technical assistance to small private woodland owners.

Under agreements with the federal government, the division cooperates in the following programs: Clarke-Mc Nary Act, Sec.2, in forest fire protection; Clarke-McNary Act, Sec. 4, in the production of nursery stock for farm woodlots and shelterbelts; the Cooperative Forest Management Act, in providing technical forest management and assistance to owners of small woodlands; the Watershed Program in providing forestry assistance for soil and water conservation under P. L. 46 and 566; and under Title IV of the Agricultural Act of 1956 and the Conservation Reserve Program in tree planting and reforestation.

There are also agreements with state and county agricultural stabilization committees to provide technical assistance on the forestry practices in connection with the Agricultural Conservation Program.

GOALS AND OBJECTIVES

Generally, the division's goal is to promote protection and good forest practices on all forest lands in Minnesota, making available a sustained supply of timber, increasing the economic opportunities and insuring community stability, a healthy industry and continuous employment, and to manage, improve, and develop state-owned forest lands under the same principle, growing continuous forest crops for orderly harvest and dedicating those forest lands suited to other resource management, wildlife, watershed protection and recreation, to those primary uses.

Specific goals and objectives are:

MAINTAIN intensive fire protection so the total allowable burn will not exceed 1/10 of 1% of the 17 1/2 million acres of protected area. No more than .02% of the total area protected should be lost to fire in merchantable timber and reproduction each year.

MAINTAIN detection and strengthen control of forest insects and tree diseases which today cause far greater losses than fire.

PRODUCE sufficient forest tree nursery stock so that millions of trees can be planted in Minnesota every year, and improve the genetic quality of the nursery stock.

FURNISH technical assistance to small woodland owners to materially influence the long-term management of this important future source of forest products.

PROMOTE and assist in the development of markets for the utilization of all forest products that can be harvested from Minnesota's forest lands.

MANAGE and improve state forest lands in a manner that will increase the yield of timber products but at the same time increase game, recreational and other public use benefits at minimum expense.

PROVIDE access to key blocks of state owned lands for forest protection, forest products harvest, and all other forest land uses.

FINANCING

The Division of Forestry is financed by:

LEGISLATIVE APPROPRIATIONS (General revenue, Consolidated Conservation Areas, reappropriated money received from rental of state residences, and some years from Game and Fish funds.)

FEDERAL AID ACCOUNTS (Clarke-McNary Sec. 2 Fire protection, Sec. 4 Nursery production); Agricultural Conservation Program; Watershed; Cooperative Forest Management Program; Soil Bank Production, and Soil Bank Title 4.)

DEDICATED ACCOUNTS (Burntside State Forest), (State Forest Development from which the Division received in fiscal year 1960-61 25% of the costs of management and protection of state trust fund lands within state forests, but will receive 100% of the costs beginning fiscal year 1962.)

Tables I and II show the Division's appropriations and expenditures for the fiscal years 1960 and 1961 by source of funds.

Chart 2 shows Division expenditures by major functions based on time worked by field personnel.

Federal Aid

Funds are received, on a reimbursement basis, from the federal government under provisions of various cooperative agreements which the state has entered into with the U. S. Department of Agriculture. The intent of federal aid assistance to the states is expressed in the U. S. Forest Service handbook, as follows:

"Clarke-McNary reimbursement funds should supplement and must not be used to reduce regular state, county, municipal, or private funds budgeted for fire prevention and suppression. The States make the expenditures."

STANDARDS

Minnesota Statutes (MSA Chap. 90) establish nearly all of the standards that govern the management of and sales of timber from state-owned land. However, standards for human use of outdoor recreational facilities are governed by State Department of Health laws and regulations and these must be followed by the Division.

All of the programs involving federal aid are covered by cooperative agreements which spell out the requirements of the laws and thus set the standards for the program covered by the agreement. If an agreement is to be executed, the standards as established in the federal law cannot be rejected. Federal aid programs and approved finance plans are inspected for adherence to the established standards by federal inspectors.

Cooperative agreements are in force for the following federal aid programs:

FOREST FIRE PROTECTION - Sec. 2, Clarke-McNary Act of 1924.

PRIVATE FOREST MANAGEMENT Service - Cooperative Forest Management Act of 1950.

FOREST PLANTING COOPERATION, Nursery Production - Sec. 4, Clarke-McNary Act.

REFORESTATION ASSISTANCE on state and county lands - Sec. 401, Title IV, Agricultural Act of 1956.

TABLE I

APPROPRIATIONS AND EXPENDITURES

By Source of Funds

F.Y. 1960 and 1961

Account	Year	Appropriations	Federal Aid	Total	Dedicated Receipts	Grand Total
Coop. Forestry Sal. S. & E	FY 1960	1,476,347	301,231	1,777,578	-	1,777,578
	FY 1961	1,531,103	319,550	1,850,653	-	1,850,653
State Land Mgmt Sal. S & E	FY 1960	405,333	-	405,333	-	405,333
	FY 1961	411,081	-	411,081	-	411,081
Total	FY 1960	1,881,680	301,231	2,182,911	-	2,182,911
	FY 1961	1,942,184	319,550	2,261,734	-	2,261,734
Grand Total		<u>3,823,864</u>	<u>620,781</u>	<u>4,444,645</u>	-	<u>4,444,645</u>
EXPENDITURES						
Coop. Forestry Sal. S & E	FY 1960	1,476,347	301,231	1,777,578	-	1,777,578
	FY 1961	1,531,103	319,550	1,850,653	-	1,850,653
State Land Mgmt Sal S & E	FY 1960	377,620	-	377,620	-	377,620
	FY 1961	379,307	-	379,307	-	379,307
State For.Dev. Sal. S&E	FY 1960	-	-	-	19,809	19,809
	FY 1961	-	-	-	22,851	22,851
Burntside S. F. Sal. S&E	FY 1960	-	-	-	31,691	31,691
	FY 1961	-	-	-	30,722	30,722
Gift & Deposit Sal. S&E	FY 1960	-	-	-	611	611
	FY 1961	-	-	-	258	258
Soil Bank Sal. S&E	FY 1960	-	-	-	95,431	95,431
	FY 1961	-	-	-	185,372	185,372
Total	FY 1960	1,853,967	301,231	2,155,198	147,542	2,302,740
	FY 1961	1,910,410	319,550	2,229,960	239,203	2,469,163
Grand Total		<u>3,764,377</u>	<u>620,781</u>	<u>4,385,158</u>	<u>386,745</u>	<u>4,771,903</u>

Table II

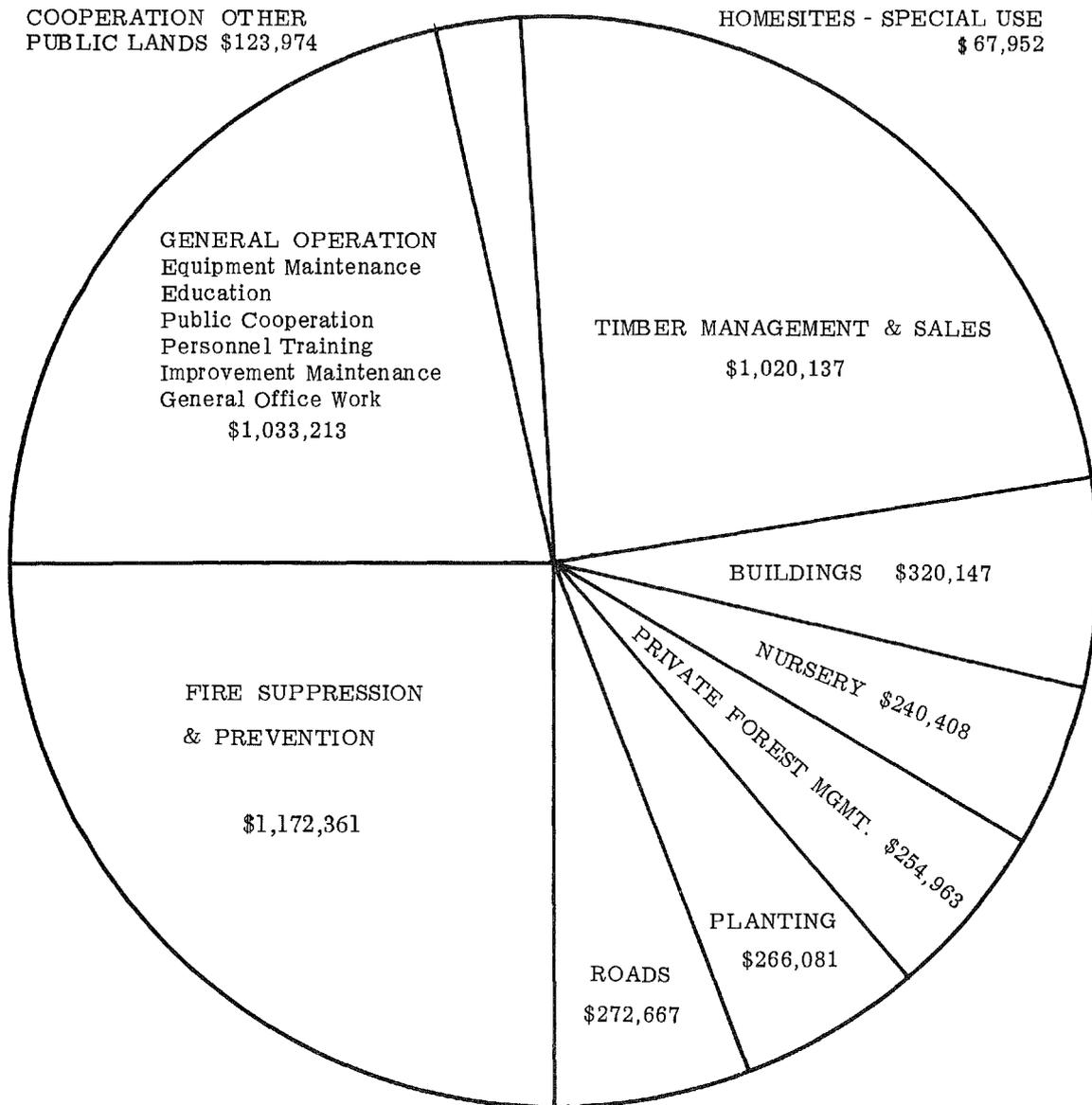
Division of Forestry Expenditures by Source of Funds

	<u>F.Y. 1960</u>	<u>F.Y. 1961</u>	<u>Total</u>	
General Revenue	1,741,967	1,798,410	3,540,377	
Consolidated Conservation	100,000	100,000	200,000	
Rent	12,000	12,000	24,000	
CM-2 <u> </u>)	226,683	268,237	494,920	
CM-4))	26,500	4,300	30,800	
CFM) Federal	24,500	27,350	51,850	901,584 =
ACP) Funds	23,548	16,013	39,561	18.9% Fed. Funds
Fire Protection)	-	3,650	3,650	
Soil <u>Bank</u>))	95,431	185,372	280,803	
Receipts	51,500	53,573	105,073	
Gifts	<u>611</u>	<u>258</u>	<u>869</u>	
Total	<u><u>2,302,740</u></u>	<u><u>2,469,163</u></u>	<u><u>4,771,903</u></u>	

Chart 2

MINNESOTA CONSERVATION DEPARTMENT Division of Forestry

EXPENDITURES BY PROGRAM
Fiscal Years 1960-1961 *



* BASED ON TIME WORKED BY FIELD PERSONNEL

TECHNICAL RECOMMENDATIONS and inspections of forestry practices (tree Planting and timber stand improvement of the Agricultural Conservation Program - Soil Conservation and Domestic Allotment Act.

FORESTRY ASSISTANCE in approved watersheds for watershed protection - P. L. 46 and P. L. 566.

All buildings constructed by the Division are designed by the Department's Bureau of Engineering and all plans are approved by the State Architect.

PLANS

State Land Management

Timber Sales

The division plans to increase the annual state timber harvest to 400,000 cords of all species and products.

This represents an increase of 50 per cent above present volumes harvested annually. The increased volume harvest should consist of products presently in greater surplus, i.e. aspen, miscellaneous hardwoods, balsam, cedar and tamarack. (See Chart 3.) The competitive position of Minnesota forest industries will be improved by whatever means are available to the Division. A marketing specialist will be added to the cooperative forestry section of the staff, and this specialist will devote half of his time to the promotion of markets for state-owned timber in cooperation with Department of Business Development and other appropriate organizations.

Forest Management Planning

The division plans to: COMPLETE ranger district forest inventory work and forest management plans for each ranger district. This will furnish each district ranger with complete forest management information that will provide a sound basis for improved multiple use management.

REMEASURE statewide inventory sample plots and compile a report during the fiscal year 1965. This will provide information needed to re-evaluate and adjust forest management procedures in accordance with changing forest conditions.

INITIATE a program to provide aerial photography at 10-year intervals at minimum cost. In this program, the forest region would be divided into five zones as shown in Figure II, with one zone being photographed each two years. The Division must have reasonably current photography in each district office for use in fire protection and state land management. There is no way at present to be assured that current photography will be available. With this plan other state agencies could purchase their photo prints at cost. Prints would also be available for sale to other public agencies and the general public.

Consolidation of State Owned Lands

The division plans to:

ENCOURAGE land exchange with other public agencies and private land owners to reduce administrative costs due to scattered land ownership.

ADJUST state forest boundaries to include more concentrated state land ownership in each forest. A bill will be prepared for legislative action to make this adjustment.

Chart 3

State Timber Sale Trends
and Projected Goal

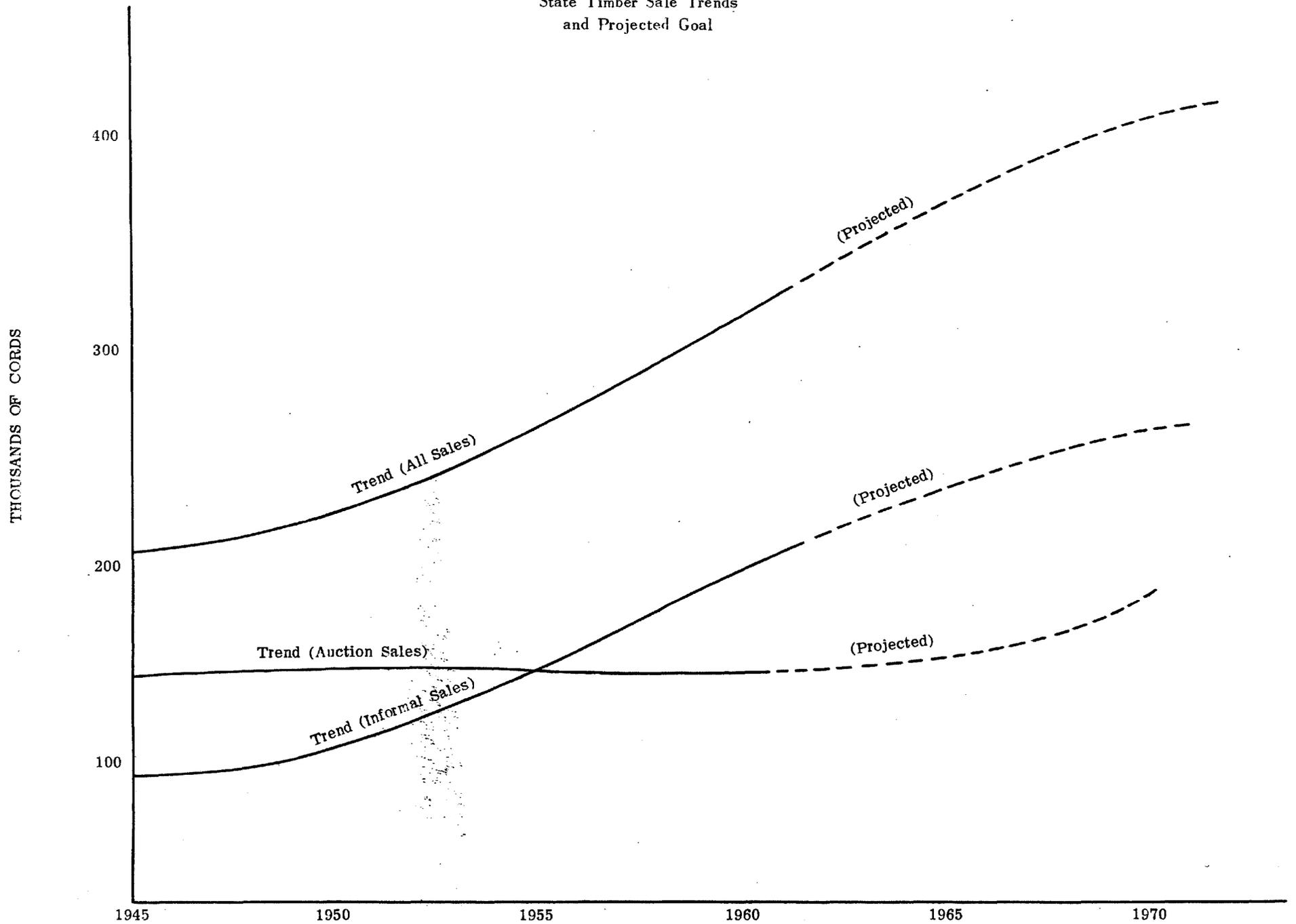
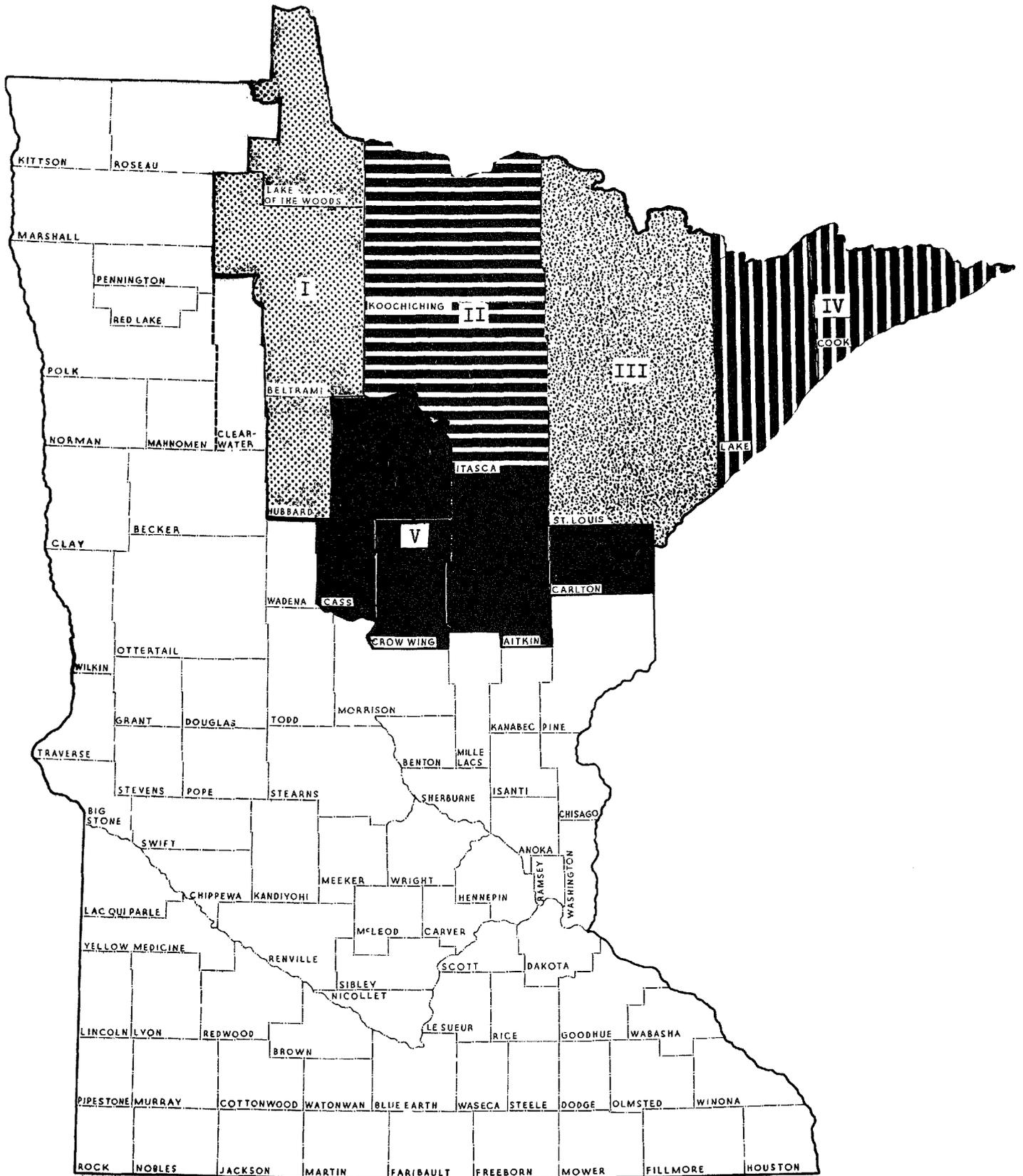


Figure 1

AERIAL PHOTOGRAPHY PLAN



ACQUIRE 56,000 acres of land for the Memorial Hardwood State Forest during the period (this is a start toward acquisition of 200,000 acres needed) by purchase of 40,000 acres with appropriated funds and acquiring 16,000 acres through gifts.

State Forest Regeneration and Development

Plans here are to:

PLACE 80,100 acres of presently non-productive land in a productive status through planting and direct seeding.

DEVELOP new planting machine equipment and improve present equipment to more efficiently prepare planting sites, direct seed and transplant trees.

IMPROVE existing forest stands by removal of undesirable species, thinning to proper growing stock levels and encouraging natural regeneration of desirable species.

DEVELOP new campgrounds and expand 16 of the present 20 campgrounds within state forests to provide additional recreational opportunities for the rapidly increasing population.

COMPLETE the survey of all state-owned lakeshore within state forests to provide detailed information needed for planning public lakeshore recreational use. This work is largely completed but additional survey work will determine whether usable state owned lake-shore should be used for summer homesites, camp-grounds, public access, or other uses.

ESTABLISH three penal camps for forestry work in the Pine Island, Beltrami Island, and Kabetogama State Forests. Camps of approximately 50-man size would be useful in developing and protecting these state forests. Projects would include fire suppression, timber stand improvement, tree planting, campground development, and road construction.

State Timber Scaling

Plans are to assume field responsibility for scaling state timber permits. The State Surveyor General is now responsible for timber scaling although Division of Forestry personnel do a substantial amount of scaling. Since forestry personnel must supervise timber permits, they could accomplish scaling with some savings in travel expense now received by Surveyor General personnel. Under this plan, the Surveyor General would be responsible for check scaling, record keeping and training.

Timber Record Compilation

The division plans to install improved record keeping procedures that will permit additional use of business machines.

Cooperative Forestry

Forest Fire Prevention and Suppression

In fire prevention and public relations, the goal is to reduce the number of man-caused fires by developing a vigorous fire prevention campaign designed to reach the local residents and forest users. Ninety-nine percent of the fires are man-caused, which provides an opportunity to reduce the number of fires by persuading local people and other forest users to be more careful with fire. A fire prevention public relations specialist must be added to the staff to carry out this program.

Plans are to improve the capabilities for rapid detection of fires to speed fire control action and reduce the size of fires that start. At present lookout towers are the chief means of detection. Experience in other states indicates that modern aircraft are an aid in detection and an important supplement to the lookout tower system.

The division plans to expand organized fire protection to Goodhue, Wabasha, Olmstead and Houston Counties; continue to study the need for further expansion of fire protection in other portions of the state, and improve fire fighting techniques. This would involve development and use of new types of equipment, training of personnel and additional personnel.

Complete change-over of the radio network to high frequency channels is planned.

The division also plans to intensify forest fire law enforcement, recodify the forest fire laws and promote new legislation as needed by changing conditions.

Forest Tree Nurseries

Here plans are to:

SUSTAIN a production rate of 50 million trees annually. The seed bed area of 267 acres in the three nurseries is capable of sustained production of 50 million trees annually with a good land rotation plan, provided funds are available.

INITIATE a program to improve the quality of the nursery stock by procuring seed from selected parent trees.

DEVELOP more efficient and economical methods of packaging tree stock for shipment.

CONSTRUCT cold storage facilities for the storage of seeds in the basement of the Badoura office. After extraction, seeds must be stored under controlled humidity and temperature to maintain viability. Because of the irregularity of good seed production years, it is necessary to store seed for several years. Seed is now stored in a root house.

CONSTRUCT cold storage facilities for the storage of lifted tree stock at General Andrews Nursery. Such storage is needed in late spring to keep stock from candling and heating before shipment.

Private Forest Management Service

Plans here include:

PROVIDING more aggressive promotion of good forestry practices on small woodland ownerships by establishing three new districts and by assigning fire positions to areas indicating a large potential in the work load analysis study. The work load analysis study of 1960 shows sufficient cooperative forest management service work load in the Moose Lake, Bemidji, Deer River, Hill City, Hibbing and Cloquet areas to warrant placing a man in each area under the federal aid program. There is also enough work load in the Pillager, Smoky Hills districts so that separate districts could be split off for a primary effort in this woodland service.

INCREASE the harvest of forest products from private woodlands by developing new outlets and keeping abreast of the current markets. A forest products marketing specialist is needed in the Division and half of his time will be devoted to this program.

ESTABLISH demonstration woodlot management areas and cooperate with the State Extension Service in the promotion of private woodland management. A memorandum of understanding on this program between the Division of Forestry and the Extension Service has been adopted but has not been put into action.

CONTINUE active cooperation on federal Agricultural Conservation Programs by providing technical advice and assistance on the forestry practices.

Forest Pest Control

THE DIVISION will continue active cooperation with the State Entomologist, University, and Lake States Forest Experiment Station in detection and in control of forest insect and disease epidemics.

IN VIEW OF the large state land acreage, the Division should employ a specialist in insect and disease problems to intensify protection and improve quality yields of state-owned timber.

INSOFAR AS MARKETS will permit, the Division will coordinate timber harvest on state lands with pest control activities.

Plans in other Areas include:

County Tax-Forfeited Lands--Secure acceptance of a plan to spot check timber appraisals and cutting methods on tax-forfeited land timber sales as a means of reducing the time required of Division personnel.

Watershed Program--Continue active cooperation on state and federal water-shed surveys and provide technical advice and assistance on forestry practices to land owners in approved watersheds.

School and Municipal Forests--Continue active promotion of the establishment of school and municipal forests wherever suitable lands are available.

Tree Farms--Since tree farms are another tool in promoting sound private woodland management, the Division will continue to make field inspections and prepare forest management plans for each private tract, as requested.

Forest Tax Laws--The division will assist in the promotion of tax laws providing fair and equitable taxation of forest lands and will carry on such activities as are provided for in existing laws.

Administration

Personnel

The division will readjust job assignments within the complement to attain the maximum utilization of every complement position before any further legislative requests for complement increase is made.

The work load analysis study of 1960 indicates that such adjustment is possible and is needed. However, as the forestry program expands, some increase in the total complement must be expected.

Buildings

A needs survey indicates that one office, 22 office-warehouses, 11 storage warehouses, 6 residences, and one oil house should be constructed, and that 5 residences should have major remodeling. In addition, a cone storage building with extractory, storage warehouse, and cold storage addition should be constructed at the General Andrews Nursery.

State Forest Roads and Trails

The division plans to construct 308 miles of new roads, reconstruct 134 miles of existing roads, and provide adequate maintenance to existing mileage. Forest roads and trails are vital to the multiple use and protection of all of the resources of the state forests. There are 1,150 miles of forest roads of which about 75 per cent provide all-weather access. The remainder are only dry-weather roads.

A complete road program will require new construction, reconstruction of existing roads to bring them to useable standards and maintenance of total mileage. The plan is based on recommendations from the field for needed new construction and reconstruction to adequately protect and use the state forests.

ACTION PROGRAM TO IMPLEMENT PLANS

State Land Management

Timber Sales

(Program plans on a fiscal year basis)

1963, assign one position within the present complement as a marketing specialist under the Cooperative Forestry Section. This position will devote about half time to increasing the utilization of state owned timber.

1962, and periodically thereafter, adjust stumpage rates to conform to timber market conditions. The fast adjustment downward of stumpage rates during periods of economic depression should improve the competitive position of Minnesota wood purchasers.

1963, complete adjustment of state forest boundaries so as to eliminate scattered state land tracts. This will make more forest land available for purchase by the forest industries in order to attract additional capital investment for plant expansion.

Forest Management Planning

RANGER district forest inventory and forest management planning--complete initial forest management plans for all ranger districts by July 1, 1963.

STATEWIDE forest inventory--1964, complete field work for plot measurement and complete compilation data during fiscal year 1965.

AERIAL photograph program--1962, prepare plan and include in biennial budget request for fiscal year 1963-64.

Consolidation of State-Owned Lands

1962, obtain approval of long range plan for state-federal land exchange from the Land Exchange Commission. Proceed with series of exchanges so as to complete program by 1971. Continue exchanges with private property owners.

1963, complete long range land exchange plans with industrial forest owners in order to consolidate both state and private lands. Complete major consolidation by 1971.

Starting in 1964, obtain \$100,000 per year in appropriations to purchase 5,000 acres of land for the Minnesota Memorial Hardwood State Forest. Acquire an additional 2,000 acres per year through gifts starting in 1964. The total land to be acquired by 1971 will amount to 56,000 acres.

State Forest Regeneration Development

INCREASE state land acres to be reforested, as indicated in Table III.

STARTING in 1962, and each year thereafter, continue to study and improve present mechanical planting equipment, as well as develop new equipment when needed. Equipment to be developed or improved will include a machine for direct seeding, a planting machine for use in swamps, present highland planting machine, site preparation devices, and plows for furrowing. The aim in improved equipment development will be to reduce the cost of reforesting difficult sites.

TIMBER SALES regulations will provide for the removal of undesirable species, commercial thinning to proper growing stock levels, and the increase of natural regeneration of desirable species.

ESTABLISH three penal camps to improve existing state forest lands, as follows: 1964, establish Pine Island Forest Camp., 1965, establish Kabetogama Forest Camp, 1966, establish Beltrami Island Forest Camp.

1964, develop and maintain 24 new primitive type campgrounds at the rate of three each year. Each area of development will provide space for approximately 20 camping sites. Maintain 20 existing campgrounds. Expand 16 campgrounds at the rate of two each year, beginning 1964.

COMPLETE lakeshore survey. In 1963, district foresters will complete this work.

PLAT 1,000 sites suitable for hunting cabin leases at the average rate of 100 each year, depending on demand.

State Timber Scaling

Assume responsibility for field timber scaling July 1, 1962, or following receipt of financing through approval of the Governor and Department of Administration.

Timber Record Compilation and Billing Procedures

START automatic data processing compilation of timber statistics from regular billing forms by coding products July 1, 1962. (This would eliminate present Form F-20).

START billing of permit holders from machine statements starting July 1, 1964, following careful checking of procedures for accuracy. (No additional cost.)

TABLE III

STATE FORESTRY REGENERATION DEVELOPMENT

F.Y.	Total Acres Reforested	By Seedlings Acres	No. Trees* Thousands	By Seeding Acres	Est. Reforest. Cost	Timber Stand Improvement Acres	Estimated Cost	Research Cost	Estimated Total Cost
1962	4,700	4,700	5,640		\$ 260,000	50	\$ 1,000	\$ 3,500	\$ 264,500
1963	4,700	4,500	4,200	200	268,500	250	5,000	3,500	277,000
1964	4,700	3,200	3,600	1,500	220,000	500	10,000	10,000	240,000
1965	5,500	3,000	3,600	2,500	225,000	1,000	20,000	15,000	260,000
1966	6,500	2,500	3,000	4,000	220,000	2,000	40,000	20,000	280,000
1967	8,000	2,500	3,000	5,500	237,500	4,000	80,000	25,000	342,500
1968	9,500	2,000	2,400	7,500	220,000	8,000	160,000	25,000	405,000
1969	11,000	2,000	2,400	9,000	205,000	9,000	180,000	25,000	410,000
1970	12,500	2,000	2,400	10,500	227,500	9,000	180,000	25,000	432,500
1971	<u>13,000</u>	<u>2,000</u>	<u>2,400</u>	<u>11,000</u>	<u>235,000</u>	<u>9,000</u>	<u>180,000</u>	<u>25,000</u>	<u>440,000</u>
Totals	80,100	28,400	32,640	51,700	\$2,318,500	42,800	\$856,000	\$177,000	\$3,351,500

* Based on 1200 trees/acre

Cooperative Forestry

(Program plans on fiscal year basis.)
Forest Fire Prevention and Suppression

Fire Prevention and Public Relations--1963, through reorganization, assign one position within the present complement as fire prevention and public relations specialist at no added cost to the state.

Fire Detection:

1964, acquire an airplane and forester pilot for Region I. Buy and erect one new lookout tower and relocate one existing tower.

1965, buy and erect one new lookout tower.

1966, acquire one airplane and forester pilot for Region II. Buy and erect one new lookout tower.

1967, buy and erect one new lookout tower.

1968, acquire one airplane and forester pilot for Region III. Buy and erect one new lookout tower.

1969, 1970, 1971, buy and erect one new lookout tower during each fiscal year. (The use of aircraft is intended to supplement detection from towers, but not to replace towers.)

Fire Suppression:

Appoint and train fire wardens, secure cooperation of local fire departments, build up supplies of tools and other fire fighting equipment, provide warehouse storage, and additional personnel.

Improve fire fighting techniques. Maintain a continuous systematic personnel training program for regular and auxiliary personnel, organize and train fire suppression stand-by crews for immediate action on fires.

Communications--1962 through 1967, purchase and install high frequency radio equipment in 3 areas each fiscal year and include installation of base stations at Grand Rapids, St. Paul, and the nurseries.

Law Enforcement:

1963, complete preparation of Law Enforcement Manual and distribute to all personnel.

1962 - 1971, continuous training in procedures for arrest, court action, etc.

1962, complete recodification and revision of state fire laws. Present to 1963 legislative session.

Forest Tree Nurseries

DURING 1962 and 1963 continue with development of cleared land - leveling, peat-ing, installing irrigation systems, to provide for an annual production of 50 million seedlings.

IMPROVE two selected natural stands of Norway pine during 1962 for seed production. Continue selecting and making improvements in natural pine stands during 1963 to 1971 until an adequate number of seed trees to maintain a production of 50 million trees are selected. During 1962 and 1963 establish three pilot projects to study cone crop stimulation in plantations; to find ways of producing not only better quality seed but also more seed per tree, easily collectable.

DURING shipping season of 1962, introduce experimental tree baler into packaging operation. Continue with experiment and shakedown until machine can be fully utilized in our nursery operation.

IN 1962 introduce plans for seed storage room at Badoura. Check control equipment for maintenance of temperature and humidity.

DEVELOP plan in 1963 to provide for cold storage room at General Andrews Nursery.

IN 1963 study plan of cone purchase and determine need for seed extractory at General Andrews Nursery.

Private Forest Management Service

ASSIGNMENT of foresters on the basis of present work load and need.

INCREASE the harvest of forest products from private lands by developing new outlets. A forester utilization specialist would be engaged in 1963 to carry out this function cooperatively on state and private lands.

ESTABLISH demonstration woodlot management areas in specially designated locations in the state. In 1963 set up two demonstration areas, one in northern pine type and one in hardwood type. In 1964 set up two additional demonstration areas and continue annually until 8 areas are designated. Selection of areas will be made by the private forestry management service supervisor. Demonstration of forest management activities will be through cooperative efforts of Forestry Extension Service, Soil Conservation Service, Agricultural Stabilization and Conservation Committee, and other agencies.

Forest Pest Control

CONTINUE present cooperative activity with State Division of Plant Industry.

In 1964 employ a forest entomologist to carry out an intensified insect and disease protection program.

IN 1964 initiate a special insect and disease program and incorporate silvicultural practices as an aid to forest management.

Administration

Personnel

During the period adjustments will be made through retirements and attrition to achieve personnel assigned as follows: 3 Regional Foresters; 3 Regional Staff Foresters; 15 Area Foresters; 20 Area Staff Assistants (includes 5 area Staff for private forest management service program); 85 District Rangers; 50 Assistant Rangers; 5 Forester Trainees.

Additional staff would include a forest products marketing specialist, and a forest entomologist. To properly service division equipment, additional personnel will be needed at Grand Rapids, as follows: A radio operator; A welder; A janitor; Two mechanics; A mechanical Stock Clerk II, and a heavy equipment operator.

Building Program

Maintain the following construction program (based on fiscal years):

1962--Complete Grand Rapids shop addition; begin Badoura Nursery cone storage building.

1963--Construct combination office-warehouse building at Duluth; complete cone storage building and well house at Badoura Nursery.

1964--Construct area headquarters office and separate warehouse building at Silver Bay; construct combination office-warehouse and separate residence at Williams; construct combination office-warehouse at Perham; construct storage warehouse at Thistledeu; construct cold storage addition at General Andrews Nursery.

1965--Construct combination office-warehouse at Clear River; construct Combination office-warehouse at Onamia; construct combination office-warehouse at Lewiston; construct storage building at Grand Rapids; construct residence at Sandy Lake; remodel residence at Finland.

1966--Construct combination office-warehouse at Forest Lake; construct combination office-warehouse at Mora; construct storage building at Northome; construct residence at Dentaybow; construct cone storage building with seed extractory at General Andrews Nursery.

1967--Construct combination office-warehouse at Kelliher; construct combination office-warehouse at Waskish; construct combination office-warehouse at Black Bay; construct storage warehouse at Black Bay; construct residence at Thistledeu; remodel residence at Side Lake.

1968--Construct combination office-warehouse at Wabasha; construct combination office-warehouse at Washburn Lake; construct combination office-warehouse at Roy Lake; construct storage warehouse at Hill City; construct residence at Eveleth; remodel residence at Link Lake.

1969--Construct combination office-warehouse at Caledonia; construct combination office-warehouse at Elbow Lake; construct combination office-warehouse at Side Lake; construct storage warehouse at Park Rapids; construct residence at Nimrod; remodel residence at Cotton.

1970--Construct combination office-warehouse at Kabetogama; construct combination office-warehouse at Cotton; construct combination shop and warehouse at Hibbing; construct storage warehouse at McGrath; construct storage warehouse at Moose Lake; construct storage warehouse at General Andrews Nursery.

1971--Construct combination office-warehouse at Eveleth; construct combination office-warehouse at Grand Marais; construct combination office-warehouse at Red Wing; construct warehouse and office addition at Jacobson; construct oil storage house at Hibbing; remodel residence at Washburn Lake.

Forest Roads and Trails

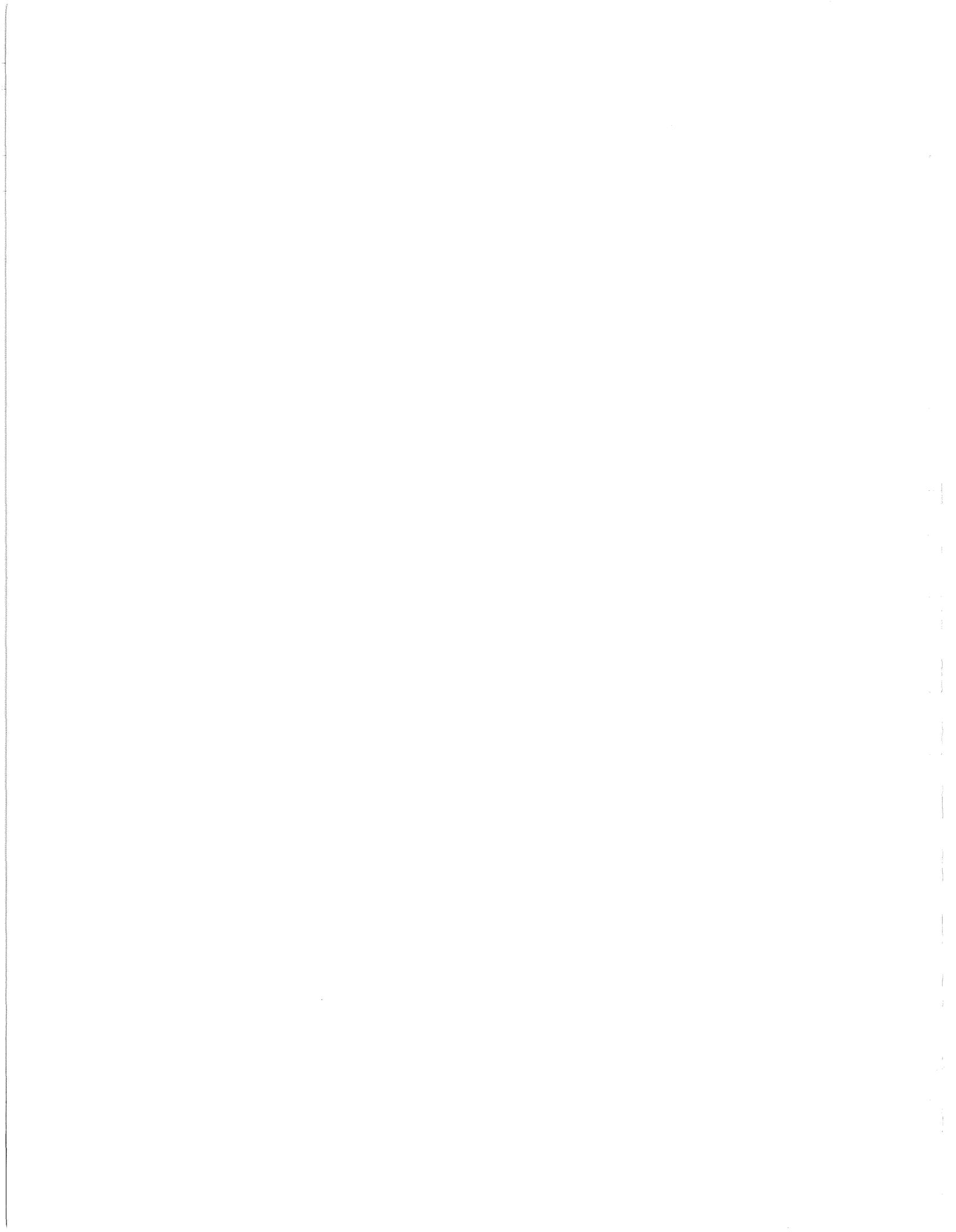
For 1964 through 1971, complete the following average annual program each fiscal year: Reconstruction, 16.5 miles; new construction, 38.5 miles; Maintenance of existing mileage.

BUDGETARY NEEDS AND SUGGESTED FINANCING

Proposed Source of Funds to Finance the Budget

	Estimated Budget	Burntside State Forest	State Forest Dev.	Federal Aid	Acquired-1/ Lands Leg- islation	Consol. Cons. Area	Cmpgrds.2/ Legis- lation	Trust-3/ Fund Refor. Legis.	General Revenue
1962	\$2,895,408	\$13,492	\$38,000	\$517,643	\$ -	\$100,000	\$ -	\$ -	\$2,226,273
1963	2,844,092	13,492	38,000	453,996	-	100,000	-	-	2,238,604
1964	3,622,143	30,000	200,000	365,000	25,000	100,000	15,000	115,000	2,772,143
1965	3,675,838	30,000	200,000	365,000	25,000	100,000	15,000	135,000	2,805,838
1966	3,861,233	30,000	200,000	365,000	25,000	100,000	18,000	155,000	2,968,233
1967	3,833,528	30,000	200,000	365,000	25,000	100,000	22,000	217,000	2,874,528
1968	3,878,923	30,000	200,000	365,000	25,000	100,000	24,000	280,000	2,854,923
1969	3,864,131	30,000	200,000	365,000	25,000	100,000	26,000	285,000	2,833,131
1970	3,930,139	30,000	200,000	365,000	25,000	100,000	28,000	307,000	2,875,139
1971	3,946,247	30,000	200,000	365,000	25,000	100,000	30,000	315,000	2,881,247

- 1/ Introduce legislation amending MSA 1957, Sec. 89.036 as amended by Laws 1959, Chap. 158 Sec. 8, to provide that 50 percent of the gross receipts from the state forest fund (derived from acquired state forest lands) be reallocated and appropriated in a separate account of the Division of Forestry for the purpose of planting, stand improvement, and development of state forest lands to remain available until expended.
- 2/ Introduce legislation authorizing charging of a camping fee in State Forests to be used for maintenance.
- 3/ Support legislation authorizing the use of not to exceed \$10 million of trust fund monies derived from the sale of swamp lands for use in reforestation and afforestation of state forest lands. The amount of money that would be available annually may well exceed the estimates and if this is so, the reforestation planned in the action program can be increased accordingly.



DIVISION OF GAME AND FISH

HISTORY OF THE DIVISION

The first game and fish organization in Minnesota was the three-man Fish Commission created by the Legislature in 1874. In 1887 the office of Chief Game Warden was established and the first warden was appointed by the governor. In 1891 the Legislature established the five-man Board of Game and Fish Commissioners charged with administering game laws enforcement and fish propagation.

In 1894 the Game Code of Minnesota was upheld by the State Supreme Court. Also in 1894, the case of the State vs. Rodman decided the legality of the principle that wild animals are the property of the state.

In 1891 the Game and Fish Commissioners instituted the first bag limits for resident wildlife and in 1895 the first hunting license was required. This license, costing \$25, was required only of non-residents hunting big game. In 1899, resident hunting licenses were required for the first time. In 1911, non-resident fishing licenses were established for the first time.

In 1915 the Legislature abolished the Game and Fish Commission and established a Game and Fish Department headed by one commissioner. The first Game and Fish Commissioner was Carlos Avery, who had previously worked under the commission form of administration. Mr. Avery had a profound understanding of game and fish problems and management and many of his ideas are still in use today. In 1913 he was instrumental in establishing the immense Superior Game Refuges and this act was the forerunner of the establishment of similar refuges throughout the state in later years. In 1919, at the request of Commissioner Avery, the Legislature passed an act requiring reports of game taken from all licensed hunters.

In 1924 the Federal Upper Mississippi Wildlife Refuge Act was passed setting aside large tracts of land abutting the river as a refuge, and in 1928 the Federal Migratory Bird Conservation Act was passed giving wildfowl federal protection. The 1927 session of the state legislature established the first resident angling license (Laws of Minnesota 1927, Chapter 438).

In 1929 the Red Lake Game Preserve was established by legislative act and in 1930 the restoration of Thief Lake was started.

Also in 1929, the Legislature stipulated that not less than half of all hunting license income must be spent for the acquisition and maintenance of public hunting grounds, game farms, and refuges.

In 1931 the Legislature abolished the Department of Game and Fish by incorporating it as one of three main divisions in the newly formed Department of Conservation. The Conservation Department was headed by a five-man Conservation Commission who in turn elected a single administrative commissioner. Also in 1931, by legislative act, "Conservation Area Lands" were established in Roseau, Mahnomen, and Aitkin Counties. The same session enacted additional laws providing for the establishment of other conservation areas, notably in Marshall County.

The early years (1931-1937) of the newly organized Conservation Department were marked by an increased emphasis on the need for public lands to be used for the purpose of hunting and fishing and for game and fish propagation. During this period the Thief Lake restoration was nearly completed, the Carlos Avery Refuge was

established, the Whitewater Refuge was established, and the Red Lake Game Preserve was developed. These areas are all still in existence and have been expanded and managed for the betterment of hunting and wildlife production.

The 1937 Legislature provided for a single-headed Department of Conservation. This single commissioner was appointed by the governor to serve a term of six years. This form of conservation administration has been maintained to the present day.

In 1939, six bureaus were organized within the Division of Game and Fish, Law Enforcement, Fisheries, Game, Research, Information, and Administration.

In 1937 the Pittman-Robertson Federal Aid and Wildlife Restoration Act was passed by Congress. This act provided for a 11% excise tax on sporting arms and ammunition and the revenues collected were redistributed to the states based on the land area of the individual states and the number of hunting licenses sold in each state. This act provided the greatest incentive for wildlife land acquisition and development in Minnesota.

In 1941 the Legislature made it mandatory for the federal government to obtain the permission of the governor for land acquisition within the state.

In 1949 the Bureau of Information in the Division of Game and Fish was abolished and its functions transferred to the department Bureau of Information. This reorganization of the Division resulted in the formation or revision of the following bureaus: Warden Service, Fisheries, Game, Wildlife Development, and Administration.

At that time the Bureau of Fisheries was primarily responsible for propagation, habitat improvement, rough fish control, licensed commercial fishing, stocking, and fish research.

The Bureau of Game was responsible for the administration of game refuges, public hunting grounds, and game bird propagation and stocking.

The Bureau of Wildlife Development conducted game research and development projects relating to both fish and game. This bureau was operated solely with Pittman-Robertson and Dingell-Johnson Federal Aid Funds, and its formation marked the first major endeavor in statewide wildlife habitat improvement work. Dingell-Johnson Funds became available in 1951 through an excise tax on sport fishing tackle and were distributed to the states in the same manner as the Pittman-Robertson Funds. The Bureau of Warden Service had few changes in 1949 and its primary function of game and fish law enforcement remained unchanged.

In September of 1951 the Bureau of Wildlife Development instigated a program of acquiring small wetland areas to prevent their loss through drainage. This was known as the "Save Minnesota's Wetlands" program and the acquisition was carried out primarily with Federal Aid funds but also used some Game and Fish license revenues.

In 1955 the Division of Game and Fish was again reorganized. This change resulted in the renaming of the bureaus as "Sections" and the resulting four sections were: Game, Fisheries, Law Enforcement, and Research and Planning. Game and Fish fiscal and personnel administration responsibilities were transferred to the department's Bureau of Operational Services. Both game and fish research were combined within the Section of Research and Planning, the latter replacing the Bureau of Wildlife Development. Federal Aid development work was transferred from the Bureau of Wildlife Development to the Section of Game and the Section of Fisheries. This organization has carried through to the present time.

In 1957, a one-dollar surcharge was added to each small game license sold, with the revenues derived therefrom to be used exclusively for the acquisition of land under the "Save Minnesota's Wetlands" program and other wildlife lands.

The 1961 legislative session passed an act allowing the transfer of gasoline taxes collected from fuel used in motor-propelled water craft to the Division of Game and Fish, Division of State Parks, and the Bureau of Boat and Water Safety. The one-third portion for Game and Fish to be used for the acquisition, development, and maintenance of public access sites on the public waters of Minnesota.

Since the early 1930's, the state has been involved in the acquisition of wildlife habitat, refuges, and public hunting grounds. The major areas acquired are as follows:

Year	Name	Location
1931	Thief Lake	Marshall County
1932	Whitewater	Wabasha, Winona, Olmstead Counties
1933	Carlos Avery	Anoka and Chisago Counties
1935	Talcot Lake	Cottonwood County
1935	Red Lake	Beltrami and Lake of the Woods Counties
1946	Roseau River	Roseau County
1951	Mille Lacs	Mille Lacs County
1954	Hubble Pond	Becker County
1957	Lac qui Parle	Lac qui Parle, Chippewa, Yellow Medicine Counties

With the exception of the Lac qui Parle area, each of the foregoing refuges and public hunting grounds contains a set of headquarters buildings and a staff of permanent employees. In nearly all instances, headquarters areas contain one or more residences, one or more vehicle garages, an office, and in most instances, a barracks building. Fisheries facilities, locations, and data are noted on Chart 2.

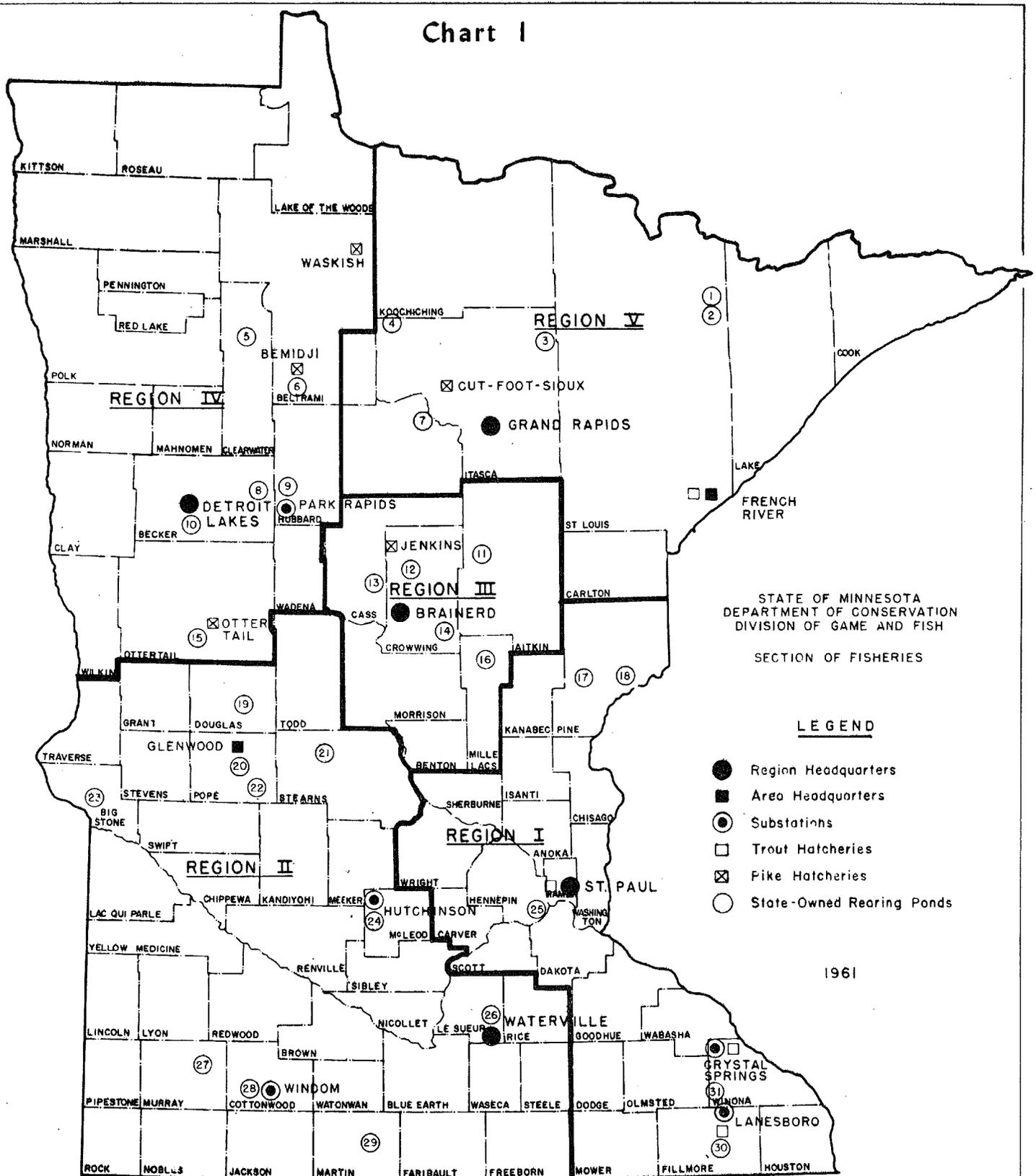
Organization

The Division of Game and Fish is headed by a director. His immediate staff presently includes an assistant director, an administrative assistant, and a federal aid co-ordinator. (See Chart 2.)

Charts 3, 4, 5 and 6 show the organization of each of the sections in the Game and Fish Division and Charts 7, 8 and 9 show the organization of district, regional, and area offices, and the portions of the state served by each. Also indicated is the number of permanent employees at each location.

Recent reorganizations have been mentioned. These changes served to consolidate similar operations, put more authority out in the field, give better and more rapid service to the public, and to better keep abreast of changing wildlife conditions. The Division is a functional line organization.

Chart I



STATE OF MINNESOTA
DEPARTMENT OF CONSERVATION
DIVISION OF GAME AND FISH
SECTION OF FISHERIES

LEGEND

- Region Headquarters
- Area Headquarters
- Substations
- Trout Hatcheries
- ⊠ Pike Hatcheries
- State-Owned Rearing Ponds

1961

FISHERIES REGIONS, AREAS AND SUBSTATIONS

REGION I

Headquarters 1200 Warner Road, St. Paul, 6
Substations Fisheries Station, Altura
Fisheries Station, Lanesboro

REGION II

Headquarters Waterville
Area Headquarters Glenwood
Substations Fisheries Station, Windom
Fisheries Station and Rough Fish
Removal Warehouse, Hutchinson

REGION III

Headquarters 315 Charles St. N. W., Brainerd

REGION IV

Headquarters Detroit Lakes
Substation Fisheries Station, Park Rapids

REGION V

Headquarters 111 Gulf Course Road, Grand Rapids
Area Headquarters French River
(10029 North Shore Drive, Duluth, 4)

Chart 2
DIVISION OF GAME AND FISH
DIRECTORS STAFF

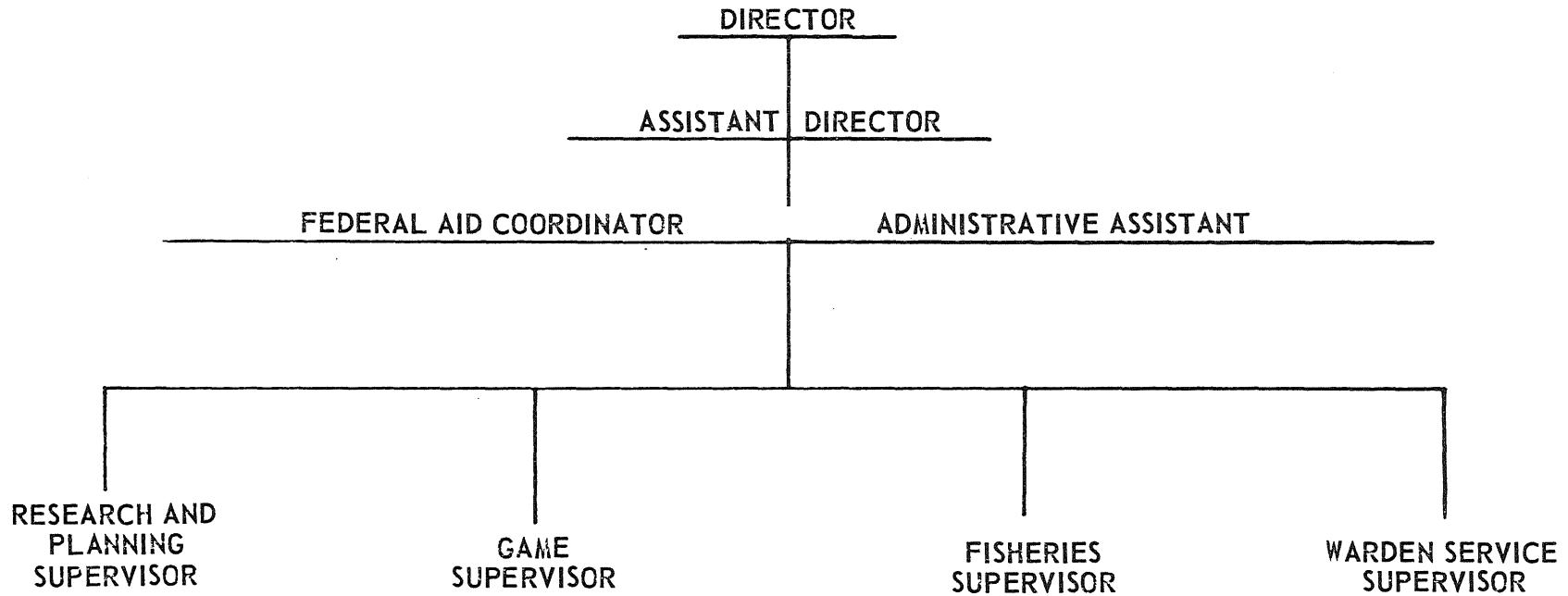


Chart 3
 DIVISION OF GAME AND FISH
 WARDEN SERVICE

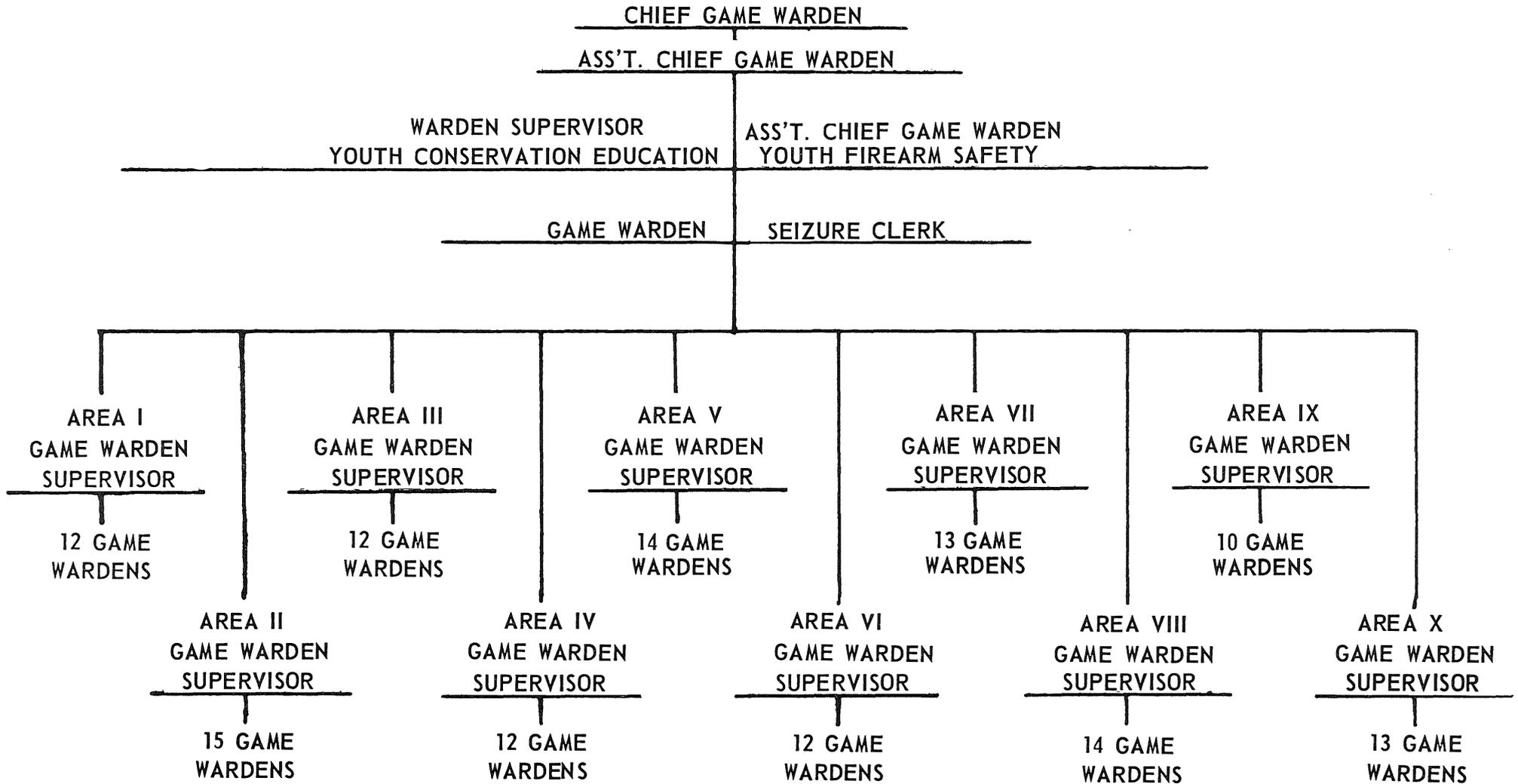


Chart 4

SECTION OF FISHERIES

SUPERVISOR (33)

ASSISTANT SUPERVISOR (30)
(COORDINATION OF PROPAGATION)

ROUGH FISH CONTROL AND COMMERCIAL FISHING
CONTRACTS
LICENSES
SALES
DISBURSEMENTS
BUDGETS
STATISTICS
R.F.S. II (26)

PRODUCTION AND DISTRIBUTION
FINANCE
STATISTICS
CK. III (16)

HABITAT IMPROVEMENT AND PUBLIC ACCESS
TECHNICAL ASSISTANCE
COORDINATION OF:
PLANNING
ACQUISITION
DEVELOPMENT
EVALUATION
TECH. ASST. (27)

DEVELOPMENT AND CONSTRUCTION
PLANS
SPECIFICATIONS
ESTIMATES
INSPECTION
C.E. III (32)

1. CLERK STENO III (16)
1. ACCT. CLERK (16)
2. CLERK STENO II (12)
1. CLERK TYPIST II (11)
3. CLERK STENO I (8)
1. CLERK TYPIST I (6)

REGION 2
Waterville
REGIONAL FISHERIES MANAGER (27)
CLERK STENO I (8)

REGION 1
Saint Paul
REGIONAL FISHERIES MANAGER (27)
FISH MANAGER III (23)
CLERK STENO I (8)

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
WATERVILLE
1. FISH MGR. II (20)
2. FISH MGR. I (17)
1. LABORER II (12)
WINDOM
1. FISH MGR. I (17)
3. FISH AIDES (13)
HUTCHINSON
1. FISH MGR. I (17)
2. FISH AIDES (13)

HABITAT ACQUISITION AND IMPROVEMENT
(BY CREW FROM REGION 4 OR BY CONTRACT)

Area
Glenwood
FISH MANAGER III (23)
CLERK TYPIST I (6)

ROUGH FISH CONTROL
WATERVILLE
1. FISH MGR. II (20)
1. FISH MGR. I (17)
2. FISH REM. FORE. (14)
1. FISH AIDE (13)
9. LABORERS I (9)
1. COOK I (7)
HUTCHINSON
1. FISH MGR. II (20)
1. FISH MGR. I (17)
3. FISH AIDES (13)
4. LABORERS I (9)
HAWICK
1. FISH MGR. I (17)
3. FISH AIDES (13)
4. LABORERS I (9)
1. COOK I (7)

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
1. FISH MGR. II (20)
2. FISH MGR. I (17)
3. FISH AIDES (13)
1. LABORER I (9)

HABITAT ACQUISITION, IMPROVEMENT AND FISH RESCUE RECLAMATION
* 1. FISH MGR. I (17)
* 4. FISH AIDES (13)
* LABORERS (SEASONAL)
* FEDERAL AID-D.J.

ROUGH FISH WAREHOUSE
1. AIDE (13)
2. LABORERS I (9)

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
1. FISH MGR. II (20)
3. FISH MGR. I (17)
8. FISH AIDES (13)
1. LABORER I (9)

HABITAT ACQUISITION AND IMPROVEMENT
RESCUE RECLAMATION
1. FISH MGR. I (17)
2. LAB. FOREMAN (14)
LABORERS (SEASONAL)
BY CREW FROM REGION 2 OR 5 OR BY CONTRACT

ROUGH FISH CONTROL
STACY
1. FISH MGR. I (17)
2. AIDES (13)
6. LABORERS I (9)
1. COOK I (7)
WAVERLY
1. FISH MGR. I (17)
1. FISH AIDE (13)
6. LABORERS I (9)
1. COOK I (7)

TROUT HATCHERIES
LANESBORO
1. FISH MGR. II (20)
4. FISH AIDES (13)
1. LABORER I (9)
CRYSTAL SPRINGS
1. FISH MGR. I (17)
2. FISH AIDES (13)
1. LABORER I (9)

MAINTENANCE
1. BLDG. FORE. I (22)
1. MASON (21)
1. LABORER II (12)
(STATEWIDE)
1. AUTO MEC. FR. (23)
3. AUTO MEC. (21)
1. AUTO MEC. H. (12)
1. STORES CLERK (12)

REGION 3
Brainerd
REGIONAL FISHERIES MANAGER (27)
CLERK TYPIST I (6)

REGION 4
Detroit Lakes
REGIONAL FISHERIES MANAGER (27)
FISH MANAGER III (23)
CLERK STENO I (8)

REGION 5
Grand Rapids
REGIONAL FISHERIES MANAGER (27)
CLERK STENO I (8)

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
1. FISH MGR. II (20)
2. FISH MGR. I (17)
3. FISH AIDES (13)
1. LABORER I (9)

HABITAT ACQUISITION AND IMPROVEMENT
BY CREW FROM REGION FOUR OR BY CONTRACT

ROUGH FISH CONTROL
ASSIGNED SUPERVISION (SEASONAL) (PERMITS OR CONTRACTS)

RESCUE RECLAMATION
1. LABORER FORE. (14)
1. LABORER I (9)
BY CREW FROM REGION 5

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
DETROIT LAKES
1. FISH MGR. II (20)
2. FISH MGR. I (17)
3. FISH AIDES (13)
1. LABORER I (9)
1. GENERAL REPAIRMAN (15)
PARK RAPIDS
1. FISH MGR. I (17)
2. FISH AIDES (13)

HABITAT ACQUISITION AND IMPROVEMENT
1. FISH MGR. I (17)
LABORERS (SEASONAL)

MAINTENANCE AND DEVELOPMENT
1. BLDG. FOREMAN I (22)
2. HEAVY EQP. OP. I (21)
1. LABORER II (12)
1. LABORER I (9)
(MAJOR PROJECTS STATE WIDE)

ROUGH FISH CONTROL
ASSIGNED SUPERVISION (SEASONAL) (PERMITS OR CONTRACTS)

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
1. FISH MGR. II (20)
3. FISH MGR. I (17)
4. FISH AIDES (13)
1. LABORER I (9)

HABITAT ACQUISITION AND IMPROVEMENT
(BY CONTRACT AND BY CREWS FROM AREA AND REGION FOUR)

FISH RESCUE LAKE RECLAMATION
* 1. FISH MGR. I (17)
* 4. FISH AIDES (13)
* 1. LABORER II (12)
(STATEWIDE)
* FEDERAL AID, D-J

ROUGH FISH CONTROL
2. FISH AIDES (13) (SEASONAL) (BULLHEAD PROJECT)

Area
French River
FISH MANAGER III (23)
CLERK TYPIST I (6)

PROPAGATION, MANAGEMENT AND ACCESS ACQUISITION
1. FISH MGR. I (17)
3. FISH AIDES (13)

HABITAT ACQUISITION IMPROVEMENT RESCUE, RECLAMATION
* 1. FISH MANAGER I (17)
* 2. LAB. FOREMAN (14)
* 2. LABORERS II (12)
LABORERS (SEASONAL)
* FEDERAL AID, D-J

ROUGH FISH CONTROL
ASSIGNED SUPERVISION (PERMITS OR CONTRACTS) (SEASONAL)

Chart 5
DIVISION OF GAME AND FISH
SECTION OF GAME

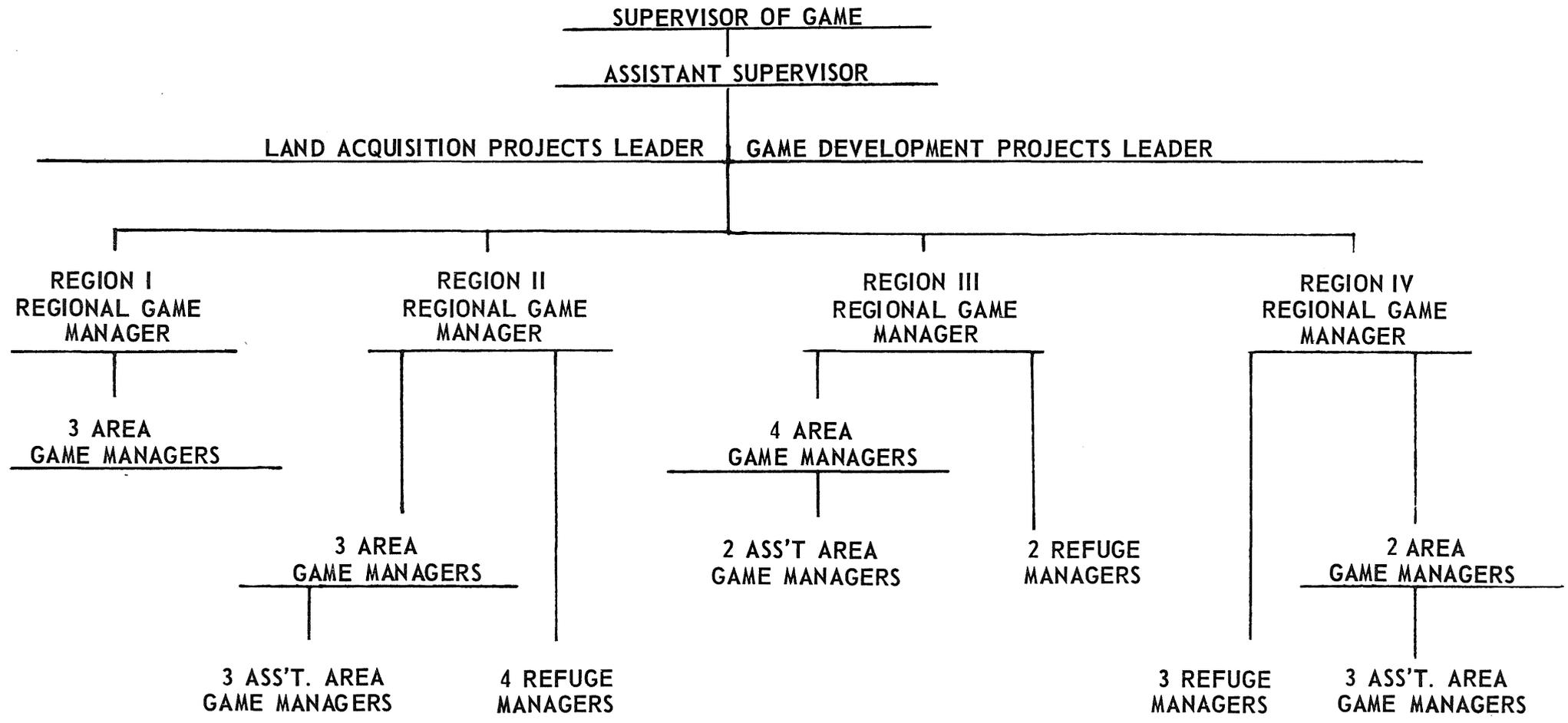


Chart 6
**DIVISION OF GAME AND FISH
 SECTION OF RESEARCH AND PLANNING**

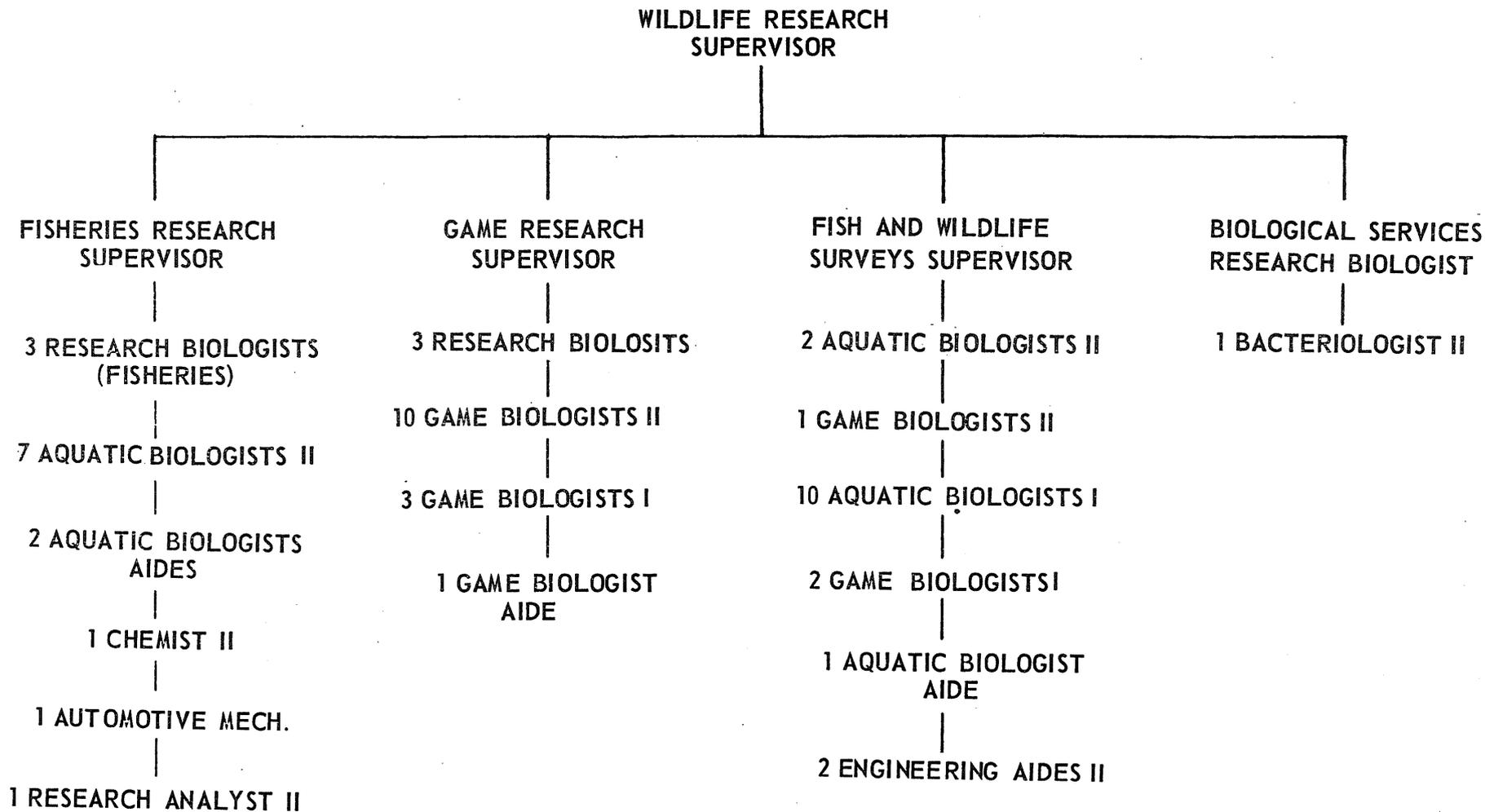
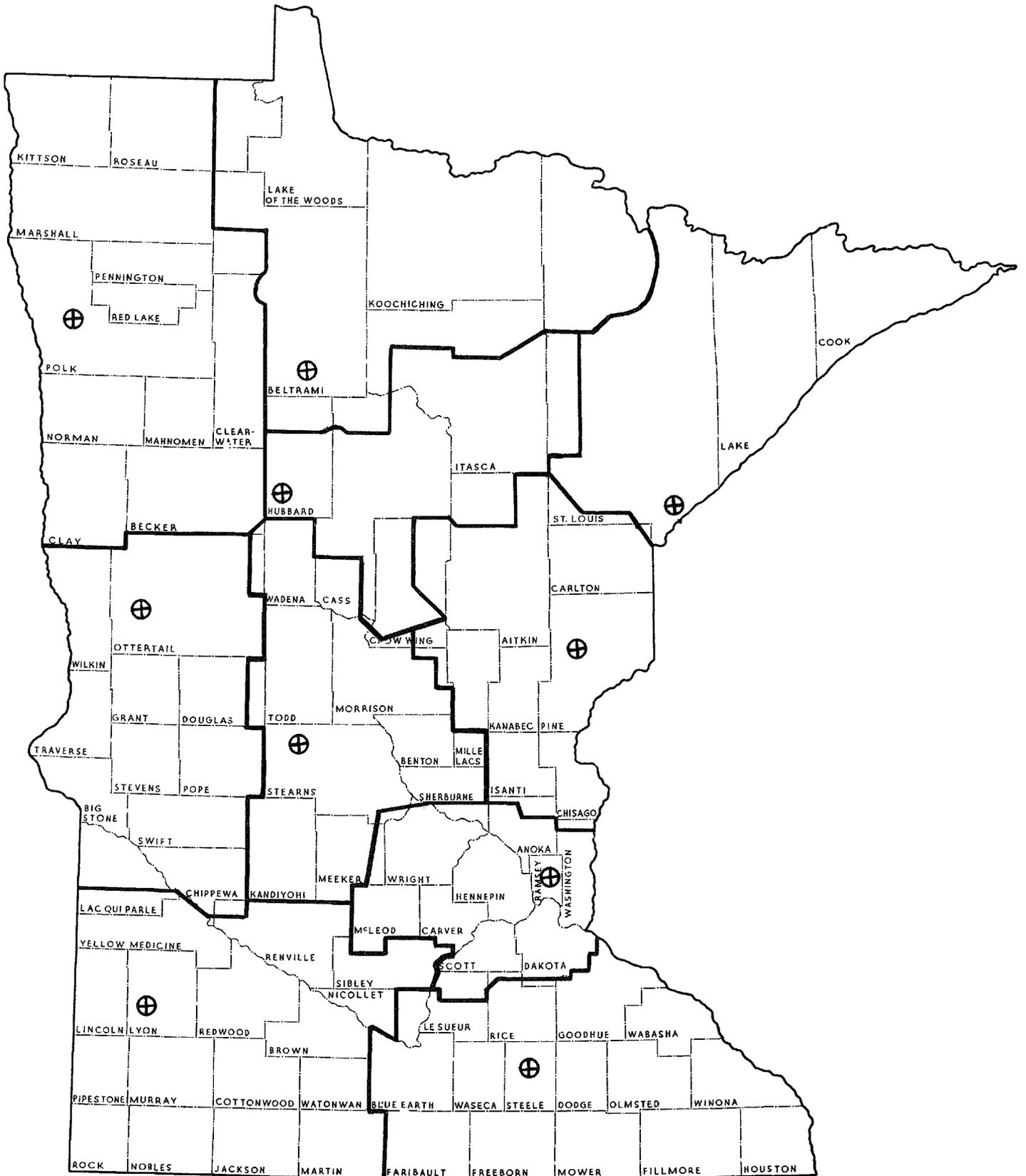
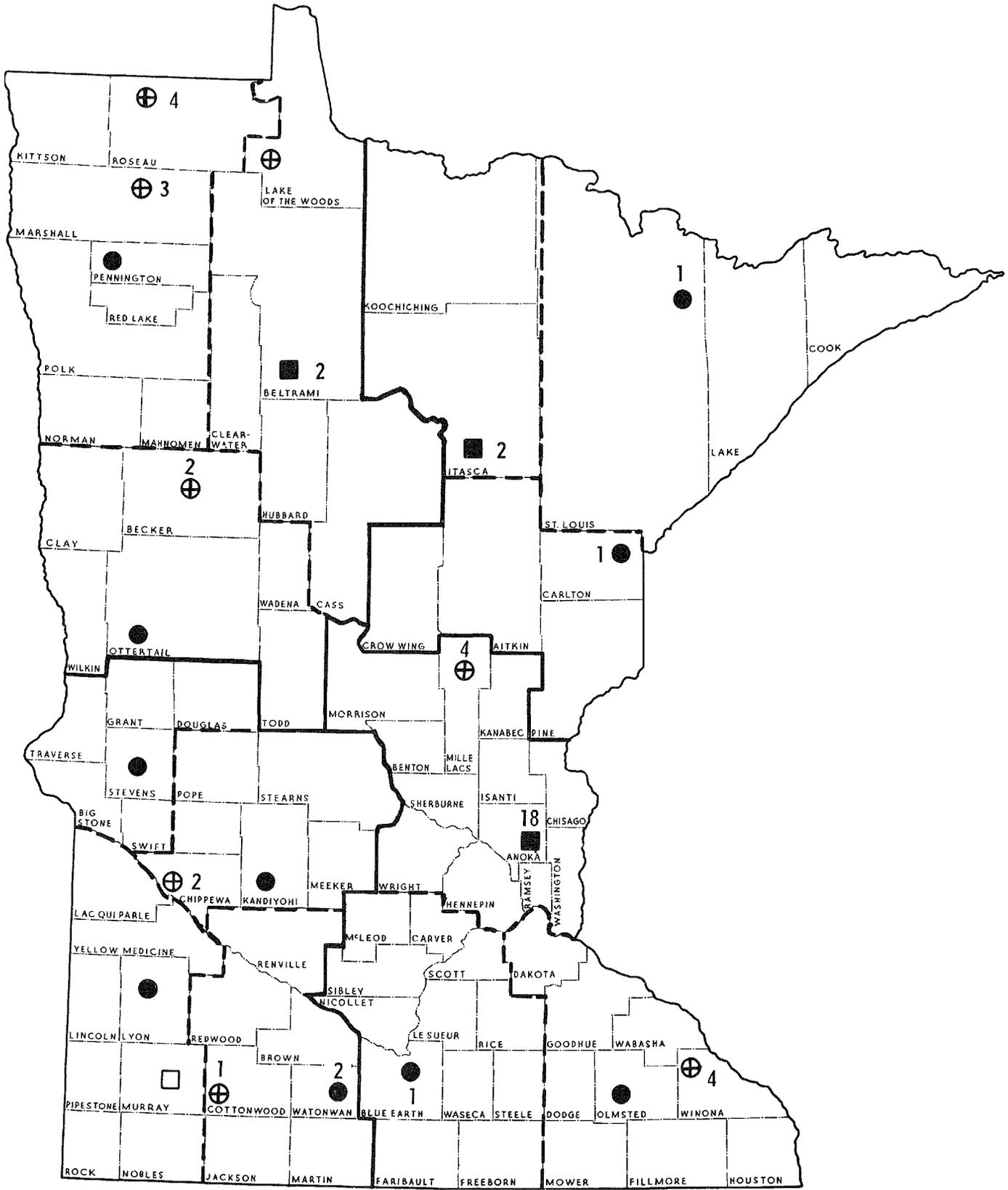


Chart 7
DIVISION OF GAME AND FISH
WARDEN SERVICE AREA BOUNDARIES



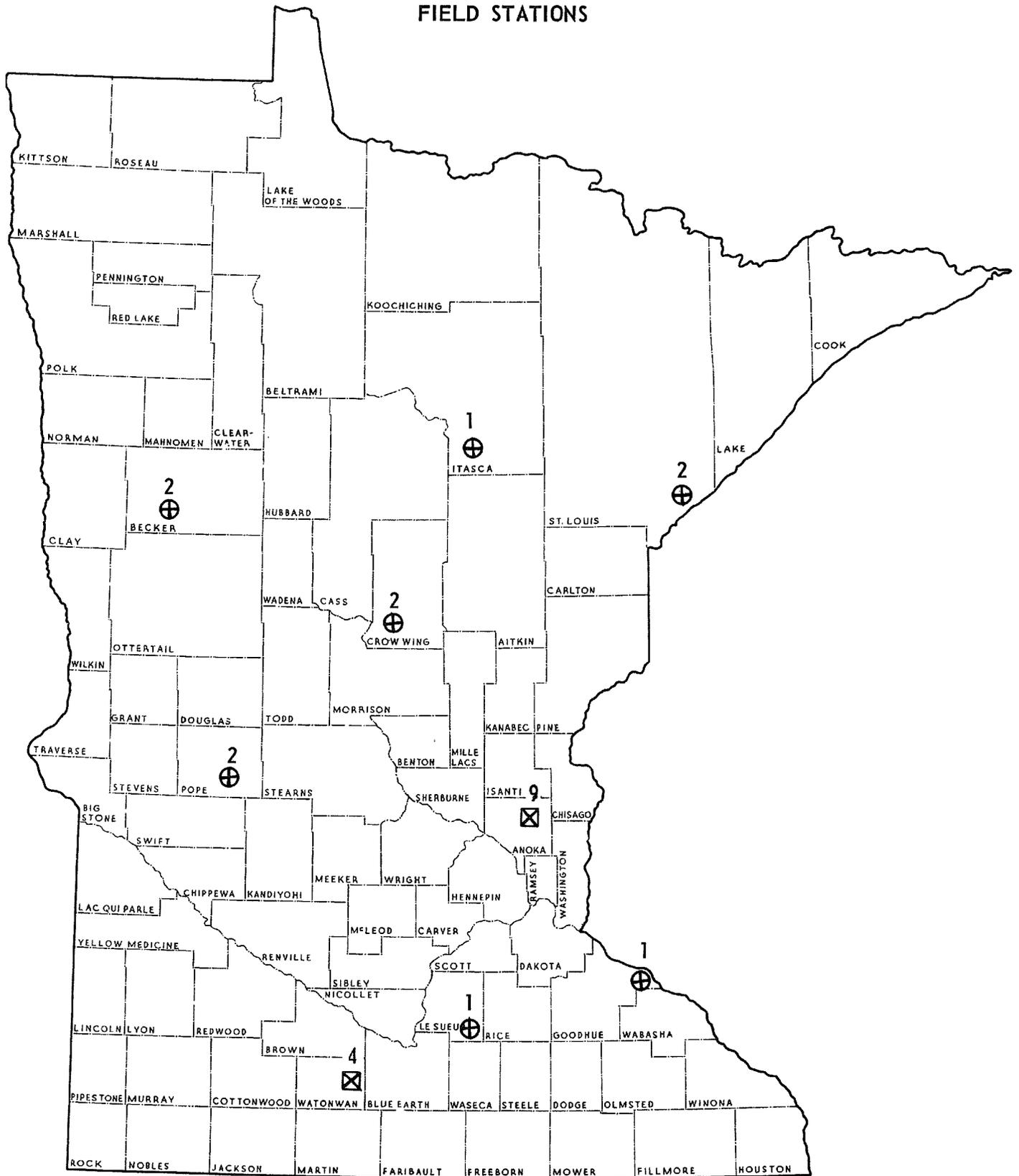
⊕ AREA SUPERVISORS HEADQUARTERS

Chart 8
DIVISION OF GAME AND FISH
 SECTION OF GAME
 REGIONAL & AREA BOUNDARIES



- | | |
|--------------------------|--------------------------|
| □ REGIONAL OFFICE | ⊕ HEADQUARTERS BUILDINGS |
| ● AREA OFFICE | — REGIONAL BOUNDARIES |
| ■ REGIONAL & AREA OFFICE | - - - AREA BOUNDARIES |
- 2 - NUMBER OF PERSONNEL AT OFFICE (ONLY IF OFFICE IS STATE) FACILITY

Chart 9
DIVISION OF GAME AND FISH
 RESEARCH AND PLANNING
 FIELD STATIONS



- ☒ GAME RESEARCH HEADQUARTERS
- ⊗ FISH RESEARCH HEADQUARTERS
- 2 - NUMBER OF PERMANENT PERSONNEL

Responsibility and Authority

The Division of Game and Fish has the function of producing and managing sustained annual crops of game and fish for recreational, commercial, or aesthetic purposes. The authority to carry out the game and fish programs is defined by Minnesota Statutes 1957, Chapters 84, 84A, 94, 97, 98, 99, 100, 101, 102, 105, 106, and with some authority from federal statutes.

These statutes authorize the existence of the Game and Fish Division, the establishment of hunting and fishing regulations, the acquisition of land, cooperative work with other agencies for improving fish and wildlife habitat on public waters and public and private lands, and enforcement of game and fish laws. Federal authority permits this division to establish migratory waterfowl hunting seasons (within specified limits) and to accept federal aid funds for specific wildlife projects.

Goals and Objectives

Phenomenal expansion of outdoor recreation and recreational needs are predicted by nearly every federal, state, and local government and private agency. Indeed, this expansion is upon us at the present time and drastic action must be taken immediately if Minnesota is to maintain and improve its current position as an outdoor recreational mecca.

This action will provide pleasure and improve the health of our residents, benefit our tourist industry (presently Minnesota's No. 3 industry), help improve and stabilize the economy of the economically distressed areas of the state, and provide a higher standard of living for all Minnesotans.

Within the jurisdiction and activities of the Division of Game and Fish it is possible to expand recreational opportunities and meet all foreseeable recreational needs. These include increased boating, water skiing, canoeing, organized camping, wilderness camping, bird watching, nature study, wild rice harvesting for fun, horseback riding, cycling on trails, archery, dog training, sailing, hiking, target shooting, and much more.

The Division must have clear-cut goals to provide Minnesota people and their guests with the greatest possible number of hours of high-quality outdoor recreation. This will require management of our wildlife, its habitat, and other related resources.

The general goals of this Division are to provide space and opportunity for outdoor recreation; develop and use management techniques to supply sustained annual crops of fish and wildlife; maintain the natural scenic and recreational values of the state; and aid the economy of the state through wise management of its renewable fish and wildlife resources.

The more important specific goals for the next decade are:

LAND ACQUISITION -- Acquire in fee title an additional 150,000 acres of wetland habitat; 5,000 additional shore-line sites for public access to lakes and streams; an additional 200,000 acres of wildlife lands and public hunting grounds; an additional 4,000 acres (200 areas) of natural northern pike spawning areas along lakes; as many islands in lakes and rivers as possible; and, easements or purchase (obtain in fee title) of 3,100 acres of land along certain streams.

Land prices are soaring. The present day agricultural programs and policies are leading to the destruction of every privately-owned waterfowl marsh in the

agricultural areas of the state. Lakeshore property is at a premium, making public accesses unavailable or the cost prohibitive, and low-lying northern pike spawning areas along shores are being filled in, cut off, or dredged. The cost of public hunting lands is rising continuously and islands, which are essential parts of our scenic heritage, are being purchased for private development at a rapid rate. If such natural areas are to provide public recreation in the future, they must be bought now.

FISH AND GAME HABITAT IMPROVEMENT -- Improve wildlife habitat by altering food and cover types, installing or removing fish barriers; water manipulations; removal of unwanted species; dredging; and wildlife population control.

Habitat improvement is the key to maintaining harvestable populations of fish and game in the face of private habitat destruction and more diverse uses of wildlife areas. More intensive habitat management of every publicly-owned acre is mandatory if the present level of hunting and fishing quality and quantity is to be maintained and bettered. This work involves the construction of dams, dikes, rough fish barriers, clearing, controlled burning, planting food and cover plants, fencing, channel construction, and more.

SERVICES TO THE PUBLIC -- Construct and maintain facilities to aid public recreation such as parking areas, roads, and signs. Regulate and assist with wildlife and aquatic nuisance control, minnow rearing, wild rice production, sportsmen's projects, and supply information pertaining to lakes and hunting and fishing areas.

Public accesses to the more popular lakes and hunting areas must have all-weather roads, adequate parking space, and directional signs. These must be kept in good condition with a regular system of maintenance and refuse collection. In addition, the Division must expand its technical services to the public. This includes information (and regulation) pertaining to aquatic weed and algae control, wild rice production, etc. Further, the Division must expand the distribution of maps, charts, and other information relating to popular hunting and fishing areas.

MAINTAIN OR IMPROVE FISH AND GAME POPULATIONS -- Prevent illegal taking of fish and game by an aggressive law enforcement program; to regulate harvest by sound regulations based on biological investigations; to insure consideration of wildlife values in the programs of other governmental and of private agencies.

EDUCATION -- Construct a 3,000-acre wildlife "seeing" area within 50 miles of the Twin City metropolitan area; continue the Youth Firearms Safety Training program; and expand the Youth Conservation Education program; instigate an expanded publication program.

GENERAL SERVICES -- Continue and expand the research program with emphasis on "management research"; accelerate the surveying and mapping of all water areas; accelerate the program of survey and inventory of all natural resources on a watershed basis.

Financing

The Division of Game and Fish is financed almost entirely by sportsmen.

The bulk of the Division's revenue (71%) is derived directly from the sale of licenses and permits. In addition, the Division receives federal aid funds (12%) and miscellaneous revenue from sales, contributions, fines, etc. (17%). These figures do not include special appropriations from the General Revenue such as the 1958

and 1961 Conservation Work Projects designed to employ workers in the economically depressed area of northern Minnesota.

The federal aid funds are derived from an excise tax on sporting arms and ammunition and on fishing tackle. This money is apportioned to the states using a formula based on the number of licensees and the land area of each state.

Present Division expenditures amount to approximately \$11 million per biennium, or \$5.5 million per fiscal year. Charts 10, 11, and 12 show the relative amounts expended for each Division activity during the fiscal year ending June 30, 1960.

Standards

Standards include U.S. Bureau of Public Health standards used in chemistry and biology laboratories; federal land appraisal methods for land acquisition; forestry road standards for access road construction; University of Minnesota standards for fence construction; engineering standards for dam and building construction; standard wildlife census techniques for inventory of each wildlife species; manual of standards for lake and stream surveys; statistical analysis by standard procedures on most research projects.

Most standards have been established by the Division and nearly all standards are used solely at the discretion of the division.

Plans

It was previously stated that the Division of Game and Fish is a functional line organization. It should also be pointed out that the Director's staff is thought to be inadequate for the handling of current Division-wide programs and is grossly insufficient to handle the proposed expansion of Division activities.

In order to use available personnel, equipment, and facilities more efficiently, certain organizational changes will soon be necessary within the Division. These changes will expedite the handling of current problems and programs and will provide the necessary field and office forces to carry out effectively the Division's long-range program.

Presently, each section of the Division has different regional, area, and district boundaries. These will be modified so as to provide common field boundaries, thereby eliminating duplication of effort and public confusion.

The present sectional organization plan will be broken down to some degree so that law enforcement personnel will take a more active part in other management activities. This is desirable, inasmuch as the 145-man Warden Service is a statewide, well-established organization, experienced in working both with natural resources and with people. Both the Section of Game and the Section of Fisheries also have statewide organizations with many technically trained employees, as well as men trained and experienced in the development of physical features of the land and water to enhance recreational opportunity. The work load of these employees will be expanded to include more law enforcement.

This integration of Division activities will provide a field force and a central office staff fully capable of handling Division-wide programs such as public access, land acquisition, and long-range planning. The present personnel complement will not, however, be adequate to carry out both the current and the proposed Division programs. It will be necessary to add 30 positions immediately and five per year for the next decade.

Chart 10

MINNESOTA CONSERVATION DEPARTMENT
DIVISION OF GAME & FISH
TOTAL EXPENDITURES FISCAL YEAR ENDING JUNE 30, 1960
\$4,430,869.49

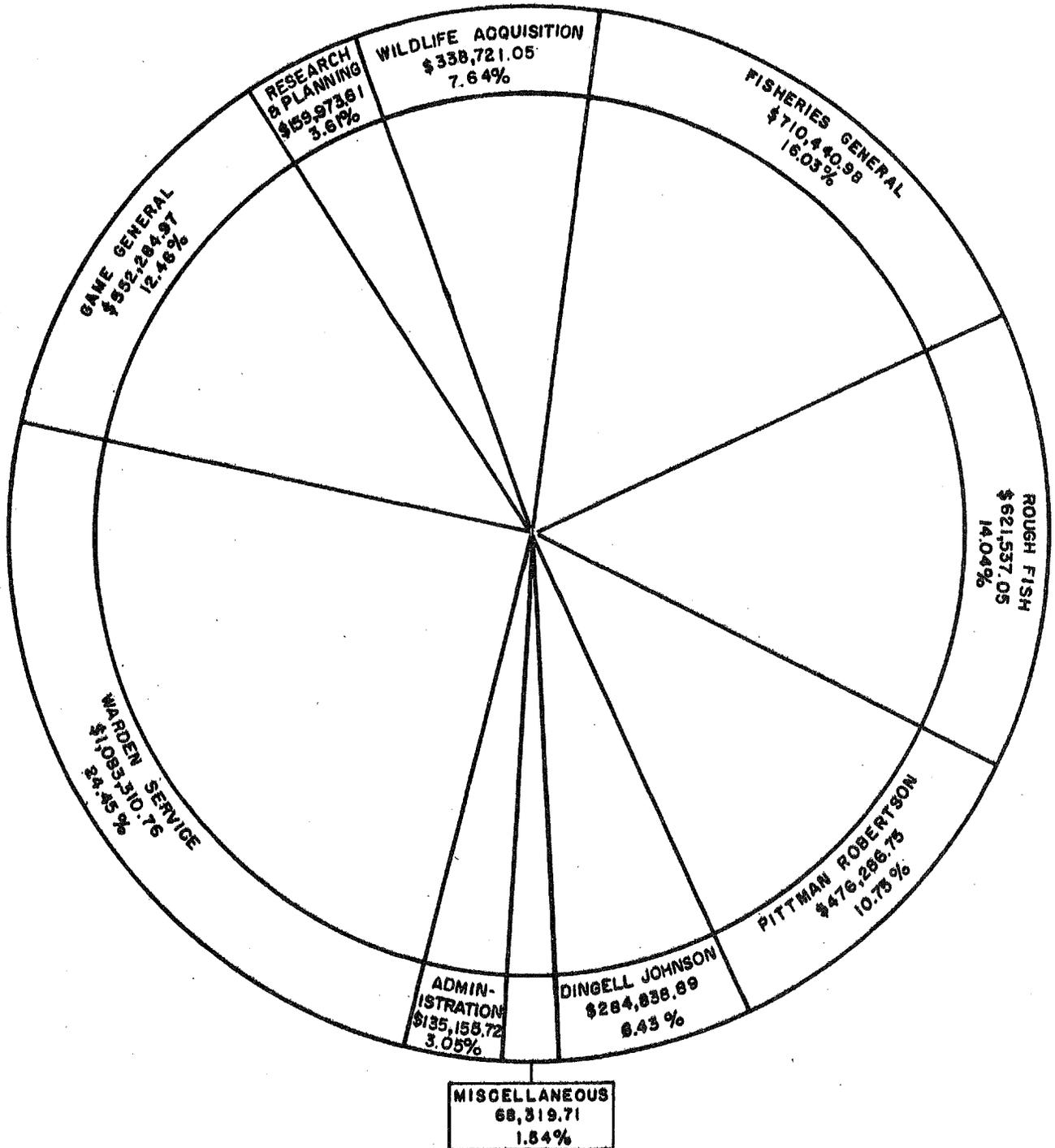


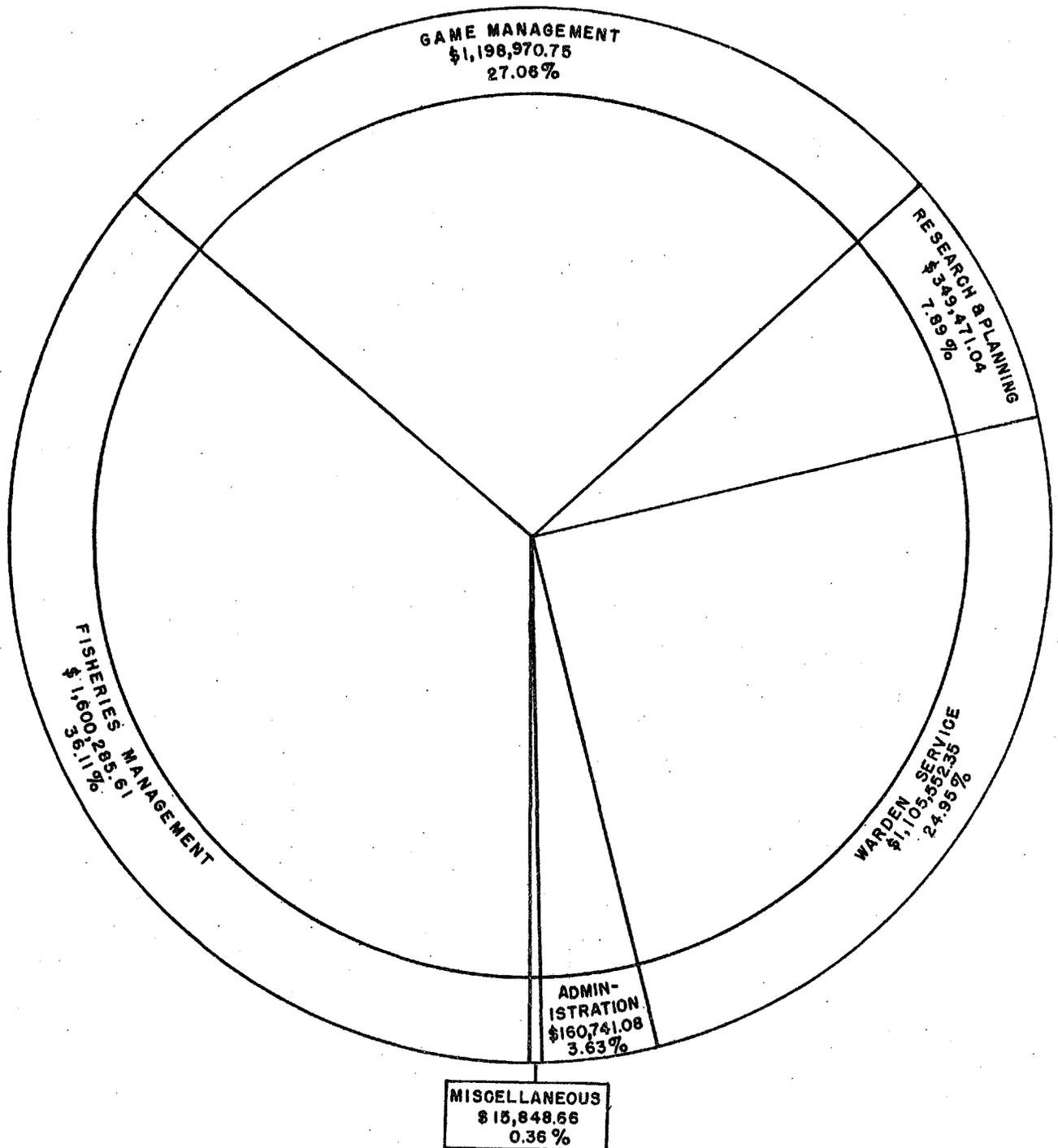
Chart II
GAME & FISH EXPENDITURES ANALYSIS
JULY 1, 1959 - JUNE 30, 1960

ACCOUNT	EXPENDITURES	%	OF TOTAL
Administration	\$ 135,155.72		3.05
Warden Service	1,083,310.76		24.45
Game General	552,284.97		12.46
Research & Planning	159,973.61		3.61
Wildlife Acquisition	338,721.05		7.64
Fisheries General:			
Co-op Rearing	\$ 3,757.01	.08%	
Lake & Stream	122,984.40	2.78%	
Fish Propagation	<u>583,699.57</u>	13.17%	
Fisheries General Total	710,440.98		16.03
Rough Fish Removal:			
Rough Fish Cont.	\$314,837.59	7.11%	
R. F. Day Labor	266,678.47	6.02%	
R. F. Bullhead	<u>40,020.99</u>	.91%	
Rough Fish Total	621,537.05		14.04
Pittman-Robertson			
Coordination	\$ 15,351.22	.34%	
Research	183,200.26	4.13%	
F & W Surveys	50,718.96	1.14%	
Develop. & Mgt.	109,773.43	2.48%	
Acquisition	<u>117,242.88</u>	2.66%	
Pittman-Robertson Total	476,286.75		10.75
Dingell-Johnson:			
Coordination	\$ 10,234.14	.23%	
Research	6,297.17	.14%	
F & W Surveys	160,115.87	3.60%	
Land Acquisition	11,301.05	.25%	
Develop. & Mgt.	<u>96,890.66</u>	2.19%	
Dingell-Johnson Total	284,838.89		6.43
Miscellaneous:			
Firearm Safety	\$ 22,241.59	.50%	
Beltrami Island	24,801.85	.56%	
Permittee Trapper	3,584.48	.08%	
Donors Wetlands	6,109.40	.13%	
Pub. Shooting Grnds.	5,427.61	.12%	
Auditors & Agents	<u>6,154.78</u>	.14%	
Miscellaneous Total	<u>68,319.71</u>		<u>1.54</u>
TOTAL EXPENDITURES	\$4,430,869.49		100%

Chart 12

MINNESOTA CONSERVATION DEPARTMENT DIVISION OF GAME & FISH

FUNCTION EXPENDITURES FISCAL YEAR ENDING JUNE 30, 1960
\$4,430,869.49



With the Division organized along these lines, it should more properly be called the Division of Game, Fish, and Public Recreation. This Division will provide opportunity for nearly all outdoor public recreational activities, including those such as boating and nature study which are not presently under the specific jurisdiction of any one agency. Further, the Division will be in a much better position to coordinate state and current federal programs and will be in an excellent position to utilize opportunities presented by new federal programs such as those which arise from the Outdoor Recreation Resources Review Commission report.

Some specific plans of the Division are:

THE ACQUISITION of land and water for public use. During the next decade this means the acquisition of 150,000 acres of marshland habitat for wildlife production and for public hunting; 200,000 acres for addition to the public hunting grounds system; the acquisition of approximately 5,000 public access sites to lakes and streams; the acquisition of 200 natural northern pike spawning areas; and the acquisition of islands in lakes and rivers so that they may be held for all time for the use and enjoyment of all the people of the state. All this acquisition must be completed during the next ten years. If this is not accomplished, most of the available acquisition sites will probably be lost forever for public use.

ACCELERATION of the development of fish and game habitat so as to maintain and increase fish and wildlife populations. Although the number of hunters and fishermen in Minnesota has not increased rapidly in recent years, concentration of recreationists on our lakes and public lands is becoming greater because of the loss of hunting areas, habitat, and development of new kinds of outdoor recreation.

In order to maintain our present high quality hunting and fishing, it is necessary to develop intensively each and every available area for its primary use (i.e. waterfowl production, upland game hunting, etc.) and for multiple use where practicable. This habitat improvement work will be in the form of water level manipulation and stabilization; the excavation of channels; the planting of trees, shrubs, and herbaceous plants; prescribed burning; road construction; dredging shallow lakes; creation of artificial fish spawning areas; construction of fish barriers in streams; and related activities.

TO OBTAIN the best use of natural resource areas, certain developments must be undertaken for the recreationist. Accesses and parking areas must be constructed and maintained; roads to inaccessible areas must be built; lakes and streams must be surveyed and mapped; bulletins and other materials to provide public information must be prepared and distributed; camp grounds, picnic areas, canoe routes, etc. must all be provided and maintained.

IT IS ESSENTIAL that at least one natural resources "seeing" area be constructed within 50 miles of the Twin City metropolitan area. This must be approximately 3,000 acres in size and readily accessible to the public. It must contain representatives of virtually all Minnesota fish and game species, alive in their natural habitats, so developed as to be readily viewed by the public. The area must contain a building facility for group instruction and for displays. It must contain a suitable picnic area, camp ground and parking facilities. This area will require a full-time staff. This area will be so constructed as to be available to all groups, such as Boy Scouts and science classes and to all individuals out for a Sunday drive.

EXISTING state regulations must be altered to provide for the maximum public use of our natural resources. Broader legislative limits must be forthcoming for the adequate utilization of our wildlife species. Revision of water laws will be needed to protect our lakes, streams, and marshlands.

These plans will necessitate the construction of certain office and storage facilities. This construction will not, however, be a rush program, as many suitable buildings are available at the present time. New buildings will be erected as needed.

Action Programs to Implement Plans

The previously mentioned integration, realignment, and expansion of the Division personnel complement will provide the organization for an immediate "crash" resource acquisition and development program. Time is of the essence if the Division is to perpetuate hunting, fishing, and general outdoor recreation in Minnesota.

To illustrate the need for immediate dynamic action, the U.S. Department of Agriculture in one single program during 1960 provided cost-sharing for the drainage of over 160,000 acres in Minnesota.

In contrast, it has taken the Division of Game and Fish ten years to acquire 100,000 acres of wildlife habitat under the "Save Minnesota's Wetlands" program.

Further, it should be noted that over 90% of the wildlife habitat in 40 major agricultural counties of the State has been drained and pressed into crop production. Immediate positive action is necessary if we are to save even remnants of this great marshland heritage.

The Division must discourage the continued expansion of the subsidized wetland drainage program of the U.S. Department of Agriculture, which has placed unparalleled demands on the Division and on the wildlife of the State.

Because farm (or prairie) wildlife habitat is being so badly mistreated or destroyed, a new, fast, corrective program must be employed. This will necessitate a substantial acceleration of the land acquisition program by means of negotiation as now practiced.

In addition, to properly acquire and develop wildlife areas before they are forever lost to agriculture, it will be necessary to instigate a cost-sharing program whereby the local community will pay a portion of the cost of an individual project. The rate of cost-sharing will be determined by a formula based on the value of the area for wildlife, the people and area benefited, and the priority rating that each such project would receive as a straight game and fish project.

The implementation and completion of the Division plans during the next decade will involve the following:

ACQUIRE 20,000 acres of wildlife habitat (wetlands) per year for the next seven years. This represents a 40% increase over the present level of operations.

ACQUIRE 20,000 acres of public hunting areas per year. This represents a 900% increase over the present level of operations.

ACQUIRE 20 northern pike spawning areas per year. This represents a 100% increase above the present level of operations.

RECLAIM FISH populations in ten lakes per year so as to have every suitable water area possible under intensive management for maximum production of desirable fish species.

SURVEY AND MAP 125 fish lakes and 200 miles of streams per year as part of the intensive watershed surveys and inventories.

DEVELOP a 3,000-acre "seeing" area complete with samples of Minnesota flora and fauna in natural habitat. Completion must be scheduled for July 1964.

CONSTRUCT 50 miles of property fence per year on state-acquired lands to prevent the encroachment of private farming operations, for boundary line delineation, and habitat improvement.

PLANT trees, shrubs, grasses, legumes, and aquatic plants as required on the acquisition areas to improve habitat, prevent erosion, and facilitate wildlife harvest.

CONSTRUCT approximately 10 small earthen dams per year on marsh acquisition areas to restore waterfowl habitat. Construct approximately 10 earthen, metal, or concrete outlet structures per year on illegally drained meandered lakes to restore the waters for public use. Construct 20 permanent outlet sills per year on public lakes to prevent erosion (lowering) of the outlets. Construct five major water control structures per year to provide for the complete regulation of water levels on large wild rice beds, waterfowl marshes, and lakes where such control is necessary.

DREDGE silt from the beds of five meandered lakes per year to restore their value as recreational areas.

DEVELOP 20 northern pike spawning areas per year by construction of water control devices, channeling, dredging, and other methods.

SURVEY AND MAP 50 miles of suitable streams per year to promote canoe utilization of these streams. This activity will be undertaken in conjunction with public access and campground jobs.

INSTIGATE a routine survey of possible primitive campsites on public lands.

EXPAND the rough fish control program by research into better control measures; construction of barriers on suitable streams, and use of traps, poisons and seines.

DEVELOP a closer working relationship with other land use agencies to insure the consideration of recreational facilities in the planning of such other agencies.

ACQUIRE easements or fee title to strips of land at least two rods wide on both sides of certain streams to improve wildlife habitat and prevent erosion and siltation. It is estimated that 100 miles of stream bank must be so acquired each year.

ACQUIRE and/or develop public access to 500 water areas per year.

EXPAND the Youth Conservation Education Program.

SET UP a publication program whereby one bulletin pertaining to fish and one bulletin pertaining to game will be published annually. Additional brochures, leaflets, etc. must also be distributed with each hunting and fishing license sold.

EXPAND the "management research" presently carried out by the Section of Research and Planning so that more intensive evaluation and analysis can be made of the various management programs and projects.

ACQUIRE islands in lakes and rivers within the State boundaries so that such islands may be held for all time for the public benefit.

Budgetary Needs

Present methods and procedures of financing the game and fish programs are totally inadequate for the Division's expanded plans and programs. To properly carry out the proposed activities, separate Section accounts and spending plans must be combined into one game and fish account. This will facilitate accounting procedures and will result in a monetary and personnel savings.

The following represents the budget needs for the next four biennia:

1963-1955: \$16.8 million will be needed for the proposed program. The increase (\$5.8 million) over previous Division budgets will be \$2 million for land acquisition, \$600,000 for wages and travel for new permanent and seasonal personnel, \$1 million wage and expense increase for present personnel, \$800,000 for new equipment and replacement of worn-out equipment (average age of Game and Fish trucks is now more than six years), \$500,000 for physical plant construction or repair, and \$900,000 for wildlife habitat improvement work (mostly by contract).

1965-1967: \$19.8 million will be required to continue the proposed program. The increase (\$3 million) above the previous biennium will be used for habitat improvement (\$1.2 million), additional personnel (\$600,000), and increases in costs of operations (\$1.2 million).

1967-1969: \$21.8 million will be needed to continue the established level of operations with the increase (\$2 million) to be used to offset cost increases. Of this \$1.5 million will be used to meet increasing costs and \$500,000 for new personnel.

1969-1971: \$24.4 million (an increase of \$1.6 million) will be needed to continue the established level of operations.

Financing the Plan

Budgeting needs for carrying out the present and proposed activities indicate the necessity of a much broader financial base for the Division. The hunting and fishing license income is insufficient for the program, and long-range projections indicate a leveling or decreasing revenue from this source in the next decade.

Therefore, the following sources of funds may be considered:

HUNTING AND FISHING license fees could be altered to provide additional revenue.

THE GOALS AND OBJECTIVES previously outlined will benefit all the people of Minnesota, not only the hunters and fishermen. Therefore, consideration should be given to the supplementing of present income with General Revenue funds.

Consideration may also be given to special taxes such as a recreation surtax.

ALL OF THE ACTIVITIES listed have benefits to the entire state but some specific jobs will be important primarily to the local community. Therefore, it is possible to establish a cost-share formula whereby the community (county, town, club, etc.) could share the project cost with the Division.

A PORTION OF THE PROPOSED program could be financed by a revision of the boat license law.

DIVISION OF STATE PARKS

HISTORY OF THE DIVISION

The Division was created by the 1935 Legislature as a unit of the Department of Conservation. The establishing act conferred on the Director the right of eminent domain, the power to appoint peace officers, establish rules and regulations and charge fees for special services.

The authorized system of 44,319 acres constituted 41 units of which 18 were State Parks, and the balance monument sites, waysides and recreation reserves. Presently, the authorized system of 136,232 acres constitutes 73 units of which 38 are State Parks.

Development of the system dates from the construction of Douglas Lodge in Itasca State Park in 1905. In the 1930s an estimated \$10 million worth of development was realized through CCC, NYA and WPA relief projects. Since 1953 the Legislature has authorized \$2,100,000 in rehabilitation and in new development.

In 1943 the powers of the Director were transferred to the Commissioner of Conservation and in the process, the right of eminent domain in acquiring park lands was inadvertently lost.

In 1945 a State Working Capital fund was established which made it possible for the Division to operate revenue-producing facilities thru a revolving fund.

In 1953 the nation-wide precedent setting "State Park Permit" bill was passed--requiring that any motor vehicle entering a State Park must have a permit affixed to its windshield costing \$1 and good throughout the Park system for the calendar year in which issued. It has since been amended limiting its application to parks over 50 acres in size, to be effective from October 1 preceding the calendar year for which issued and increasing the fee to \$2 annually or an optional 50 cent bi-daily. Funds derived therefrom are dedicated for State Park purposes.

Organization

Staff organization is reflected in explanatory information appended to Chart 1. A recent administrative change consisted of redistricting the state from two to three regions. This was done to provide adequate supervision of maintenance and operations, including responsibility over emergency and inmate labor projects involving major rehabilitation and other park improvements.

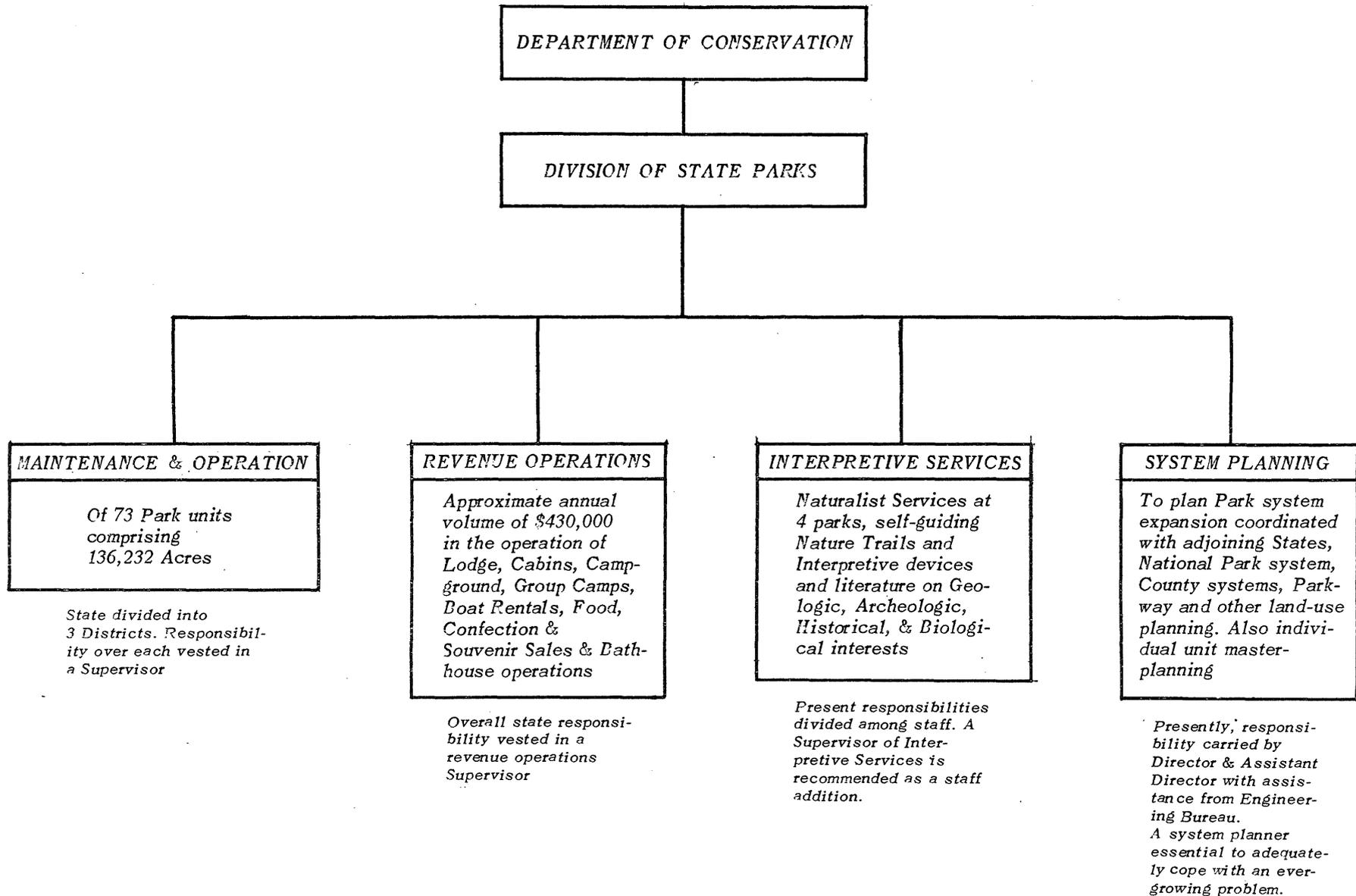
Two additional staff members are recommended, a chief of interpretive services, and a park planner, which are necessary to provide adequate service and to meet the problems of an expanding system subjected to heavily increasing use.

At the field level, the organizational objective is for operating subdistricts consisting of park holdings within a 50-mile radius of a major park unit. Such subdistricts would be staffed with a park manager, assistant park manager, clerk, tradesmen as necessary, rangers - full time and seasonal - and a naturalist, seasonal.

Responsibility and Authority

Authority and responsibility are delegated by the Commissioner of Conservation to the Director of State Parks under Minnesota Statute Chapters 84 and 85.

Chart I



SECTION III

THE STATE'S ECONOMY

A sound, diversified economy is the first requirement of continued growth and prosperity. And the State cannot escape the responsibility for appropriate regulation of business and industry as they affect the interests of its citizens. As the state's economy must be sound, so must its government. Here the citizens look to the Department of Administration for efficient, economical practices and procedures in government operations and to the Department of Taxation for the collection of tax revenues needed to support a host of governmental services. Continued economic growth depends upon the sound exploitation of the State's resources, a business climate encouraging new industry and expansion of present ones and reasonable regulation of business practices. Minnesotans look to the Department of Business Development for leadership in these important areas.

Also closely tied to the economy of the State are three other agencies whose reports appear in this section, the Division of Insurance, the Department of Veterans Affairs and the Iron Range Resources and Rehabilitation Commission.



DEPARTMENT OF TAXATION

HISTORY OF THE DEPARTMENT

Chapter 408, General Laws of 1907, is cited as the basis of the first Department of Taxation in Minnesota. That statute established the Minnesota Tax Commission, directed by three commissioners appointed by the Governor with the advice and consent of the Senate. Regular terms of six years were to be staggered among the three commissioners. As summarized in a recent administrative study, the Tax Commissioners' responsibilities included:¹

"GENERAL SUPERVISION over the administration of the assessment and taxation laws of the state, over assessors, town, county and city boards of review and equalization," together with the necessary powers to standardize forms, to instruct local officials, to bring action against unsatisfactory local officials, to summon witnesses in any tax matter, and to visit regularly the counties of the state in order to inspect the assessment work.

THE POWER to order reassessment upon complaint.

CONTINUANCE of research in tax laws and methods of other states and countries.

CONSULTATION with the Governor on state tax problems and submission to him of a biennial report.

Some major developments in the history of the Department include the following:

1909 -- The Commission was made the State Board of Equalization with authority to adjust actions of local units in order to achieve uniformity in property tax administration.

1913 -- The entire administration of the gross earnings tax was assigned to the Commission except the function of field examiners which was assigned in 1945.

1921-23 -- The newly enacted occupation and royalty taxes were assigned to the Commission.

1933 -- The newly enacted income tax was assigned to the Commission.

1939 -- The Commission was abolished and the Department of Taxation, headed by a single Commissioner, was established. Petroleum taxes and inheritance and gift taxes were assigned to the Department.

1943 -- The money and credits tax was suspended by the Legislature.

1947 -- The newly enacted cigarette tax was assigned to the Department.

1957 -- A federal-state cooperative program for income tax administration was established.

1960 -- The administration of tabulating services was transferred to the Department of Administration.

¹Lloyd M. Short, et. al., The Minnesota Department of Taxation - An Administrative History, The University of Minnesota Press, 1955, p. 3

1961 -- The Department was assigned the duty of administering an income tax withholding system.

ORGANIZATION

Chart I shows the divisions of the Department and their lines of authority, stemming from the Commissioner through two Deputy Commissioners with the exception of two staff units directly under the Commissioner.

Staff divisions are Research and Planning, which includes revenue research and reporting, administrative research and equalization aid research, and Personnel.

Line divisions and subdivisions include:

INCOME TAX -- Special Unit; Audit; Demand Section; Regional Offices; Audit Groups; Withholding Unit.

PETROLEUM TAXES -- Inspections; Collections; Licenses; Audits; Refunds.

ADMINISTRATIVE SERVICES -- Budget and Finance; Assistant Director; Accounts; Cashier; Central Filing; General Services.

COLLECTIONS -- Review, Bankruptcies and Probate Claims; Field Staff; Remittance Group; Taxpayer Assistance and Claims Processing Group; Legal Processing; Clerical and Typing Group.

INHERITANCE AND GIFT TAX.

PROPERTY TAX -- Re-Appraisals; Industrial Valuations; Agricultural Assessments.

SPECIAL TAXES -- Tobacco Products; Gross Earnings; Mining; Miscellaneous.

ABATEMENTS AND STATE DEEDS.

FIELD PERSONNEL (See Figure I)

The current organization of the Department was established in June, 1961, following the appointment of the present Commissioner and the ensuing appointment of a deputy commissioner to a vacancy existing since 1957.

RESPONSIBILITY AND AUTHORITY

The Commissioner of Taxation has the duty, power, and authority to:

EXERCISE general supervision over the administration of assessment and tax laws of the State, and over assessing officials and local boards of review and equalization.

REQUIRE information from taxpayers that will reflect the taxpayers tax status.

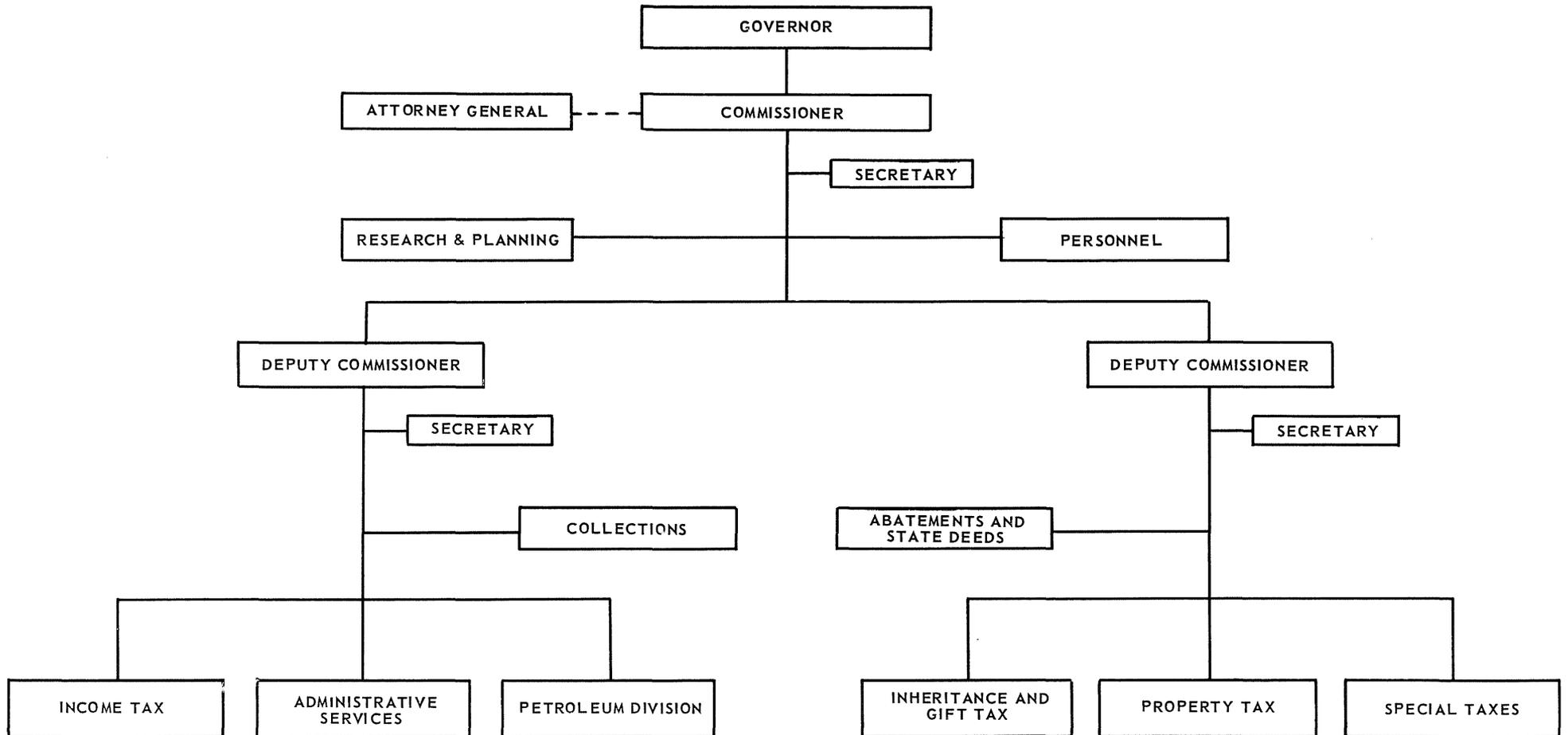
DETERMINE the correctness of assessed valuations and taxes reported to him, and make necessary adjustments.

ASSESS and collect penalties and interest on delinquencies.

GRANT the reduction or abatement of assessed valuations or taxes, and any costs, penalties or interest thereon as he deems just and equitable.

Chart I

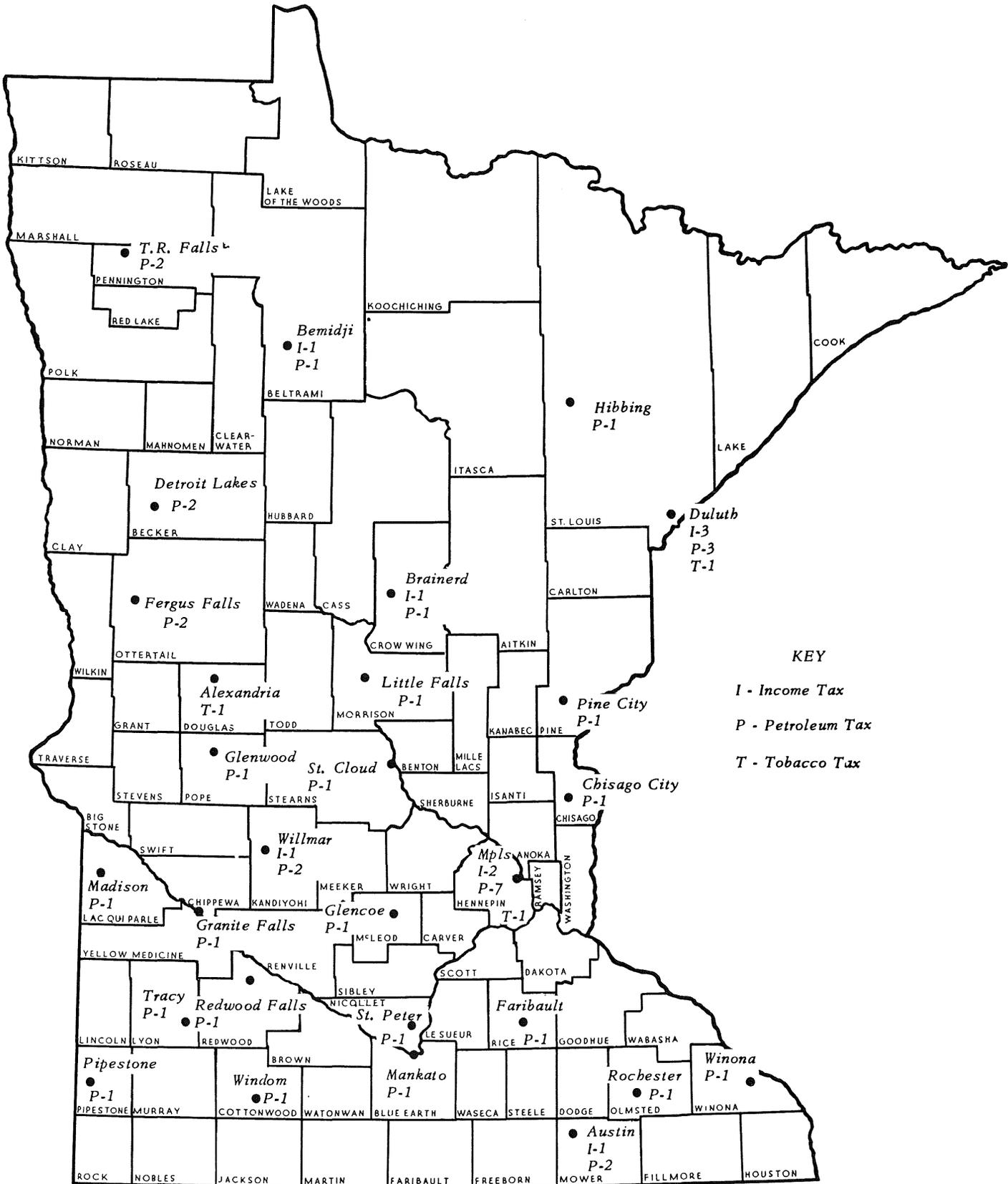
DEPARTMENT OF TAXATION



<i>Commissioner's Staff</i>	- 6
<i>Income Tax</i>	- 188
<i>Administrative Services</i>	- 147
<i>Petroleum Division</i>	- 88
<i>Collections</i>	- 21
<i>Special Taxes</i>	- 20
<i>Research and Planning</i>	- 19
<i>Inheritance and Gift Tax</i>	- 18
<i>Property Tax</i>	- 12
<i>Personnel</i>	- 3
<i>Abatements and State Deeds</i>	- 2
	<u>524</u>

Figure 1

Present Location of Taxation Field Personnel



KEY

- I - Income Tax
- P - Petroleum Tax
- T - Tobacco Tax

REPRESENT the State in all State tax cases brought to the courts.

Many sections of the 30 chapters of Minnesota Statutes, Chapter 278-299, devoted to taxation contain specific duties, powers, and authority relating to the various taxes.

GOALS AND OBJECTIVES

The broad objectives of this Department are to administer all of its functions in the most economical and efficient manner possible with the resources provided by the Legislature.

FINANCING

This Department is financed by legislative appropriations from the General Revenue and Income Tax School Funds. The fiscal year 1959-60 provides a detailed description of departmental financing:

Expenditure Program - Actual 1959-60

Administrative Services Division:	
Salaries	751,010
Supplies and Expense	162,854
Reassessment Expense	
Tobacco Products Tax Division:	
Salaries	44,195
Supplies and Expense	11,286
Income Tax Division:	
Salaries	1,173,404
Supplies and Expense	351,373
Income Tax Contingent	
Petroleum Division:	
Salaries	445,360
Supplies and Expense	110,068
Bond Premium for Gas Tax Collectors	12,785
Inheritance and Gift Tax Division:	
Salaries	82,627
Supplies and Expense	12,313
Equalization Aid Review Committee	81,767
Document Tax	5,735
	<hr/>
Expenditures Total	3,244,777

Financing Program

General Revenue Appropriations:	
Direct	1,126,744
Income Tax School Appropriations:	
Direct	2,477,477
Receipts	
	<hr/>
Total Financing Program	3,604,221

STANDARDS

In the sense of standards as found in the fields of health, federal aid specifications, etc., the administration of the activities of the Department are not measured by, nor contingent upon standards. However, as part of a normal administration review, program evaluations are made in various ways, such as analysis of trends in revenue collections within Minnesota, as well as in other states, and comparisons of costs of administration of Minnesota on a historical basis as well as a state to state basis.

Comparisons, where feasible, are also made with experiences of the federal government. The management of the Department is guided, of course, by general treatises in principles of taxation and personnel, and financial procedures are subject to regulations imposed on most state agencies and enforced by the Civil Service Department, the Department of Administration, and the Public Examiner.

PLANS

All departmental plans are centered on improvements in administration and organization so that the tax laws will be more effectively administered.

As a result, developmental projects are conducted within existing budgetary limitations and a normal growth rate.

In general, the Department envisions the development of a more concerted program of administrative improvement in all aspects--personnel, finance, supervision, internal procedures, and relations with taxpayers. Insofar as it can be seen at present, no major changes are anticipated, such as new facilities, increase or decrease in services resulting from technological break-throughs or impending federal legislation. This is not to say, of course, that none will occur--research into possible administrative improvements may produce major changes, especially in the mass processing activities of the Department.

BUDGETARY NEEDS

A reasonable estimate suggesting the "magnitude" of budgetary needs is shown below. This assumes no major changes in responsibilities imposed on the Department. It is based almost entirely on an estimate of what is needed to maintain the present level of administration.

Estimated Expenditures

1961-63	\$7,800,000
1963-65	8,022,000
1965-67	8,443,000
1967-69	8,788,000
1969-71	9,129,000

FINANCING THE PLAN

The Department depends upon legislative appropriations from the General Revenue and Income Tax School Funds. No other financing is proposed or anticipated.

DIVISION OF INSURANCE

HISTORY OF DIVISION

In Minnesota, protection of the insurance policyholders is almost as old as the state itself. Fourteen years after Minnesota was admitted to the Union in 1858, the state had an insurance law and an insurance commissioner.

The first complete General Insurance Laws of Minnesota, approved March 2, 1872, was entitled "An Act to Establish a Reciprocal General Insurance Law for the State of Minnesota, Title 1 through 6, and to revise and amend the laws of said state relating to Home and Foreign Insurance Companies." The full legal name of this agency is found in Chapter 426 of the Laws of 1925, where it is given as "Insurance Division, Department of Commerce." The Commissioner of Insurance was made a member of the Department of Commerce in 1925 and his term of office established as six years.

Minnesota Supreme Court decisions have firmly established that the business of insurance is associated with the public interest and is subject to governmental regulation by the State of Minnesota.

One of the historic milestones in the regulation of insurance occurred in 1944.

In *United States v. South-Eastern Underwriters Association*, the Supreme Court of the United States ruled that insurance companies which conduct their activities across state lines are within the regulatory powers of Congress. Subsequently, the McCarran-Ferguson Act was passed by Congress which provided that "no act of Congress shall be construed to invalidate, impair or supersede any law enacted by any state for the purpose of regulating the business of insurance....."

The McCarran Act further provided that until June 30, 1948, the Sherman Act, the Clayton Act and the Federal Trade Commission Act would not apply to the business of insurance. This provided a 4-year moratorium. Thereafter, it was provided, the above named acts would be applicable to the business of insurance to the extent that such business was not regulated by state law.

During the past seven legislative sessions, numerous bills recommended by the Commissioner of Insurance have been passed into law. Among these acts are the Standard Valuation Law, Standard Nonforfeiture Law, Provisions of Policies, the Mortality Table applicable to Life Insurance, the Standard Provisions and Policy Forms applicable to Accident and Health Insurance, the uniform Non-Admitted Insurers Act, the Vending Machine Act, and the Rate Regulatory Act.

These laws gave the Insurance Division more adequate control and jurisdiction over the insurance industry and added uniformity of policy provisions which greatly benefit the insurance buying public.

ORGANIZATION

As shown in Chart 1, there are four major sections relating to the Insurance Division: Agents' Licensing; Accounting and Budgets; Examinations; and, Rates and Policy Forms. There is a separate Fire Marshal's Section.

Agents' Licensing Section
(3 employees)

All insurance agents, except agents representing fraternal insurance companies, who sell insurance in Minnesota must be licensed for each type of insurance they sell and by each company they represent. Licenses are issued for a one-year period and over 88,000 individual licenses are issued annually. These 88,000 licenses are held by some 22,000 agents.

Over 5,600 insurance examinations are given per year -- more than 100 per week on the average. The majority of examinations are given in the Insurance Division office in St. Paul, but out-state residents are given the opportunity to take the examination in 25 towns around the State under the direction of the Civil Service Department.

Accounting and Budget Section
(5 employees)

All financial accounts and budgets for the Insurance Division, including the Fire Marshal's operations, are handled by this section. In addition to keeping the Division's books and preparing and administering budgets, the section collects all fees and taxes paid by insurance companies to the state, including the 2.0% gross premium tax.

This Section also issues receipts of the deposit and withdrawal of bonds filed by the insurance companies, maintains the records of these transactions and periodically clips and returns to the companies the coupons from these bonds. There are about \$15 million in securities on deposit.

Examination Section
(10 examiners in field, 4 office employees)

Each year between March 1 and June 1, this section carefully examines and analyzes the annual financial statements of all 910 companies licensed in Minnesota. It examines the operations of domestic companies (companies having their home office in Minnesota) every three years. This entails going to the company and physically counting its securities, auditing its records and examining its entire operation.

Minnesota examiners participate in convention examinations, which are examinations of out-of-state companies in cooperation with other state insurance departments. The section reviews written examination reports made by other states, admits new companies to the state after thorough examination and regulates mergers and consolidations.

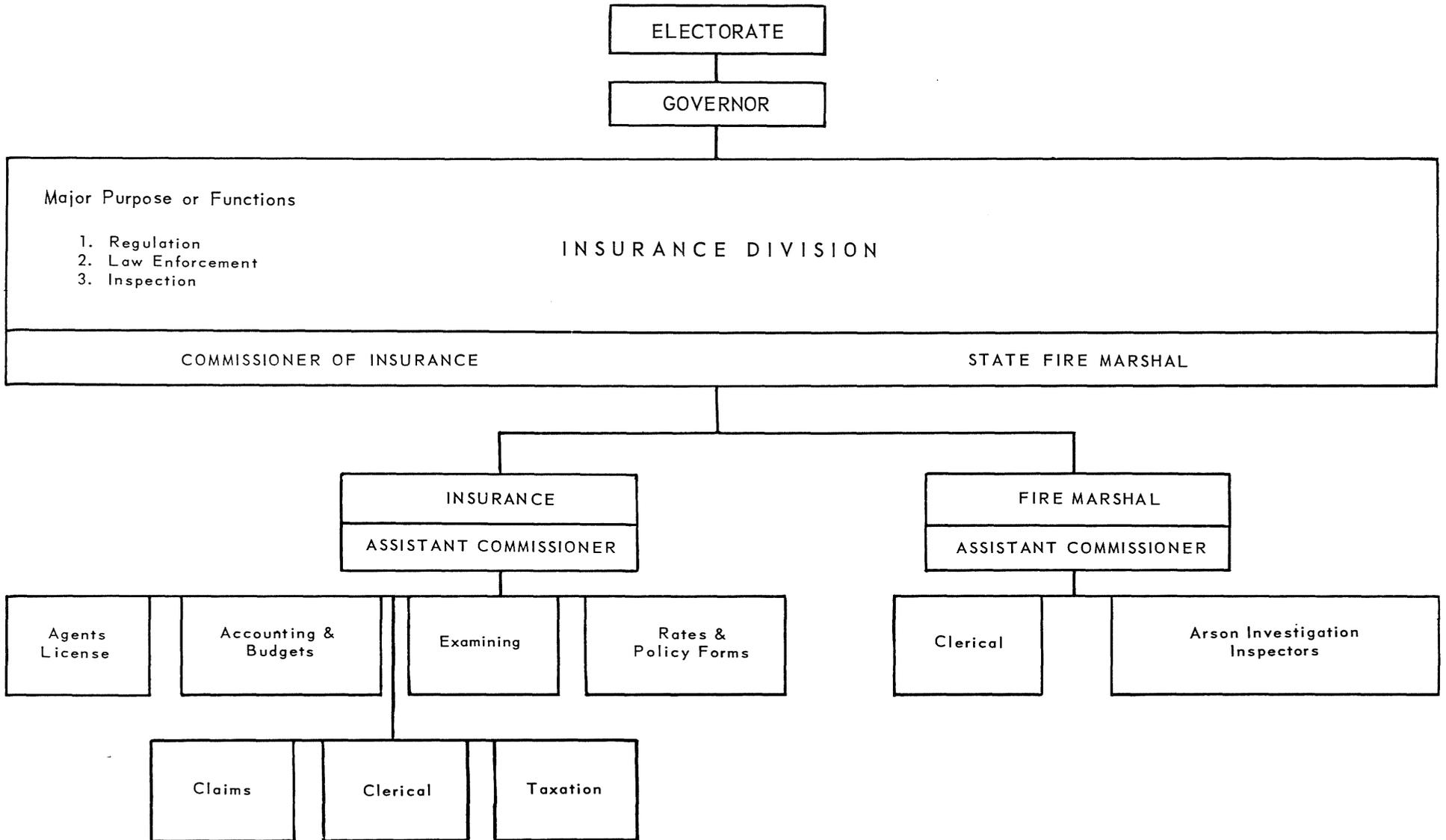
Rates and Policy Forms Section
(8 employees)

All fire and casualty insurance companies doing business in Minnesota are required by law to file and receive approval of every manual of rules, classifications, rates and rating plans, and all policy forms, endorsements and riders before using them in Minnesota. Each filing is studied and evaluated for compliance with the statutory requirements that rates shall not be inadequate, excessive or unfairly discriminating. Raters investigate complaints about insurance rates and coverages and answer inquiries on insurance matters in general.

Accident and health insurance, usually written by life insurance companies, is also regulated as to policy forms, rates and advertising. Life insurance rates and policy forms are submitted to the Division and accepted here for filing only.

Chart I

INSURANCE DIVISION



Fire Marshal Section
(16 employees)

The Fire Marshal and his staff enforce all laws, rules and regulations relative to fire prevention. They inspect annually all schools--public and parochial, all hospitals, rest homes, hotels and multiple dwellings and all private day care childrens' homes. Investigation of arson constitutes an important function of this section. The Fire Marshal and his staff organize fire fighting training schools.

RESPONSIBILITY AND AUTHORITY

The Division of Insurance is charged with enforcement of all laws relating to insurance; protecting, informing and assisting policy-holders and the public; collecting revenue for the state; furnishing information to other state departments and to insurance departments of other states and federal agencies.

The Commissioner of Insurance issues and revokes company and agents' licenses, examines insurance companies, conducts hearings and issues orders and audits annual statements.

The Commissioner also reviews all insurance rates and policy forms for all classes of general insurance written in the state. No insurance policy may be written until the form of the contract and the rate, except for life insurance, have been approved.

The Commissioner of Insurance also is State Fire Marshal. As such, he is charged with enforcement of laws relating to fire prevention, arson, storage, sale and safe use of combustibles and explosives, and inspects exits of all public buildings, schools, churches, dry cleaning establishments, motion picture theaters, rest homes and similar buildings.

GOALS, OBJECTIVES AND PLANS

Agents' Licensing Section

As soon as an electronic computer is available for service at Central Tabulating, it may be possible to place all agents' license requisition cards on tape. As each batch is processed, it can be added on tape in proper sequence. Also deletions and cancellations can be removed in a like manner.

Present Operation and Cost

At renewal time the 407 Accounting Machine can print the billing list in 18 hours, providing there is no interruption in running time. The approximate 1962 cost is \$155.

The 514 Reproducer will reproduce the information in 20 hours at a cost of \$80.

The 557 Interpreter will interpret these cards in 20 hours at a cost of \$90.

The 407 Accounting Machine will balance the billing lists in 16 hours at a cost of \$155, for a total of 74 hours at a cost of \$480.

Proposed Operation and 1962 Cost

Billing sheets would be run from tape on the electronic computer in 3 hours at a cost of \$180. When billing lists have been returned from the companies with proper

fees, the tape will be corrected and the computer will balance the list and, at the same time, print license cards for renewal. It would eliminate reproducing and interpreting the new license card.

The computer cost of balancing and licensing would consume 4 hours of time at a cost of \$240, for a total cost of \$420. Total time consumed would be 7 hours.

The present method consumes 74 hours at a cost of \$480. Electronic computer time would be 7 hours at a cost of \$420, saving 67 hours and \$60.

Examination Section

The business of insurance directly affects every resident of our state. The work of supervision by the Insurance Department extends not only to the companies themselves, their business methods and financial condition, but also to their representatives within the state.

Each year approximately 30 additional companies are licensed in Minnesota. This brings about an increase of work for each section of the Insurance Division. In the Examination Section, it is necessary to make provision for increasing the examination staff. At the present time the limited staff has difficulty in completing the examinations required by statute of our own domestic companies. Most states have similar statutes requiring their domestic companies to be examined once every three years.

The National Association of Insurance Commissioners has made provision for a convention system of conducting examinations. Under this system the various states send representatives to the home office of the company to represent a Zone if the company to be examined operates and does a certain volume of business in their state. Minnesota has been unable to participate in these Zone examinations for the past two years.

Many outstate companies are doing a large volume of business in this state. In the interests of Minnesota policyholders, it should participate in the examination. In this connection, it might also be stated that participation in convention examinations serves as an educational program for examiners.

New requirements continually being formulated in the insurance industry and regulatory bodies can best be determined by actual contact and working with the problems. As this Division does not have facilities for an educational program for the examiners, having representatives on outstate examinations would be a help in this respect.

The cost to the state for this important function would be negligible. Per diem fees up to \$200 per week are charged to the companies. The fees charged revert to the General Revenue Fund and this would require an increase in appropriations to the Insurance Division. However, because of the fees charged, the state actually can make a profit on an Examiner I, as his salary and expenses are less than fees.

Besides the requested examiners for convention examination participation, it cannot be overlooked that the increased work load in reviewing annual statements, abstracting and examining domestic companies has already outgrown the present staff.

With the anticipated increase of approximately 30 companies each year, of which perhaps one or two are domestic corporations, it is imperative that additional personnel with the necessary space, equipment and supplies be provided if proper supervision and performance is to be maintained.

Rating Section

As the number of independent rate filings increase in conformity with the encouragement of Congress, and as the size of the economy grows, there will be need for another rate analyst and another clerical employee. The number of filings has increased and is expected to increase as fewer companies permit the large rating organizations to make filings of rates and forms for them.

With every reason to believe that the number of life and accident and health insurance companies licensed in Minnesota will continue to increase, it will be necessary to plan on adding personnel in the near future.

The work of this Section, perhaps by necessity, involves many outside functions which would have to be curtailed because of the increased number of companies, contract and rate filings and general legal and administrative problems.

In the main, the delegation of outside functions would ordinarily fall on the Division attorney because they involve alleged violations by agents in solicitation, improper company policy in claim and advertising procedures, policyholder service and the general insurance field involving these two lines of coverage, especially as regards technicalities involving policy provision interpretation.

Because the Division attorney has a full work load, it might be in order to plan for a combination claim-investigator position.

While the problem does not yet exist, it is possible that in the near future variable annuity type contracts will be submitted when home-state laws permit such sales.

Banking Division rulings have begun to affect the credit insurance field, and it would appear proper for this Division to again attempt to pass credit life legislation to clarify and codify this entire field.

Fire Marshal Section

The almost unbelievable rapid advance being made in the mechanical and chemical fields in this nuclear age made it next to impossible to accurately project plans for a full decade. Therefore, it may become necessary to add periodic emergency measures as current conditions demand. However, if the proposals are approved and adequately financed, the Section will be equipped to supply the services expected in the fields of fire investigation and prevention.

The success of this program is dependent upon increased personnel qualified to meet the ever increasing demands for technical performance. Fire investigation, prevention and protection are no longer services that are only accepted. They are services the state advertises in the promotion of industrial and commercial growth.

Federal legislation that provides federal funds for industry, such as the Hill-Burton Act, increases the work load. Federal financed housing, hospitals, homes for aged, and educational institutions are a few of the occupancies increasing in number that are expecting and deserving of more attention in the field of fire safety.

The Fire Marshal Section is unique in that no request will be made or needed for additional office space regardless of the anticipated growth of the Section. It is expected that all field personnel will continue to maintain office space in their homes at no cost to the state. However, the equipment necessary for the performance of duty will continue to increase.

Proposals and requests for expanding services include:

Increase the number of personnel

It is imperative that this need be recognized and approved. Present staff numbers the same as it was in the 1930s, while the work load has increased several hundred per cent. Fire safety can be compared to traffic safety in that its need continues to increase. Specialists in the fields of technical safety are needed to meet the increasing demand for technical information regarding new chemical and metal processing methods, which are known to produce fire and explosive hazards.

Another area where technical knowledge is needed is in the building plan review section. This position would be classified as a consultant for building construction and a service available to architects and engineers, as well as the general public.

Modernize Fire and Arson Investigation Procedures

The fire and arson investigation work load has increased to the point where modern equipment is needed to enable investigators to keep up with the demand, and at the same time do a better job. Arson is a felony and classified as one of the most difficult of all crimes to investigate and prosecute.

Portable tape recording equipment is needed for the investigator when interviewing or interrogating. A polygraph (lie detector) machine, with a qualified operator, is needed for the St. Paul office, to be at the disposal of all field personnel. The present arrangement with the University of Minnesota Security Division is considered costly because of the man-hours lost while waiting for appointments. Polygraph tests are an effective investigation tool but are not mandatory. When a subject agrees to a test, it is advisable to have it done immediately.

Develop a Visual Education Program

Visual education continues to increase in its usage and value in the fire safety field. The goal is to have a film library of movies on fire safety for all age groups, with subjects ranging from home fire safety to industrial fire safety. All films would be made available on a free loan basis for meetings or classes usually conducted by Division personnel, who have been participating in approximately 500 meetings each year. The necessary equipment, such as cameras, charts and projectors, are needed to effectively carry out the program.

State-wide Junior Fire Marshal Program

A program of fire safety education for fifth grade pupils in all public and parochial schools is proposed. The necessary literature and badges would be furnished by the state. Division personnel would act as advisers to the school administrators and teachers, who will be responsible for the actual instruction. A few fire departments have been sponsoring this type of program with a great deal of success, and life and fire losses could be reduced by conducting a state-wide program.

As previously stated, the success of any expanded program will depend on manpower and adequate financing. When this is accomplished, the proposals will become additions to the services of the Fire Marshal. No doubt the Junior Fire Marshal Program will be the most difficult to include because of the costs involved.

The State Fire Marshal Section has always been financed by a premium tax on insurance companies. The Division is confident that all proposals, with the exception

of the Junior Fire Marshal Program, would be adequately financed were it to receive the total Fire Marshal Premium tax. At present it receives slightly more than one-half the total amount collected.

Other income is from license fees on theaters and dry cleaning plants. This totals approximately \$4,800 per year. The laws establishing these sources of income intended their use for fire investigation and fire inspection. Inasmuch as much of this income is not appropriated for this purpose, the Division does not believe it advisable to suggest increasing the premium tax or the license fees at this time.

FINANCING

The Insurance Division and Fire Marshal's office are financed by appropriations from the General Revenue Fund. One of the functions of these two agencies is the collection of taxes and fees. Approximately \$10,800,000 is collected annually; mainly, from the 2.0% gross premium tax, the Fire Marshal's tax, and fees for licensing agents and companies.

When these taxes originated, they were to pay for the cost of regulating the insurance industry and for fire prevention. These taxes and fees have long ago surpassed the amounts expended for regulation and fire prevention and are now revenue producing measures. The agencies' budget now represents about 2.5% of the tax income, whereas the national average for 50 states is over 4%.

The biennial budget for the period 1959-1961 provides for \$639,376 for salaries for 52 people, and \$84,485 for office supplies and expenses.

STANDARDS

The Insurance Division does not have the benefit, or liability as the case may sometimes be, of having outside standards. There are no federal aids, hence no federal specifications. In some areas Minnesota, working through the National Association of Insurance Commissioners, follows policy established at conventions by all state insurance supervisors and by Minnesota Statutes.

In general, the standards are those common to all good governmental operations - efficiency, economy, decency and fair play. The Division strives to keep regulation from becoming unduly onerous.

BUDGETARY NEEDS

If the increase in the cost of goods and services being purchased now remains constant at about 5% annually and the needed increase in personnel and equipment become available, this will represent about a 10% increase annually. Translated into dollars, biennial budgets for the next ten years would be as follows, based on the 1961-1963 budgets:

1961-1963	\$ 781,151.
1963-1965	976,438.
1965-1967	1,074,081.
1967-1969	1,181,489.
1969-1971	1,299,637.
1971-1973	1,429,600.

This projection is the 1961-1963 biennial budget increased by 10% for the normal increase in costs and 15% for new personnel and equipment, and each succeeding biennial budget increased by 10% for the expected rise in costs.

In terms of the economic growth of the state and the need for expanded and improved services, the requested increase is modest. It is contemplated that the additional monies will provide the Division with an analyst-examiner, 6 fire prevention men, 2 insurance examiners and a rate analyst.

The position of analyst-examiner has been discussed and requested from the 1961 Legislature. Situations frequently arise where it would be desirable to have a qualified man to investigate in detail complaints from the public. In addition, he would be qualified to make special examination of company records where the situation warranted such measures.

FINANCING THE PLAN

In view of the fact that the agency is expending an amount equal to only about 2.5% of the taxes and fees already being collected for administration of these services, it seems unfair to ask the insurance industry for an increase in taxes and fees. It would appear that the additional funds needed should be allocated back to the Division from the receipts received.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

DEPARTMENT OF VETERANS AFFAIRS

The Department of Veterans Affairs was created and given its general powers in Chapter 196, Minnesota Statutes, 1957. Its principal function is to assist Minnesota veterans and their dependents in obtaining federal and state benefits to which they are entitled.

The Department operates under the direction of a Commissioner appointed by the Governor. To carry out its duties, the Department has been divided into four divisions: Claims, guardianships, veterans benefits and field services. The latter division has offices in Duluth and Moorhead, each staffed by two employees.

Among programs the Department administers are disabled war veterans' relief, emergency relief, World War II and Korean War education aid, education aid to orphans of World War's I, II and Korean War veterans, grave registration, erection of government headstones and supervision of county veterans' service officers.

The Commissioner also acts as guardian of incompetent veterans and their dependents when so appointed. Other activities include cooperation with veterans' organizations and supervision of funds provided for the operation of rest and convalescent camps for needy veterans.

The Department now has 42 employees, down from a peak of 63, with no appreciable lessening in the workload. The number of veterans in the State continues upward and totals approximately 442,000 in 1962.

If the Department is to continue to extend the services to veterans as provided by statute, larger staff and more funds to finance operations are needed. More effective case work is possible only by provision of a larger staff.

In providing assistance to disabled war veterans, the scope of the program is bound to be greater as the average age of veterans living in the state goes up. Veterans, to qualify for assistance under this program, are not required to be disabled as a result of their service. Disabilities resulting from age or civilian occupations also are considered in this program. The extent of this program also depends largely on the general state of the economy and upon federal programs for veteran assistance, making long-range planning difficult. Since this assistance is based entirely upon need, the Department must be adequately staffed to investigate each request before establishing eligibility.

More funds probably will be requested for providing education aids to orphans of veterans. This program began in 1943 and present appropriations are proving inadequate as more and more requests are made for assistance. For the fiscal years 1962 and 1963 \$79,000 was appropriated for veterans and orphans educational aid; \$170,000 for soldiers' welfare emergency relief and \$1,125,000 for disabled veterans' relief.

A substantial increase is needed in the activities of the Guardianship Division, where at the present time two persons are assigned to 145 cases where, by statute, the Commissioner is appointed to act as guardian of incompetent veterans and their dependents.

In summary, a gradual increase in the services required of this Department can be anticipated over the next decade. Since the Department is currently understaffed, in the opinion of its administrators, any increase in services rendered will necessarily need to be accompanied by a corresponding increase in staff and funds. Appropriations for salaries during fiscal years 1962 and 1963 amounted to \$465,958 and \$35,000 was appropriated for supplies and expenses.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

IRON RANGE RESOURCES AND REHABILITATION

HISTORY

Statutes were passed by the Legislature in 1941 establishing the Department of Iron Range Resources and Rehabilitation (MSA 298.22), first operating funds became available in May of that year.

The Department is headed by a Commissioner, appointed by the Governor for a two-year term with the advice and consent of the Senate.

In 1943 the Legislature amended the original law to include a seven-member advisory commission. The Senate Committee on Committees appoints three Senators as members and the Speaker of the House of Representatives names three Representatives. All appointments are for two years. The seventh member of the Commission is the Commissioner of Conservation.

ORGANIZATION

Iron Range Resources and Rehabilitation field forces are supervised from the Commission's Administrative Section which handles all housekeeping activities of the department and administers all projects not covered by the other departmental sections.

The Department also rents office space in the St. Louis County Court House in Hibbing and most of its field equipment is stored in Hibbing or in the field in northeastern Minnesota. Equipment includes five automobiles, four station wagons, two power wagons (one equipped with drill), two travelalls and two trucks.

The Department has approximately 40 full-time employees and during the spring and summer up to 300 persons are employed on forestry and mineral projects.

Two main divisions make up the department, the Forestry Division, which operates out of the St. Louis County Court House, and the Mineral Research Division.

RESPONSIBILITY AND AUTHORITY

The Commissioner's authority, as outlined by statute, provides:

"When the Commissioner shall determine that distress and unemployment exists or may exist in the future in any county by reason of the removal of natural resources or a possibly limited use thereof in the future and the decrease in employment resulting therefrom, now or hereafter, he may use such amounts of the appropriation made to him ... as he may determine to be necessary and proper in the development of the remaining resources of said county and in the vocational training and rehabilitation of its residents."

Statutes also provide that all expenditures and projects planned by the Commissioner must be submitted to the Commission for approval, disapproval or modification.

The Commissioner also is empowered by law to acquire real estate to develop resources in a distressed area and he may lease the acquired real estate for terms not exceeding 20 years, with the lessee obtaining credit on the purchase price equal to any rent paid under the lease.

Statutes further direct that the Iron Range Resources and Rehabilitation Commission make a study of labor costs, of mining in the state, and of the plans for future development of low-grade ore. The Commission is also directed to cooperate with the Commissioner and advise him in the development of natural resources of the state.

FINANCING

The Legislature has appropriated to the budget of this Department five per cent of the occupational iron ore tax paid to the state. Receipts of the department from this source have totaled:

1941-42	\$	159,680.50
1942-43		419,981.34
1943-44		411,622.60
1944-45		335,490.76
1945-46		316,799.53
1946-47		313,723.85
1947-48		318,620.65
1948-49		1,071,179.89
1949-50		651,873.36
1950-51		855,568.32
1951-52		1,199,834.72
1952-53		942,199.88
1953-54		1,379,095.05
1954-55		750,611.40
1955-56		1,233,214.65
1956-57		1,106,298.85
1957-58		1,314,442.06
1958-59		648,369.29
1959-60		1,300,865.62
1960-61		<u>1,032,719.16</u>
TOTAL		\$15,762,191.48

Up to the 1961-62 fiscal year most of the personnel and budget have been used for forestry projects. Approximately \$250,000 a year is allocated to various state, federal and local agencies for projects in that area operated with matching funds.

This Department has contributed \$1,700,000 to the University of Minnesota Mines Experiment Station and \$6,200,000 in forestry projects, including approximately \$400,000 in grants to various forestry agencies, such as the U. S. Lake States Forest Experiment Station, U. S. Forest Service and the University of Minnesota School of Forestry.

For the fiscal year July 1, 1961, through June 30, 1962, a total of 10 projects has been sponsored with financing from Iron Range Resources and Rehabilitation:

Zontelli Brothers	\$	77,550
Cedar Fence Mfg. Plant, Northome		55,000
Potato Warehouse, Hibbing		75,000
Mesabi Grow, Inc.		50,000
Typha Products, Inc.		13,000
Kimball & Sons Co.		39,000
Minnesota Arrowhead Association		5,000
Run River Charcoal Co.		36,000
Arrowhead Chemical Corp.		33,750
Range Vocational Training School		<u>10,000</u>
TOTAL		\$394,300

Cooperative contracts were provided for the following projects:

Section Corner Relocation	\$ 50,000
Peat Project (U. of M.)	10,000
Topographic Mapping (USGS)	50,000
Water Survey (USGS)	50,000
University of Minnesota	159,000
U. S. Forest Service, Lake States Experiment Station	9,600
Committee on Taxation of Iron Ore	15,000
Quetico-Superior Wilderness Research Center	2,500
TOTAL	<u>\$346,100</u>
GRAND TOTAL	\$740,400

PLANS

Facts concerning the 18.1 million acres of commercial forest land in Minnesota have been determined by forest surveys conducted by IRRR. The work includes aerial photo interpretation, compiling data on actual forest cut, measuring and predicting forest growth and mortality, compiling data on the volume classes and land ownership.

The following County Forest Resource reports are available: Aitkin, Becker, Beltrami, Carlton, Cass, Clearwater, Cook, Crow Wing, Hubbard, Itasca, Lake, Lake of the Woods, Pine, St. Louis, and Wadena. Area reports have been completed for Central Minnesota, Red River Valley, Southeastern Minnesota, and Southwestern Minnesota.

The Forestry Division has been responsible for making and preparing the following industrial surveys: "Resource Development Opportunities in Minnesota's Mid Vacation Land," "Ely and Its Resources," "Wood, A Prospectus of Minnesota's North Shore Area," and "Opportunity for Wood-Using Industries in the Mississippi Headwaters Area."

Some of the first county forest surveys are now more than ten years old. Therefore, it was imperative that the IRRR initiate a resurvey. This program has been in progress for the past year and a half, and it is anticipated that it will take at least another year for completion.

New techniques have been developed by the Forestry Division, which have improved the efficiency and accuracy of the survey work. A block sampling system has been replaced by a more sensitive point sampling system.

The IRRR has become the coordinating factor by bringing together the efforts of the Federal Forest Survey, the State Forest Survey, industry, and the IRRR, which is expected to save nearly \$25,000 in the current survey of Minnesota's forest resources.

A general program of county land use has been in progress by the department, which has aided the county boards and county land departments. IRRR foresters assist county land commissioners by making an inventory of tax-forfeited land and preparing a management plan in such detail as prescribed by the county land commissioner.

Most plans will include a cutting budget for the next ten-year period, a type map of areas to be cut with cutting methods indicated, maps of areas to be planted, plans for areas to be given special fire protection, plans for treating stands to be thinned, released, pruned, and disked.

IRRR foresters assist in the classification of lands for management purposes. This work will include the establishment of different county management areas with detailed intensive management plans for these areas, areas of individual management, areas to be sold, traded, or otherwise disposed of to provide more economical management of county property.

Minnesota has, for the past decade, been the largest producer of raw materials for the steel industry. Recent developments of foreign ores have cut deeply into the demand for Minnesota's iron ore. Demand for high-grade ores by the blast furnaces has made many ores in Minnesota unuseable for direct shipping purposes.

Iron Ore reserves of Minnesota, as reported in the bulletin of the University of Minnesota Mining Directory issue, 1961, are as follows for the following ranges as of May 1, 1960:

Mesabi Range	552,892,916 tons
Vermillion Range	9,430,130 tons
Cuyuna Range	38,014,854 tons

The estimated reserve tonnage including stock piles is in gross tonnage.

It has been estimated that the present mining methods make available more than 10 billion tons of magnetic taconite that will yield more than 3 billion tons of concentrate. The entire taconite deposit (both magnetic and non-magnetic) stretches over an area from Grand Rapids to Birch Lake near Babbitt, a distance of more than 100 miles and from one to three miles wide. The deposit runs from a depth of 350 to 800 feet and is estimated by the mining industry to be more than 600 billion gross tons. The iron content varies from 30 to 35 per cent.

The Cuyuna Range has the largest reserve of manganese in the United States. It has been estimated by the Federal Bureau of Mines to exceed 432 million tons of different classes of manganiferous iron-bearing formations suitable for making ferro-grade manganese ore. This is of low-grade; therefore, a beneficiation process must be developed before extensive use for commercial production of steel.

Since 90 per cent of the manganese is imported at present, it appears that the Cuyuna manganese is vital to our nation's welfare.

Northeastern Minnesota is blessed with many other mineral resources. We have huge low-grade deposits of titanium, large deposits of anorthosite along the north shore of Lake Superior, large deposits of copper-nickel which have recently been drilled by the International Nickel Company.

There are great possibilities for the development of these vast resources, provided some type of research money is available to develop an economic beneficiation process.

Marl, as the term is used in Minnesota, is a soft earthy material composed largely of calcium carbonate that is found in fresh-water deposits in lake basins and bogs of low areas.

There is no estimate of the total marl reserve in Minnesota. However, "Investigation of the Commercial Possibilities of Marl in Minnesota," a cooperative

project of IRRR and the Minnesota Geological Survey, has developed information on specific deposits of marl in Minnesota. The commercial production of marl has great potential as an agricultural lime. A number of large deposits in Minnesota are potential producers of high calcium carbonate content.

The IRRR Mineral Research Division has been doing geological and geophysical work on iron formations in the Virginia and Eveleth areas. Maps and drawings have been prepared showing the results of resistivity and magnometer tests, which it has conducted. Besides making drill core tests, it has gathered data on lean ore dumps and tailings ponds.

In the past three years, the IRRR has developed a peat bog sampling program. This work was done by the Mineral Research Division, and maps have been prepared for those bog areas which have been sampled.

Peat bogs were sampled at regular intervals and samples were taken at each foot level to the depth of the bog. The samples have been sent to the University of Minnesota, Duluth, for analysis and classification and stored for future research. This work is carried on at the University of Minnesota, Duluth, through a contract with IRRR.

During the 1959 Legislative session, a bill was passed directing the Commissioner of IRRR to contract with the University of Minnesota and the Mines Experiment Station for research directed toward the utilization and beneficiation of low-grade ores and taconite and research in the direct reduction of manganiferous ores on the Cuyuna Range.

At a meeting of the IRRR Commission in February, 1956, an appropriation was approved to undertake an investigation of marl deposits in Minnesota. Also included in this work was experimental drying of marl and analysis and sampling of major marl deposits. The work was carried out by the Minnesota Geological Survey, University of Minnesota. The report, "Investigation of the Commercial Possibilities of Marl in Minnesota," is available from our office.

A topographic mapping program was initiated in Minnesota by the IRRR in 1949 resulting in 130 topographic maps for northeastern Minnesota, the area in which the department is primarily concerned. The topographic mapping program is conducted in cooperation with the U. S. Geological Survey on a fifty-fifty cost basis.

The area of Minnesota of primary concern to IRRR (Northeastern Minnesota) has completed its mapping program as follows:

	Per cent of area
Adequate existing mapping	22
Mapping in progress	13
Unmapped areas and area required remapping	65

The unmapped portion and the quadrangles requiring remapping represent an area of 28,770 square miles. At present-day costs, this would involve an expenditure of about \$5,300,000 and a period of about 53 years to complete at the level of expenditures under the present cooperative agreement with the USGS.

It can be expected that the federal government and other state agencies, such as the Department of Conservation, might undertake topographic mapping in this area, but the amount is undetermined. At any rate, it will be many years at the present rate of progress before the State will attain complete map coverage.

In 1943 the IRRR Commission approved the first appropriation to conduct a water survey in northern Minnesota. Since that time annual contract agreements have been made with the USGS for ground, surface, and quality water studies.

The cooperative investigation of water resources has been made in Kittson, Marshall, and Roseau Counties and the Duluth and Iron Range area. A core drill has been purchased by the IRRR and used by the USGS for ground water investigations.

Programs and Budgetary Needs

Because the Department is financed solely by an appropriation equalling five per cent of the Occupational Iron Ore Tax, revenue over the ensuing decade is uncertain. Further, developments in the iron mining industry, coupled with new federal programs, such as the Area Redevelopment Act, serve to make the Department's planning and programming efforts somewhat expedient.

The Department, therefore, is not engaging in long-range planning, but will operate largely on an annual or biennial basis to take immediate advantage of any developments affecting its operation.

DEPARTMENT OF BUSINESS DEVELOPMENT

HISTORY OF DEPARTMENT

The Department of Business Development was originally created as the Department of Business Research and Development by the Minnesota Legislature in 1947. At that time the Post-war Council, the Minnesota Resources Commission, the Tourist Bureau of the Conservation Commission, the Great Lakes-Saint Lawrence Tidewater Commission and the Upper Mississippi-St. Croix River Waterway Commission were dissolved and their duties were given to the Department of Business Research & Development. During the same session of the Legislature, enforcement of the state's trade laws was given to the newly created department. These laws had previously been enforced by the county attorneys.

When the Department of Business Research & Development began operations on July 1, 1947 it had four divisions--research and statistics, publicity and promotion, enforcement and business, and industrial development services.

In 1953 the name of the department was changed to the Department of Business Development.

In 1957 the fifth and sixth divisions were added to the department, dairy industry and community planning. Enforcement of the newly established Dairy Industry Unfair Trade Practices Act was delegated to the Department by the Legislature and more specific authorization and funds for community planning were also provided to the Department. The action regarding community planning was taken in relation to Section 701 of the Federal Housing Act of 1954, with the newly established community planning division being set up to administer this program in Minnesota.

The 1961 Legislature relieved the Department of the responsibility for enforcing the Dairy Industry Unfair Trade Practices Act and placed this function within the Agricultural Department. In September of 1961 the State Executive Council assigned the Area Redevelopment Program to the Department. It had previously been assigned to the Iron Range Resources and Rehabilitation Commission. The Area Redevelopment Act was created by the Congress of the United States and enacted in July 1, 1961. In June 1962, the Legislature's Advisory Committee reactivated the post of State Director of Housing and placed this function in the Department. (See Fig. 1)

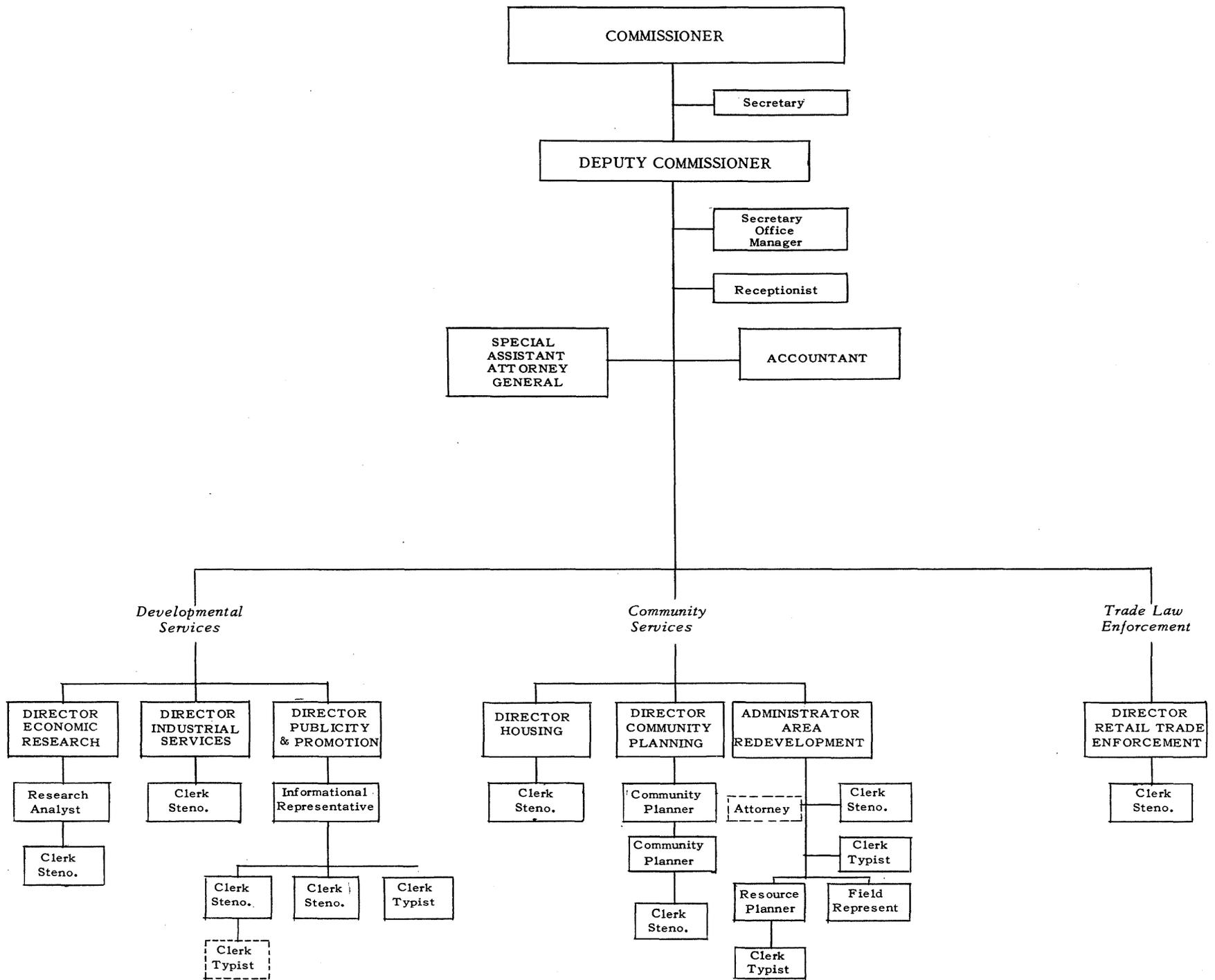
Responsibility and Authority

The authority of the Department of Business Development is contained in Chapter 362 of the Minnesota Statutes, as amended. The Department is, in general, authorized to:

1. Gather, compile and disseminate statistical information relating to manufacturing, trade and services, finances, transportation, communication, and natural resources in the state and to conduct or encourage research designed to further new or more extensive uses of the state's human and natural resources.

2. Promote and encourage the location and development of new industry in the State as well as the maintenance and expansion of existing industry and to aid the communities in their efforts to secure industry.

3. Publicize the recreational and industrial facilities, attractions and advantages of the state.



4. Investigate offenses against the provisions of the State's trade laws and to assist in the enforcement of these laws.
5. Carry on an educational program for business men in the state.
6. Administering the Federal Area Redevelopment Act within the State under the general direction of the Executive Council.
7. Administer the Federal "701" Planning Program and to otherwise assist municipal, county and regional planning efforts within the state.
8. Administer a statewide program of assistance to communities seeking low cost housing and housing for the aged.

Standards

Community Planning is the only division which might be said to operate under any standards in the normal sense of the word. In administering a statewide program with Federal aid the Division must determine the eligibility of those communities desiring aid under Section 701 of the Federal Housing Act based upon the standards or qualifications established by the Congress of the United States. These qualifications must be used by the community planning division according to the federal law.

Goals and Objectives

Economic Research

Since research is basically a staff rather than a line function the goals of the research division must be based on the goals and objectives of those line divisions which the research division is assigned to serve. Therefore, additional and more specific goals for this division may be defined upon receipt of the promotion and industrial development divisions' definitions of their goals and objectives. In the interim the following broad objectives will provide some basis for future planning.

1. The primary mission of the research division is to provide information which will aid the industrial development and promotion divisions in the selection of the most desirable of several alternate courses of action and in the implementation of those programs. This function would include the completion of such research projects as:

a. Market and/or feasibility studies having as their purpose the determination of specific products which can profitably be manufactured in Minnesota or areas within Minnesota due to the presence of raw materials, markets or both. These studies will enable the concentration of industrial development efforts upon these industries and will provide factual tools for each sales program.

b. Such studies as may be deemed necessary concerning the tourist-travel industry, including a monthly tabulation of mail inquiries by states of origin and the monthly measurement of tourist activity in the state.

2. A secondary mission of the research division is the maintenance of reference files on the state's people, resources and industries. Certain statistics relating to these subjects will be compiled on an annual or semi-annual basis and published as a service to the public.

Community Planning

1. To administer and supervise the various community planning projects in the State that are participating in Urban Planning Assistance Grants with the help of Federal funds.
2. To assist in the furthering of planning education and information among municipal and county officials; City Council members, Planning Commission members and others.
3. To further the interest in community planning among the State's municipalities.
4. To further high standards in the planning profession within the State.
5. To inform communities via a newsletter and public contact of new innovations in planning and in general planning progress.

Publicity and Promotion

To promote and publicize the industrial and recreational advantages of the State so as to make Minnesota truly outstanding among the fifty states.

To plan and conduct programs of information and publicity on a national scale to attract tourists and other visitors to the State.

To encourage and effectively coordinate the efforts of public and private organizations in publicizing and promoting the facilities and attractions of the State.

Industrial Development Services

Promote and encourage the expansion and development of markets for Minnesota products.

Promote and encourage the location and development of new business in the state as well as the maintenance and expansion of existing business.

On a national basis identify Minnesota as the "Brainpower State" where "Minnesota Brainpower Builds Profits".

Advertise and disseminate information on the state's natural and human resources for the purpose of attracting industry to locate in the state.

Aid the state's many communities in their individual efforts to attract industry.

Retail Trade

Plan and develop an effective business information service for the direct assistance of the retail businesses in the state, with special emphasis on the "small businessman".

Carry on an aggressive program of investigation into alleged violations of the laws of the state respecting unfair, discriminatory, and other unlawful business and trade practices.

Establish a Consumer Protection Unit with responsibility for protecting Minnesota Consumers from misleading or falsely advertised products and unethical sales practices.

Area Redevelopment Administration

Under the provisions of the Area Redevelopment Act carry out a positive, dynamic program to stimulate the economic recovery of the distressed areas of the state.

Housing

Provide technical advice and assistance to all communities desirous of promoting and establishing low cost rental housing, housing for the aged and carrying out a program of urban renewal.

Financing

The Department is financed by legislative appropriation from the general revenue fund. In addition, a small amount of federal monies is received in connection with the administration of the statewide local planning assistance program.

Biennial appropriations to the Department are as follows:

1952-53	\$ 357,402.00
1954-55	354,317.00
1956-57	497,712.00
1958-59	661,254.00
1960-61	663,880.00
1962-63	769,600.00

Plans of the Department over the next decade include:

REORGANIZATION - The Department's present organizational structure prevents a cohesiveness vital to the best use of its talents and resources.

RESEARCH - more of it, specifically aimed at providing critically needed information on markets, resources, regional economic needs, industry case studies and the tourist-travel industry.

INDUSTRIAL FOLLOW-UP SERVICES - closer, more personal attention to the needs of the Minnesota based industries who could be lured away by incentives offered in other states.

Stepped up, expanded program of LOCAL PLANNING ASSISTANCE aimed at providing these services to every community desirous of receiving it - reorganization and streamlining of procedures and policies with a view to expediting the planning services to outstate communities.

REACTIVATION OF THE FUNCTION OF STATE HOUSING DIRECTOR in order to provide technical and administrative assistance to communities engaged in urban renewal, low cost rental housing and housing for the aged - establish close liaison with community planning program on problems of urban planning and renewal.

STEPPED UP PROGRAM OF PROMOTION AND PUBLICITY designed to make Minnesota highly competitive in the fields of tourist-travel and industrial development.

Continuing emphasis on NEW APPROACHES TO THE PROBLEMS OF THE DISTRESSED AREAS of the state centering around the Area Redevelopment Administration.

Programs to implement the plans of the Department are currently in effect within the limitations imposed by the budget. The Department possesses now the nucleus of talent necessary to carry out the plans designed to insure reaching its goals and objectives. What is needed is a recognition of the vital importance of the Department's efforts if Minnesota is to grow and prosper. Minnesota ranks 39 among the fifty states in the appropriations made to their development agencies for industrial development. Unless Minnesota can mount a much greater effort in the fields of promotion and publicity, industrial development, urban planning and economic research, the State will fall further behind in the highly competitive race for markets and industries, jobs and payrolls.

Areas of principal concern include advertising of Minnesota's tourist and industrial advantages, economic research and industrial development services. It is here that additional funds and staff are required if Minnesota is to begin to do a competitive job. The present \$75,000 per year for tourist-travel advertising and \$25,000 for industrial development advertising is woefully inadequate. Minnesota is in competition with forty nine other states in both these areas and can expect to receive a continuing smaller share of the national growth in business and tourism unless substantially more money is spent to promote its advantages.

The present staff of two engaged in economic research cannot be expected to provide the host of studies and investigation so urgently needed. Increases in this staff and the resource material at their disposal is needed.

Attracting new industry into the state and assisting resident industries in their relocation and expansion plans calls for more than the services of one person, the present complement. To be successful the staff must be augmented and the services offered greatly increased. Minnesota continues to be "too little-too late" in the national competition for industries. Staff must be available to travel and meet with industry officials who are contemplating expansion or relocation plans. Close follow-up on industrial prospects must be the rule rather than an exception. Local development corporations and similar groups in Minnesota need to receive greater assistance from the Department in their individual efforts to attract industry.

An estimate of the budgetary needs of the Department over the next decade are as follows:

1963-65	\$ 1,170,000.00
1965-67	1,210,000.00
1967-69	1,260,000.00
1969-71	1,325,000.00

An increase in the appropriations from the General Revenue would be necessary to finance the operation of the Department over the next decade.

DIVISION OF BANKING

The Banking Division was created in 1909 to administer state laws relating to certain financial and lending institutions. These laws are contained in Minnesota Statutes 1957, Chapters 45 through 59 and Chapter 266.

The Division is headed by the Commissioner of Banks, appointed by the Governor for a six-year term. The Commissioner, along with the Commissioner of Insurance and the Commissioner of Securities, supervises the Department of Commerce, which has as its general responsibility, protecting residents of the State against fraudulent or unsound commercial practices. One of the duties of the Commissioners is to hold public hearings on, and approve or disapprove, applications for the establishment of state banks, savings, building and loan associations and industrial loan and thrift companies.

The Banking Division is sub-divided into three basic units for supervision purposes. One unit supervises banks, trust companies, savings bank and face amount investment companies; another supervises savings, building and loan associations and credit unions, and the third, small loan companies, industrial loan and thrift companies and automobile sales finance companies.

The Division is staffed by 50 persons, including the Commissioner. Of that total, 35 are bank examiners stationed in Minneapolis, St. Paul, Detroit Lakes, Jackson, Montevideo, Rochester and St. Cloud.

Statutes provide that the Division examine financial or lending institutions at least annually, with the exception of Automobile Sales Finance Companies. Assets are examined to determine that depositors' savings are being properly invested and that applicable statutes are being complied with. In lending institutions that operate with private capital, the Division's main objective is to protect the rights of the borrower.

More than 1,500 institutions, with assets in excess of three billion dollars, are chartered or licensed by the Division. Chartering and licensing by the Division are restricted, rather than promoted, since a loose policy in this area would have an adverse effect on the State's economy.

The Division is generally self-supporting. Examined institutions pay a fee based on assets and determined by statute, with the exception of small loan companies and industrial loan and thrift companies where the fee is based on the cost of the examination.

Fees collected by the Division go to the General Revenue Fund and monies for operating expenses of the Division are appropriated by the Legislature from the same fund.

For the 1962 fiscal year the Legislature appropriated \$367,264 for the Division's salaries and \$47,944 for other expenses; the comparable figures for the 1963 fiscal year were \$372,006 and \$47,802.

The number of financial institutions regulated by the Division is expanding and the goal of the Division is to provide the regulation required by statute as economically and efficiently as possible.

Because of the increasing number of institutions and the increasing size of the present institutions, a request will be made to the Legislature for an increase in the number of examiners.

In 1961 the staff of examiners was unable to examine 52 banks, 23 industrial loan and thrift companies, 38 small loan companies, 102 credit unions and 12 savings and loan associations.

It is estimated that five more examiners would be needed to provide the annual inspections called for by statute.

The Legislature will also be requested to adjust the fees paid by the examined institutions to cover the increased cost of expanded operations. The objective of the Division is to keep its operating expenses and income from fees as nearly equal as possible.

Growth in the number and size of institutions under the Division's control is expected to continue through the next decade in direct ratio to the increases in the State's population and economy.

DIVISION OF SECURITIES

The Division of Securities was created in 1917 and is generally responsible for the registration of securities and the licensing and supervision of dealers, brokers, investment advisers and agents.

The Division is currently a part of the Department of Commerce, and the Commissioner of Securities, along with the Commissioners of Banking and Insurance, make up the Commission which supervises the Department. The Commission has the general responsibility for protecting residents of the state against fraudulent or unsound investment practices.

The Commissioner of Securities is appointed by the governor for a six-year term. The Division is composed of two sections--one dealing with laws pertaining to securities, the other with laws pertaining to real estate.

Authority for the Securities Division is found in Chapter 80 of Minnesota Statutes 1961, and for the Real Estate Section in Chapter 82.

Functions of the Division include investigation and prosecution for the sale of unregistered securities and illegal sales practices. A fraud prevention program is pursued to avert swindling and illegal activities in the sale of securities.

The Division also is charged with the responsibility of issuing licenses to real estate-business opportunity brokers and salesmen, the administration of the licensing law, and investigation of fraudulent and irregular activities in the real estate field.

The work of the Securities Division has expanded rapidly in recent years and this increase is expected to continue at an accelerated pace. In the Securities Section the number of employees in the Division has remained the same since 1937, when it was reduced to nine from a high of 24 in 1919.

In the fiscal year 1936-37, 275 applications were made with the Division to register securities and 736 licenses were issued to security dealers, brokers and agents. By comparison, in the fiscal year 1960-61, with the number of employees in the Division remaining the same, 781 applications were made for security registration and 2,647 licenses were issued to security dealers, brokers, investment advisers and agents.

Two examiners and one examiner-attorney in the Division are responsible for inspecting all new security issues to see that state statutes to protect investors are complied with.

With the accelerated developments in the security field that are expected, more staff members will be required if competent investigations are to be made before new securities are offered for sale to the public. Appropriations by the Legislature for fiscal years 1962 and 1963 included \$129,486 for salaries and \$11,232 for supplies and expenses.

The Division's work has increased at an equally rapid pace in the real estate field and the rapid expansion of business development corporations, which are also the responsibility of the Section, has added even further to the workload.

Projected increases in population for the next decade give evidence that the Real Estate Section will handle an increasingly heavy load and that a larger staff undoubtedly will be necessary.

DEPARTMENT OF LABOR AND INDUSTRY

The Department of Labor and Industry is directed by three commissioners appointed by the Governor for six-year terms. The Department is created and derives its general powers under Chapter 175, Minnesota Statutes 1961.

Commonly referred to as the Industrial Commission, the Department handles matters directly affecting workers and employers, with a strong emphasis on safety.

The Department has seven operating divisions--accident prevention, boiler inspection, statistics, steamfitting standards, voluntary apprenticeship, workmen's compensation and women and children. General administration of the Department is charged to an eighth division.

In addition to administering the department, the Industrial Commission decides appeals from its referees' findings in workmen's compensation cases and establishes minimum wages for women and minors. Determinations of the Commission may be appealed to the Supreme Court.

In general, the Department is charged with eliminating hazardous conditions and promoting safe working standards in industry and the trades. Places of employment are checked to determine safety of equipment and general working conditions. Correction orders are issued where warranted.

Boiler operators, steamfitters and fee employment agencies are licensed by the department. Supervision and promotion of the state's apprenticeship program in trades and industries and enforcement of compensation laws in connection with industrial accidents are among the department activities. The Department also administers workmen's compensation for state employees.

The Department is financed by legislative appropriations from the general revenue fund, although fees collected make some of the divisions more than self-sustaining. The Department has 121 employees, of which 21 are in the boiler inspection division. This division has 12 inspectors stationed in various cities of the state.

For the biennium ending June 30, 1963 the boiler inspection division was appropriated \$245,088 for salaries and \$38,328 for supplies and expenses. This appropriation amounted to less than the division collected in fees.

Appropriations for the same biennium for the Department as a whole amounted to \$1,174,046 for salaries and \$117,078 for supplies and expenses.

The steamfitting standards division operates on dedicated funds derived from examination fees charged to steamfitter journeymen and contractors.

The workload has shown a steady increase in all divisions of the Department. As an example, in 1943 the Department handled an average of 50 contested workmen's compensation cases a month. This increased to 96 per month in 1961, and in 1962, the number of contested cases rose to more than 100 per month.

The Department has been forced to stretch its personnel and financial resources in both minimum wage law enforcement and in safety checks, and Department officials believe an increase in both staff and finances is necessary before responsibilities established by statute can be met in the manner which the Legislature intended.

A shortage of travel funds and staff has severely limited the services the Department has been able to provide the citizens of the state and Department officials expect the workload to increase throughout the next decade, paralleling Minnesota's industrial growth.

DEPARTMENT OF EMPLOYMENT SECURITY

The Department of Employment Security administers the Minnesota State Employment Service Program and the Unemployment Compensation Program. It acts as the agent of the Federal government in administering labor legislation passed by Congress.

The Department maintains 33 full-time offices and 95 part-time offices throughout the state to serve the public. In addition, 300 businessmen have been appointed by the Commissioner of Employment Security to serve as department representatives for the purpose of extending the services of the Department to areas of the state where there are no offices.

Approximately 800 persons are employed by the Department and administration is financed exclusively by the Federal government. The number of employees is expected to increase because of changes in Federal programs.

Among services provided by the Employment Service Division are:

A STATE-WIDE placement service, bringing qualified applicants and available jobs together.

EMPLOYMENT counseling to assist in vocation choice and adjustment, and employment testing as a further aid in proper job selection.

EMPLOYMENT information and trends, publishing data on employment, unemployment, trends in labor supply and demand, and current and prospective conditions affecting the labor force.

PERSONNEL AND INDUSTRIAL services, including helping employers to hire and assign workers effectively and helping workers in skill development and job performance.

The Unemployment Compensation division makes benefit payments to unemployed workers who meet the eligibility requirements of the Minnesota Employment Security Law.

The Department also administers the reporting and contribution requirements for more than 43,000 employers and 950,000 workers covered under the law.

The total workload of the Department is expected to continue increasing as more and more Federal programs concerning employment security are put into effect.

An example is the Area Redevelopment Act under which the department has undertaken labor analyses in various areas of the state. If an area becomes "distressed" because of unemployment or under-employment the Department helps establish over-all economic development plans. If training or retraining of workers is called for, the Department, along with Vocational Education specialists, provides the training. Since administration of the act began in 1961, 175 persons have participated in training.

More retraining will be provided under the Manpower Development and Training Act. The Department expects to select for retraining between 2,000 and 3,000 workers the first year and between 3,000 and 4,000 in the following years.

Since the Department's duties and functions are determined almost completely by Federal legislation, it is difficult to predict the specific services the Department will be expected to provide in the next decade. However, on the basis of programs now in effect, the workload of the Department will increase in direct ratio to the increase in the number of employers and the number of employees covered by the employment security laws.

DEPARTMENT OF PUBLIC EXAMINER

The Department of Public Examiner is the post-audit agency of the state government.

It post-audits all departments and other agencies of the state, certain semi-state agencies, all county governments, cities of the first class and certain other municipalities and school districts.

The Department also conducts investigations in connection with its audits of these political subdivisions, and publishes appropriate statistical data for state and local governments.

The Department is comprised of three operating divisions and the General Office Division, which handles administrative duties of the Department. The Division of Audits is headed by the chief supervising examiner, who is also the deputy public examiner, and is further subdivided into three auditing sections, each headed by a supervising examiner. The sections handle county, municipal and state department post-audits.

The Division of Investigation includes a public accounts examiner and an auditor, while the Municipal Reporting Division is staffed by a supervisor and clerical staff.

The Department has approximately 90 employees, of whom about 70 are accountants. Some staff positions are currently vacant because of competition with private industry for the service of accountants.

The Department is financed by appropriations from the general revenue fund, being \$245,000 for the biennium ending June 30, 1963, and from revolving funds, \$525,000 for the same biennium.

In addition to providing those post-audits made mandatory by law, the Department is required to provide this service for other governmental subdivisions when so requested. There has been a steady increase in the requests for post-auditing, handled on a cost basis, and the number of such requests are expected to continue increasing over the next decade.

The workload of the Department would also be increased by a proposal under study which would make mandatory the post-auditing of all independent and special school districts, numbering about 475, in the state. The Department now post-audits about 10 per cent of these districts.

Currently, the Department is responsible for post-auditing accounts totaling approximately two billion dollars annually in governmental appropriations and receipts.

This figure is expected to increase during the next decade as the economy grows, the population climbs and governmental costs increase.

Frequent proposals have been made which would increase the scope of the Department's responsibility. Thus, any new duties assigned by the Legislature would require corresponding increases in staff and financing.

DEPARTMENT OF ADMINISTRATION

HISTORY OF DEPARTMENT

The Department of Administration and Finance, which had existed since its establishment by the 1925 session of the Legislature (Laws 1925, Chapter 426), was abolished by the 1939 Legislature and the Department of Administration was created in its stead by Laws 1939, Chapter 431.

The 1939 law created the office of Commissioner of Administration, who was charged with certain responsibilities in the administrative management of the state's affairs, including the preparation of the biennial budget under the supervision of the Governor, the execution of the quarterly allotment system, centralized purchasing on a competitive bid basis, architectural and engineering services for most of the state's construction, maintenance of the Capitol group of buildings, leasing of all state property, keeping of a perpetual inventory of all real and personal property of the state and many other related duties and functions.

Additional responsibilities assigned by law to the Commissioner since 1939 include the administration of the state's building program and the operation of the surplus property program, the state agency for social security retirement, the Division of Central Services and the Central Motor Pool.

ORGANIZATION

The divisions making up the Department when it was created in 1939 were Architectural and Engineering, Budget, Public Property, and Procurement. New divisions added since are Central Services, Social Security Retirement and Central Motor Pool.

The Department of Administration is essentially a staff agency, as distinguished from a line agency, and is engaged in furnishing services to the operating agencies of the state government.

The Department is organized into seven major divisions, each responsible for furnishing a particular service or related group of services or performing a certain function. This logical division of work provides the Commissioner with a span of control tight enough to keep the reins of the administrator in his hands without becoming entangled by them.

RESPONSIBILITY AND AUTHORITY

The Department of Administration is a staff agency, the functions of which include the compilation of the biennial budget; the management of the budgetary allotment system; the supervision of all state budget processes; the operation of the central procurement system; the operation of the central motor pool; the supervision of most of the physical plant construction; the furnishing of a number of central services to operating departments; the responsibility for programs of management improvement; the maintenance of the Capitol group of buildings; the maintenance of an inventory of all state property, and the administration of social security coverage for all public employees.

The authority of the department stems from state statutes.

GOALS AND OBJECTIVES

The specific goals and objectives of the Department of Administration are to perform its duties and provide its services as economically, efficiently and effectively as its resources will permit.

FINANCING

The activities of the Department of Administration are financed by appropriations from the General Revenue Fund and dedicated receipts.

During the biennium ended June 30, 1961, expenditures from operating accounts appropriated by the Legislature amounted to \$1,787,000 for the year ended June 30, 1960, and \$2,088,000 for the succeeding year. These accounts included salaries, supplies and expense, special repairs and replacements for the Capitol group of buildings, and printing the session laws.

During the same biennium expenditures from dedicated receipt accounts, excluding building accounts and the federal insurance contributions account but including various revolving funds, totaled \$1,380,000 for the fiscal year 1960 and \$2,285,000 for the following year.

Finally, expenditures from building accounts under the supervision of the Department of Administration amounted to \$7,928,000 for the year ended June 30, 1960, and \$26,163,000 for the succeeding year.

STANDARDS

Standards or criteria used by each division of the Department to determine the nature, level and quality of services each provides are those appropriate to the function giving rise to the service.

As an example, the Division of Procurement uses, as a guide, the principles and standards promulgated by agencies such as the following:

American Society for Testing Materials

American Standards Association

National Electrical Manufacturers Association

Underwriters Laboratories

Technical Association of Paper and Pulp Institute

National Association of State Purchasing Officials

National Association of Purchasing Officials

National Institute of Government Purchasing

General Services Administration--Supply Service

National Pharmacopoeia

United States Testing Bureau

American Petroleum Institute

American Society of Hospital Pharmacists

United States Department of Agriculture

Principles and standards used as a guide by the Architectural and Engineering Division are those promulgated by:

The American Institute of Architects

National Association of Professional Engineers

National Bureau of Fire Underwriters

General Services Administration - Architectural and Engineering Procedural Standards

Association of General Contractors

Minnesota Association of Consulting Engineers

The cities of Minneapolis and St. Paul through their building codes.

Other divisions of the Department are similarly guided by agencies of comparable stature in their respective fields.

PLANS

Plans for the next decade for each division of the Department include the following:

Architectural and Engineering Division

MASTER PLAN institutions and correlate with the recommendations of the Legislative Building Commission.

UPDATE EXISTING master plans, revise cost data and correlate program with recommendations of the Legislative Building Commission.

WORK WITH central agencies in evaluating total square footage of bed space, recreational area, etc., at each institution.

WORK WITH central agencies in fully and carefully programming future buildings.

DEVELOP COMPLETE surveys and legal descriptions of state-owned land at each institution.

DEVELOP SOUND engineering procedures at various institutions and colleges.

MODERNIZE LAWS governing construction of state-owned buildings.

Additional personnel necessary to achieve master planning, programming of future buildings and the evaluation of existing facilities is as follows:

An electrical draftsman, a mechanical draftsman, an estimator, and an employee to keep cost records on major buildings projects and records on load and cost data for electrical service, water, steam, fuel and sewerage.

Budget Division

EXPAND THE STAFF of the Division to furnish more efficient and effective service in fiscal control and administrative management. Additional personnel necessary to accomplish this includes two senior budget analysts, two budget examiners and a clerk stenographer.

Central Services Division

CENTRAL STORES--Increase Central Stores personnel by four--from seven to eleven.

EQUIPMENT MAINTENANCE AND RENTAL --Add to inventory for resale new machines such as adding machines, calculators and typewriters.

CENTRAL DUPLICATING--Acquire 10,000 additional square feet of floor space equipped with special lighting, dark room, etc.

CENTRAL MICROFILMING--Establish microfilm laboratory.

DOCUMENTS--Acquire 200,000 additional cubic feet for expansion of this unit so that other items may be added to its inventory. This expansion would require the addition of 6 1/2 employees over the present 3 1/2. The expansion would require additional office space, shelving and equipment including a reproduction camera, desks, files and typewriters.

CENTRAL MAILING--Increase present complement of ten employees to 20 during the next ten years; increase present floor space of 2,640 square feet to 10,000 square feet during the next 10 years; be prepared to assume services presently performed by the federal government if it discontinues its postal service to state buildings.

TABULATING--Install electronic computer; change to character sensing machines to reduce keypunching; install typewriter key or tape puncher; update present equipment.

NEW SERVICES--Take over services presently being provided by photography and blue printing units in other state departments.

Public Property Division

PROVIDE additional parking facilities.

PROVIDE parking and security personnel and elevator operators with uniforms.

PROVIDE additional office space for legislative and executive branches of state government.

EMPLOY a communications engineer.

ESTABLISH an inventory of real property owned by the state.

INSTALL centric equipment at Capitol switchboard to improve efficiency and reduce overall costs.

Procurement Division

EXPAND contract purchasing to enable any political subdivision, if it so desires, to participate in purchasing against open end contracts. This expansion would require a separate contract handling section which would require four or five new employees.

EXPAND manufacturing at Prison Industries of commodities for state use only in lines such as soaps, detergents, chemicals, wood, steel furniture and paint.

ACQUIRE a central warehouse facility and provide a truck fleet to distribute certain merchandise, such central warehouse to include facilities for the surplus property program and the school lunch program. The warehouse should contain 500,000 square feet and the truck fleet should consist of ten tractors and trucks. Forty-four new employees would be needed to man the central warehouse and truck fleet. Central warehousing would also make feasible a traffic department which would require a minimum staff of three employees. In addition to this and in order to maintain warehouse inventory control records and to price, check and schedule incoming agency requisitions, eight new clerical employees would be required.

EXPAND the buyer training program by employing three additional buyers.

Social Security Division

EXPAND the administration of the social security retirement program by employing two field auditors.

Central Motor Pool Division

EXPAND fleet of motor vehicles by 498 more units than the 650 units the pool was scheduled to have by June 30, 1962.

EXPAND the motor pool's facilities in St. Paul by 300 per cent in order to accommodate the fleet expansion.

ESTABLISH two satellite motor pool operations outside of the metropolitan area.

INCREASE number of employees from five to 34.

ACTION PROGRAM TO IMPLEMENT PLANS

To carry out the plans shown in the foregoing, tax programs are needed which will provide the increased revenues necessary to finance the appropriations the Legislature deems the public interest and need.

Plans with priority are as follows:

PROVIDE new office building to house legislative and administrative offices.

INSTALL electronic computer.

EXPAND budget division's staff.

ACQUIRE central warehouse facility and truck fleet.

PROVIDE additional parking facilities.

INCREASE number of motor vehicle units in central motor pool.

The construction of the new office building should begin during the next biennium.

The electronic computer should be installed during the next biennium.

Expansion of the budget division should be accomplished by adding four employees to the staff on July 1, 1963, and one on July 1, 1965.

The central warehouse facility should be under construction during the year beginning July 1, 1963, and the truck fleet should be acquired during the following year.

Additional parking facilities should be provided as soon as possible in order to avoid the displacement accompanying the freeway construction.

The 489 motor vehicle units for the central motor pool should be added during the early years of the coming decade.

BUDGETARY NEEDS

The estimated budget required to carry out the Department plans for the next decade is as follows:

	Biennium Ending June 30				
	1963	1965	1967	1969	1971
Total					
Estimated Budget	\$10,023,222	\$21,219,854	\$13,553,522	\$14,708,528	\$16,055,750

Financing the Plan

The totals in the estimated budget are broken down as follows:

	Biennium Ending June 30				
	1963	1965	1967	1969	1971
General Revenue Fund					
Appropriations	\$ 4,632,456	\$ 5,756,854	\$ 6,790,522	\$ 7,369,528	\$ 7,941,750
Dedicated					
Receipts	5,390,766	5,967,000	6,663,000	7,339,000	8,114,000
Borrowing	(1)	9,496,000	100,000	-	-
Total	<u>\$10,023,222</u>	<u>\$21,219,854</u>	<u>\$13,553,522</u>	<u>\$14,708,528</u>	<u>\$16,055,750</u>

(1) The 1961 Legislature appropriated over \$29,000,000 for a building program but no part of this sum may be used until the electorate adopts a constitutional amendment so providing. For that reason, no building program expenditures are shown for the 1961-63 and succeeding bienniums other than for the legislative-administrative office building and the central warehouse which have a special significance for the Department of Administration.

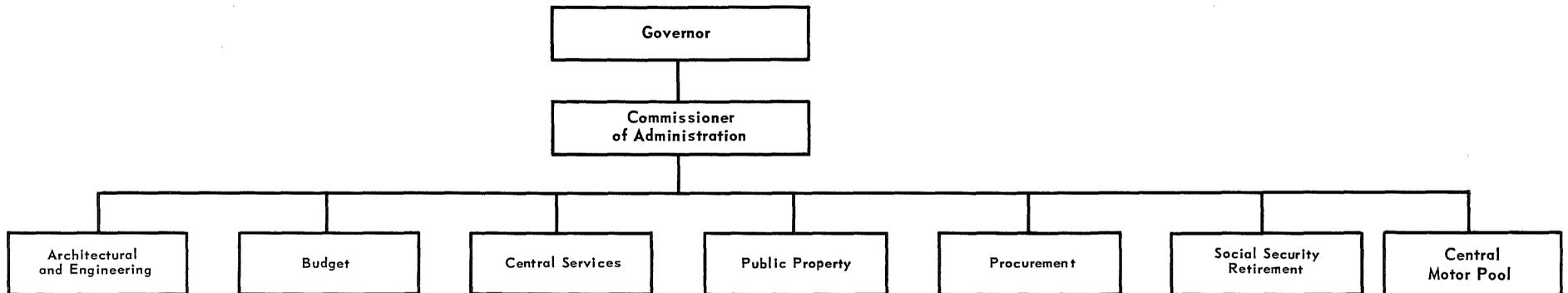
The financing of the above spending plan would be from General Revenue Fund appropriations made available by the Legislature, the use of dedicated receipts which would be based on charges sufficient to meet the cost of the various services rendered, and building fund appropriations.

The Commissioner of Administration and the State Architect serve in an advisory capacity to the Legislative Building Commission, set up to study current and future requirements for new buildings, for maintenance of existing buildings and for remodeling of old buildings. The Commission also explores methods of financing the building program.

Since the Commission is not an administrative agency, building program expenditures are not included in any budget figures in this report.

Chart I

DEPARTMENT OF ADMINISTRATION



Department of Administration
Office of the Commissioner
1 - Commissioner 1 - Assistant Commissioner
1 - Executive III 1 - Accountant II 1 - Accountant I 1 - Account Clerk 1 - Clerk Stenographer II 1 - Clerk Typist I
8 - Total

Major Purpose or Functions:

1. Overall administrative planning as staff agency to the Governor.
2. Supervision of construction, maintenance, and repair of state-owned buildings.
3. Supervision of state expenditures through the executive budget and allotment system.
4. Central supply and services for all state departments and agencies.
5. Maintenance and operation of the Capitol group of buildings, supervision of rental of property, and maintenance of a perpetual inventory of state property.
6. Central purchasing for state departments and agencies.
7. Management and organization studies.
8. Administration of Social Security coverage for participating government units.
9. Provide passenger motor vehicles for state departments.

Chart 2

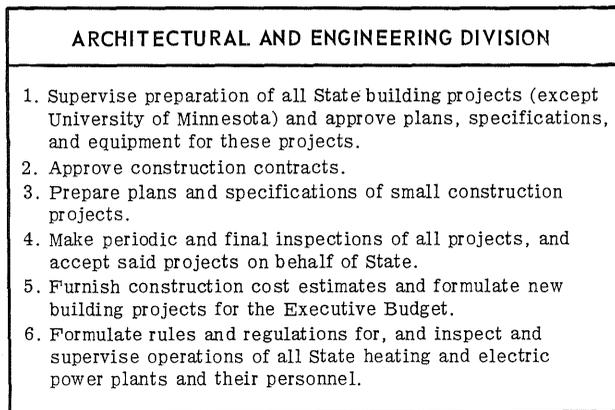
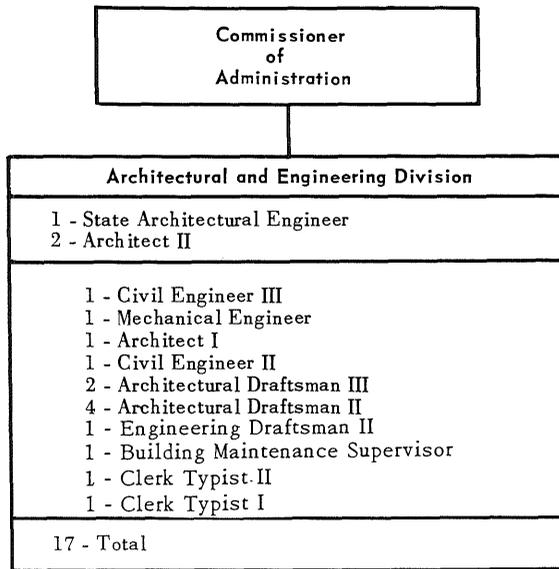


Chart 3

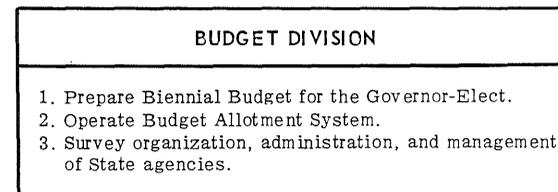
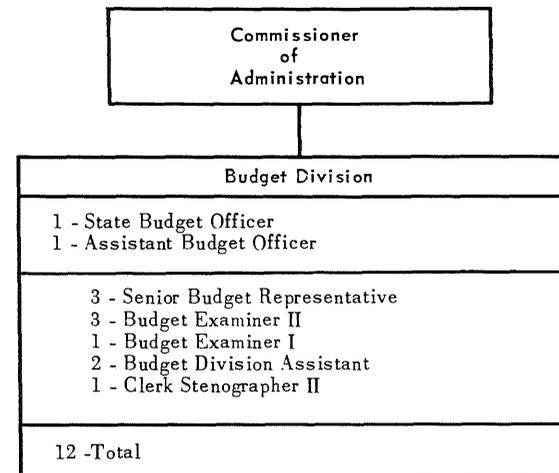


Chart 4

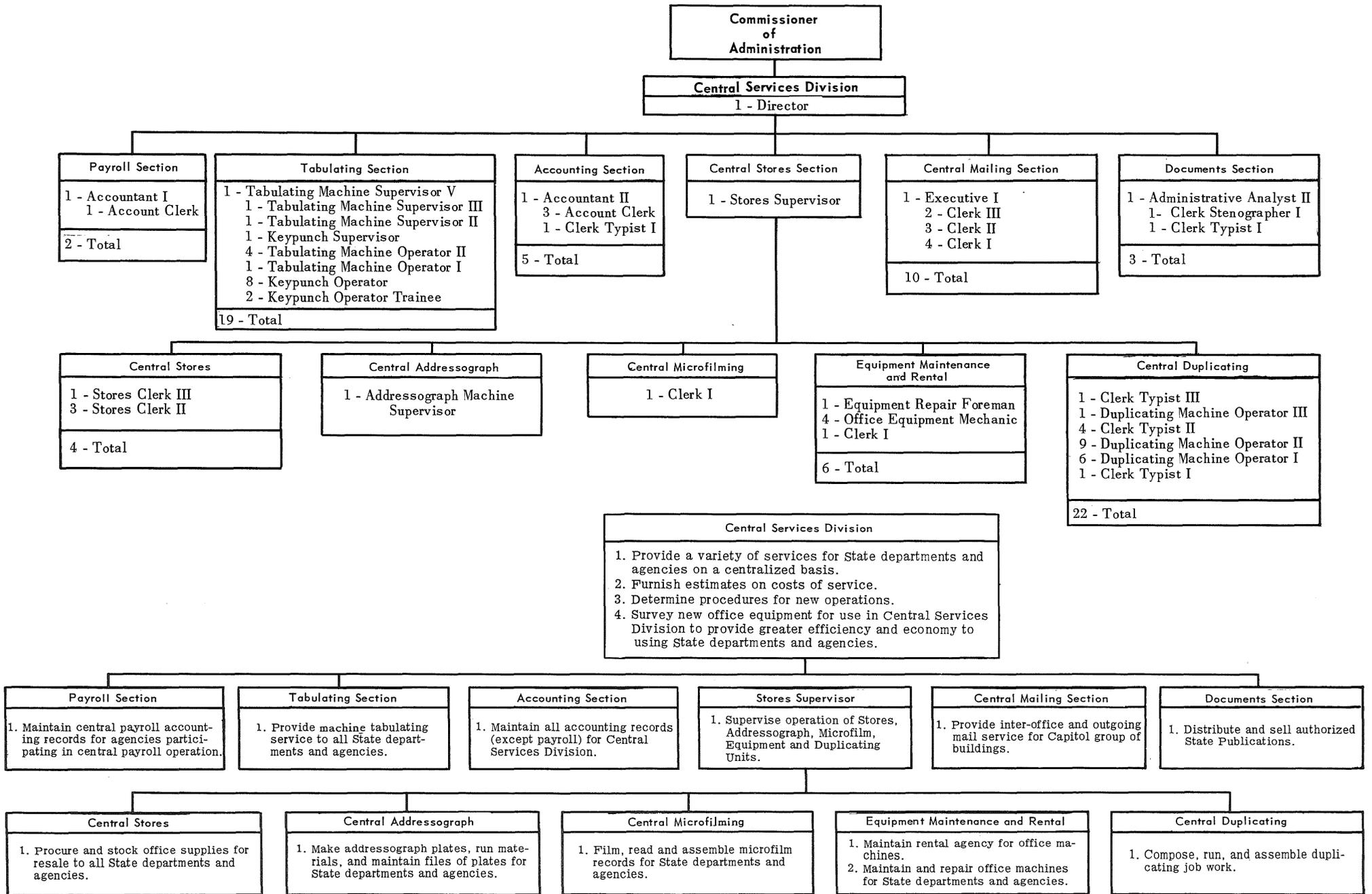


Chart 5

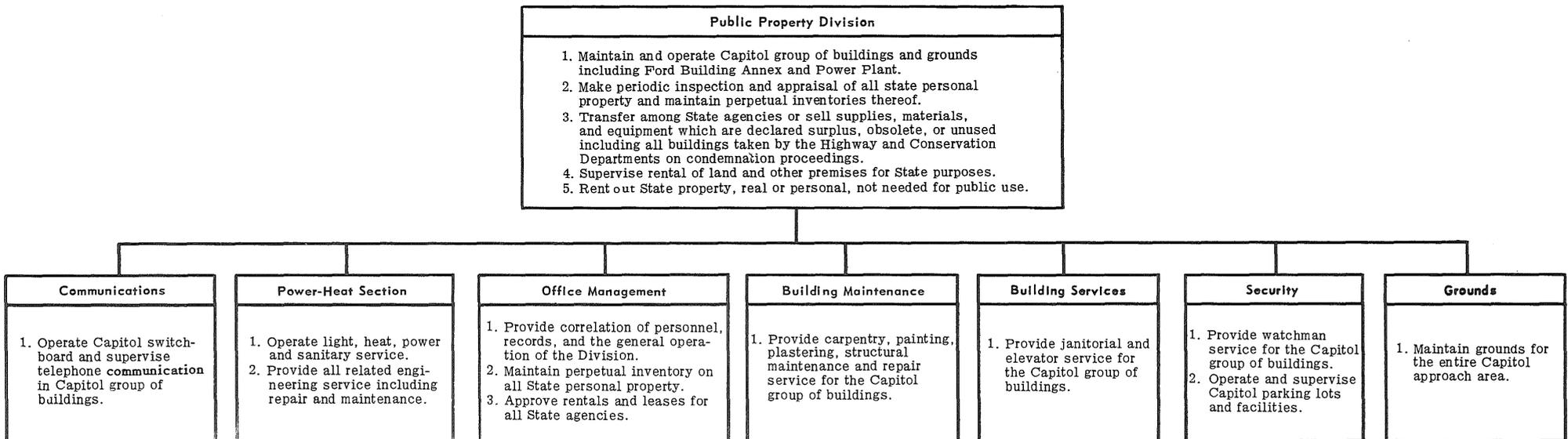
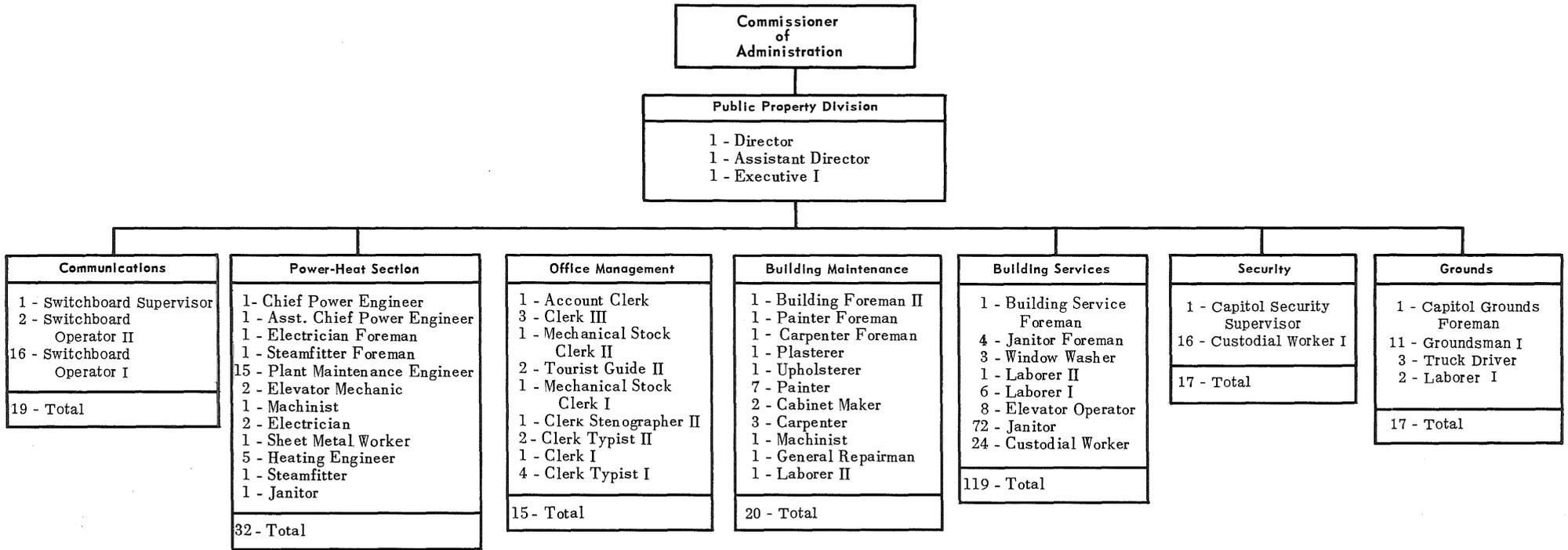


Chart 6

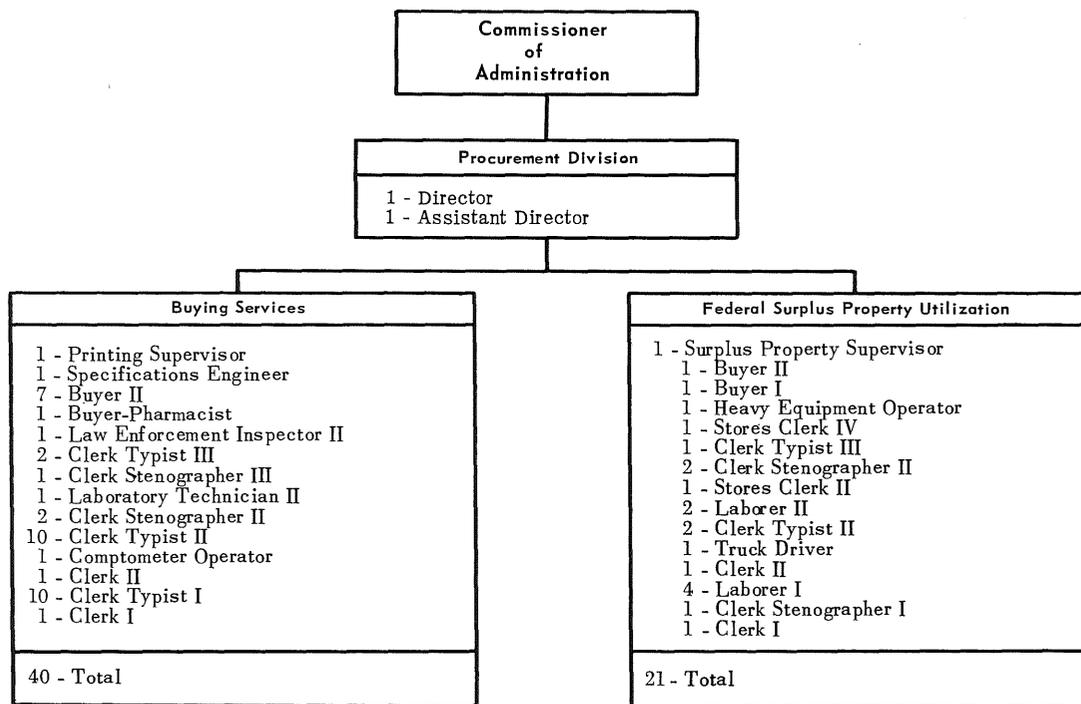


Chart 7

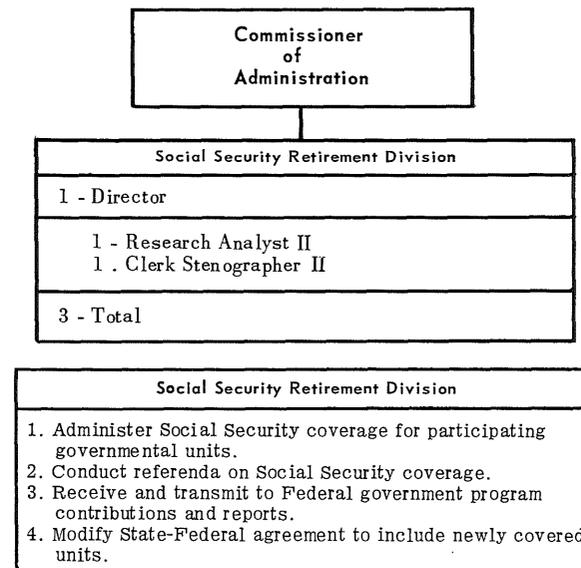
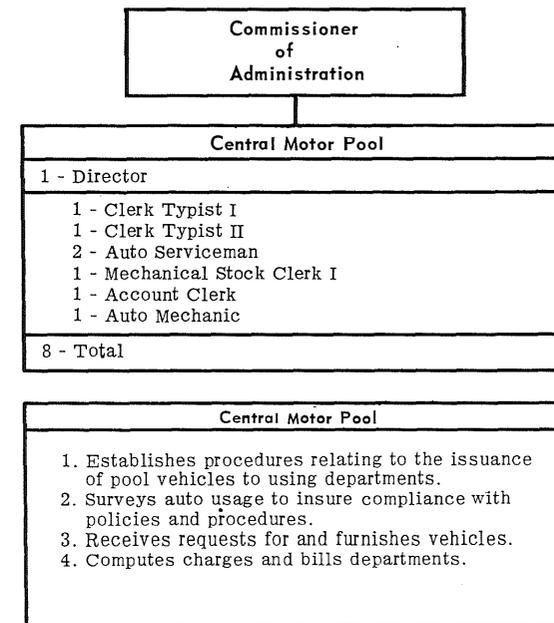
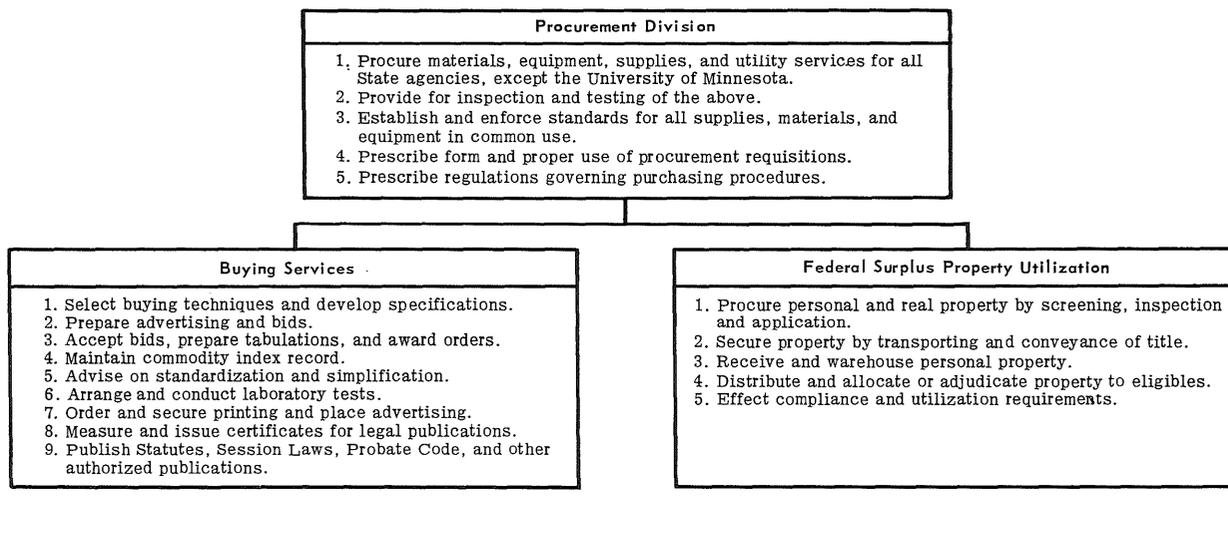


Chart 8

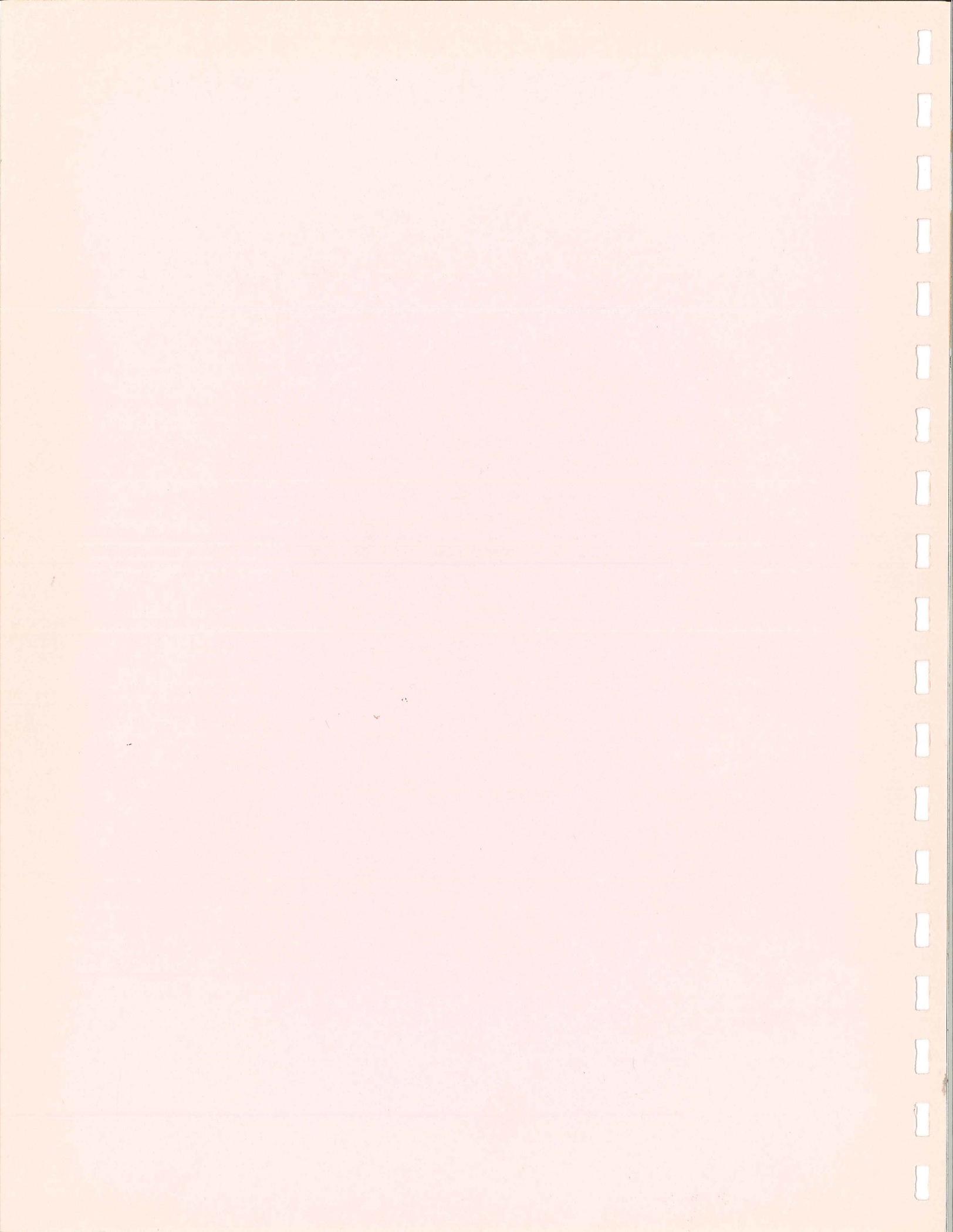


SECTION IV

TRANSPORTATION AND PUBLIC SAFETY

The Twentieth Century citizen is highly mobile, quick to take advantage of his right to go where he wishes, when he wishes and in safety. The responsibility to provide them with safety in their travels and security in their homes has been delegated, in part, by residents of the state to their government.

Be it on land, water or in the air, Minnesotans expect their government to provide, maintain and regulate a modern transportation system. In peace or war, the safety and personal well-being of its citizens has been a responsibility of state government since 1858. The six reports in this section - Department of Highways, Department of Aeronautics, Department of Civil Defense, Department of Military Affairs, Bureau of Criminal Apprehension and the Liquor Control Commission - outline approaches to these responsibilities through the 1970s.



DEPARTMENT OF AERONAUTICS

HISTORY OF DEPARTMENT

In 1933 the Legislature created a five-man State Aeronautics Commission but made no appropriation to it. In 1943 the Legislature replaced the five-man commission with a State Department of Aeronautics and made the first appropriation for administrative duties and functions. This Legislature also codified the existing aeronautics statutes and made provision for an amendment to the State Constitution. The so-called Aeronautics Code is contained in Chapter 360 of Minnesota Statutes. The Department of Aeronautics is headed by a Commissioner and is operated as a separate department of state government.

In 1944 the Aviation Amendment or Amendment No. 19 to the State Constitution was passed by a substantial majority of the electorate. It authorized the state to build and assist municipalities in building and improving airports and other air navigation facilities. The amendment further authorized the state to issue bonds for this purpose and to levy special taxes on aircraft and aviation fuels to repay these bonds (in the manner that highway construction was financed).

In 1945 the Legislature amended the state department act to conform to the Recommended Uniform Act. During this session of the Legislature, the aircraft registration, airline flight property, and aviation gasoline tax acts were enacted, and the revenues from these sources were dedicated to the repayment of the certificates of indebtedness authorized for airport improvement, construction, and air navigation facilities.

ORGANIZATION (See Chart 1)

Functions of the Department include:

Municipal Airport Development.

Public Airport Management.

Airport Operations and Flight Training.

Private Airport Development.

Civil Defense.

Safety and Enforcement.

Airline Route Development.

Radio Nav-aids.

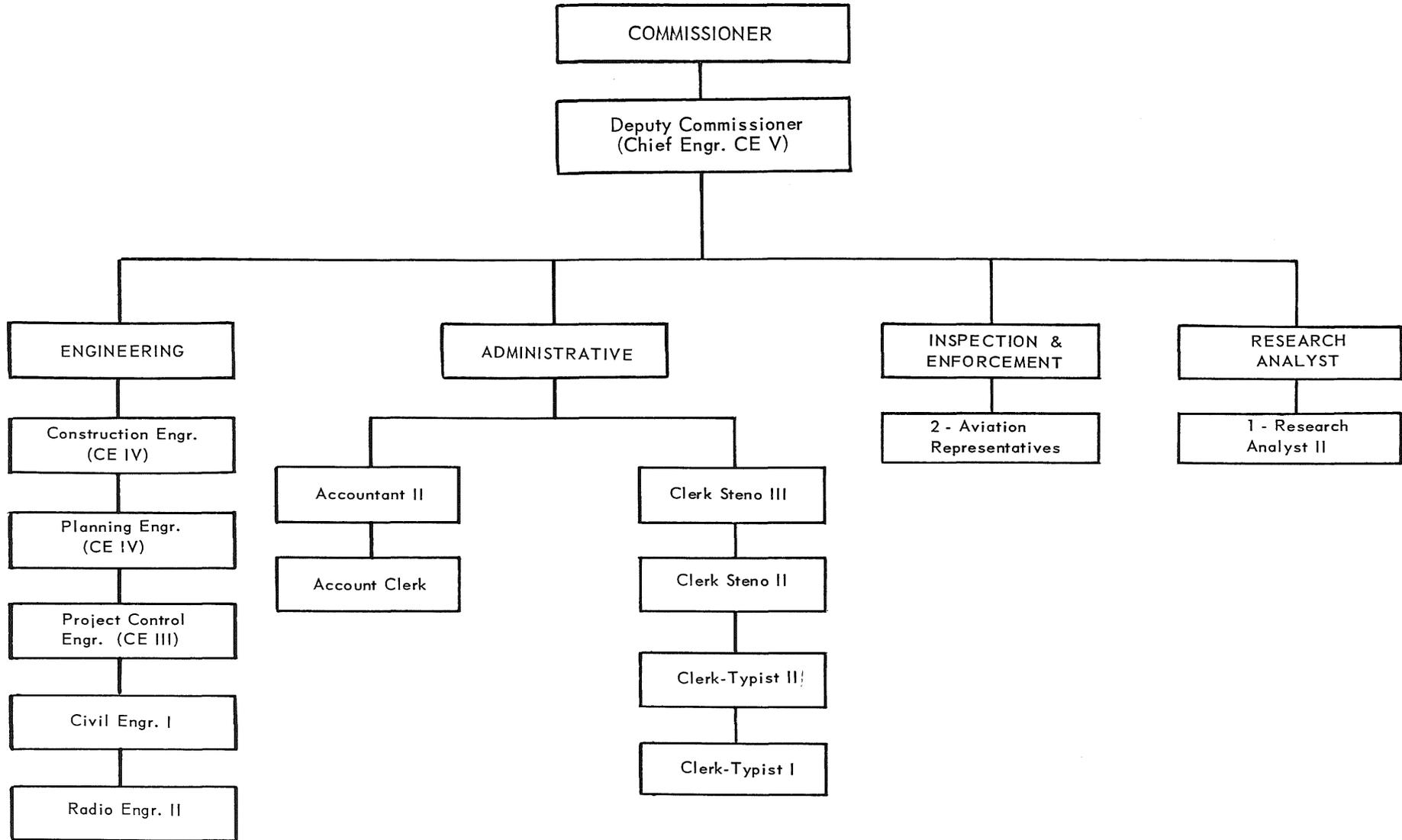
Aircraft Registration.

Information Services.

Air Age Education.

Chart I

DEPARTMENT OF AERONAUTICS



Cooperation With Other Agencies of Government

General Administration

RESPONSIBILITY AND AUTHORITY

This is stated in Chapter 360 of Minnesota Statutes.

GOALS AND OBJECTIVES

Goals of this Department include:

Airport Construction and Improvement

EXPAND airports and buildings to keep abreast of new equipment used for expanded airline service.

ENLARGE all airports at cities being visited by large executive-type aircraft to prevent marginal safety operations or cancellation of flights.

PUT LANDING STRIP airports into all towns needing them for business or tourist access or where local flying justifies public strip built to state safety standards.

PROTECT high safety standards and dollar investment in airports by expanding clear zones, enforcing zoning ordinances or tall structure law.

INCREASE number of hangars in the state until both local owners and transients have protection needed for their aircraft -- especially from winter weather, sun and high winds.

Radio Navigational Aids

MAKE thirty major public airports accessible in Instrument Flight Rule (IFR) conditions. Give pilots omni-range coverage throughout the state with at least two omnis within reach at an altitude of 1,000 feet everywhere.

Airline Service

NEW SERVICE and improvements in service in the next ten years should be sought to bring at least minimum service to the 500,000 Minnesotans now out of reach, to upgrade present local service in terms of frequency, timing, connections, and equipment that will at least double the air penetration of the intercity market and put local airline stops on a footing less inferior to the larger trunk stops. Service at the trunk stops should be improved to include through service to twice as many major cities and especially to many more international points.

DEVELOP air taxi or "third level" service on a broader basis better understood by the public, more accessible, and able to operate via IFR to more cities.

Research and Planning

ENLARGE program of assisting smaller communities in preparing airport master plans and zoning maps. Provide information and assistance to communities on policies and legal decisions with regard to clear zones.

MAKE periodic surveys of general aviation operation at all airports. Collect information about the density of travel on various routes through the state and the

frequency of instrument conditions or marginal weather conditions in different areas. Make periodic surveys of the aircraft fleet in Minnesota to determine the composition in terms of type of aircraft, utility, and radio-navigational equipment.

MAKE more use of statistical techniques and the IBM facilities of other state departments. Continue and expand coordination of activities with other state departments.

Safety

DOUBLE points where aviation weather information is available.

EXPAND pilot safety conferences so all pilots are in reach of 15 hours of refresher courses per year.

FINANCING

The department operates on dedicated funds and does not receive any monies from General Revenue. The department is financed by the following taxes and receipts: Aviation fuel tax, flight property tax, aircraft registration tax, federal receipts, and local donors' receipts.

Major functions of 1959-61 biennium and how they were financed include:

Construction & Maintenance of Airports (including VORs--navigational aid facilities)	\$2,656,513.79
Federal	\$1,302,921.07
Local	138,551.97
Sale of Certificates	<u>1,215,040.75</u>
Salaries (financed by tax receipts)	\$ 277,672.90
Supplies & Expense (financed by tax receipts)	106,689.64
Certificate Interest & Principal Payments (financed by tax receipts)	978,796.08

Dedicated receipts for fiscal 1959-61 included:

Aviation Fuel Tax	\$ 669,965.32
Aircraft Registration Tax	253,571.50
Flight Property Tax	537,099.88
	<hr/>
Total:	\$1,460,636.70

STANDARDS

The Minnesota Department of Aeronautics has established construction standards which in general conform to the standards of other state agencies which have similar construction work.

These standards have, in large part, been approved by the Federal Aviation Agency.

All municipal airport projects in Minnesota must be approved by the Minnesota Department of Aeronautics. Projects involving federal funds must also be approved by the Federal Aviation Agency.

State navigational aid facilities are designed to meet the standards of the International Civil Aviation Organization.

All public-use airports in Minnesota must meet state licensing standards for safety purposes.

Other department safety standards cover commercial operations.

PLANS AND ACTION PROGRAMS

The ten-year plan (1962-72) contemplates that a 5,000-foot paved and lighted runway is the minimum for those airports in the Key System used by the airlines. Some of these require greater lengths for the larger jet aircraft. All of the twenty-nine airports in this system must accommodate the heavier aircraft used by industry. This means three runway paving projects and ten runway extension projects will be needed in addition to the normal improvements required to keep pace with increased traffic.

Wold-Chamberlain airport will require extension of the parallel NW/SE runway, an addition to Pier B for second-level loading, construction of Pier A with expansion of main terminal and a general aviation service building. Anoka County airport will require expansion to airline size to accommodate corporate and industry aircraft.

The secondary system now has forty-three airports and will need to be expanded to fifty-five to furnish adequate airports for small corporate and business air traffic. At the present rate of improvement of this fleet, it becomes necessary to have sixteen runway surfacing projects, twenty-nine apron paving projects and thirty-two runway lighting projects.

Both of these systems will require normal miscellaneous work, such as water and sewer facilities, entrance road and parking area surfacing, safety fencing and seal coating. Seal coating program for both systems will require \$1,800,000 in state funds.

The thirty-nine landing strips to give air travel to smaller communities are far short of the current needs. The Department estimates 102 additional strips are needed to serve communities where no base operations are expected. (See Landing Strip System - Ten Year Program) This may not be realized for two reasons: local financing for acquisition of site, and inability of the department to handle this volume. Additional personnel are required if this program proceeds.

This program will cost \$34,878,000, as follows:

	<u>Land</u>	<u>Airport Construction</u>	<u>Buildings</u>	<u>Total</u>
Key (except Wold)	\$1,378,000	\$12,010,000	\$1,545,000	\$14,933,000
Key (Wold)	1,200,000	6,450,000	5,350,000	13,000,000
Secondary	1,023,000	3,262,000	125,000	4,410,000
Landing Strips	<u>645,000</u>	<u>1,890,000</u>	<u>---</u>	<u>2,535,000</u>
Totals:	\$4,246,000	\$23,612,000	\$7,020,000	\$34,878,000

This program is consistent with the National Airport Plan. Based on present federal policy and criteria, a total of \$11,500,000 in federal funds will be required. This amount can be anticipated on past program appropriations for the Federal Aid Airport Program.

State aid in the amount of \$9,800,000 is required on present state participation basis. This includes \$5,500,000 state aid for Wold-Chamberlain Field.

Present financing will not provide adequate state funds for this program. By limiting state participation on Wold-Chamberlain to 33 1/3% on both federal and state-local projects, a total of \$5,900,000 in state funds would be required.

If no state funds are used for further improvements to Wold, the state aid required is \$4,300,000, or \$860,000 per biennium.

The recommendation of this department is that the airport program be based on \$860,000 state aid each biennium, and the Wold-Chamberlain projects be programmed for separate allocation dependent on a review of income each biennium. An alternative is to increase the time for retirement of the certificates of indebtedness.

LANDING STRIP SYSTEM -- TEN-YEAR PROGRAM (1962-72)

These are the results of a study conducted regarding the future landing strip development program covering the next ten years.

The purpose of this research is to prepare a guide in selecting municipalities which will best serve communities that presently do not have airports.

In this study all towns in Minnesota are divided into two categories: communities with populations over 1,000, and those between 500 and 1,000. These municipalities are not now served by airports, and are not included in any of the three prevailing airport systems.

In the group selected there are 56 in the first category and 29 in the second. In addition there are still 17 municipalities, of a limited 60, in the present system, without airport facilities. This gives a total of 102 proposed landing strip constructions in the next ten years. The following basic factors affected the choice of the towns:

PRESENT ACTIVITIES, interest and number of based aircraft.

DISTANCES from existing or proposed airport facilities. This distance has been arbitrarily selected as a minimum of 10 miles.

PREFERENCE has been given to municipalities which are county seats.

THE LARGER TOWNS have been given first consideration.

For explanatory purposes, symbols have been used and they are placed opposite the name of the municipality. An asterisk indicates the town is a county seat, a small number in parenthesis shows the number of based aircraft there, and the large number gives the population. The last figures are shown with alternates, in addition to the one listed.

The city of East Grand Forks was not included in the groups selected. At the present time the municipality is located near and is being served by the Grand Forks International Airport, North Dakota. It is now planned, however, to abandon the present airport and develop one approximately eight miles west of Grand Forks. When this project becomes a reality, consideration should be given to an airport development at East Grand Forks, either in the landing strip or in the "secondary" classification.

Towns which otherwise might qualify, but because they are located on or near the state borders as well as close to existing out-of-state airports, were eliminated from further consideration: Ellsworth (Rock Rapids, Iowa); Ceylon (between Fairmont, Minnesota, and Esterville, Iowa); LaCrescent (LaCrosse, Wisconsin); Breckenridge (Wahpeton, North Dakota); Moorhead (Fargo, North Dakota, and an existing field at Dilworth).

Some of the municipalities recommended or presently in the landing strip system may, because of their large populations and other basic factors, eventually be placed in the "secondary" classification. This list includes: Anoka, 7,396; Hastings, 6,560; Northfield, 7,487; East Grand Forks, 5,049; Moorhead, 14,870; Litchfield, 4,608; and Waseca, 4,927.

In the past, the state has participated in the construction of landing strips in municipalities which are located in the tourist areas and near the Canadian border. Such airports have been developed under the sponsorship of the following communities: Bowstring Township, East Gull Lake, Longville, Pine Creek and Waskish. Recently Orr (309) was added to the system and the airport there may be constructed in a year or two. Additional communities may be added to this group in the years ahead.

The "alternates" in principle and relative location also qualify for future consideration. Preference will depend upon the interest shown, aviation activity and the ability to meet the initial obligations of acquiring a suitable site with the required clear zones, etc.

The creation and influx of new industries, such as the taconite process, will affect and develop certain areas faster than others, which may influence the interest in and the necessity for airport facilities. This is taking place in Babbitt, Hoyt Lakes and Silver Bay.

Therefore, this proposal will undergo changes and additions periodically.

The map at the end of this appendix shows the location and classification of all existing and proposed airports in Minnesota and those selected in this study. Symbols show the following categories:

Existing airports in the Landing Strip System.

Existing airports in the Secondary System.

Existing airports in the Key System.

Existing public privately-owned airports.

Municipalities in existing Landing Strip System with airports yet to be developed.

Proposed additions to Landing Strip System.

BUDGETARY NEEDS AND FINANCING THE PLAN

Future financing of department activities will be from receipts and sale of bonds. Airport construction needs will require the sale of bonds in 1963 and 1965. Beginning with 1967 the construction program will be financed from receipts. All outstanding obligations will be retired in 1971. (See Table I)

Table I

Finance Plan*

<u>Year</u>	<u>Receipts</u>	<u>Expenditures</u> ^{1/}	<u>Construction</u> ^{2/}	<u>Accumulated Balance Carried Forward</u>
1961	--		Sale of Bonds	\$ 127,866
1962	\$1,099,265	\$1,109,872	" "	117,259
1963 ^{3/}	1,187,515	1,127,558	" "	177,216
1964	1,293,765	1,264,089	" "	206,892
1965 ^{4/}	1,327,765	1,168,932	" "	365,725
1966	1,361,765	1,140,200	" "	587,290
1967 ^{5/}	1,395,765	1,300,558	\$450,000	232,497
1968	1,429,765	1,105,478	450,000	106,784
1969	1,463,765	729,250	450,000	391,299
1970	1,493,765	588,500	450,000	846,564
1971	1,532,765	375,000	450,000	1,554,329

* Exclusive of federal and local funds.

^{1/} Bond retirement, interest, and salaries and expenses.

^{2/} Airport construction and improvements and navigational aid program.

^{3/} 1963-65 construction financed by selling bonds totaling \$900,000.

^{4/} 1965-67 construction financed by selling bonds totaling \$900,000.

^{5/} Future construction financing will be from receipts.

Proposed Development of Landing Strips in
Municipalities of 500 to 1,000 Population
(Not included in present system.)

Annandale	Maple Plain (area)
Balaton (1)	Morgan (5) Existing
Blackduck (2) Sites have been investigated in this area.	New York Mills (1)
Clearbrook (2) Alternate: Wood Lake 506	North Branch (1)
Cottonwood	Nisswa - Existing
Floodwood (3)	Oklee (1)
Goodhue Alternate: Cannon Falls	Parkers Prairie
Graceville (3)	Royalton
Hancock (3)	Sebeka Alternate: Menahga (3)
Herman (1)	Twin Valley (7)
Heron Lake (1)	Wabasso (1)
Hoffman	
* Ivanhoe	Walnut Grove (5) - Existing
Kerkhoven	Watkins
Kiester (3) Alternate: Bricelyn 542	
Lindstrom (1) Alternates: * Center City (4) 293 Chisago City 772	

Proposed Development of Landing Strips in
Municipalities of 1,000+ Population
(Not included in the present Landing Strip System.)

Legend

() Airplanes Based 1/1/62

* County Seat

* Ada (7) Existing	Edgerton (0)
* Anoka (12) [Secondary] 7396	* Elk River (1)
Adrian (1)	Fairfax (0)
Albany (0)	* Foley (0)
* Bagley (1)	Forest Lake - Existing
Alternate:	Fulda (4)
Belle Plaine (1) Chaska (1)	
Jordan (1)	
Blooming Prairie (4)	* Gaylord 1631
	Alternate:
	Arlington 1601
	Winthrop 1381
Browns Valley (3)	
* Buffalo (3)	* Hastings (2) [Secondary ?] 6560
Alternate:	
* Caledonia (0) Houston (2) 1082	Harmony (2)
Spring Grove (3) 1342	Hawley (2)
Cass Lake (3)	
Chatfield (0)	Kenyon
Alternate:	
Clara City (2) 1106	Raymond (1) 580
	Lake City 3457
	Lake Crystal (2)
Clarkfield (1)	Lamberton (5)
	* Long Prairie (1)
Cokato (3)	
Cold Spring (0)	Mapleton
Alternate:	
Crosby (2) Area (6) Deerwood (1)	* Milaca
Ironton (1)	
	Minneota (1)
Alternate:	
Dilworth (0) Moorhead (11) 14,870	Montgomery 2118
	Alternates:
	New Prague (2) 2533
	LeCenter (2) 1597
	Monticello (6) Existing
	Mountain Lake (1) Alternate:
	Butterfield

Alternates:
Nashwauk (4) 1712 Keewatin 1651
Marble 879
Bovey 1086
Coleraine 1346
Calumet 799

Northfield (4) [Secondary] 7487 Near Stanton (7)
to be abandoned?

* Olivia (3)

Pine Island

Plainview (2)

* Preston (1)

Renville (2)

Rosemount (12) Existing

Rushford (1)

St. Charles

Sherburn (1) Near Trimont (5)

* Slayton

Spring Valley (3)

Truman (2)

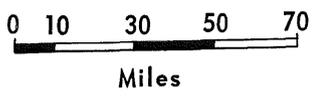
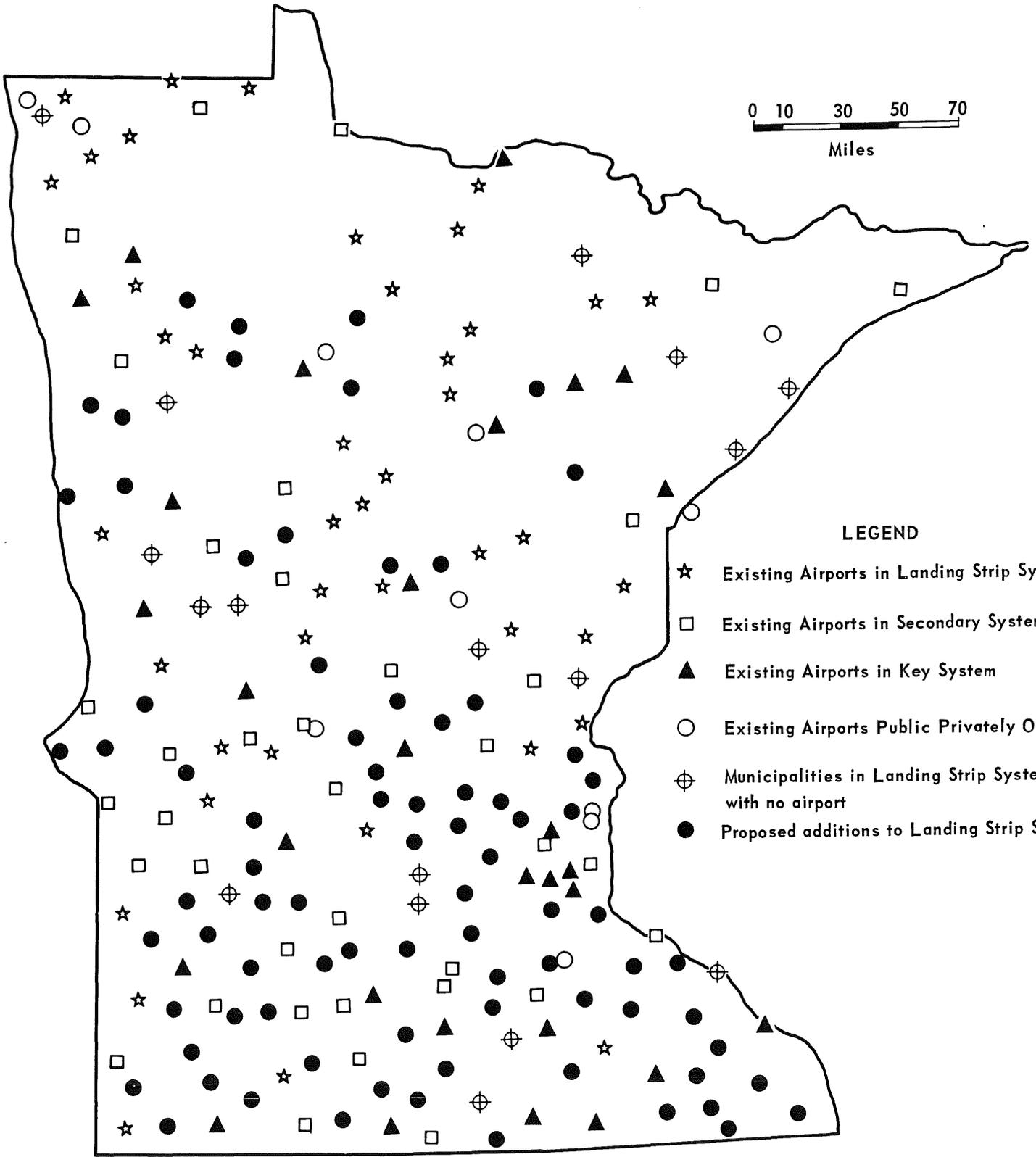
Waconia (2)

Waterville (2)

Winnebago

Note: East Grand Forks "Secondary?"

Grand Forks (North Dakota) to be rebuilt at a site approximately 8 miles west of town, which may justify a development at and east of East Grand Forks.



LEGEND

- ★ Existing Airports in Landing Strip System
- Existing Airports in Secondary System
- ▲ Existing Airports in Key System
- Existing Airports Public Privately Owned
- ⊕ Municipalities in Landing Strip System with no airport
- Proposed additions to Landing Strip System

DEPARTMENT OF HIGHWAYS

HISTORY OF DEPARTMENT

Before 1920 the improvement of roads and streets in Minnesota was the responsibility of the municipalities, townships and counties, with only a limited degree of participation by the state government in the financing and supervision of the overall road program.

In that year, however, the accumulating needs and pressures for a state-wide road construction program produced a basic change in public policy: between 1920 and 1925 the state government was given the task of building, maintaining and operating a basic system of roads; the Highway Department was expanded and reorganized; a 6,800-mile network of trunk highway routes was established, and a combination of bond and user-tax financing (license fee and motor-fuel tax) was adopted. By the middle 1920s the basic framework of the present programs had been well established.

The early period of state roadbuilding was dominated by an interest in surfacing as many miles of roads as possible as quickly as possible. By the late 1920s virtually all the then-existing trunk highway system had been improved with some type of surfacing (even if non-dustless) and a substantial start had been made on the paving program.

The 1930s, however, brought a general financial crisis, with a double impact on revenues and on responsibilities from which the state road program has never really recovered. The trunk highway system was expanded by some 65 per cent, through the transfer of some 4,500 miles of county roads to State jurisdiction and through the assignment of responsibility to the State for the extension of trunk routes into major cities. At the same time, available revenues were reduced through cuts in license fees. By 1941 the percentage of surfacing on the trunk highway system was only about what it had been in 1932.

The period since 1945 has been, in many ways, an entirely new situation, characterized by the development of roads as major freight carriers; by the large and quite rapid increase in total vehicle traffic; by the very large rise in the dollar size of construction programs; by the substantial increase in federal aids; by the new Interstate Highway program; by the need for advance programming; research and planning; by the increasingly complex problem of cutting high-capacity roads through urban areas--and by the evermore serious problem of finance, following the decision in 1956 to allow other levels of government to share more widely in user-tax revenues.

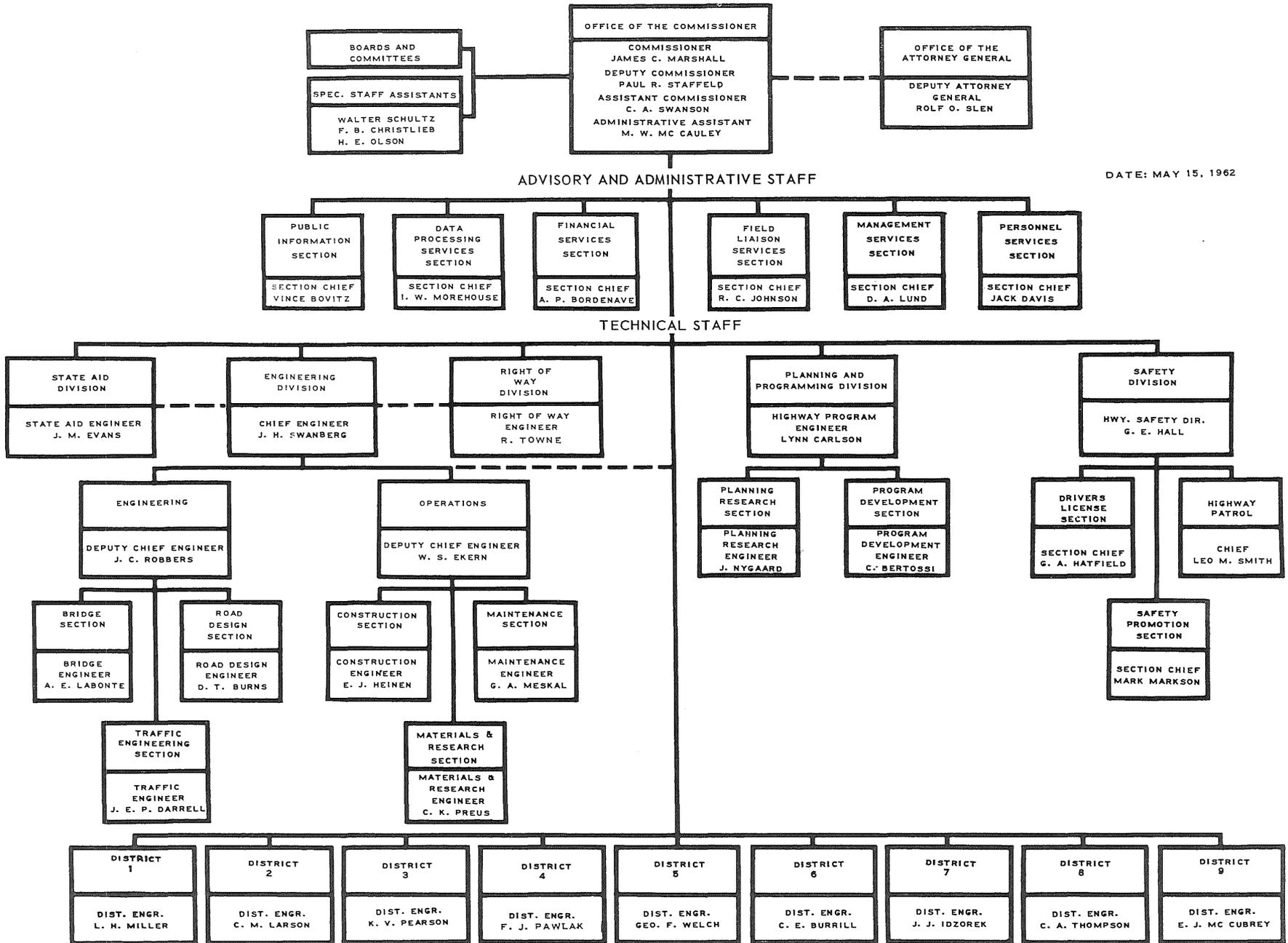
The present size and importance of the Department's programs are reflected in all the figures illustrating the growth in its budget over the past five years and, to some extent, by the opening of the new Highway Department office building in 1958.

ORGANIZATION

The organizational setup of the Highway Department directly reflects its primary responsibilities: the construction and maintenance of roads and the administration of programs of highway safety. There are also, of course, accompanying administrative and staff services.

Sections responsible for road and bridge design, traffic engineering, construction and maintenance operations, and materials and research are grouped into the Engineering Division. Up to 1957, field maintenance and construction operations were

MINNESOTA HIGHWAY DEPARTMENT ORGANIZATION CHART



DATE: MAY 15, 1962

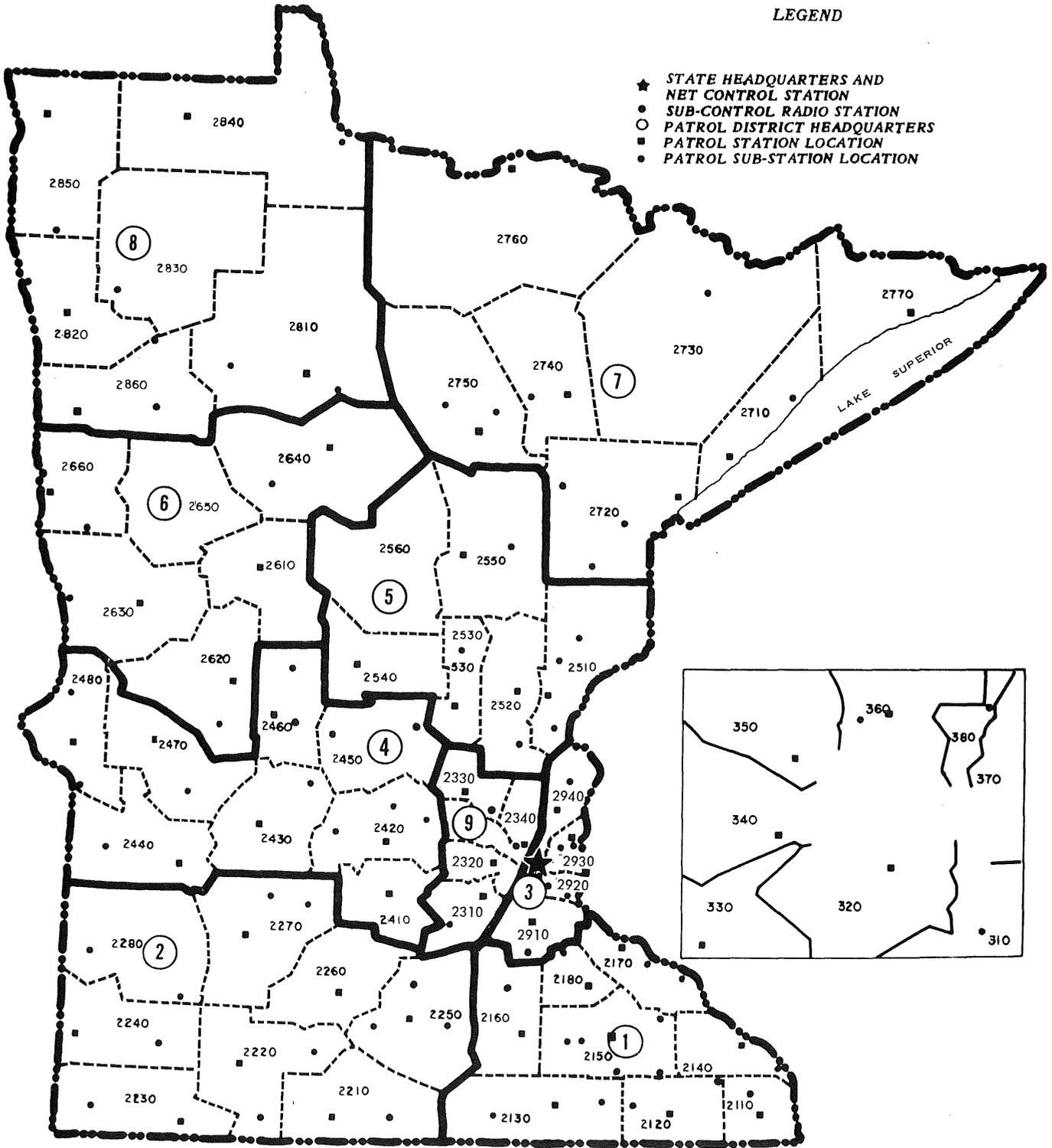
Chart 1

Chart 2

MINNESOTA HIGHWAY PATROL

LEGEND

- ★ STATE HEADQUARTERS AND NET CONTROL STATION
- SUB-CONTROL RADIO STATION
- PATROL DISTRICT HEADQUARTERS
- PATROL STATION LOCATION
- PATROL SUB-STATION LOCATION



supervised directly from the central office. The coming of the Interstate Highway program, however, produced a tremendous expansion in the size of the construction program and made the traditional organizational arrangements increasingly cumbersome and inadequate. As a result, decision-making authority and responsibility was decentralized to the district engineers. The new arrangements have proved successful, and it is likely that other operating functions will be decentralized over the next several years.

Two other Department functions have recently been given division status: Right-of-way and State Aid.

By 1959, too, it had become evident that more formal and systematic procedures were necessary in determining highway needs and in developing construction programs to meet these needs in the years immediately ahead. Accordingly, a Planning and Programming Division was established, made responsible to the office of the Commissioner, and given the task of bringing the resources of economics, geography, statistics and community planning as well as engineering to bear on the problem of evaluating highway needs and developing highway programs.

Sections responsible for traffic law enforcement, driver examination and licensing, and safety promotion make up the Safety Division which, like the other divisions, is directly responsible to the office of the Commissioner.

The structure of supporting staff services and of the field organization is best summarized in the table of organization (Chart 1) and in Charts 2, 3, 4, and 5 and accompanying maps.

CHART 2

Authorized Number of Uniformed Personnel in Each Highway Patrol District

Dist. No.	Headquarters	No. of Employees
2100	Rochester	53
2200	Marshall	43
2300	New Brighton	37
2400	St. Cloud	41
2500	Brainerd	35
2600	Detroit Lakes	33
2700	Virginia	44
2800	Thief River Falls	26
2900	St. Paul	42
3000	Central Office	23
		<u>377</u>

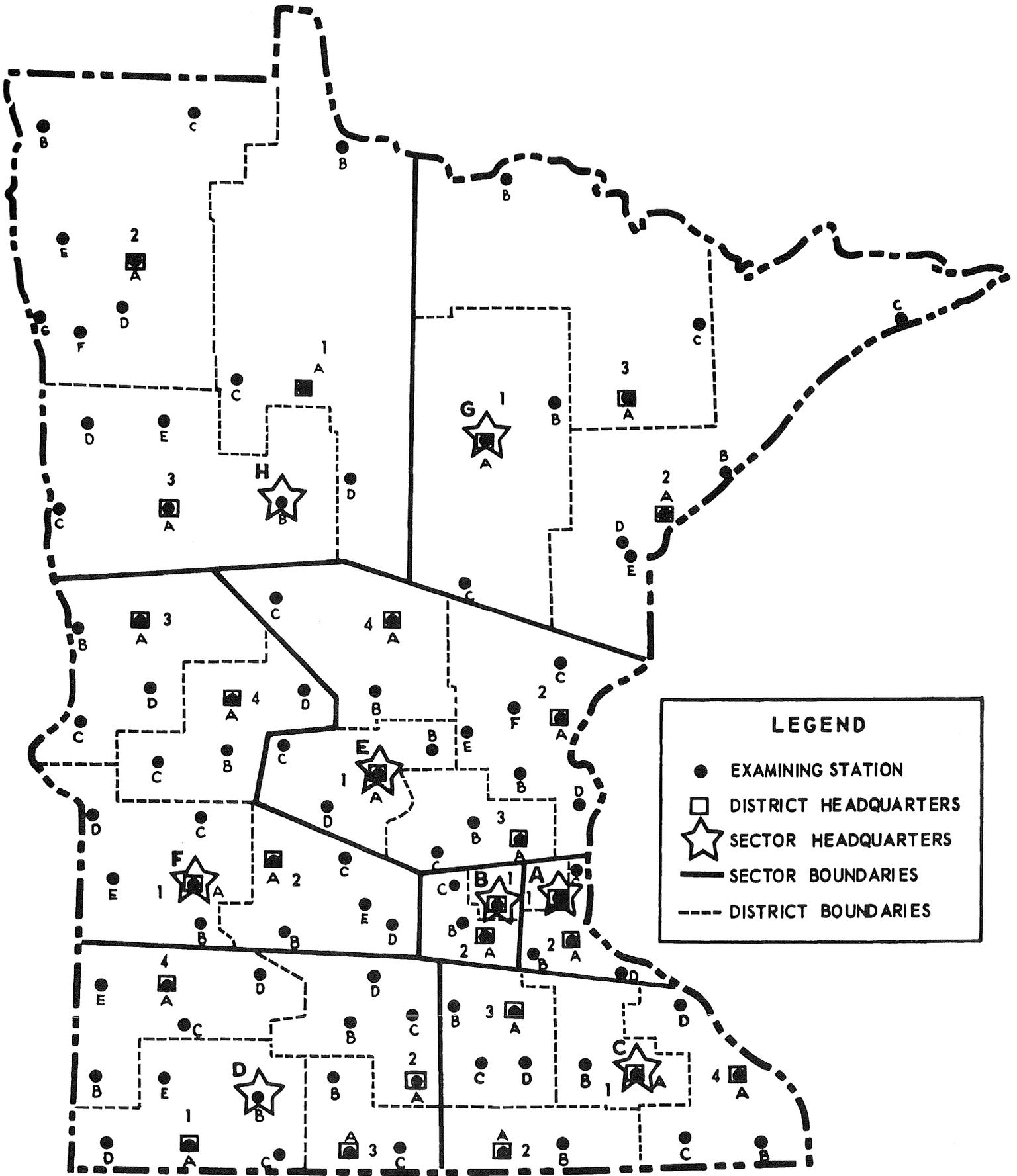
CHART 3

Authorized Number of Drivers License Examiners in Each Sector

Sector	Headquarters	No. of Employees
A.	St. Paul	18
B.	Minneapolis	18
C.	Rochester	9
D.	Windom	9
E.	St. Cloud	10
F.	Montevideo	9
G.	Grand Rapids	9
H.	Park Rapids	9
		<u>91</u>

Chart 3

MINNESOTA DRIVER LICENSE EXAMINERS



LEGEND

- EXAMINING STATION
- DISTRICT HEADQUARTERS
- ☆ SECTOR HEADQUARTERS
- SECTOR BOUNDARIES
- - - DISTRICT BOUNDARIES

CHART 4

Authorized Number of Employees in Each Construction
District and Maintenance Area

Dist. or Area No.	Headquarters	No. of Employees
1	Duluth	161
1A*	Duluth	127
1B*	Virginia	120
2	Bemidji	73
2A*	Bemidji	76
2B*	Crookston	71
3	Brainerd	90
3A*	Brainerd	95
3B*	St. Cloud	106
4	Detroit Lakes	117
4A*	Detroit Lakes	94
4B*	Morris	70
5	Golden Valley	160
5A*	Golden Valley	216
5B*	St. Paul Park	145
6	Rochester	179
6A*	Rochester	113
6B*	Owatonna	94
7	Mankato	108
7A*	Mankato	86
7B*	Windom	79
8	Willmar	73
8A*	Willmar	82
8B*	Marshall	82
9	Metro. Area	<u>326</u>
* indicates Maintenance Area		2,943

RESPONSIBILITY AND AUTHORITY

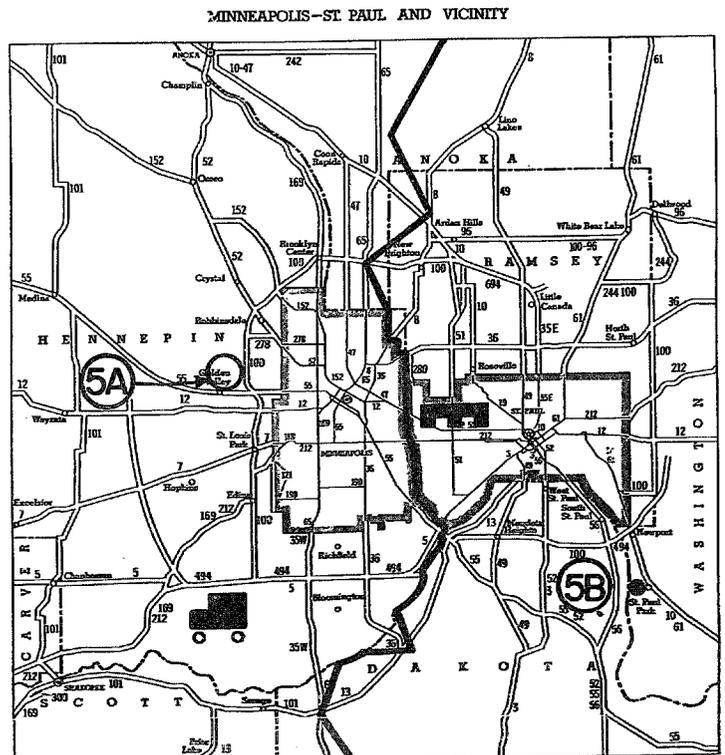
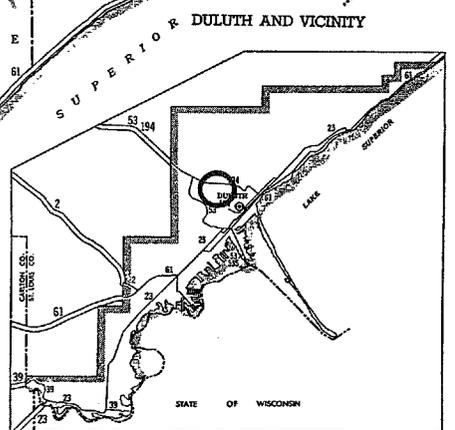
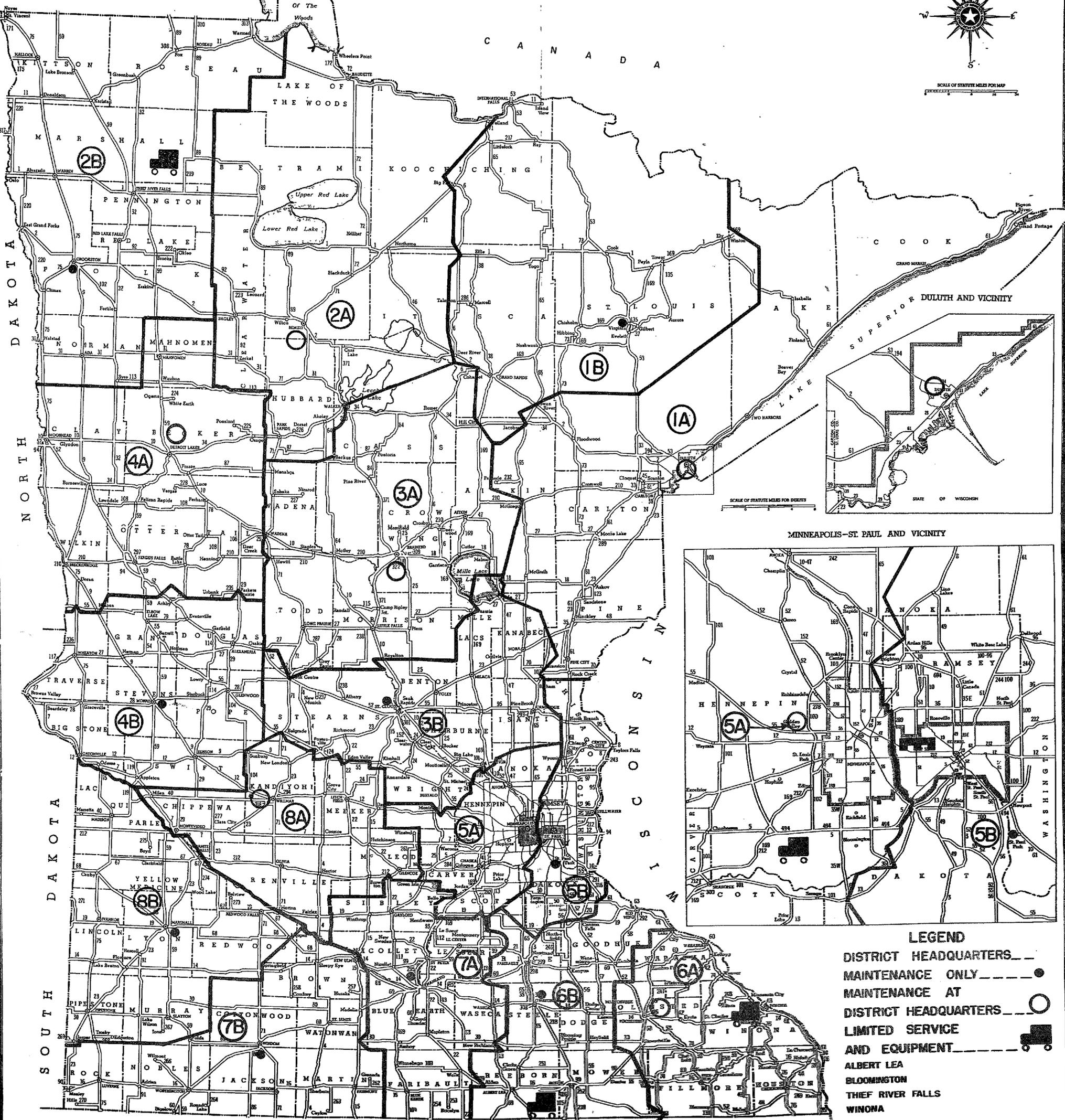
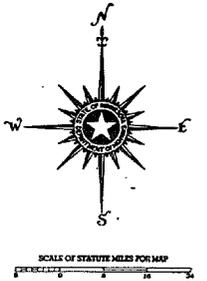
Perhaps more than most departments, the Highway Department draws its basic authority from the Minnesota State Constitution. Its programs are also based very largely in State statutes. Though federal laws and local ordinances do affect the Department's operations, they are not the original source of authority for its programs.

The Department's fundamental responsibility and authority to construct, reconstruct, maintain and improve public highways stems from amendments--at various dates--to the State Constitution. The 1920 Amendment laid out the original trunk highway system; provided for road-user financing through dedicated funds; and authorized the addition of other routes by statute. Subsequent legislatures have added a substantial number of routes, improvements on which now account for a significant part of the annual construction and maintenance programs.

A constitutional amendment in 1928 formed the original authority for the sharing of gas-tax revenue with the counties. The authority and responsibility for this program of state aid was subsequently modified by the amendment adopted in 1956, establishing the municipal state-aid and county state-aid road systems, and revising

Chart 4
 STATE OF MINNESOTA
 DEPARTMENT OF HIGHWAYS
 WORK MAP

MAINTENANCE AREA LIMITS



- LEGEND**
- DISTRICT HEADQUARTERS — ●
 - MAINTENANCE ONLY — - - -
 - MAINTENANCE AT DISTRICT HEADQUARTERS — ○
 - LIMITED SERVICE AND EQUIPMENT —
 - ALBERT LEA
 - BLOOMINGTON
 - THIEF RIVER FALLS
 - WINONA
 - CENTRAL SHOP
 - ST. PAUL —

the method of allocating user-tax revenues among the three jurisdictions. State law, too, sets up the procedures for administering the program of federal aid to county roads.

Statutes are also the basis for the Department's operations in the field of traffic safety. Laws provide for the issuance (and revocation) of licenses and for the examination of drivers, and for a Highway Patrol charged principally with the enforcement of motor vehicle laws.

GOALS AND OBJECTIVES

In general, the goal of the Highway Department is to develop and operate a statewide highway system capable of meeting the needs of the state's road users and of carrying the required traffic with a maximum of convenience and safety.

More specifically, the Department considers its objectives are:

TO CONSTRUCT and maintain a system of all-weather roads capable of handling statewide legal maximum loads for year-round service.

TO REPAIR or reconstruct all bridges and roadways on the trunk highway system which do not meet currently-accepted minimum design standards.

TO IMPROVE and rebuild sub-standard roads recently added to the trunk highway system.

WHERE SEGMENTS of the trunk highway system do meet adequate design standards, to resurface and maintain the roadway so as to improve riding quality and safety, and to reduce the costs of travel to road users.

SYSTEMATICALLY to record and evaluate the physical and operational needs of the trunk highway, county state-aid and municipal state-aid routes, as a basis for better judging the priority and justification for improvements within each class of routes.

TO BRING its programs into conformance with the recommended standards and uniform codes drawn up by the various national professional and technical organizations working in the field of highway operations, so far as these proposed standards and codes cover the needs and problems of the situation in Minnesota.

TO RECOMMEND project construction on the basis of the needs for traffic-carrying capacity as well as the needs for community service.

TO LOCATE, plan and build its projects with a maximum degree of cooperation and consultation with responsible local officials, making the best possible compromise between the overall transportation requirements of an area and the needs and desires of the communities and neighborhoods through which these highways pass.

TO ELIMINATE deaths and injuries in highway traffic so far as possible.

FINANCING

The Highway Department is financed entirely out of constitutionally-dedicated funds, with revenue derived from the following sources:

HIGHWAY USER TAXES. This source of state highway revenue consists of monies received from the sale of motor vehicle license plates and from the gasoline tax

(currently five cents per gallon). After deductions for refunds (for non-highway use of gasoline), for collection costs, and to the Conservation Department for unre-funded tax paid on gasoline used in motorboats, the balance is placed in the Highway User Tax Distribution Fund and divided as follows: 62 per cent to the trunk highways; 29 per cent to the county state-aid roads; 9 per cent to the municipal state-aid roads. For fiscal 1961 the 62 per cent share available for trunk highway work totalled just over \$61,600,000.

DRIVERS LICENSE FEES. This income roughly covers the cost of operating the driver-licensing program. In fiscal year 1961 these fees produced about \$1,600,000.

INTEREST ON INVESTMENTS. Fund balances encumbered but not yet disbursed are invested, and in 1961 produced some \$1,480,000 in interest income.

PATROL FINES. Five-eighths of the fines resulting from arrests made by Highway Patrol officers are remitted to the state. The counties retain three-eighths of the amounts collected.

FEDERAL AID. Very large amounts are now being made available, particularly for work on the Interstate system. For fiscal 1962 these amounted to about \$83,500,000.

In addition, portions of the existing state and county highway systems have been designated as federal-aid routes--the so-called ABC system. There is a "Primary" system, made up almost entirely of state trunk highways. There is a "secondary" system, made up partly of trunk highways and partly of highways in the county state-aid system. There is also a special category of supplementary federal aid to be used on the extensions of primary and secondary routes into urban areas.

Together, these ABC funds amounted for fiscal 1962 to \$21,600,000. The proportion available for work on state trunk highways has varied over recent years, not only with the total amounts made available but also with decisions by the Commissioner on the amount of federal-aid-secondary funds to be relinquished by the state to the counties for work on the county portions of the secondary system.

It is important to recognize a distinction between the amounts apportioned to Minnesota for a given year and the amounts actually available for use. The federal government imposes a control on the obligation of its apportionments in order to hold actual spending in line with the rate at which money is accumulating in the federal trust fund.

Of the \$83,500,000 apportioned to the state for fiscal 1962, for example, only some \$65,000,000 was expected to be available. From the time the control was imposed in the late 1950s Minnesota Highway commissioners have elected to spend the available money first on the primary and secondary systems, and to plan for a possible speed-up in work on the Interstate system should federal-aid funds later be released at a faster rate.

Taking the sources of funds together, the amounts available for trunk highway purposes (ABC and Interstate) amounted for fiscal 1962 to \$125,000,000. Table I shows receipts and expenditures for the trunk highway fund for the past three years. The "miscellaneous" item represents reimbursement for department services or supplies furnished to other agencies. Table II indicates the amounts expected to be available for interstate and trunk highway purposes from 1962 through 1971.

TABLE I

MINNESOTA DEPARTMENT OF HIGHWAYS
Comparative Statement of Income and Expenditures
Fiscal Years 1959 - 1960 - 1961

INCOME	F. Y. 1959	F. Y. 1960	F. Y. 1961
Highway User Tax (62%)	\$ 55,862,872.89	\$ 58,637,400.38	\$ 60,564,894.55
Federal Aid	49,874,324.89	57,190,917.33	59,860,750.45
Interest on Investments	1,388,992.96	1,506,073.33	1,477,654.47
Highway Patrol Fines	906,888.87	512,207.81	562,190.72
Miscellaneous Receipts	1,419,107.85	1,851,001.41	1,782,378.08
Drivers License Fees	976,882.01	2,097,818.20	1,717,216.91
Sale of Bridge & R/W Bonds	12,123,532.33		
Sale of St. Paul Bonds			1,250,000.00
Total Income	<u>\$122,552,601.80</u>	<u>\$121,795,418.46</u>	<u>\$127,215,085.18</u>
EXPENDITURES			
Interest & Principal on Bonds	\$ 1,678,400.00	\$ 2,022,400.00	\$ 3,394,650.00
Road Construction	108,245,440.77	86,656,528.64	100,105,504.69
Maintenance	20,871,638.47	20,515,605.07	21,759,243.14
Traffic Patrol & Safety Prom.	2,434,295.91	2,904,717.40	3,001,333.57
Drivers License	1,333,349.29	1,457,265.26	1,536,217.66
Administration and Others	2,147,419.74	2,013,542.92	1,848,995.22
Expense to Other State Depts.	279,253.97	465,622.36	579,402.86
Central Office Bldg. Construction	1,756,422.73	275,788.53	
Total Expenditures	<u>\$138,746,220.88</u>	<u>\$116,311,470.18</u>	<u>\$132,225,347.14</u>

Finance Services
February 2, 1962

Source:

F. Y. 1959	Financial Service Reports -	Fiscal 1960,	Exhibit 10
F. Y. 1960	"	"	" 10
F. Y. 1960	"	"	" 1961 " 8

TABLE II

Minnesota Department of Highways
Proposed Ten Year Finance Plan Based on Needs
Tax Study Committee

ESTIMATED FUNDS AVAILABLE	FISCAL YEAR									
	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973
Bridge Bond Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve For Matching Interstate	3,957,478	2,810,008	1,920,738	1,381,218	1,192,148	1,150,498	1,339,428	1,545,768	-	-
City of St. Paul Special Projects	4,128,000	2,602,500	964,000	-	-	-	-	-	-	-
Contingent Reserve - State Funds	-	-	-	-	-	-	-	-	-	-
Interstate Federal Aid	39,574,781	28,100,081	19,207,381	13,812,181	11,921,481	11,504,981	13,394,281	15,457,681	-	-
Subtotal	\$ 47,660,259	\$ 33,512,589	\$ 22,092,119	\$ 15,193,399	\$ 13,113,629	\$ 12,655,479	\$ 14,733,709	\$ 17,003,449	\$ -	\$ -
Motor Vehicle Tax	\$ 45,633,000	\$ 46,774,000	\$ 47,943,000	\$ 49,142,000	\$ 50,370,000	\$ 51,629,000	\$ 52,920,000	\$ 54,243,000	\$ 55,599,000	\$ 56,989,000
Gasoline Tax	61,996,000	63,545,000	65,134,000	66,752,000	68,421,000	70,131,000	71,884,000	73,681,000	75,523,000	77,411,000
Less Expense:										
Motor Vehicle and Petroleum Divisions	2,700,000	2,400,000	2,800,000	2,500,000	2,850,000	2,550,000	2,900,000	2,650,000	2,950,000	2,750,000
Other State Departments	50,000	55,000	60,000	65,000	70,000	75,000	80,000	85,000	90,000	95,000
Maintenance and Service Highway Building	65,000	70,000	75,000	80,000	85,000	90,000	95,000	100,000	105,000	110,000
Unrefunded Motor Boat Gasoline Tax	390,000	400,000	410,000	420,000	430,000	440,000	450,000	460,000	470,000	480,000
Net Revenue Highway Users	\$104,424,000	\$107,394,000	\$109,732,000	\$112,829,000	\$115,356,000	\$118,605,000	\$121,279,000	\$124,629,000	\$127,507,000	\$130,965,000
Subtotal - Trunk Highway 62%	\$ 64,742,880	\$ 66,584,280	\$ 68,033,840	\$ 69,953,980	\$ 71,520,720	\$ 73,535,100	\$ 75,192,980	\$ 77,269,980	\$ 79,054,340	\$ 81,198,300
Miscellaneous Receipts	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Interest on Investments	900,000	900,000	800,000	800,000	800,000	800,000	800,000	800,000	700,000	700,000
Drivers License Fees	2,200,000	1,800,000	1,800,000	1,800,000	2,400,000	1,900,000	1,900,000	1,900,000	2,600,000	2,000,000
Patrol Fines	550,000	550,000	550,000	555,000	555,000	560,000	565,000	570,000	575,000	580,000
Income Sale of Highway Building	20,000	20,000	20,000	20,000	20,000	-	-	-	-	-
City of St. Paul Special Projects	-	-	-	-	-	-	-	-	-	-
Federal Aid Allotments:										
A B C Roads	18,702,000	19,198,000	19,198,000	19,692,000	19,692,000	19,692,000	19,692,000	19,692,000	19,692,000	19,692,000
Interstate Roads	69,642,000	72,224,000	74,799,000	77,381,000	77,381,000	77,381,000	74,415,000	-	-	-
Subtotal	\$ 93,514,000	\$ 96,192,000	\$ 98,667,000	\$101,748,000	\$102,348,000	\$101,833,000	\$ 98,872,000	\$ 24,462,000	\$ 25,067,000	\$ 24,472,000
Less: Reserve Carry-over										
Bridge Bond Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interstate Federal Funds	28,100,081	19,207,381	13,812,181	11,921,481	11,504,981	13,394,281	15,457,681	-	-	-
Reserve for Matching Interstate	2,810,008	1,920,738	1,381,218	1,192,148	1,150,498	1,339,428	1,545,768	-	-	-
City of St. Paul Special Projects	2,602,500	964,000	-	-	-	-	-	-	-	-
Subtotal	\$ 33,512,589	\$ 22,092,119	\$ 15,193,399	\$ 13,113,629	\$ 12,655,479	\$ 14,733,709	\$ 17,003,449	\$ -	\$ -	\$ -
Total Estimated Funds Available	\$172,404,550	\$174,196,750	\$173,599,560	\$173,781,750	\$174,326,870	\$173,289,870	\$171,795,240	\$118,735,429	\$104,121,340	\$105,670,300

STANDARDS

General operations of the Highway Department are conducted within the framework of public policy set by provisions of the State Constitution and state law, and by federal law. Individual projects are built, and day-to-day operations carried on, under the provisions of manuals, detailed plans, specifications and work procedures. In between, a wide range of administrative, engineering and financial criteria help to determine the nature, level and quality of the Department's construction, maintenance and safety programs.

Many of these standards are made and enforced by the federal government, as a part of its extensive program of aid to the states. The Department of Commerce's Bureau of Public Roads supervises the disbursement of federal funds for planning and for construction; sets minimum design standards based on the type of road and the proportion of federal participation; outlines procedures for right-of-way acquisition; inspects and approves federal-aid construction projects, and--in accordance with Congressional directives--determines the amounts and allocations of federal aid to the state highway departments.

The State of Minnesota, through statutes and administrative controls, determines the routes of the state trunk highway system, the sources of revenue available, the level of spending and the authority of the Commissioner of Highways.

At the Department level, policies and procedures are set up (and published as technical and administrative manuals); they are, in many cases, more detailed and stringent than those imposed by the Bureau of Public Roads.

They cover design, administration of state aid to the counties and municipalities, grading, materials, and other aspects of the Department's operations, and are continually being revised to incorporate new techniques suggested by research and experience, either within the Department or in organizations in other states.

The standards set up in these manuals are based on (or, in some cases, taken verbatim from) the recommended standards established by national professional organizations in the field of highway construction and operation. These include the American Association of State Highway Officials, which publishes standard specifications for bridges, materials, testing methods and for the classification and design of rural and urban roads; the American Railway Engineering Association, whose publications cover the design of railroad structures; the American Society for Testing Materials, which proposes specifications for materials used; the National Safety Council, which inventories activities and recommends programs of accident prevention; the American Association of Motor Vehicle Administrators; the International Association of Chiefs of Police; the Institute of Traffic Engineers; semi-governmental organizations such as the Highway Research Board; and such special-purpose groups as the National Conference on Uniform Traffic Laws and the National Joint Committee on Uniform Traffic Control Devices. For the most part, conformance to these standards is voluntary, in the sense that no laws require their adoption before the Department can engage in the activities for which they are prescribed.

PLANS

The services and programs of the Highway Department, by and large, are continuing services and programs which grow out of its original assignment to build and operate a system of roads for the State of Minnesota and which have not basically changed over the years. Many of the changes since 1920 have been changes only of magnitude: more routes, more miles, more money, more employees.

At the same time, however, there have been significant new services of several sorts, added over the years. There was a time when the Department did not keep highways open throughout the winter; when it did not build roads within the limits of major cities; when it was not responsible for enforcing traffic laws on the trunk highways; when it did not administer a program of aid to municipalities, and when it did not make complex and expensive traffic studies.

With the growing importance of transportation, and particularly highway transportation, in the American economy, it seems certain that the services and programs of the Highway Department will continue to change, as well as to grow, over the next ten years.

Predicting what new programs may be developed from amendments to the State Constitution, from changes in the state law and from changes in federal programs is, however, a difficult and uncertain business. Federal programs, as a practical matter, can only be anticipated. State programs can, at most, be influenced--through the Department's recommendations for amendments to the Constitution or changes in the laws.

Within the sphere of its responsibilities, however, the Department can act, and is able to plan for the gradual development and expansion of all aspects of its programs.

Construction

The Department plans to complete the 898 miles of Interstate highways in Minnesota on schedule in 1973.

The Department's plans for trunk highway construction are based on the "Modified Long-Range Plan" recently adopted. It represents a two-step program for reaching the announced goal of upgrading the trunk highway routes to a standard which will ultimately eliminate the need for springtime axle load restrictions. This plan calls for 4,516 miles of road to be constructed or reconstructed in one construction operation to make them capable of carrying the maximum legal loads. It calls for some 1,646 miles of road to be constructed or reconstructed to an "ultimate nine-ton" standard: the original grade to be of sufficient width and load-carrying capacity so that only the placement, later, of an additional surfacing layer will be required to bring the roadway from seven-ton up to the legal nine-ton maximum. The 12,658-mile trunk highway system (including Interstate routes) will then consist of 9,403 miles (74 per cent) of maximum-capacity roads and 3,255 miles (26 per cent) of "seven-ultimate-nine-ton" roads. The routes proposed for improvements under this plan are shown in Appendix A and its accompanying tables and map.

The long-range construction plan discussed above is potentially affected by the consideration being given to returning certain portions of the trunk highway system to local jurisdiction. Some 495 miles of existing trunk highway routes will be paralleled by the construction of new Interstate routes. In all, the eliminations being "definitely" or "possibly" considered would reduce the system (as expanded by Interstate mileage) to 9,597 miles. Legislation would be required to accomplish this reduction. Maps and tables illustrating this proposal are attached as Appendix B.

As a further aid in planning its construction programs, the Department intends to classify all the major routes of the state in terms of the level of service to be provided. The ultimate goal will be an integrated system of freeways, expressways, trunk routes and collector routes. The Department, as indicated earlier, has already adopted a "nine-ton and seven-ultimate-nine-ton" classification of its trunk

highways, which will serve as the basis for a long-range construction program aimed at meeting load-carrying requirements. The new classification by level of service will serve as the basis for construction aimed at meeting traffic-carrying requirements. A map of the routes which the Department proposes for development to the various standards of service is attached as part of Appendix C.

Maintenance

Studies are now being made of the requirements for maintaining the 500-odd miles of Interstate highways expected to be open to traffic by 1970. Projections of present experience, together with reports from other states that have operated freeway-type facilities, indicate the need for substantial increases in personnel and equipment. The total cost of operating the completed 898-mile system is estimated at \$7,200,000 per year. This will involve the addition of some 400 persons and some 600 pieces of equipment. Increases of roughly 10 per cent of these totals will be required each year.

Facilities

A recommended 10-year building program for the Highway Department was submitted to the Legislative Building Commission December 8, 1961 and revised July 10, 1962. The Department plans to expand and replace district headquarters, equipment storage buildings, and driver examination stations to meet its expanded requirements for administration and maintenance, at an estimated total cost of \$12,828,800. The proposed building program is shown in Table III.

State-Aid Programs

The principal program which can be altered by the Department, without legislation or constitutional amendment, is the program for the sharing of the federal-aid secondary funds with the counties. The Commissioner must distribute 50 per cent of these funds to the counties but may retain as much of the remaining 50 per cent as he deems proper and necessary for use on the state trunk highway portion of the secondary system.

Until a new formula for sharing state-collected highway user revenues was arrived at in 1956, it was the policy of the Department to distribute virtually all the FAS funds to the counties. This reached a high of \$6,800,000 in fiscal 1958. This distribution was then cut back, however, to a flat \$6,000,000 for fiscal 1959, 1960, and 1961, and was further reduced (on a 2/3-1/3 division of the state's 50 per cent share) to \$4,900,000 for fiscal 1962. In fiscal 1963 the state retained its full 50 per cent share, distributing some \$3,634,256 to the counties. The Department plans to continue this policy in the foreseeable future.

Safety

The anticipated increase in the number of drivers in Minnesota (from 1,800,000 at present to an estimated 2,000,000) by 1970, together with the expected increases in traffic volume, call for expanded--and in some cases, new--programs in the field of traffic and driver safety. The Department has plans for expanding its enforcement, its licensing and its safety promotion activities.

With the opening of the Interstate freeways the Highway Patrol will add a continuous patrolling operation to the "area assignment" enforcement currently being practiced. The Department proposes that at any specific point on an urban freeway an officer will be seen every 15 minutes during the 16 busiest hours of the day and every 30 minutes during the remaining 8 hours; and that at any point on a rural freeway an officer will be seen every hour.

TABLE III
RECOMMENDED BUILDING PROGRAM
 Revised June 26, 1962
1964 FISCAL YEAR

<u>Location</u>	<u>Estimated Cost</u>
DISTRICT 9 HEADQUARTERS BUILDING AND CENTRAL SHOP	
Fort Snelling	\$1,600,000
Architect's Fees 6% of above	96,000
EQUIPMENT STORAGE BUILDINGS	
Pine City	75,000
Erskine	45,000
Pine River	45,000
Henning	45,000
Wayzata	180,000
Worthington	75,000
Stewartville	140,000
Olivia	45,000
Fort Snelling	180,000
Architect's Fees 6% of above	10,800
DRIVERS LICENSE EXAMINING STATION	
Fort Snelling	250,000
Architect's Fees 6% of above	15,000
CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for Area 5-B Headquarters 6% of \$1,000,000	60,000
Architect's Fees for Area 6-B Headquarters 6% of \$500,000	30,000
*Miscellaneous Building Repairs and Improvement	72,000
Sub-total	<u>\$2,963,800</u>
Land Acquisition	248,500
Total	<u>\$3,212,300</u>

*Includes modifications of heating and ventilating, materials for remodeling and additions to small truck sheds, and material for farm type sheds for storage of miscellaneous equipment.

RECOMMENDED BUILDING PROGRAM

Revised June 26, 1962

1965 FISCAL YEAR

<u>Location</u>	<u>Estimated Cost</u>
MAINTENANCE AREA HEADQUARTERS BUILDINGS	
East of St. Paul, Area 5-B	
Jct. TH 212 & Interstate 694	\$1,000,000
Owatonna - Area 6-B	500,000
EQUIPMENT STORAGE BUILDINGS	
Sandstone	75,000
Bagley	45,000
Sauk Centre	75,000
Evansville	75,000
Faribault	75,000
Dresbach	75,000
Blue Earth	75,000
Slayton	45,000
CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for Area 3-B Headquarters	
6% of \$1,000,000	60,000
*Miscellaneous Building Repairs and Improvement	72,000
	Sub-total
	<u>\$2,172,000</u>
Land Acquisition	
	300,000
	Total
	<u>\$2,472,000</u>

*Includes modifications of heating and ventilating, materials for remodeling and additions to small truck sheds, and material for farm type sheds for storage of miscellaneous equipment.

RECOMMENDED BUILDING PROGRAM

Revised June 26, 1962

1966 FISCAL YEAR

<u>Location</u>		<u>Estimated Cost</u>
	MAINTENANCE AREA HEADQUARTERS BUILDING	
St. Cloud Area 3-B		\$1,000,000
	EQUIPMENT STORAGE BUILDINGS	
Two Harbors		75,000
Deer River		45,000
Barnesville		75,000
Forest Lake		100,000
Zumbrota		45,000
Fairmont		75,000
North Minneapolis		180,000
McGregor		45,000
	CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for Area 7-B Headquarters		
6% of \$400,000		24,000
*Miscellaneous Building Repairs and Improvement		72,000
	Sub-total	<u>\$1,736,000</u>
Land Acquisition		117,000
	Total	<u>\$1,853,000</u>

1967 FISCAL YEAR

MAINTENANCE AREA HEADQUARTERS BUILDING

Windom Area 7-B		\$400,000
	EQUIPMENT STORAGE BUILDINGS	
Hibbing		45,000
Karlstad		45,000
Monticello		75,000
Moorhead		40,000
Montrose		45,000
St. Charles		75,000
International Falls		75,000
Ortonville		45,000
Sleepy Eye		45,000
	CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for Area 4-B Headquarters		
6% of \$400,000		24,000
*Miscellaneous Building Repairs and Improvement		72,000
	Sub-total	<u>\$986,000</u>
Land Acquisition		77,000
	Total	<u>\$1,063,000</u>

*Includes modifications of heating and ventilating, materials for remodeling and additions to small truck sheds, and material for farm type sheds for storage of miscellaneous equipment.

RECOMMENDED BUILDING PROGRAM

Revised June 26, 1962

1968 FISCAL YEAR

<u>Location</u>		<u>Estimated Cost</u>
	MAINTENANCE AREA HEADQUARTERS BUILDING	
Morris Area 4-B		\$400,000
	EQUIPMENT STORAGE BUILDINGS	
Proctor		45,000
Northome		45,000
Mayer		45,000
Jackson		75,000
	CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for Area 8-B Headquarters		
6% of \$1,000,000		60,000
*Miscellaneous Building Repairs and Improvement		72,000
	Sub-total	<u>\$742,000</u>
Land Acquisition		82,000
	Total	<u>\$824,000</u>

1969 FISCAL YEAR

MAINTENANCE AREA HEADQUARTERS BUILDING

Marshall Area 8-B		\$1,000,000
	EQUIPMENT STORAGE BUILDINGS	
Alexandria		75,000
North Branch		45,000
St. Peter		45,000
	CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for Area 2-B Headquarters		
6% of \$400,000		24,000
*Miscellaneous Building Repairs and Improvement		72,000
	Sub-total	<u>\$1,261,000</u>
Land Acquisition		65,500
	Total	<u>\$1,326,500</u>

*Includes modifications of heating and ventilating, materials for remodeling and additions to small truck sheds, and material for farm type sheds for storage of miscellaneous equipment.

RECOMMENDED BUILDING PROGRAM

Revised June 26, 1962

1970 FISCAL YEAR

<u>Location</u>	<u>Estimated Cost</u>
MAINTENANCE AREA HEADQUARTERS BUILDING	
Crookston Area 2-B	\$400,000
EQUIPMENT STORAGE BUILDINGS	
Littlefork	45,000
Elk River	45,000
Fergus Falls	40,000
Dodge Center	45,000
Waseca	45,000
CONSTRUCTION IN ENSUING YEAR	
Architect's Fees for District 8 Headquarters	60,000
*Miscellaneous Building Repairs and Improvement	72,000
	<hr/>
	Sub-total
	\$752,000
Land Acquisition	---
	<hr/>
	Total
	\$752,000

1971 FISCAL YEAR

DISTRICT AND MAINTENANCE AREA HEADQUARTERS BUILDING

Willmar District 8 and Maintenande Area 8-A	\$1,000,000
EQUIPMENT STORAGE BUILDINGS	
Hawley	45,000
Chaska	45,000
Wabasha	75,000
Mapleton	45,000
*Miscellaneous Building Repairs and Improvement	72,000
	<hr/>
	Sub-total
	\$1,282,000
Land Acquisition	---
	<hr/>
	Total
	\$1,282,000

*Includes modifications of heating and ventilating, materials for remodeling and additions to small truck sheds, and material for farm type sheds for storage of miscellaneous equipment.

RECOMMENDED BUILDING PROGRAM

Revised June 26, 1962

1972 FISCAL YEAR

Location

Estimated Cost

EQUIPMENT STORAGE BUILDINGS

Grand Rapids		\$120,000
Aitkin		45,000
Pelican Rapids		45,000
Elbow Lake		45,000
Caledonia		45,000
St. James		45,000
Gaylord		45,000
Madison		45,000
*Miscellaneous Building Repairs and Improvement		72,000
	Sub-total	<u>\$507,000</u>
Land Acquisition		---
	Total	<u>\$507,000</u>

1973 FISCAL YEAR

EQUIPMENT STORAGE BUILDINGS

Carlton		\$ 40,000
East Grand Forks		45,000
Onamia		45,000
Mahnomen		45,000
Perham		45,000
Kenyon		45,000
New Ulm		45,000
Clarkfield		45,000
*Miscellaneous Building Repairs and Improvement		72,000
	Sub-total	<u>\$ 427,000</u>
Land Acquisition		---
	Total	<u>\$ 427,000</u>

Grand Total - 10-Year Program - - - - \$ 13,718,800

*Includes modifications of heating and ventilating, materials for remodeling and additions to small truck sheds, and material for farm type sheds for storage of miscellaneous equipment.

These new requirements for the Interstate system, plus the projections for mileage on the trunk highways, indicate the need for 134 additional officers and supervisors by 1970. Two more light aircraft should also be added, in an expansion of this valuable aerial traffic control program. The Department also intends to continue the decentralization of Highway Patrol operations, with the creation of new patrol districts headquartered at Mankato and Duluth.

The Department hopes that prior to 1970 it will be periodically re-examining the state's licensed drivers. The Department feels that the state's responsibility for the quality of the drivers using the public streets and highways should not end with the initial examination, and proposes to introduce legislation again in 1963 to implement a re-examination program.

Such a program would require the addition of 260 examiners to the driver examination stations around the state. To handle the increased load of driver examinations more efficiently, the Department proposes to reduce the total number of such stations (presently 99), to relocate them about the state and to develop three more of the large, self-contained examination stations like the one opened last year in Arden Hills. One, in the Fort Snelling Complex, is scheduled for 1963; others are tentatively scheduled for the eastern and western parts of the Twin Cities metropolitan area by 1970.

The Department also plans to expand and strengthen all aspects of its safety promotion programs.

The Department will also seek enactment of a program to require the periodic inspection of motor vehicles, the activity to be administered and staffed by state personnel.

Planning

The Department has tentative plans for expanding the program of planning and research, by 1970, into a number of new areas. Among these are:

THE RELATIONSHIP between all types of transportation and the ways in which land is used.

THE APPLICABILITY of current design standards to the changes in the size of vehicles.

THE PROBABILITY that mass transit of people and goods may have to rely solely on rubber-tired vehicles in some areas and on fixed-location vehicles in other areas.

THE REASONS for travel in Minnesota, in order to determine the possibilities of depressing the need for travel during peak-demand periods.

TRAVEL PATTERNS and trends, in relation to the changes in the state's economy and society.

THE EFFECTS of traffic controls, road design, vehicle speed, law enforcement and driver education on the rate of highway accidents.

FORMULAS AND VARIABLES with which it may be possible to predict the need and priority for construction, reconstruction, maintenance and other highway projects.

THE POSSIBLE USES of computers and electronic traffic controls to increase the flow of traffic and the capacity of roads, the object being to devise ways to

reduce the financial demands on the state without sacrificing the convenience of movement.

THE PROBLEM of equitably distributing the new wealth created by highway improvements.

Organization

A number of far-reaching organizational changes and administrative staff adjustments were made during the rapid build-up of highway operations in the five years following the beginning of the Interstate Highway program in 1956. The transition to this expanded operation is, by now, fairly complete, and the Department expects that even a further build-up in construction operations would not require additional major changes in administrative organization or in the number of personnel employed. The outstanding exception to this is in highway maintenance: the Interstate system will, as discussed above, require significant additions of men and equipment. It is possible, however, that this will be offset by gradual reductions in other sections, so that the total personnel complement will remain at about 5,000.

The Department has no plans for changes in the staff set-up comparable with the creation of the management services section, for example, or with the establishment of Planning and Programming as a separate division in 1959. The Department does foresee a continuation of the trend toward decentralization--from central headquarters to the various districts--of authority and responsibility for construction, maintenance and some other activities. The use of equipment in administration-- particularly the use of more elaborate computers--should increase significantly by 1970 as new applications are found and as these administrative tools are used more extensively by the district offices.

Impending Technological Developments

It is difficult to anticipate any "break-throughs" likely to affect the Department's services and programs in a major way before 1970. The development perhaps most discussed is the so-called "automatic highway," on which many of the routine driver functions would be assumed by electronic equipment. This would have a significant and direct impact on road design and road operation, but it is doubtful that more than an experimental beginning in this direction will be made within the next 10 years.

At a lower level, there is a constant stream of improvements in techniques and equipment--such as, to take one example, the application of photogrammetry to road design. These are important, and their impact on the Department's programs may be visible, but they cannot properly be described as revolutionary.

Impending Federal Legislation

There is a continuous and increasing emphasis at the federal level on the planning and development of highways in urban areas. A number of proposals for new federal programs in this area are now being discussed in both legislative and administrative circles--in somewhat the same way that the proposal for a system of Interstate highways was "under discussion" in Washington for several years before it was finally enacted into law in 1956. The President's message to Congress April 4, 1962 contained several specific requests for new legislation and increased authorizations in the field of urban transportation.

Enactment of any programs for the construction or modernization of mass, fixed-location transit systems--even though they were to be administered through other agencies--would affect the programs for major highway construction in urban areas, and might require substantial modification in long-range plans and/or short-range programming. So, in all likelihood, would adoption of the proposal to limit Bureau of Public Roads approval to those highway projects that are found to be "consistent with comprehensive development plans for the metropolitan area."

An increase of federal aid earmarked for planning and research would have at least a potential impact on Department programs in that field. And, perhaps most immediate, Congressional authorization of a program for the relocation of individuals, families and businesses displaced by federal-aid highway construction--similar to the program now in effect under the federal urban renewal laws--would require the Department either to set up a relocation program at the state level or to contract for the service with some local public agency (a housing and redevelopment authority, for example) which now operates a relocation office.

ACTION PROGRAMS TO IMPLEMENT PLANS

The Department's plans for building and operating transportation facilities in Minnesota through 1970 involve primarily the on-going programs of highway planning, right-of-way acquisition, road design, construction, maintenance and policing. There may be some additions and changes in the services provided by the Department which would involve some new action programs, but basically the continuity of the Department's activities implies relatively little need for major new operating programs. For all but a few of the services to be provided during the remainder of the decade, the personnel and facilities are available and the organization and procedures are established.

In the Department the scheduling of activities and the assignment of priorities has been formalized in the programming function, carried on by what is now the Planning and Programming Division. This work focuses on the scheduling of highway construction, reconstruction and improvement projects in relation to the rate at which funds become available. This scheduling of projects in turn determines the level and timing of the programs of road design and right-of-way acquisition as well as of the programs directly concerned with construction operations.

The Department is now making an effort to establish and maintain reasonably firm work programs five years in advance. This is done separately for the Interstate and for the ABC highway programs. Figure 1 maps the Department's presently-programmed construction. It shows the ABC projects programmed or given priority through about 1967, together with the Interstate projects now programmed through 1965. An additional \$100,000,000 is expected to be spent on the "restricted" routes between 1967 and 1970 at locations yet to be determined.

Facilities

A building program will be associated with the expanding operations of the Department. Forty-six equipment storage buildings, seven district headquarters buildings and one or more of the large, self-contained drivers' examination stations (like the one now located in Arden Hills) will be required between fiscal 1964 and 1970.

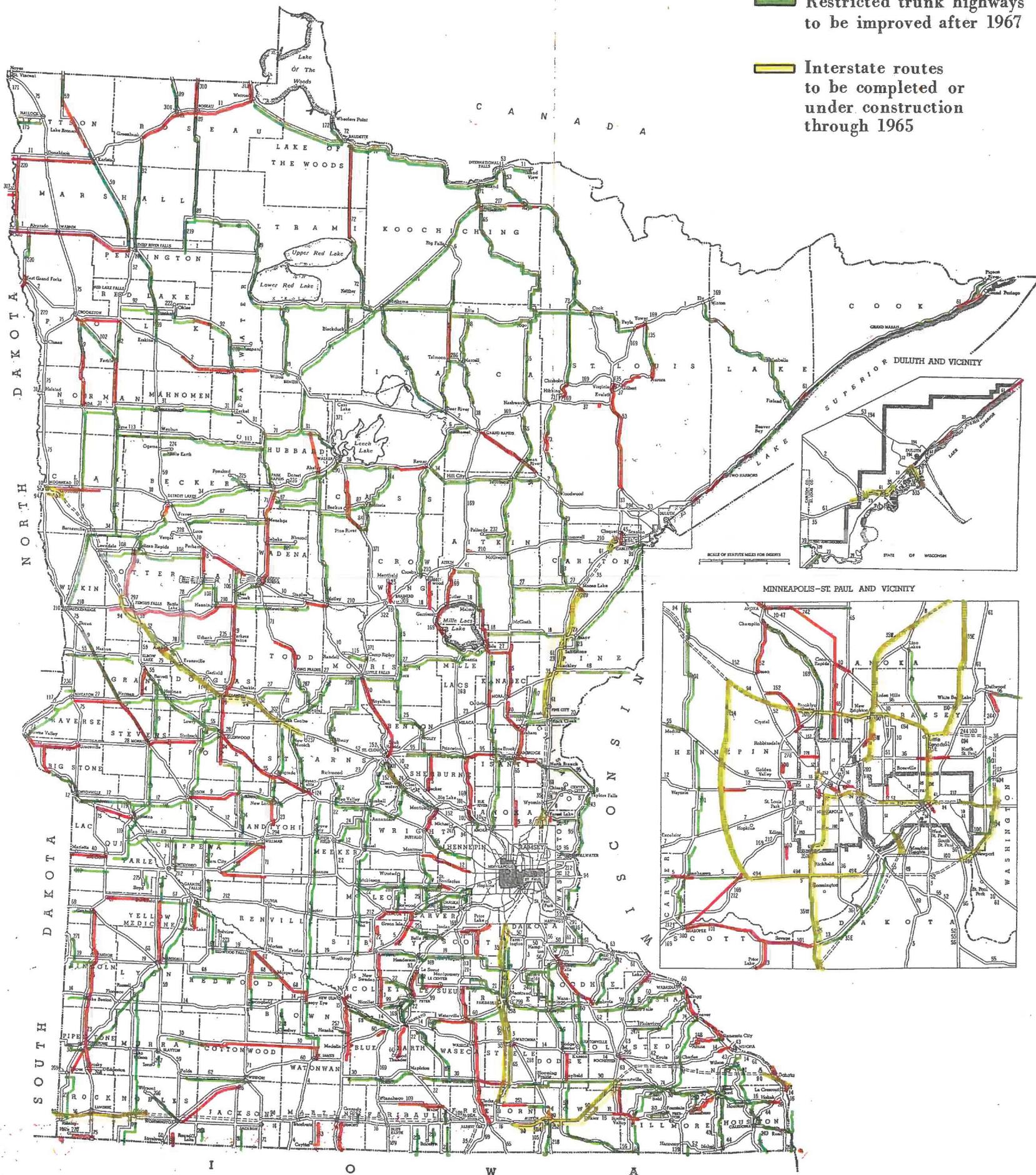
Safety

Important new action programs will have to be set up if the Legislature approves the Department's plans to take on two new functions in the field of highway safety: driver re-examination and vehicle inspection.

Figure 1

ABC AND INTERSTATE PROJECTS UNDER
CONSTRUCTION, PROGRAMMED OR GIVEN
PRIORITY, 1963 THROUGH 1967

-  Trunk highways under construction programmed through 1965 and priorities through 1967
-  Restricted trunk highways to be improved after 1967
-  Interstate routes to be completed or under construction through 1965



The first could be administered through the existing--but expanded--Drivers License section; the second would require the supervision of a network of inspection stations. Since both depend entirely on favorable action by the Legislature, it is impossible at this time to indicate the date at which either might be put into operation.

Planning

Among the programs to be undertaken as part of the Department's planning activity the most important is probably the Joint Program for Transportation-Land Use Planning. This is a cooperative undertaking of the Twin Cities Metropolitan Planning Commission, the Minnesota Highway Department and other existing agencies concerned with the development of land use and/or transportation systems in the metropolitan area. It should result in a better understanding of the relationship between land use and traffic, and in some conclusions about the nature of the transportation system that would be required to serve alternative patterns of urban development.

BUDGETARY NEEDS

The estimated needs for carrying out the Department's programs through fiscal 1970 total more than \$1,600,000,000.

The spending for highway construction is expected to peak in fiscal 1968, when nearly \$150,000,000 of financing will be required, and then decline. The spending for other programs is expected to rise steadily, in line with the expanded requirements for maintenance, policing, etc. Safety operations, which now account for just over \$5,000,000 per year, will require some \$6,100,000 by 1970. The cost of maintenance operations on the Interstate roads will build up from \$550,000 the first year to \$3,500,000 by 1970.

The financial requirements for administration and for plant and equipment, on the other hand, are likely to remain at roughly their present level over the period of years.

Table IV indicates not only the overall need for funds but also the need for additional financing beyond the amounts that will be available from existing revenue sources. The anticipated deficiency is expected to increase steadily, from some \$22,000,000 in the 1961-62 fiscal year to some \$40,000,000 by 1970.

FINANCING THE PLAN

The previous section discussed the size of the gap between highway needs and the money estimated to be available up to 1970. Closing the gap may involve some increase in highway revenues, some reductions in the responsibilities (and therefore costs) of the state highway program, or some combination of the two. Possibilities include:

AN INCREASE in the motor fuel tax. Each one-cent-per-gallon increase would yield, on the basis of current collections, some \$11,600,000 per year. The 62 per cent share earmarked for the trunk highway fund would amount to some \$7,192,000 per year.

AN INCREASE in the motor vehicle license fee. It might be desirable to reduce the rate at which the tax drops off over a period of years (now 25 per cent after three years; 50 per cent after six years and 75 per cent after nine years) and/or

TABLE IV

Minnesota Department of Highways
Proposed Ten Year Finance Plan Based on Needs
Tax Study Committee

ESTIMATED NEEDS	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973
APPROPRIATED ACCOUNTS:										
Administration	\$ 2,150,000	\$ 2,250,000	\$ 2,350,000	\$ 2,450,000	\$ 2,550,000	\$ 2,650,000	\$ 2,750,000	\$ 2,850,000	\$ 2,950,000	\$ 3,050,000
Safety	5,250,000	5,350,000	5,450,000	5,600,000	5,750,000	5,900,000	6,100,000	6,300,000	6,500,000	6,700,000
Plant and Equipment	6,212,300	4,472,000	3,855,000	3,563,000	3,324,000	3,826,500	3,252,000	3,782,000	3,207,000	3,127,000
Contingent Fund	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-
NON-APPROPRIATED ACCOUNTS:										
Construction and Maintenance Operations	39,512,750	40,312,750	41,112,750	41,900,000	42,700,000	43,500,000	44,300,000	45,100,000	45,900,000	46,700,000
Maintenance Interstate Roads	775,000	1,225,000	1,525,000	2,000,000	2,500,000	3,000,000	3,500,000	4,000,000	4,500,000	5,000,000
Highway Construction	144,702,000	146,520,000	147,668,000	148,652,000	149,916,000	149,289,000	147,934,000	90,570,021	76,000,000	76,000,000
Patrol Fine Expense	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Judicial Ditch										
Building - Owatonna State School										
Interest and Principal on Bonds	4,017,450	3,964,350	4,109,800	4,242,350	4,161,250	3,680,150	3,704,600	3,747,600	3,168,400	3,140,200
Bond Sale Expense and Fees	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200
Costs of Other State Departments	370,000	380,000	380,000	385,000	385,000	390,000	390,000	395,000	400,000	405,000
Maintenance & Service Highway Building	350,000	360,000	360,000	365,000	365,000	370,000	370,000	375,000	380,000	385,000
TOTAL ESTIMATED FUNDS NEEDED	<u>\$203,466,700</u>	<u>\$204,861,300</u>	<u>\$206,935,750</u>	<u>\$209,184,550</u>	<u>\$211,778,450</u>	<u>\$212,632,850</u>	<u>\$212,427,800</u>	<u>\$157,146,821</u>	<u>\$143,132,600</u>	<u>\$144,534,400</u>
FUNDS AVAILABLE	\$172,404,550	\$174,196,750	\$173,599,560	\$173,781,750	\$174,326,870	\$173,289,870	\$171,795,240	\$118,735,429	\$104,121,340	\$105,670,300
ESTIMATED REVENUE DEFICIENCY	(\$ 31,062,150)	(\$ 30,664,550)	(\$ 33,336,190)	(\$ 35,402,800)	(\$ 37,451,580)	(\$ 39,342,980)	(\$ 40,632,560)	(\$ 38,411,392)	(\$ 39,011,260)	(\$ 38,864,100)

to establish some scale of minimum charges regardless of the age of the vehicle. Increases in the rate of tax, without any change in the rate of reduction over the years, might be considered separately or in combination with the above.

AN INCREASE in federal aid apportioned or available. This potential source of revenue may be a factor in meeting the Department's needs, even though decisions involving the total amount of these funds are not made at the state level.

REDUCTIONS in trunk highway mileage. The elimination of little-used and high-cost mileage from the state trunk highway system would reduce the direct charges against the trunk highway fund. This would, it is true, represent a shift of responsibility from the state to the county level. But to the extent that these sections of road could appropriately be maintained at a lower standard than trunk highways generally, there might be a net saving in the total, combined spending for highways.

LOCAL TAX REVENUES--such as wheelage taxes--levied and spent for urban highway improvements, would reduce the demands on trunk highway funds.

THERE ARE SEVERAL possibilities for using the general police powers of the state, counties and municipalities more effectively to reduce the ultimate costs of major highways, and particularly the costs of acquiring right-of-way. Further, the assessment (in effect) of a portion of the cost against locally-benefitted property would serve to reduce the state's share in the cost of an improvement. Specifically, the possible techniques include:

WIDER USE of the official map, rather than the simple withholding of building permits, where a city or county is attempting to retain open right-of-way for future highway improvements. This appears particularly important in view of the uncertain legal future of the hold-order device.

STRENGTHENED laws to permit municipalities to control the location, number and dimensions of access points along highway routes, in accord with a consistent state policy.

FURTHER encouragement of county zoning, to control the types of land uses permitted at designated interchanges and along highway routes.

A REQUIREMENT that where a major traffic generator along a freeway route creates the need for an interchange or for an increase in the capacity of a roadway, the developer participate in the cost of the extra construction and/or the additional right-of-way required.

Appendix A
A MODIFIED LONG RANGE PLAN
FOR
TRUNK HIGHWAY CONSTRUCTION
(7 Ton - Ultimate 9 Ton and 9 Ton Routes)

As the result of past departmental policy to construct as many miles of highway as possible with the funds available, it is now necessary to reconstruct many miles of trunk highway constructed as recently as 1945 in order to handle the existing traffic demands. The cost of reconstructing an existing highway facility exceeds by a considerable amount the additional cost which would have been incurred at the time of construction to provide the additional graded width and base depth required in order to allow future increasing of the roadway's load bearing capacity by the placement of additional surfacing courses and shoulders.

In order to make the most efficient use of the limited funds available now and anticipated in the foreseeable future, it is proposed through a long range construction plan to upgrade all the routes which comprise the Minnesota Trunk Highway System by a standard of construction which will ultimately eliminate the necessity of imposing springtime axle load restrictions.

To accomplish this task, the plan proposed provides for construction standards which on the major trunk highway routes will result in improvement to a section capable of carrying maximum legal loads throughout the year in a one-stage construction operation. The less important highway routes, when scheduled for construction, would be improved by means of a two-stage construction operation. The initial stage of construction would result in upgrading the route to a section which would be capable of carrying a 7-ton axle load; this section would provide a grade of sufficient width and load carrying capacity that the placement of an additional surfacing course of a predetermined thickness during the second stage of construction will result in a section with full shoulder width which is capable of carrying the maximum legal axle load (9 tons) during the springtime breakup period.

The result of a policy such as proposed herein, with the present level of financing, will result in fewer miles of roads improved each year, but the mileage thus improved would be of a permanent nature. Those segments of highway constructed to the proposed 7 ton axle load (ultimate 9 ton axle load) section could be improved to carry the maximum allowable legal loads without involving major reconstruction. This would expedite scheduling of construction at the time that conditions, either type of service required, financial, or a combination of both, have changed sufficiently to warrant an all weather, year around, non-restricted facility.

Exhibit "A" is a map indicating the location of the routes presently capable of carrying maximum legal loads (approximately 4,890 miles) and routes which when constructed would be constructed in a single stage to either an all year unrestricted facility, or to a facility with a springtime axle load restriction of 7 tons. The total mileage shown is approximately 12,658 miles. This does not include the duplication of approximately 124 miles where the Interstate routes coincide with the locations of existing trunk highway facilities. The routes proposed for the maximum legal axle load of 9 tons total 9,403 miles, and those for the 7 ton - ultimate 9 ton axle load capacity total approximately 3,255 miles.

Exhibit "B" is the proposed flexible pavement design standard for use on the routes where the initial construction is to be to a 7 ton axle load with provisions for ultimate construction to a 9 ton axle load.

In areas where rigid pavement may be required because of a shortage of gravel, it appears that it would be economically justifiable to construct the 7 ton - ultimate 9 ton axle load segments to 9 ton axle load standards in one stage inasmuch as this would require approximately only an additional three-quarter inch thickness in the concrete pavement as compared to a three inch thickness required for an overlay.

Of the approximately 11,830 miles (exclusive of the Interstate Routes) on the Trunk Highway System in 1961, 6,945 miles were subject to springtime axle load restrictions below the maximum legal axle load limitations and 4,887 miles were capable of carrying the maximum legal axle load.

Table I contains a tabulation of miles of the total Trunk Highway System according to its load carrying capacity as (1) Existing 1961 and (2) "Proposed Long Range Plan for 1971 Springtime Axle Load Restrictions" which were published in Minnesota Highway Needs, 1962-71, and (3) the proposed "Modified Long Range Plan for Trunk Highway Construction". Under the existing "Proposed Long Range Plan for 1971 Springtime Axle Load Restrictions", the highways not now capable of carrying the maximum legal loadings would be improved to carry springtime axle loads of either 5 tons, 7 tons, or the maximum legal limit of 9 tons.

Table II presents the same data as percentages of the total trunk highway mileage.

These tabulations of previously published data have been expanded to include as well as the 11,832 mile system, the mileage and percentage relating to the total system (including approximately 898 miles of Interstate Routes) which are covered under this proposal of construction (Item 3 above) either to a 9 ton axle load in single stage or to a 7 ton axle load in the initial stage with provisions for the ultimate construction in a second stage by the placing of an additional surfacing course to obtain a facility capable of carrying the maximum legal loads.

TABLE I

COMPARISON OF PRESENT TRUNK HIGHWAY MILEAGE WITH SPRINGTIME AXLE LOAD RESTRICTIONS TO EXISTING "PROPOSED LONG RANGE CONSTRUCTION PLAN" AND THE PROPOSED "MODIFIED LONG RANGE PLAN FOR HIGHWAY CONSTRUCTION"

System	Number of Miles Restricted to:					Total
	4 Ton	5 Ton	6 Ton	7 Ton	Legal Loads	
1) Existing - 1961	1265	2584	1487	1609	4887	11,832
2) Existing Long Range Plan (5, 7, 9 Ton Systems)	0	610	0	2505	8717	11,832
3) Proposed Long Range Plan (7-Ultimate 9 & 9 ton Systems)				3255	8577* (9403)**	11,832* (12,658)**

* Mileage shown excludes Interstate Routes not coincident with regular trunk highways.

** Mileage in parentheses includes Interstate Routes (898 miles) and proposed locations of trunk highway routes (approximately 52 miles)

TABLE II

PERCENTAGE OF PRESENT TRUNK HIGHWAY MILEAGE SUBJECT TO SPRINGTIME AXLE LOAD RESTRICTIONS COMPARED TO EXISTING "PROPOSED LONG RANGE CONSTRUCTION PLAN" AND THE PROPOSED "MODIFIED LONG RANGE PLAN FOR HIGHWAY CONSTRUCTION"

System	Percent of Miles Restricted to:				
	4 Ton	5 Ton	6 Ton	7 Ton	Legal Loads
1) Existing - 1961	11	22	12	14	41
2) Existing Long Range Plan (5, 7, 9 Ton Systems)		5	0	21	74
3) Proposed Long Range Plan (7-Ultimate 9 Ton Systems)				28* (26)**	72* (74)**

* Based on 11,832 mile system.

** Based on 12,658 mile total system including Interstate Routes and proposed locations of trunk highway routes.

It is possible that much of the 610 miles shown in Table I which under the Existing Long Range Plan would be constructed to a 5 ton axle load section would not be scheduled for reconstruction under the Proposed Long Range Plan. This mileage would have to be placed in tolerable condition by maintenance betterments with rehabilitation periodically through special maintenance.

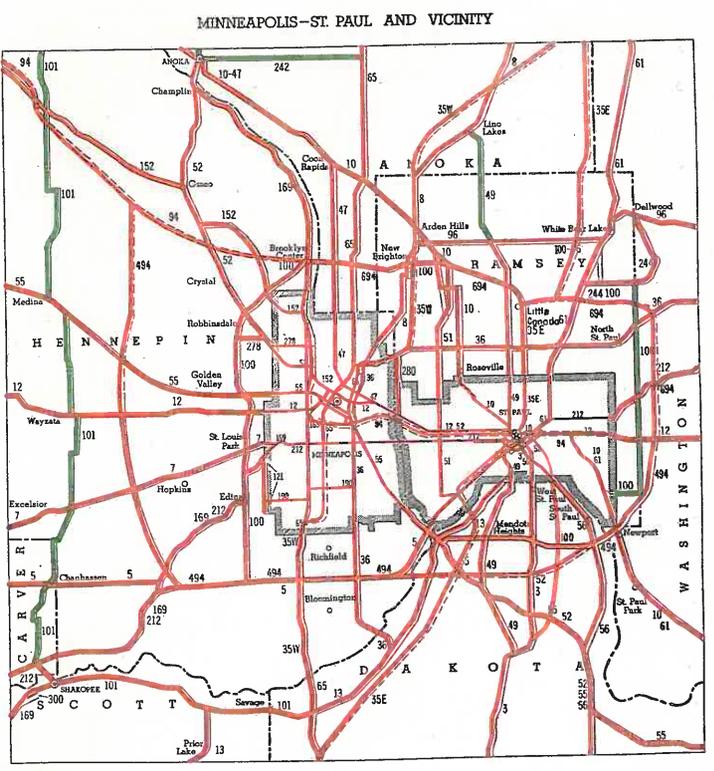
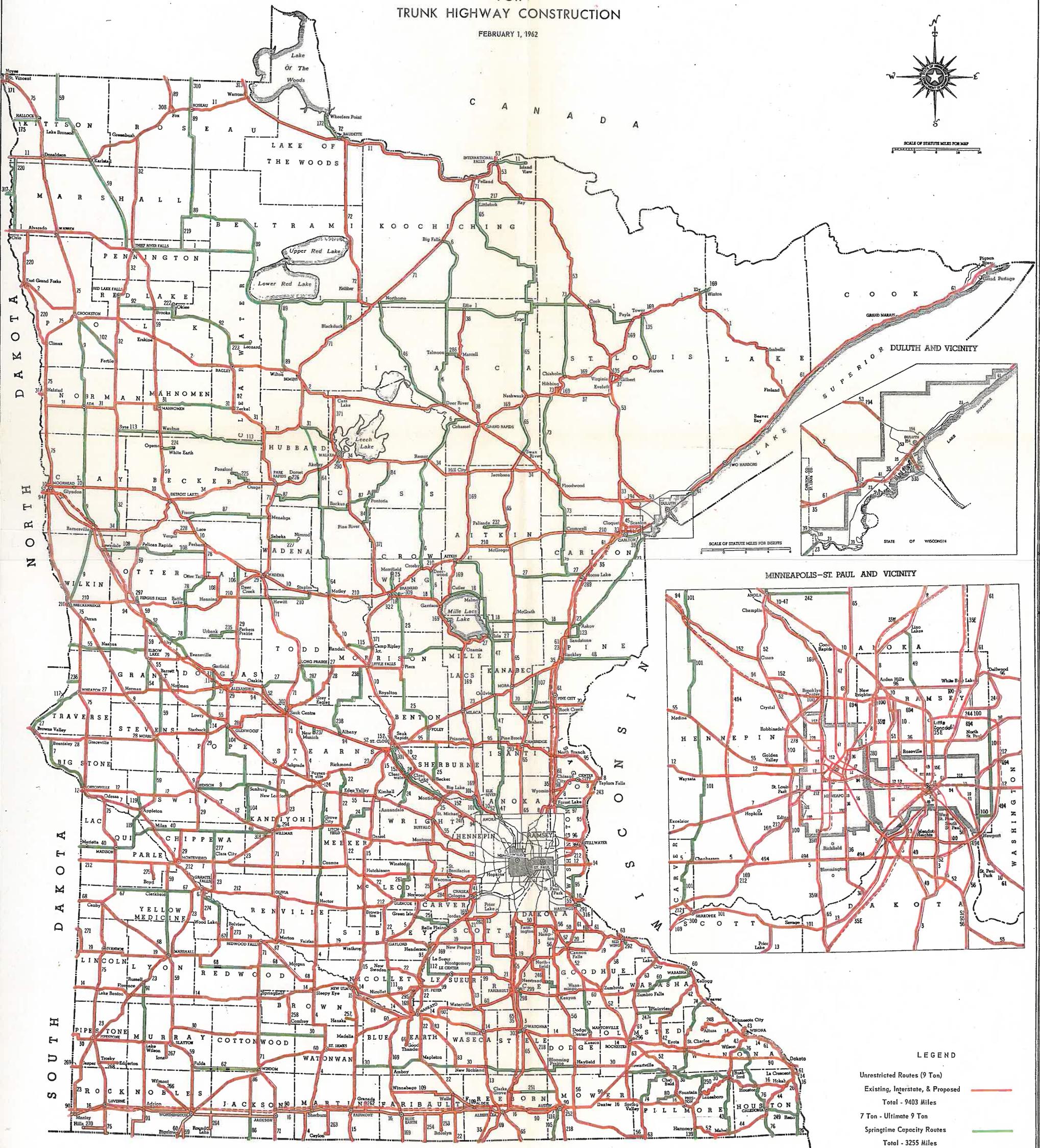
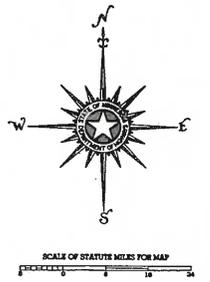
The apparent decrease in the mileage of regular trunk highways to be placed in the category which is capable of carrying maximum legal loads is due to the fact that some of the alignment on Interstate Routes coincides with that of existing trunk highway facilities.

The addition of the Interstate Routes to the Trunk Highway System results in the same ratio of restricted and unrestricted mileage as under the Existing Long Range Plan. However, under the Proposed Long Range Plan, the mileage subjected to springtime axle load restrictions may be upgraded without major reconstruction once the initial construction to the proposed 7 ton - ultimate 9 ton Axle Load Standard as shown in Exhibit "B" has been accomplished.

It is recommended that this Proposed "Modified Long Range Plan for Trunk Highway Construction" be approved for the planning and programming of construction on the Trunk Highway System with the eventual goal of having all Trunk Highway Routes constructed to a standard capable of carrying the maximum legal load permitted.

Exhibit A
 MINNESOTA HIGHWAY DEPARTMENT
 A LONG RANGE PLAN
 FOR
 TRUNK HIGHWAY CONSTRUCTION

FEBRUARY 1, 1962

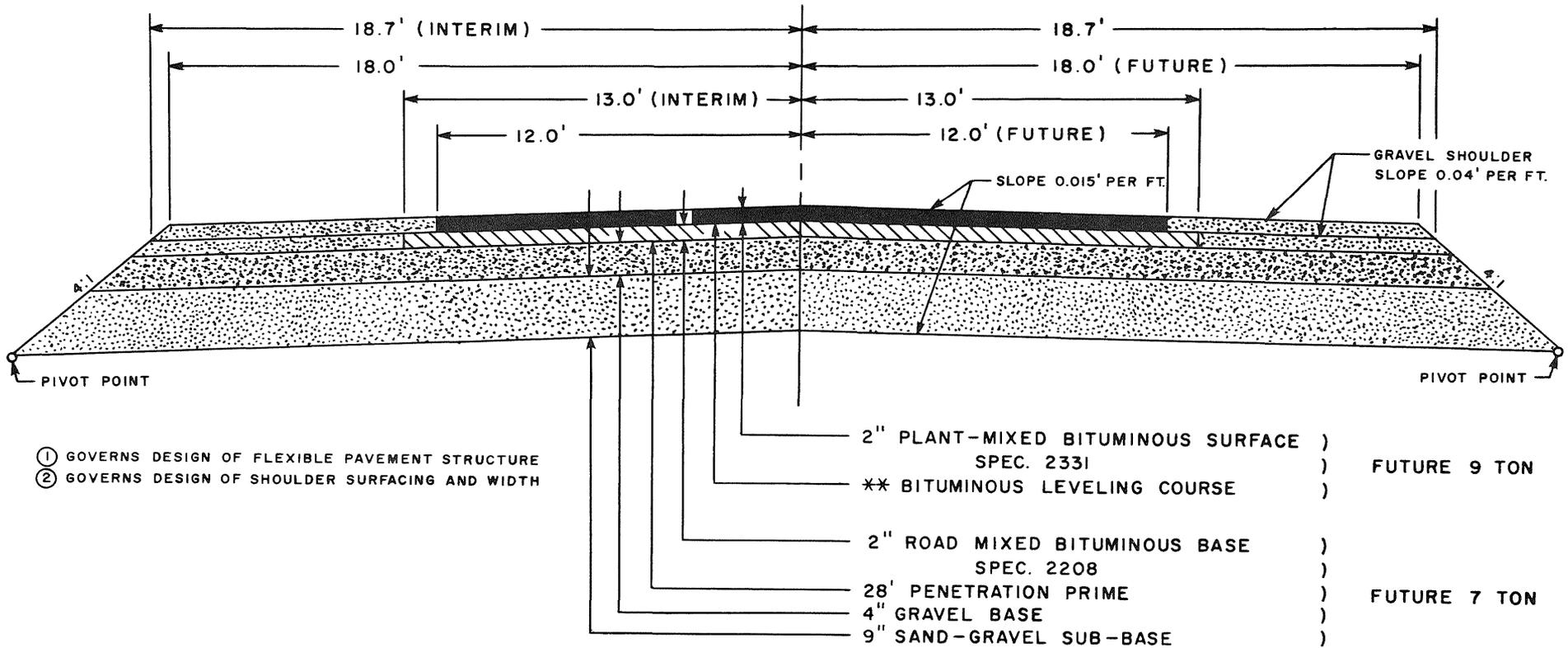


LEGEND
 Unrestricted Routes (9 Ton) ———
 Existing, Interstate, & Proposed ———
 Total - 9403 Miles
 7 Ton - Ultimate 9 Ton ———
 Springtime Capacity Routes ———
 Total - 3255 Miles

Exhibit B

PROPOSED FLEXIBLE PAVEMENT DESIGN STANDARD FOR 7 TON AXLE LOAD (ULTIMATE 9 TON AXLE LOAD)

- ① LESS THAN 150 HEAVY COMMERCIAL AVERAGE DAILY TRAFFIC
- ② (LESS THAN 1000 AVERAGE DAILY TRAFFIC)



** BITUMINOUS LEVELING COURSE MAY BE
 REQUIRED BEFORE PLACING 2" PLANT-MIXED
 BITUMINOUS SURFACE.

Appendix B

TRUNK HIGHWAY NEEDS STUDY REDUCTION
IN
MILEAGE ON THE TRUNK HIGHWAY SYSTEM

The District Engineers were requested in the spring of 1962 to submit recommendations of trunk highway route sections which could be considered for possible return to local jurisdiction.

The recommendations of the District Engineers have been reviewed by the Planning & Programming Staff and the majority could be classified into two categories as described below:

- 1 - Those sections which are dependent on the construction of paralleling FAI Routes for release to local jurisdiction.
- 2 - Those sections which are not dependent on the construction of interstate or paralleling routes for return to local jurisdiction. This category is further subdivided as follows:
 - a - Those sections which should definitely be considered.
 - b - Those sections which possibly should be considered.

Several recommendations concerned trunk highway route sections where the trunk highway is being or will be scheduled to be reconstructed in a new location. These recommendations were not considered in this phase of the Needs Study because, as a rule, the present location should be transferred to local jurisdiction at the time the trunk highway routing is shifted to the new location. There are some instances where it may be necessary to retain portions of present locations in order to maintain continuity of other designated routes. It is recommended that after the publication of the 1963, 1964 and 1965 Construction Programs, all construction projects on new alignment be examined to determine the portions of the existing locations which can be returned to local jurisdiction and maintain continuity on other designated routes.

The sections which fall into the first category as described above total 494.55 miles. This mileage is located in 7 of the 9 districts as follows:

<u>District</u>	<u>Mileage</u>
1	55.12
2	-
3	60.34
4	85.00
5	77.38
6	106.64
7	103.25
8	-
9	<u>23.57</u>
Total	511.30

The routes which are not dependent on construction of FAI or paralleling routes which should definitely be considered for return to local jurisdiction amount to 1,396.67 miles, and those which possibly should be considered for such action amount to 1,101.49 miles. These mileages are divided between the districts as tabulated on the following page:

<u>District</u>	<u>Mileage for Definite Consideration</u>	<u>Mileage for Possible Consideration</u>
1	209.05	123.11
2	164.94	198.45
3	253.69	177.21
4	302.64	121.06
5	25.07	24.81
6	149.03	198.02
7	111.66	216.01
8	166.74	42.82
9	13.85	-
Totals	1,396.67	1,101.49

The criteria used in determining which routes should definitely be considered and which possibly should be considered are as described below:

1 - Definite Consideration -

- a - Those routes suggested by the Planning & Programming Staff in which the District Engineer concurred, or
- b - Those routes suggested by the District Engineers for definite consideration, or
- c - A route, not passing through or near any large municipalities, which is paralleled by two other routes, one on each side, that serve the population centers (a single instance).

2 - Possible Consideration -

- a - Those sections suggested by the District Engineer for possible turn-back, or
- b - Those sections suggested by the Planning & Programming Staff but not concurred in by the District Engineers.

Based on the present 11,832 miles of regular trunk highways to which the 898 miles of FAI Routes must be added and taking into account the approximately 124 miles where the FAI Route is coincident with an existing trunk highway route, the total trunk highway mileage will increase to 12,606 miles. The proposed mileage reductions would have the following effects on the total trunk highway system:

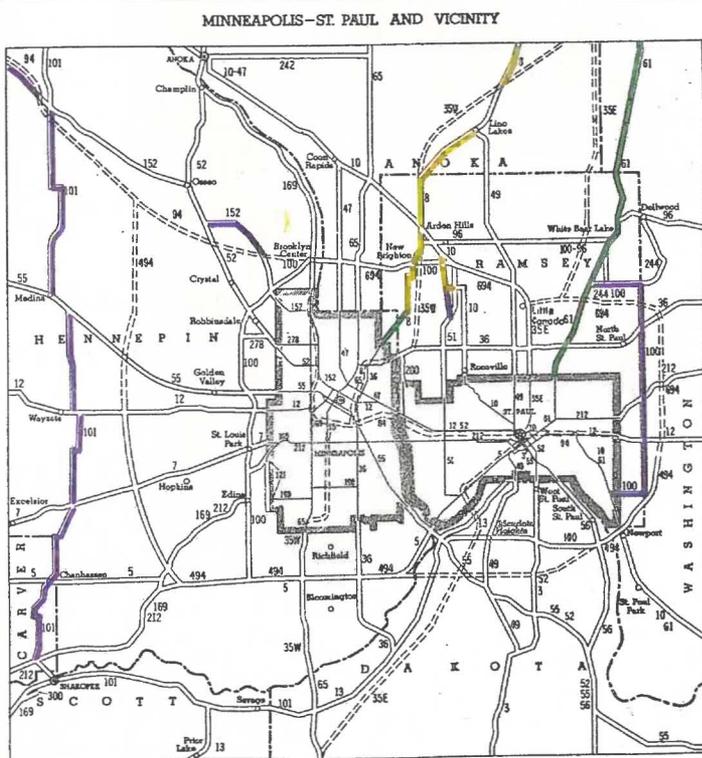
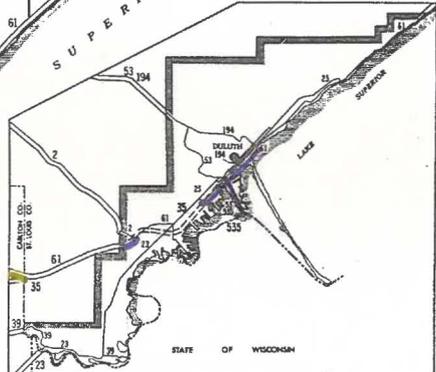
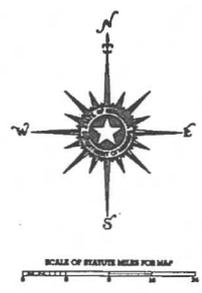
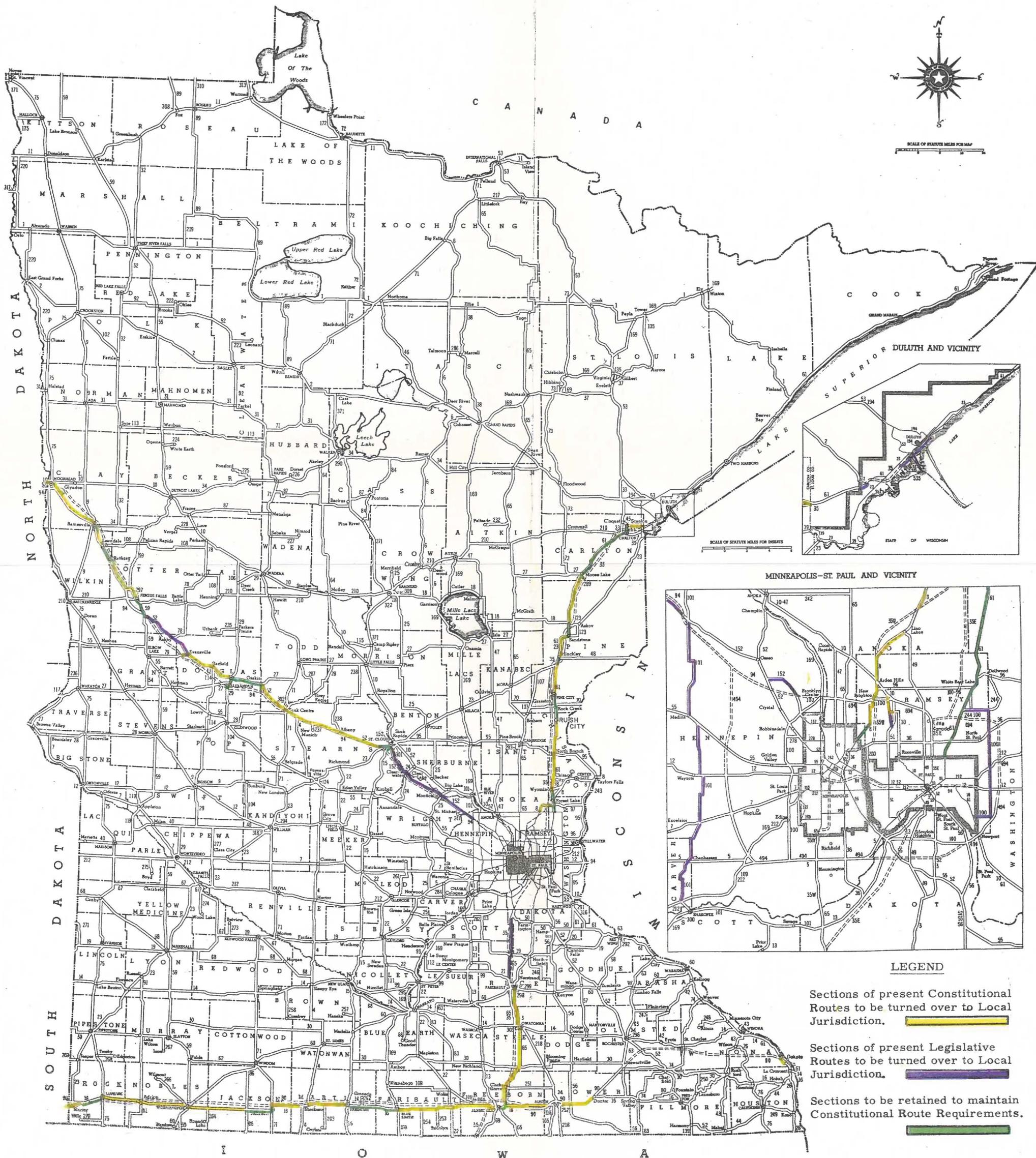
Total Trunk Highway Mileage	12,606 miles
Mileage parallel to FAI Routes which may be revoked and still maintain Constitutional Routes	511 miles
Resulting Trunk Highway System #1	12,095 miles
Mileage recommended to be definitely considered for return to local jurisdiction	1,397 miles
Resulting Trunk Highway System #2	10,698 miles
Mileage recommended for possible consideration for return to local jurisdiction	1,101 miles
Resulting Trunk Highway System #3	9,597 miles



MINNESOTA HIGHWAY DEPARTMENT
 Planning & Programming Division - Planning Research Section
 In Cooperation With The
 U.S. BUREAU OF PUBLIC ROADS

TRUNK HIGHWAY NEEDS STUDY

SECTIONS OF TRUNK HIGHWAY ROUTES PARALLELING FEDERAL AID INTERSTATE ROUTES
 TO BE TURNED OVER TO LOCAL JURISDICTION AFTER CONSTRUCTION OF FAI ROUTES



LEGEND

- Sections of present Constitutional Routes to be turned over to Local Jurisdiction.
- Sections of present Legislative Routes to be turned over to Local Jurisdiction.
- Sections to be retained to maintain Constitutional Route Requirements.

DISTRICT 1

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

Control Section(s)	Route	Termini	Mileage	Replacement	Remarks
5805,5806	T.H. 61	Jct. T.H. 324 to Jct. T.H. 23	11.11	F.A.I. 35	Constitutional Route Conflict - No
5807,0908	T.H. 61	Jct. T.H. 18 to Jct. T.H. 289 (311)	18.13	F.A.I. 35	- No
Part 6925	T.H. 61	In Duluth, Carlton and Grand Avenues to 10th Avenue E. and London Road	3.91	F.A.I. 35	- No
5806	T.H. 61	Jct. T.H. 48 (in Hinkley) to Jct. F.A.I. 35 west of Sandstone	9.57	F.A.I. 35	- No
0911	T.H. 61	Jct. T.H. 45 (in Scanlon) to Jct. F.A.I. 35 (East County line)	5.83	F.A.I. 35	- No
6923,6924, Part 6909	T.H. 61	W. Co. Line to 0.45 Mi. E. of Jct. T.H. 2	5.68	F.A.I. 35	- No
Part 6915	T.H. 53	N. End Interstate Bridge to Jct. T.H. 61	0.89	F.A.I. 535	- No
Total			55.12		

- 507 -

DISTRICT 3

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

Control Section(s)	Route	Termini	Mileage	Replacement	Remarks
8610, 8609, 7320	T.H. 152	St. Cloud (Jct. T.H. 15) to East Wright County line	39.73	F.A.I. 94	No Constitutional Route Conflict
2106, 7706, 7309	T.H. 52	Jct. T.H. 71 (Sauk Centre) to Jct. T.H. 27 (Osakis)	13.76	F.A.I. 94	Carry Const. Route to Jct. T.H. 29 south of Alexandria and through Alexandria to Evansville (Jct. T.H. 79)
7311, 7310	T.H. 52	Jct. F.A.I. 94 (West of Waite Park to Jct. T.H. 71 (Sauk Centre)	36.85	F.A.I. 94	No conflict
Totals			60.34		

DISTRICT 4

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

Control Section(s)	Route	Termini	Mileage	Replacement	Remarks
Part 1405 1411	T.H. 52	Jct. T.H. 9 (Barnesville) to W. State Line	25.27	F.A.I. 94	Constitutional Route 64 via F.A.I. 94 to Jct. T.H. 34, to Barnes- ville, via T.H. 52 to Rothsay; Connect to F.A.I. 94; F.A.I. 94 to Jct. T.H. Northwest of Fergus Falls via T.H. 52 and 59 thru Fergus Falls to Elbow Lake
Part 5612	T.H. 52	Jct. F.A.I. 94 (North of Fergus Falls) to Rothsay	12.67	F.A.I. 94	
5612	T.H. 52	Jct. F.A.I. 94 to N. Jct. T.H. 59	0.55		
5613	T.H. 52	N. Jct. T.H. 59 to N. Jct. 297	4.30		
2104, 2606, 5615	T.H. 52	Jct. T.H. 59 to Jct. T.H. 79	22.42	F.A.I. 94	Via T.H. 79 from Elbow Lake to Jct. F.A.I. 94; via F.A.I. 94 to Jct. T.H. 27; via T.H. 27 thru Alexandria and Osakis then connect to F.A.I. 94 South of Osakis
2105	T.H. 52	Jct. T.H. 29 (Alexandria) to Jct. T.H. 79 (Evansville)	17.99	F.A.I. 94	
2109	T.H. 79	Jct. T.H. 52 (Evansville) to Jct. F.A.I. 94	1.80		
		Totals	85.00		

DISTRICT 5

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

Control Section(s)	Route	Termini	Mileage	Replacement	Remarks
7006, 1919	T.H. 65	South Scott County Line - Approximately 1.0 Miles South of Jct. T.H. 50	7.04	F.A.I. 35W	Constitutional Route Conflict - No
1009, 1010 Part 2736	T.H. 101	Jct. T.H. 169 to Jct. T.H. 7	8.61	F.A.I. 494 and T.H. 169	- No
Part 2836, 2737	T.H. 101	Jct. T.H. 7 to Jct. T.H. 55	8.56	F.A.I. 494	- No
Part 2738	T.H. 101	Jct. T.H. 55 to Jct. T.H. 152	9.56	F.A.I. 494 and 94	- No
Part 2742	T.H. 152	Jct. T.H. 52 to Jct. F.A.I. 94 (approximately 1.0 miles South of North Limits Brooklyn Center)	2.12	F.A.I. 94	- No
0201	T.H. 8	North Ramsey County Line (Jct. F.A.I. 35W) to Jct. T.H. 49	3.45	F.A.I. 35W	- No
0201	T.H. 8	South Jct. F.A.I. 35W (North of Lino Lakes) to North Jct. F.A.I. 35W	8.00	F.A.I. 35W	- No
1303	T.H. 61	Wyoming to North Branch	12.58	F.A.I. 35W	No conflict if connection to F.A.I. 35 via C.S.A.H. 22 (Ext. T.H. 98) is provided at Wyoming
Part 1304	T.H. 61	North Branch to Rush City	12.21	F.A.I. 35	No conflict if connection to F.A.I. 35 via C.S.A.H. 1 is provided at Rush City (retain portion Rush City-Pine City)
Part 2743	T.H. 152	East Jct. F.A.I. 94 (Northwest of Maple Grove) to West Hennepin County Line	5.25	F.A.I. 94	Constitutional Route Conflict - No
Totals			77.38		

DISTRICT 6

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

Control Section(s)	Route	Termini	Mileage	Replacement	Remarks
Part 8504	T.H. 61	Dakota to Dresbach	5.77	F.A.I. 90	Constitutional Route Conflict - No
Parts 5002, 5003	T.H. 16	Jct. T.H. 252 to Jct. F.A.I. 90 near Dexter	13.20	F.A.I. 90	- No
Parts 2403, 5001	T.H. 16	Jct. T.H. 65 to Jct. F.A.I. 90 and T.H. 116	16.60	F.A.I. 90	- No
Part 2402	T.H. 16	West Freeborn County Line to Jct. T.H. 69	13.07	F.A.I. 90	- No
Parts 2405, 7406	T.H. 65	Jct. F.A.I. 90 to Jct. T.H. 218 (New location South of Owatonna)	27.30	F.A.I. 35	- No
7407, 6608	T.H. 3	Jct. T.H. 14 to Jct. T.H. 60	15.48	F.A.I. 35	- No
6610, 6611	T.H. 65	Jct. T.H. 21 to North Rice County Line	15.22	F.A.I. 35	Replacement
Totals			106.64		

DISTRICT 7

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

Control Section(s)	Route	Termini	Mileage	Replacement	Remarks
Part 6701	T.H. 16	West State line to Jct. F.A.I. 90 at Beaver Creek	4.39	F.A.I. 90	This section may depend on what So. Dakota does
6702	T.H. 16	Jct. T.H. 75 in Luverne to East County Line	8.09	F.A.I. 90	
5301, 5302	T.H. 16	West County Line to North Jct. T.H. 59 in Worthington	23.33	F.A.I. 90	- No
5303	T.H. 16	South Jct. T.H. 69 in Worthington to East County Line	6.33	F.A.I. 90	- No
Part 3201	T.H. 16	West County Line to Jct. T.H. 86	14.04	F.A.I. 90	- No
3203	T.H. 16	North Jct. T.H. 71 to East County Line	7.12	F.A.I. 90	- No
Part 4605	T.H. 16	West County line to West Jct. T.H. 4	4.04	F.A.I. 90	- No
4606	T.H. 16	East Jct. T.H. 4 to Jct. T.H. 15 at Fairmont	14.34	F.A.I. 90	- No
Part 2202	T.H. 16	Jct. T.H. 169 in Blue Earth to West Jct. T.H. 22	18.42	F.A.I. 90	- No
Part 2202	T.H. 16	East Jct. T.H. 22 to East County Line	3.15	F.A.I. 90	- No
Totals			103.25		

- 511 -

DISTRICT 9

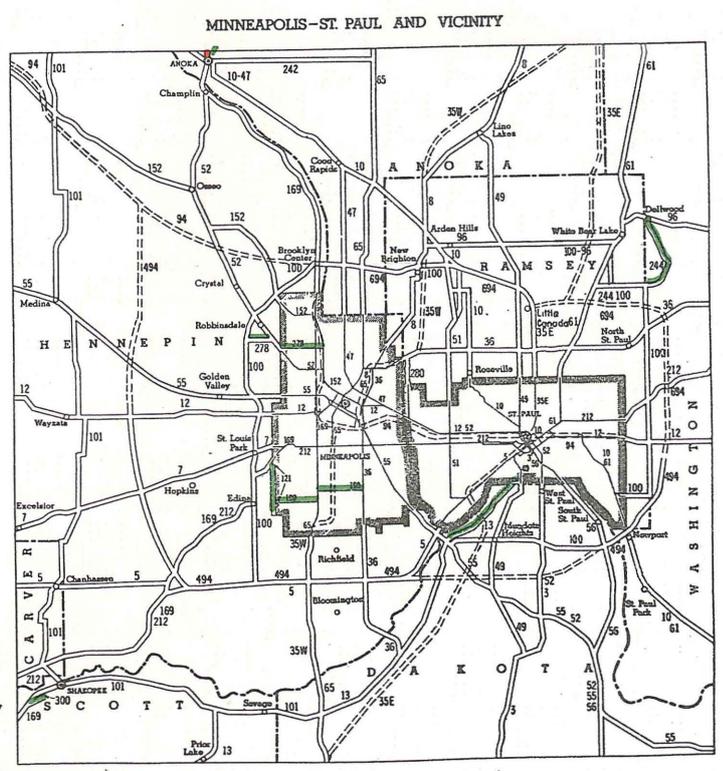
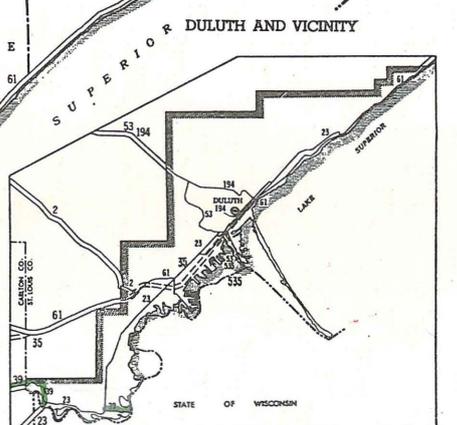
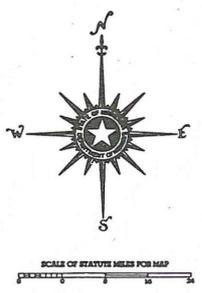
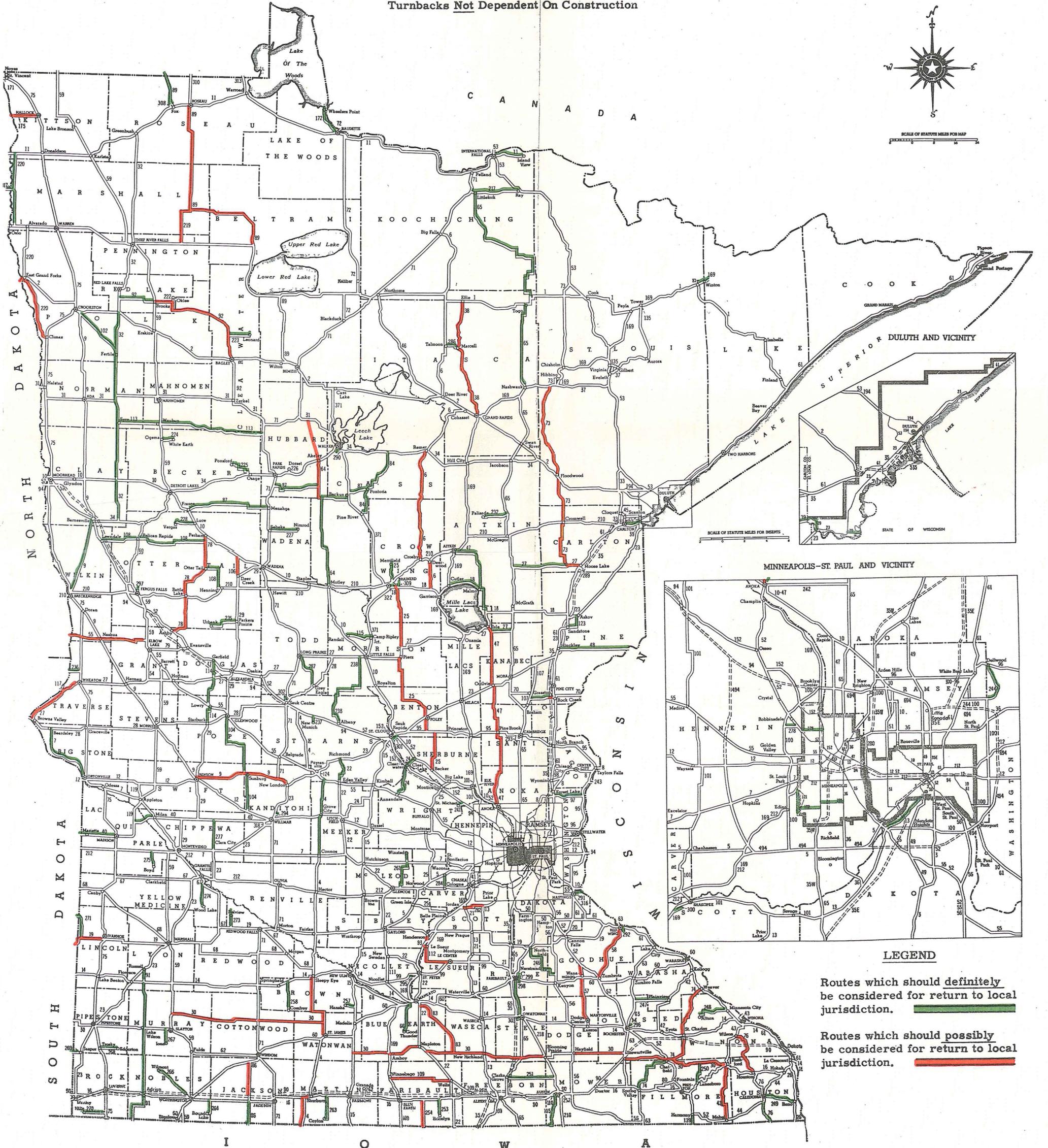
Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Dependent on Construction of Paralleling F.A.I. Routes -

<u>Control Section(s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage</u>	<u>Replacement</u>	<u>Remarks</u>
Part 6202	T.H. 8	Present T.H. 8 (near C.R. C2) to Jct. T.H. 10	4.10	F.A.I. 35W	Replaced by new connection to F.A.I. 35W
Part 6205, 6206	T.H. 10	Hamline Avenue to Jct. F.A.I. 694	2.50	F.A.I. 694	Route T.H. 10 over relocated
6226, 6227, 6232	T.H. 100 and 244	South Jct. T.H. 61 to North Jct. T.H. 61	13.60	F.A.I. 694 and 494	T.H. 51 to F.A.I. 694 to Jct. T.H. 10
Part 2742	T.H. 152	Jct. T.H. 52 to Jct. F.A.I. 94	1.00	F.A.I. 94	Shown as possible turnback by District 9 and definite turnback by District 5
6203	T.H. 8	Jct. T.H. 10 to North County Line	2.37	F.A.I. 35W	Replaced by F.A.I. 35W in same locations
Totals			23.57		

MINNESOTA HIGHWAY DEPARTMENT
 Planning & Programming Division - Planning Research Section
 In Cooperation With The
 U. S. BUREAU OF PUBLIC ROADS

TRUNK HIGHWAY NEEDS STUDY

SECTIONS OF TRUNK HIGHWAYS TO BE CONSIDERED FOR RETURN TO LOCAL JURISDICTION
 Turnbacks Not Dependent On Construction



LEGEND

- Routes which should definitely be considered for return to local jurisdiction. █
- Routes which should possibly be considered for return to local jurisdiction. █

DISTRICT 1

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section(s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
3310-5810	T.H. 70	Jct. T.H. 107 to Jct. FAI 35	8.37	
5804-5813	T.H. 48	Jct. FAI 35 (Hinkley) to Wisc. St. Line	23.52	
5802	T.H. 123	Jct. T.H. 61 to Jct. T.H. 23	8.05	
0104-0902	T.H. 27	Jct. T.H. 65 to Jct. T.H. 73	19.53	
0122	T.H. 232	Jct. T.H. 65 to Palisade	9.56	
0916, 6943, 6941, 6942	T.H. 39	Jct. T.H. 61 (Carlton) to Wisconsin State Line	10.35	
3112, 3113, 3609	T.H. 65	Jct. T.H. 169 to Jct. T.H. 71	91.25	
3117	T.H. 286	Jct. T.H. 6 to Jct. T.H. 38	4.31	
3108	T.H. 38	Jct. T.H. 1 to Jct. T.H. 2		46.82
3614	T.H. 217	Jct. T.H. 65 to Jct. T.H. 53	16.96	
6948-3809	T.H. 169	Ely Through Winton to End	4.27	
3606	T.H. 11	International Falls Through Rainier to End	12.88	
0903, 0912, 0913, 6927	T.H. 27&73	Jct. T.H. 61 to Jct. T.H. 73 to Jct. T.H. 2		40.56
6928, 6929	T.H. 73	Jct. T.H. 2 to Jct. T.H. 169		<u>35.73</u>
		Totals	209.05	123.11

- 513 -

DISTRICT 2

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section (s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
3513 & 4512	T.H. 220	Jct. T.H. 1 to Jct. T.H. 11	26.13	
6306	T.H. 222	Jct. T.H. 92 to Oklee	1.47	
4513 & 4514	T.H. 317	West State Line to Jct. T.H. 220	1.46	
5413	T.H. 113	Jct. T.H. 32 to Jct. T.H. 71	9.04	
2914	T.H. 226	Dorset to Jct. T.H. 34	1.49	
1508	T.H. 223	Jct. T.H. 92 to Leonard	7.64	
2909	T.H. 87	Jct. T.H. 71 to Jct. T.H. 64	18.95	
3904	T.H. 172	Wheeler's Point to Jct. T.H. 11	11.90	
6808	T.H. 308	Jct. T.H. 11 to Jct. T.H. 89	1.28	
6304	T.H. 92	Jct. T.H. 32 to Jct. T.H. 59	12.98	
6807	T.H. 89	International Border to Jct. T.H. 11	12.55	
6806, 4508, 0415	T.H. 89	Jct. T.H. 1 to Roseau		71.21
4510 - 5707	T.H. 219	Jct. T.H. 1 to Jct. T.H. 89		15.41
6007, 6006, 5405, 5404	T.H. 32	South Norman County Line to Jct. T.H. 2	40.63	
2903, 2913	T.H. 64	Jct. T.H. 31 to South Hubbard Co. Line		29.30
6305, 6013, 1507	T.H. 92	Jct. T.H. 59 to Jct. T.H. 2		43.86
3515	T.H. 175	Hallock to West State Line		9.60
6016	T.H. 220	Jct. T.H. 2 to Jct. T.H. 75		26.33
6001	T.H. 2	West State Line to Jct. T.H. 307		2.74
6014	T.H. 102	Jct. T.H. 9 to Jct. T.H. 32	19.42	
		Totals	164.94	198.45

- 514 -

DISTRICT 3

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section (s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
8612	T.H. 241	St. Michael to Jct. T.H. 152	3.46	
8611, 7108	T.H. 24	Jct. T.H. 55 (Annandale) - Jct. T.H. 10 (Clear Lake)	17.10	
7109	T.H. 301	Jct. T.H. 10 to End	1.04	
7107, 0506, 0507, 0508, 4910, 4911, 1808	T.H. 25	Becker (Jct. T.H. 10) to Brainerd (Jct. T.H. 18)		76.49
Part 1811	T.H. 25	Jct. T.H. 210 (Brainerd) to Merrifield	7.50	
3001, 3002, 3303, 3304, 4815	T.H. 47	South Isanti County Line to Jct. T.H. 27 (Isle)		47.23
Part 4807, 0108	T.H. 47	South Jct. T.H. 18 to Aitkin (Jct. T.H. 169)	31.34	
0102	T.H. 18	Jct. T.H. 169 to Jct. T.H. 47 (Malmo)	12.59	
3309	T.H. 27	Jct. T.H. 47 to Jct. T.H. 65	7.21	
1801	T.H. 6	Jct. T.H. 18 to Jct. T.H. 210		9.70
1802, 1103	T.H. 6	Jct. T.H. 210 to Jct. T.H. 34		43.79
1812	T.H. 309	East Jct. T.H. 18 - West Jct. T.H. 18 (Brainerd State Hospital)	0.35	
1813	T.H. 322	On Oak Street - Jct. T.H. 371 to 8th St.	0.15	
Part 1803	T.H. 18	On Oak Street - 8th St. to Jct. T.H. 25	2.33	
7326, Part 4710	T.H. 22	Jct. T.H. 55 (Eden Valley) to Jct. T.H. 23	10.16	
7322	T.H. 237	Jct. T.H. 52 Through New Munich	2.67	
7323, 4913	T.H. 238	Jct. T.H. 52 (Albany) to Jct. T.H. 27	34.85	
7324	T.H. 302	Jct. T.H. 71 to End	0.94	
7710	T.H. 287	Jct. T.H. 28 to Jct. T.H. 71	14.42	
4908	T.H. 115	Jct. T.H. 10 to Jct. T.H. 371	9.16	
8006	T.H. 87	West Wadena County Line to Jct. T.H. 71	3.33	
1121	T.H. 290	Jct. T.H. 371 to End	0.40	
8007	T.H. 227	Nimrod to Jct. T.H. 71	10.73	
1109	T.H. 64	Jct. T.H. 210 to Jct. T.H. 87	33.82	
1113, 1114	T.H. 87	North County Line to Jct. T.H. 84	20.07	
1110, 1111	T.H. 84	Jct. T.H. 371 to Jct. T.H. 34	30.07	
Totals			253.69	177.21

DISTRICT 4

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

Control Section(s)	Route	Termini	Mileage and Recommendations	
			Definitely Should Be Considered	Possibly Should Be Considered
4407, 4405, 0307, 2911	T.H. 113	Jct. T.H. 32 to Jct. T.H. 71	45.65	
0610	T.H. 319	In Ortonville	0.73	
0609	T.H. 7	Jct. T.H. 28 to Jct. T.H. 12 (Ortonville)	26.24	
3416, 6109, 6110	T.H. 104	Jct. T.H. 9 to Jct. T.H. 28 (Glenwood)	26.44	
6111, 6112, 2110, 2111	T.H. 114	Jct. T.H. 28 to Jct. T.H. 52	23.59	
7802	T.H. 27	Jct. T.H. 28 to Jct. T.H. 75		24.01
7808, 7807	T.H. 117	West State Line to Jct. T.H. 27	1.80	
7810, 7809	T.H. 236	West State Line to Jct. T.H. 75	4.00	
8411, 8404, 8405, 2608	T.H. 55	West State Line to Jct. T.H. 59		27.85
5627	T.H. 235	Urbank to Jct. T.H. 29	10.03	
5628	T.H. 297	Fergus Falls to End	0.60	
2612, 2108, 5619, 5620, 5621	T.H. 78	Ashby (T.H. 52) to Perham (T.H. 10)		43.64
5624	T.H. 108	Jct. T.H. 78 to Jct. T.H. 210	13.56	
5622	T.H. 106	Jct. T.H. 10 to Jct. T.H. 29 (West of Wadena)		7.41
8409, 1408	T.H. 9	Jct. T.H. 210 (Breckenridge) to Jct. T.H. 52 (Barnesville)	27.28	
1402, 1403	T.H. 32	Jct. T.H. 34 to North Clay County Line	34.47	
Part 8413, 5625, 5623	T.H. 108	Jct. FAI 94 to Jct. T.H. 78	40.24	
0309	T.H. 225	Ponsford to Jct. T.H. 34	8.79	
5626	T.H. 228	Vergas to Jct. T.H. 10	7.80	
0308	T.H. 224	White Earth to Jct. T.H. 59	4.40	
0306	T.H. 87	Jct. T.H. 10 to East Becker County Line	27.02	
7606	T.H. 9	Jct. T.H. 29 (12) to E. Co. Line		18.15
		Totals	302.64	121.06

- 516 -

DISTRICT 5

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section(s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
8212	T.H. 97	Jct. T.H. 61 to Jct. T.H. 95	10.78	
8219	T.H. 244	West County Line to Jct. T.H. 96 Near Dellwood	4.80	
1924	T.H. 291	Jct. T.H. 61 to End	1.93	
7012	T.H. 300	Jct. T.H. 169 to End	1.01	
1014	T.H. 284	Jct. T.H. 212 to Jct. T.H. 5	5.19	
0213	T.H. 288	Jct. T.H. 10 to End	1.36	
7011	T.H. 282	Jct. T.H. 9 to Jct. T.H. 13		7.95
0206	T.H. 47	Jct. T.H. 10 to North County Line		<u>16.86</u>
Totals			25.07	24.81

DISTRICT 6

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

Control Section(s)	Route	Termini	Mileage and Recommendations	
			Definitely Should Be Considered	Possibly Should Be Considered
5007	T.H. 105	Jct. T.H. 116 to South State Line	12.06	
2408, 5010	T.H. 251	Jct. T.H. 65 to Jct. T.H. 218	16.78	
8106, 7403, 7404	T.H. 30	Jct. T.H. 13 to Jct. T.H. 218		22.17
7409	T.H. 303	North Jct. T.H. 3 to South Jct. T.H. 3 (Owatonna State School)	0.99	
7407, 6608	T.H. 3	Jct. T.H. 14 to Jct. T.H. 60	15.48	
6615	T.H. 298	Jct. T.H. 60 to State School	1.08	
6616	T.H. 299	Jct. T.H. 60 to State School for Deaf	0.82	
6614, 2519	T.H. 246	Jct. T.H. 3 to Jct. T.H. 56	18.35	
2517	T.H. 292	West Jct. T.H. 61 to East Jct. T.H. 61 (State Training School for Boys)	0.64	
2509, Part 2007	T.H. 57	Mantorville (3 Mi. N. of Jct. T.H. 14) to Jct. T.H. 52		21.05
2510	T.H. 58	Jct. T.H. 52 to Jct. T.H. 61		22.96
5512, 7912	T.H. 247	Jct. T.H. 63 to Jct. T.H. 42	12.61	
5513	T.H. 296	Jct. T.H. 63 to Rochester State Hospital	1.81	
8511	T.H. 248	Altura to Jct. T.H. 61	11.56	
2317, 5511, 8507, 8508, 7909	T.H. 74	Jct. T.H. 52 to Jct. T.H. 61		34.80
2314	T.H. 74	Jct. T.H. 52 to Jct. T.H. 16	19.87	
2319	T.H. 250	Jct. T.H. 30 to Jct. T.H. 16	9.58	
2316	T.H. 139	Jct. T.H. 52 to South State Line	3.91	
2806	T.H. 76	Jct. T.H. 44 to South State Line	7.83	
2810	T.H. 249	Jct. T.H. 44 to Jct. T.H. 26	15.66	
2306	T.H. 43	Jct. T.H. 16 to Jct. T.H. 44		21.60
8509, 2808	T.H. 76	Jct. T.H. 43 to Jct. T.H. 16		20.20
2004, 5504	T.H. 30	Jct. T.H. 56 to Jct. T.H. 63		18.60
5505	T.H. 30	Jct. T.H. 63 to Jct. T.H. 52		15.76
5514, 2305	T.H. 30	Jct. T.H. 74 to Jct. T.H. 16		20.88
Totals			149.03	198.02

- 819 -

DISTRICT 7

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 -Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section(s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
6706	T.H. 270	Hills to Jct. T.H. 75	7.64	
5307, 5308	T.H. 91	South State Line to North County Line (T.H. 91 recommended as a "turnback" in Dist. 8)	28.20	
5310	T.H. 264	Round Lake to Jct. T.H. 16	5.80	
5311	T.H. 266	Wilmont to Jct. T.H. 16	14.46	
3207	T.H. 86	South State Line to Jct. T.H. 16	8.12	
Part 3208	T.H. 86	Jct. F.A.I. 90 to Jct. T.H. 60		13.24
4601, Part 4605, 4606	T.H. 4 & 16	South State Line to Jct. T.H. 16 & T.H. 16 to East Jct. T.H. 4 in Sherburn		12.52
4608	T.H. 262	Granada to Jct. T.H. 16	3.20	
4609	T.H. 263	Ceylon to Jct. T.H. 16	9.76	
2212	T.H. 109	Jct. T.H. 169 to Jct. T.H. 22		22.78
2211	T.H. 254	South State Line to Jct. T.H. 16		10.03
2210	T.H. 253	Bricelyn to Jct. T.H. 16	6.01	
1701, 1702, 8307	T.H. 30	West County Line to Jct. T.H. 4		41.38
0809	T.H. 258	Comfrey to Jct. T.H. 14	10.80	
0801, 8302	T.H. 4	Jct. T.H. 60 to Jct. T.H. 14		26.17
0808	T.H. 257	Jct. T.H. 15 to Hanska	3.99	
8306, 0705, 0706	T.H. 30	Jct. T.H. 15 to Jct. T.H. 22		24.99
0707, 8105	T.H. 30	Jct. T.H. 22 to Jct. T.H. 13		21.59
0711, 8107	T.H. 83	Jct. T.H. 22 to Jct. T.H. 30		24.29
0715	T.H. 66	Jct. T.H. 60 to Good Thunder	12.02	
5210	T.H. 295	Jct. T.H. 169 to State Hospital	1.66	
4011	T.H. 112	Jct. T.H. 93 at LeSueur to Jct. T.H. 99		13.36
7213	T.H. 93	West Jct. T.H. 169 to East Jct. T.H. 169		0.78
7212	T.H. 93	Jct. T.H. 19 to North Jct. T.H. 169		4.88
Totals			111.66	216.01

DISTRICT 8

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section(s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
4311	T.H. 261	Jct. T.H. 212 to Winsted	15.97	
Part 4701, 4702	T.H. 4	Jct. T.H. 7 to Jct. T.H. 55	26.87	
3419	T.H. 294	Jct. T.H. 71 to Willmar State Hospital	0.50	
3415	T.H. 104	Jct. T.H. 12 to Jct. T.H. 9	13.55	
1213	T.H. 277	Jct. T.H. 23 to Jct. T.H. 40	11.03	
8714	T.H. 274	Jct. T.H. 67 to Wood Lake	8.97	
6409	T.H. 273	Jct. T.H. 19 to Belview	5.02	
3709	T.H. 275	Jct. T.H. 212 to Boyd	6.52	
Part 3701	T.H. 40	Jct. T.H. 119 to Jct. T.H. 7	8.36	
Part 1209				
3708	T.H. 40	Jct. T.H. 75 to West State Line	12.63	
5908	T.H. 269	West State Line to Jct. T.H. 23	2.65	
5907	T.H. 268	Edgerton to Jct. T.H. 75	7.50	
5109	T.H. 267	Iona to Jct. T.H. 30	5.37	
4110	T.H. 271	Jct. T.H. 19 to West State Line	8.59	
5103	T.H. 30	Jct. T.H. 59 to East Murray County Line		14.81
4211, 5108	T.H. 91	Jct. T.H. 30 to Jct. T.H. 23	23.00	
5107	T.H. 91	South Murray County Line to Jct. T.H. 30	10.21	
4103	T.H. 19	Jct. T.H. 75 to West State Line		10.40
3406, 3407	T.H. 9	W. Co. Line to Jct. T.H. 23		17.64
		Totals	166.74	42.82

- 520 -

DISTRICT 9

Sections of Trunk Highways to be Considered for Return to Local Jurisdiction
 - Not Dependent on Construction of Interstate or Paralleling Routes -

<u>Control Section(s)</u>	<u>Route</u>	<u>Termini</u>	<u>Mileage and Recommendations</u>	
			<u>Definitely Should Be Considered</u>	<u>Possibly Should Be Considered</u>
1902	T.H. 13	Jct. T.H. 55 to Jct. T.H. 49	4.44	
2740	T.H. 121	54th Street (Mpls.) to Jct. T.H. 169	2.44	
2730, 2731	T.H. 190	Jct. T.H. 121 to Jct. T.H. 65 and Jct. T.H. 65 to Jct. T.H. 36	4.03	
2756, 2757	T.H. 278	Jct. T.H. 100 to Jct. T.H. 52 and Jct. T.H. 52 to Jct. T.H. 152	2.94	
Totals			13.85	

Appendix C

TRUNK HIGHWAY NEEDS STUDY CLASSIFICATION OF TRUNK HIGHWAYS BY LEVEL OF SERVICE PROVIDED

The 1961 and 1962 Work Programs indicated that the Trunk Highway Needs Study is to include the classification of our trunk highways. It is of note, in recent needs studies conducted in other states that one of the resulting recommendations has been to establish an integrated, statewide system of freeway or expressway type routes.

It has been suggested that the State should consider working toward a complete functional classification on an integrated system basis rather than on the basis of existing and projected traffic on individual route sections. However, it is felt that such an integrated system cannot be economically justified on the basis of available traffic projections because of the several available routes between any two particular points which now tend to split up the traffic load. Data which would either confirm or deny the justification for the establishment of an integrated system could be obtained from a state wide multiple screen line study or a combination of Origin - Destination Studies made in all of the urban municipalities.

The following map has been prepared using 1981 traffic projections as a guide with some thought given to provide continuity of the type of service provided wherever it appears that this may be economically possible. This map is colored to indicate the class or type of facility proposed to be provided on all state highway routes. These classes are Freeway Routes (green), Expressway Routes (red), Trunk Routes (blue), and Collector Routes (yellow). These classifications are described in the following paragraphs:

1 - Freeway Routes - Shall consist of F. A. I. Routes and other high level major state highway routes with an approximate average daily traffic based on 20 year projection in excess of 10,000 in rural areas or 25,000 in urban areas. These routes shall:

A - Have fully controlled access with no crossings.

B - Be multi-lane divided facilities.

C - Allow operating speeds of approximate 50 miles per hour in urban areas up to or near the legal limit in rural areas.

D - Be constructed to a standard which will permit year around use by maximum legal loads.

2 - Expressway Routes - Shall consist of portions of major state highway routes on which the 20 year traffic projections indicate an average daily traffic of approximately 5,000 - 10,000 in rural areas or 10,000 to 30,000 in urban areas. These routes shall:

A - Have access fully to partially controlled.

B - Have interchanges at crossings of other major routes (with projected average daily traffic of 2,000 or more) except possibly in highly developed urban areas where some signalized interchanges at grade may be permitted.

C - Permit some crossings with minor routes at grade, but the majority would be terminated or limited as to access.

D - Not provide direct access or service to abutting property except through frontage roads.

E - Allow operating speeds of 40-45 miles per hour (urban) up to or near the legal limit (rural).

F - Be constructed to a standard which will permit year around use by maximum legal loads.

3 - Trunk Routes - Shall consist of less heavily traveled major state highway routes where the projected traffic in rural areas is estimated to be between approximately 1,000 to 5,000 average daily traffic or in urban areas in the range of 3,000 - 10,000 average daily traffic. These routes shall:

A - Have limited or partial control of access.

B - Allow direct access or service to abutting property; however, allowed access should not create any appreciable interference with traffic movement.

C - Normally have intersections with other trunk routes and collector routes at grade.

D - Allow operating speeds of between 40 - 60 miles per hour on rural mileage and operating speeds in urban areas would depend on local restrictions.

E - Be constructed to a standard which will permit year around use by maximum legal loads.

Some sections of trunk routes may be divided facilities not developed to expressway standards.

4 - Collector or Feeder Routes - Shall consist of state highways with projected traffic volumes less than 1,000 average daily traffic in rural areas or 3,000 average daily traffic in urban areas; the prime purpose of these routes is to provide access to the major state highway routes from abutting property and local roads and streets. These routes should be constructed so as to provide:

A - A minimum of 7 ton springtime axle load carrying capacity with provisions when constructed, to allow increasing the capacity to 9 tons by the placing of additional surfacing courses. Construction to 9 ton load carrying capacity, immediately or ultimately, would be dependent on the population center (s) and the needs of the area served, and to some extent the availability of aggregates in the area.

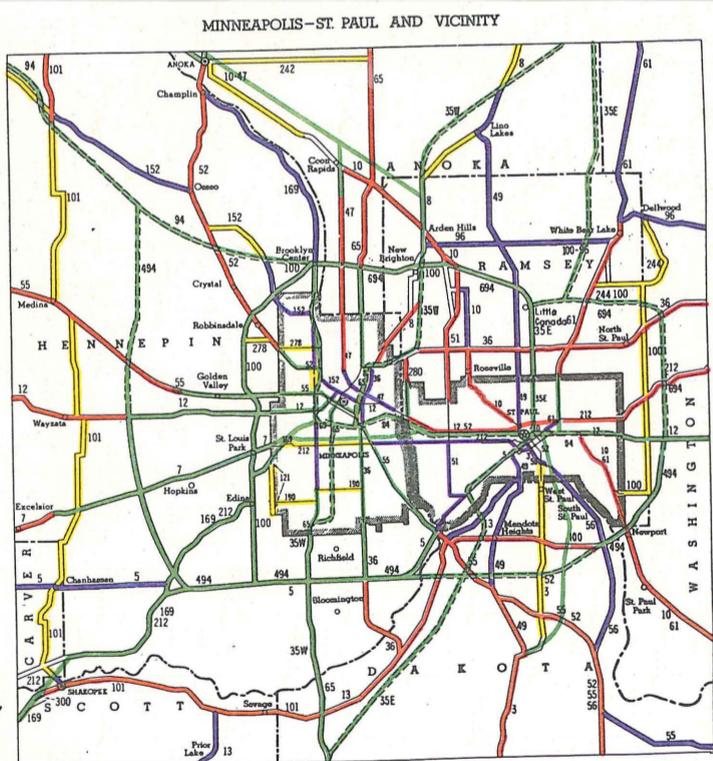
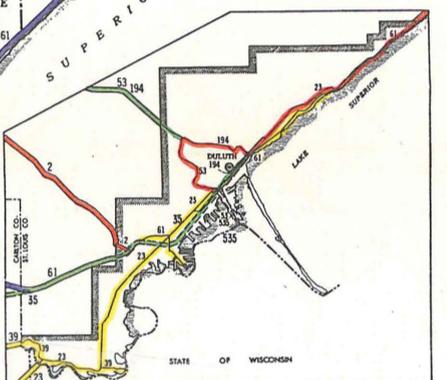
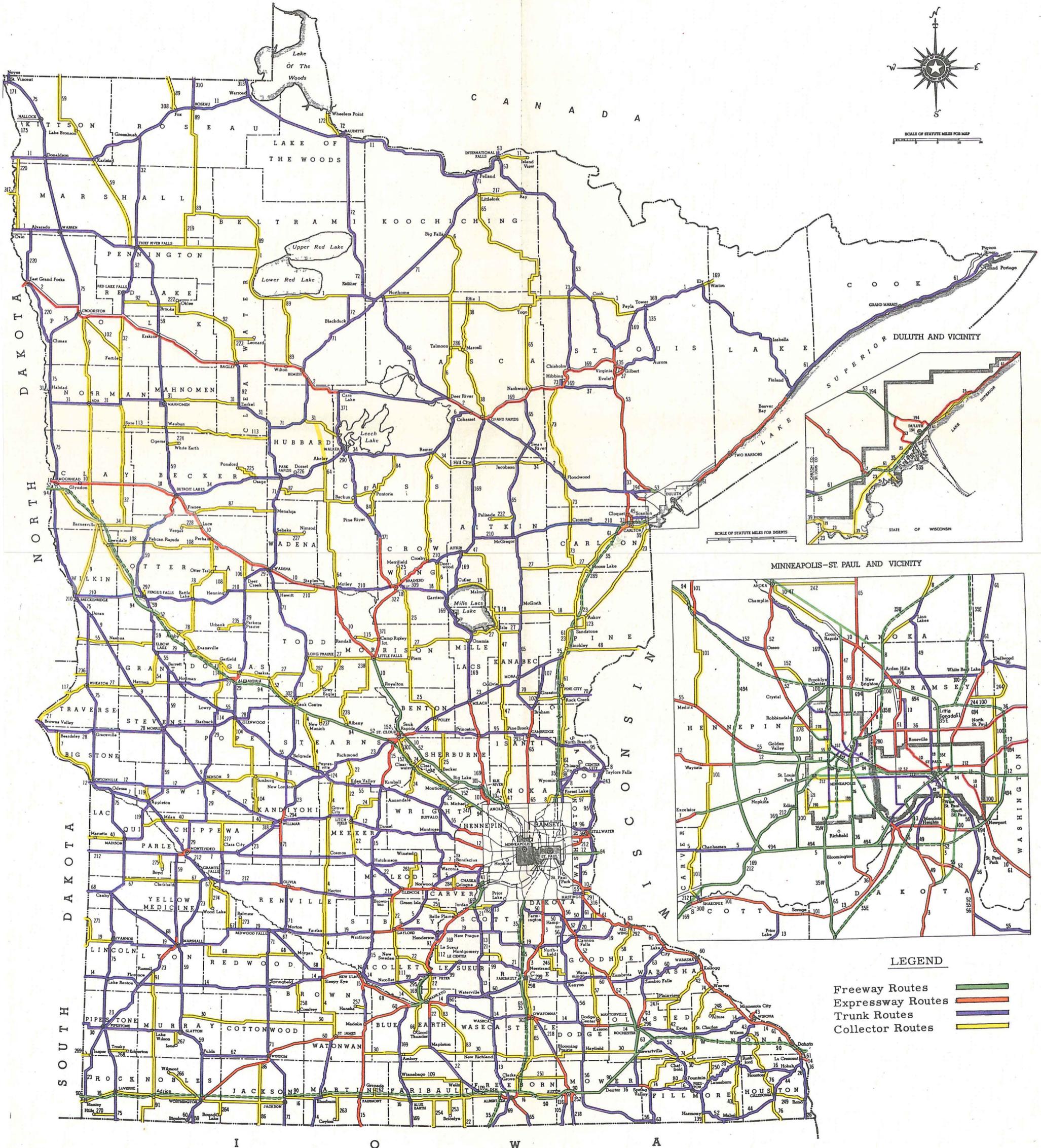
B - Average operating speeds in rural areas of 40 - 45 miles per hour and in urban areas approximately 2 - 8 miles per hour below the posted speed limit.

C - A degree of control of access which would range from none in lightly traveled, sparsely developed areas and urban areas to access by permit in more highly developed areas where the traffic volumes are higher .

MINNESOTA HIGHWAY DEPARTMENT
 Planning & Programming Division - Planning Research Section
 In Cooperation With The
 U. S. BUREAU OF PUBLIC ROADS

TRUNK HIGHWAY NEEDS STUDY

PROPOSED CLASSIFICATION BY SERVICE LEVEL OF FACILITY



LEGEND

Freeway Routes	Green line
Expressway Routes	Orange line
Trunk Routes	Purple line
Collector Routes	Yellow line

TABLE I
MINNESOTA HIGHWAY DEPARTMENT
MINIMUM CONDITIONS CONSIDERED ADEQUATE FOR EXISTING TRAFFIC ON RURAL TRUNK HIGHWAYS

SERVICE LEVEL OF FACILITY		FREEWAY EXPRESSWAY	TRUNK ROUTES		FEEDER OR COLLECTOR ROUTES	
1960 ADT (DAILY HEAVY COMMERCIAL)		OVER 5,000 (OVER 600)	2,000-5,000 (300-600)	1,000-2,000 (150-300)	400-1,000 (UNDER 150)	UNDER 400 (UNDER 150)
OPERATING SPEED, M.P.H.		50-55	45-50	40-45	AVERAGE 40	AVERAGE 40
SURFACE TYPE ⁴		HIGH	HIGH INTERMEDIATE	LOW INTERMEDIATE	LOW	LOW
NUMBER OF LANES		4	2 ¹	2	2	2
LANE WIDTH, FEET		12	12	11	10	10
SHOULDER WIDTH, FEET		8	6	6	4	3
MAXIMUM GRADIENT, PERCENT ²		5-7	5-7	5-7	7-10	8-12
MAXIMUM CURVATURE, DEGREES ²		5-9	6-14	6-14	9-14	11-25
STOPPING SIGHT DISTANCE		600	475	475	350	350
POSTED SPRINGTIME AXLE LOAD TONS		9	9	9	7 ULTIMATE 9 TON ³	7 ULTIMATE 9 TON ³
BRIDGES	SAFE LOADING	H 20	H 15	H 15	H 10	H 10
	WIDTH	MINIMUM PAVEMENT WIDTH + 2 FEET				MINIMUM SURFACE WIDTH
	VERTICAL CLEARANCE	14 FEET				
RAILROAD PROTECTION		GRADE SEPARATION	ALL CROSSINGS OF MAIN LINE TRACKS TO HAVE FLASHING LIGHTS. ALL OTHER CROSSINGS TO HAVE FLASHING LIGHTS WHEN EXISTING AVERAGE DAILY TRAFFIC X TRAINS PER DAY = 3,500.			

1. FOUR LANE DIVIDED WHEN OVER 8,000 AVERAGE DAILY TRAFFIC.

2. LOWER FIGURE FOR FLAT TERRAIN, HIGHER FIGURE FOR RUGGED OR HILLY TERRAIN.

3. UNLESS NECESSARY TO PROVIDE UNRESTRICTED OUTLET TO MUNICIPALITY OVER 1,000 POPULATION.

4. GOOD SURFACE CONDITION REQUIRED.

TABLE II
MINNESOTA HIGHWAY DEPARTMENT
MINIMUM CONDITIONS CONSIDERED ADEQUATE FOR EXISTING TRAFFIC
ON URBAN TRUNK HIGHWAYS

SERVICE LEVEL OF FACILITY	FREEWAY	EXPRESSWAY	TRUNK ROUTES	TRUNK ROUTES	FEEDER OR COLLECTOR ROUTES
1960 ADT	OVER 25,000	10,000 - 30,000	3,000 - 10,000	1,000 - 3,000	UNDER 1,000
DESIGN SPEED, M.P.H.	50	35	30	30	30
DESIGN AXLE LOAD, TONS	9	9	9	9	9
SURFACE TYPE ¹	HIGH	HIGH	HIGH	INTERMEDIATE	
NUMBER OF LANES ²	MINIMUM 4 DIVIDED	4 OCCASIONALLY DIVIDED	2 - 4	2	2
LANE WIDTH, FEET	11 PREFERABLY 12	11	10 - 10.5	10	10
ILLUMINATION	PREFERABLY CONTINUOUS	CONTINUOUS IN HIGHLY DEVELOPED AREAS	INTERSECTIONS		
PARKING	NONE	OCCASIONALLY	OCCASIONALLY RESTRICTED	NORMALLY PERMITTED	
CONTROL OF ACCESS	FULL	PARTIAL	OCCASIONALLY CONTROLLED	USUALLY NONE	
MINOR CROSS STREETS	TERMINATED	USUALLY TERMINATED	AT GRADE		
MAJOR CROSS STREETS	SEPARATED	OCCASIONALLY SEPARATED	NORMALLY AT GRADE		
CONTROL OF CROSS OR TURNING TRAFFIC AT GRADE	ALL SEPARATED	SIGNALS OR STOP SIGNS	SIGNALS OR STOP SIGNS		
PRIVATE DRIVEWAYS	NONE	CONTROLLED	SOME CONTROLLED	YES	YES
BRIDGES	WIDTH	PAVEMENT 4'	WIDTH OF THROUGH LANES		
	LOADING	H-20		H-15	
	VERTICAL CLEARANCE	14 FEET			
RAILROAD PROTECTION	ALL SEPARATED	ELIMINATE WHERE POSSIBLE FOR 2 OR MORE TRACKS OR FOR ONE TRACK WITH 6 OR MORE TRAINS. AUTOMATIC SIGNALS ON ALL OTHERS.		AUTOMATIC SIGNALS	

1. GOOD SURFACE AND CONDITION REQUIRED.

2. NUMBER OF THROUGH TRAFFIC LANES.

TABLE III
MINNESOTA HIGHWAY DEPARTMENT
NEW CONSTRUCTION DESIGN STANDARDS FOR RURAL TRUNK HIGHWAYS

SERVICE LEVEL OF FACILITY		INTERSTATE & FREEWAYS	EXPRESSWAYS	TRUNK ROUTES		FEEDER OR COLLECTOR ROUTES		
1981 ADT (DAILY HEAVY COMMERCIAL)		OVER 10,000 (OVER 1,100)	5000-10,000 (600-1,100)	2,000-5,000 (300-600)	1,000-2,000 (150-300)	400-1,000 (LESS THAN 150)	200-400 (LESS THAN 150)	UNDER 200
DESIGN SPEED, M. P. H.		70	70	70	70	60	50	50
OPERATING SPEED, M.P.H.		POSTED LIMIT	POSTED LIMIT	40-60 ¹	40-60 ¹	AVG. 45 ¹	AVG. 45 ¹	AVG. 45 ¹
SURFACE TYPE		HIGH	HIGH	HIGH	HIGH INTERMEDIATE	LOW INTERMEDIATE	LOW	LOW
DESIGN AXLE LOAD, TONS		9	9	9	9	7 ULTIMATE 9 ²	7 ULTIMATE 9 ²	7 ULTIMATE 9 ²
NUMBER OF LANES		MIN-4 DIVIDED	4 DIVIDED	2 (MIN.)	2 (MIN.)	2	2	2
LANE WIDTH, FEET		12	12	12	12	12	12	12
SHOULDER TYPE		BITUMINOUS	BITUMINOUS	BITUMINOUS	GRAVEL	GRAVEL	GRAVEL	GRAVEL
SHOULDER WIDTH, FEET		10	8	8	8	6	4	4
MAXIMUM CURVATURE, DEGREES		3 ³	3 ³	3 ³	4 ³	5 ³	6 ³	8 ³
MAXIMUM GRADIENT, PERCENT		3 ³	3 ³	4 ³	5 ³	5 ³	6 ³	6 ³
CONTROL OF ACCESS		FULL	FULL OR PARTIAL	PARTIAL	ACCESS BY PERMIT	ACCESS BY PERMIT	ACCESS BY PERMIT	NOT REQ'D
R/W WIDTH, FEET		200'+ DISTANCE BETW. C/L		200' ¹ MINIMUM 150' ¹ MINIMUM	4 LANES 2 LANES	120	100	100
STOPPING SIGHT DISTANCE, FEET		600	600	600	600	475	350	350
PASSING OPPORTUNITIES ⁴		NOT APPLICABLE		4 LANE-NOT APPLICABLE 2 LANE - ONE PER MILE		ONE PER MILE	AS AVAILABLE	
BRIDGES	WIDTH UNDER 80' LONG	(FAI 150') PAVEMENT PLUS EFFECTIVE SHOULDER WIDTH				PAVEMENT PLUS 6 FEET		
	OVER 80' LONG	(FAI 150') PAVEMENT PLUS 6 FEET						
	LOADING	H 20 S 16			H 20 S 16		H 15 S 12	
VERTICAL CLEARANCE, FEET ⁵		16' 4"	16'	16'	16'	16'	16'	16'
RAILROAD PROTECTION		GRADE SEPARATIONS		GRADE SEPARATIONS ON 4 LANE DIVIDED ROADS AND ON 2 LANE ROADS WHERE NO. OF TRAINS EXCEEDS 6 PER DAY. FLASHING LIGHT SIGNALS ON ALL MAIN LINE CROSSINGS, ALL OTHERS FLASHING LIGHTS WHEN AVERAGE DAILY TRAFFIC X TRAINS PER DAY = 3,000. REFLECTORIZED WARNING SIGNS ON ALL OTHERS.				

1 WITH LOCAL RESTRICTIONS.

2 UNLESS NECESSARY TO PROVIDE UNRESTRICTED OUTLET TO MUNICIPALITY OVER 1,000 POPULATION.

3 MAY BE INCREASED BY 2/3 IN RUGGED OR HILLY TERRAIN.

4 A CLIMBING LANE SHALL BE PROVIDED FOR TRUCKS ON 2 LANE ROADS WHERE THE TRAFFIC IS OVER 2,000 AVERAGE DAILY TRAFFIC (12% HEAVY COMMERCIAL) AND THE PRODUCT OF THE PERCENT OF GRADE X THE LENGTH OF GRADE EXCEEDS 5,000.

5 VERTICAL CLEARANCES OF 15' ARE ALLOWABLE IN THE TWIN CITY METROPOLITAN AREA WITHIN THE F.A.I. BELTLINE, EXCEPT ON RAILROAD SEPARATIONS.

TABLE IV
MINNESOTA HIGHWAY DEPARTMENT
NEW CONSTRUCTION DESIGN STANDARDS FOR URBAN TRUNK HIGHWAYS

SERVICE LEVEL OF FACILITY		INTERSTATE & FREEWAYS	EXPRESSWAYS	TRUNK ROUTES		FEEDER OR COLLECTOR ROUTES ²	
1981 ADT		25,000 + HIGH LEVEL OF SERVICE	10,000-30,000 LOW LEVEL OF SERVICE	3,000-10,000	1,000-3,000	400-1,000	UNDER 400
DESIGN SPEED LIMIT, M.P.H.		MINIMUM 50	40	40	30	30	30
DESIGN AXLE LOAD, TONS		9	9	9	9	9	9
SURFACE TYPE		HIGH	HIGH	HIGH	HIGH	HIGH INTERMEDIATE	HIGH INTERMEDIATE
NUMBER OF LANES ¹		MIN. 4 DIVIDED	4 DIVIDED	4 DIVIDED OCCASIONALLY	2 OCCASIONALLY 4	2	2
LANE WIDTH, FEET		12	12	12	12	12	12
ILLUMINATION		CONTINUOUS	CONTINUOUS	4	INTERSECTIONS		
PARKING ³		NO	NO	RESTRICTED OR ELIMINATED	OCCASIONALLY RESTRICTED	YES	YES
CONTROL OF ACCESS		FULL	FULL OR PART.	PARTIAL	USUALLY NONE		
MINOR CROSS STREET		TERMINATED	TERMINATED	USUALLY TERMINATED	AT GRADE		
MAJOR CROSS STREET		SEPARATED	PREFERABLY SEPARATED	AT GRADE			
CONTROL OF CROSS OR TURNING TRAFFIC AT GRADE		ALL SEPARATED	PREFERABLY SEPARATED OR STOP SIGNS	PREFERABLY STOP SIGNS - SOME TRAFFIC SIGNALS	STOP SIGNS OR TRAFFIC SIGNALS		
PRIVATE DRIVEWAYS		NONE	NONE OR FEW	RESTRICTED SOME RIGHT TURNS ONLY	YES	YES	YES
BRIDGES	WIDTH	PAVEMENT AND MINIMUM 4'		TRAFFIC LANES + 4'+ SIDEWALKS			
	LOADING			H-20 S-16			
	VERTICAL CLEARANCE	16' 4" ⁵		16' ⁵			16' ⁵
FRONTAGE ROADS PEDESTRIAN CROSSINGS		WHERE NEEDED ELIMINATED OR SEPARATED		USUALLY NONE CROSSWALKS			
RAILROAD PROTECTION		GRADE SEPARATIONS		ELIMINATE WHERE FEASIBLE FOR 2 OR MORE TRACKS OR FOR 1 TRACK WITH 6 OR MORE TRAINS PER DAY. AUTOMATIC SIGNALS AT ALL OTHERS.		AUTOMATIC SIGNALS SPUR TRACKS MAY HAVE REFLECTORIZED CROSSBUCKS.	

1. THROUGH TRAFFIC LANES

2. THE MAJOR PORTION OF THIS CLASSIFICATION WOULD BE MADE UP OF CITY STREETS NOT ON THE TRUNK HIGHWAY SYSTEM AND THEREFORE NOT INCLUDED IN THIS STUDY.

3. PARALLEL PARKING IN LANES (8-10 FEET IN WIDTH) PROVIDED IN ADDITION TO THROUGH TRAFFIC LANES.

4. CONTINUOUS IN BUSINESS, COMMERCIAL, AND DENSE RESIDENTIAL AREAS; INTERSECTIONS IN INDUSTRIAL AND OUTLYING RESIDENTIAL AREAS.

5. VERTICAL CLEARANCE OF 15' ARE ALLOWABLE IN THE TWIN CITY METROPOLITAN AREA WITHIN THE F.A.I. BELTLINE, EXCEPT ON RAILROAD SEPARATIONS.

BUREAU OF CRIMINAL APPREHENSION

HISTORY OF THE DEPARTMENT

The Bureau of Criminal Apprehension was created in 1927, and Minnesota Statutes covering its authority and responsibility are presently coded as 626.311 to 626.64. The original statutes created two responsibilities:

PROVIDE skilled investigative assistance for local departments on request.

SET UP a state identification bureau of criminal records, photographs and fingerprints.

The 1927 statute also provided that police training "may" be given by the superintendent as deemed necessary.

In 1935, following the recommendations of a Crime Commission appointed by Governor Christianson, the investigative division was given full powers of arrest, a division of statistics was created, a radio station was put in operation with the first unit at Redwood Falls, and a provision was included for providing scientific aid to local law enforcement. This latter provision was not implemented until 1947 when the laboratory was officially started.

In 1953 the radio station was discontinued, and the broadcasting functions were transferred to the Highway Department, though the Bureau retains responsibility for police broadcasts on the highway network.

In 1953 also, a verified identification card law was enacted. No funds were appropriated and because the compulsory section was deleted from this bill prior to its enactment, the Attorney General advised that no other Bureau funds be expended for this operation.

In 1959 a police training bill was enacted. This set up police training, and requires that the Bureau provide such training to local departments.

Since its inception in 1927, the Bureau has operated out of the Capitol, the State Office Building, 1279 University Avenue, the Shubert Building and, on April 1, 1962, the Bureau moved into the second floor of the old highway building, 1246 University Avenue, St. Paul. No construction for the specific use of the Bureau has ever been done except remodeling of the present quarters, particularly for laboratory space. A shortage of funds has resulted in the postponement of some of the remodeling of this space.

In 1961 the implied consent law was enacted, and the Highway Commissioner issued a regulation placing the responsibility in this Bureau for the qualifications of police officers making use of this statute and the technicians who subsequently analyze the specimens obtained. Specifically, the laboratory director is given this responsibility. Due to a serious shortage of personnel and equipment, no action has been taken to implement this responsibility until such time as additional personnel and funds are made available.

ORGANIZATION

The Bureau was originally created and placed under the Attorney General, but the statute provides for the appointment of the Superintendent by the Governor. Each division, except the investigative division, is presently headed by a supervisor, all reporting to the assistant superintendent and the superintendent (see Figure 1). All divisions work out of the offices at 1246 University Avenue. Regional crime investigators are stationed at Duluth, Thief River Falls, Fergus Falls, Willmar and Rochester (see Figure 2). These field men maintain offices in their homes and at the local sheriff's office or police department.

The statutes define the specific functions of the Bureau, and the divisions have been organized on a working basis with the administrative division primarily a service division supplying clerical, record, supply and personnel service to the other divisions.

RESPONSIBILITY AND AUTHORITY

The statutes specifically provide the Bureau's authority and responsibilities. In the area of law enforcement, higher courts have generally ruled that the law enforcement function cannot assume any authority not specifically given to it. The advice of the Attorney General's office over the years has been that this procedure be followed literally. The general responsibilities of the Bureau are as follows:

TO MAINTAIN criminal records, photographs and fingerprints of all subjects arrested for criminal offenses in this state, to furnish and make available these records to all law enforcement agencies. In implementing this function, the Bureau authorizes police broadcasts and publishes a bi-weekly national bulletin.

THE BUREAU provides skilled investigative assistance when and where needed or requested by a local law enforcement agency. The law provides that investigations may be initiated by the superintendent for any criminal offense. However, independent investigations are seldom conducted, as most investigations are made in conjunction with the local department.

THE BUREAU collects and analyzes crime statistics for the Governor, the Legislature and local departments.

THE BUREAU provides scientific aids to local departments through the services of the laboratory.

THE BUREAU provides police training to officers throughout the state as approved by the Police Training Board composed of all major departments and police organizations.

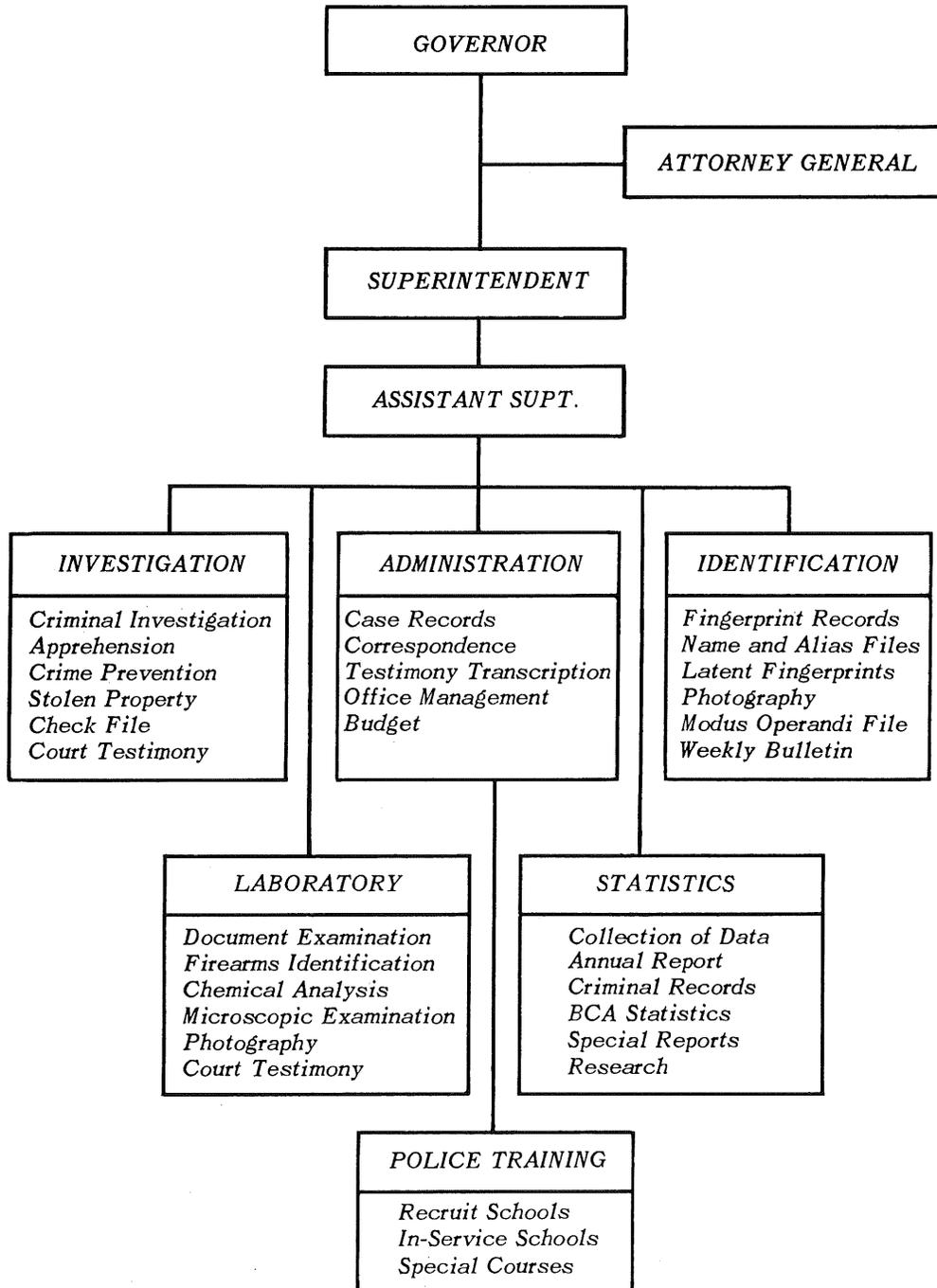
THE BUREAU carries out several minor responsibilities which include licensing of mobile radio equipment; the clearance of detective license applicants and photographing and fingerprinting of inmates at the State Reformatory for Women.

GOALS AND OBJECTIVES

The objective of the Bureau's entire program is to provide the type of help needed by local law enforcement agencies and thereby attain a greater efficiency and effectiveness in the over-all law enforcement program. This objective will be reached when the rate of criminal offenses is reduced to a tolerable level. The Bureau considers this level to be one wherein at least 50% of all crimes are solved and 50% of all perpetrators are arrested and brought before justice for disposition.

Figure 1

Organization and Function Chart
BUREAU OF CRIMINAL APPREHENSION



During the past ten years, the number of crimes solved in Minnesota has dropped from 44% to less than 25%. This percentage of crimes solved should be raised to approximately 50% in order to provide reasonable security to the general public.

FINANCING

The Bureau is financed entirely by legislative appropriation from General Revenue. The 1959 and 1960 budget was as follows:

	<u>1959</u>	<u>1960</u>
Salaries	\$ 178,140	\$ 180,066
Supplies & Expense	40,295	37,360

The salaries were all expended for the 29 employees of the Bureau except for the matching portion for benefits and social security.

The supplies and expense were expended roughly as follows:

Space rental	\$10,500
Communications	5,000
Travel and transportation	6,500
Supplies, repairs, etc.	10,000
New property, including 3 car trades	8,000

The police training bill in 1959 provided a \$25,000 biennial appropriation. This money was used for transportation, meals, expenses, fees for some instructors, and provided during the 2-year period a total of 16 two-week regional police schools and 3 one-week specialized training courses conducted in St. Paul. Approximately \$3,000 was expended for training equipment.

STANDARDS

In the absence of clearly defined standards in this profession, the Bureau has set the following:

COMPLETE accuracy in all work done.

COMPLETE objectivity.

SINCE A LARGE portion of the requests received cannot be honored, assistance is given on the basis of those requests which are of paramount importance to the citizens of the community.

PLANS

The Bureau does not contemplate any new services at this time.

The greatest need is to obtain the personnel, equipment and funds to provide present services more adequately to the local departments. No scientific breakthrough is expected which will revolutionize law enforcement.

During the past 50 years, most legislation and court decisions have been in the direction of expanding and enlarging the protection and rights of the individual. The result of these laws and decisions has been to increase the difficulty

of law enforcement. As an illustration, the courts now rule that a law enforcement officer cannot make an arrest and seize stolen property when he sees a fleeing criminal unless he has specific information that this individual committed a specific crime and is making an arrest for this offense.

The Bureau's plan is to seek the necessary funds and personnel to improve the quality and quantity of present services, and thereby to improve the effectiveness of each local law enforcement agency to the end that the optimum level of 50% solution of crimes is attained.

ACTION PROGRAMS TO IMPLEMENT PLANS

To attain the minimum objectives, the Bureau will need during the next 10 years a minimum of 35 additional personnel and additional funds as indicated in Table I. At least 15 additional employees are needed at this time to adequately handle the present workload.

Table I

	<u>1963-64</u>	<u>1965-66</u>	<u>1967-68</u>	<u>1969-70</u>	<u>1971-72</u>
ADMINISTRATION					
Personnel Needs					
Clerk Typist II	1				
Account Clerk		1			
Clerk Steno I			1		
New Personnel Cost	<u>\$ 7,200</u>	<u>\$ 9,600</u>	<u>\$ 7,200</u>	<u> </u>	<u> </u>
Equipment Needs					
Normal replacement and file additions	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Desks, chairs and files for new personnel	300	300	300		
New Equipment Cost	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 500</u>	<u>\$ 500</u>
IDENTIFICATION					
Personnel Needs					
Fingerprint Technician	1			1	
Clerk Typist I			1		
Clerk Typist II	1				
New Personnel Cost	<u>\$17,600</u>	<u> </u>	<u>\$ 6,000</u>	<u>\$10,000</u>	<u> </u>
Equipment Needs					
Replacement and expansion of files, etc.	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Desks, chairs for new personnel	500		300	300	
Total Equipment Needs	<u>\$ 1,500</u>	<u>\$ 1,000</u>	<u>\$ 1,300</u>	<u>\$ 1,300</u>	<u>\$ 1,000</u>
INVESTIGATION					
Personnel Needs					
Crime Investigator	4	2	2	2	1
Crime Inv. Supervisor	1				1
New Personnel Cost	<u>\$60,000</u>	<u>\$24,000</u>	<u>\$24,000</u>	<u>\$24,000</u>	<u>\$26,000</u>

	<u>1963-64</u>	<u>1965-66</u>	<u>1967-68</u>	<u>1969-70</u>	<u>1971-72</u>
INVESTIGATION (Cont.)					
Equipment Needs					
Firearms, Etc.	\$ 500	\$ 200	\$ 200	\$ 200	\$ 200
New Vehicles and radios	12,500	5,000	5,000	5,000	5,000
New Equipment Cost	<u>\$13,000</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>
LABORATORY					
Personnel Needs					
Laboratory Analyst	3	1		1	1
Photographer		1			
Mobile Lab. Field Man			1		1
Clerk Steno I			1		
New Personnel Cost	<u>\$45,000</u>	<u>\$30,000</u>	<u>\$20,000</u>	<u>\$15,000</u>	<u>\$30,000</u>
Equipment Needs					
Scientific equipment	\$40,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Lab. Facilities (benches, tables, etc.)	15,000	1,000	1,000	1,000	1,000
New Equipment Cost	<u>\$55,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
STATISTICAL					
Personnel Needs					
Research Analyst II	1				
Clerk Steno II		1			
Clerk II	1				
New Personnel Cost	<u>\$18,000</u>	<u>\$ 7,200</u>	<u> </u>	<u> </u>	<u> </u>
Equipment Needs					
Electronic data unit	\$30,000				
Desks, files, etc.	1,000	500	500	500	500
New Equipment Cost	<u>\$31,000</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>
POLICE TRAINING					
Personnel Needs					
Police Instructor	1				
Clerk Steno II	1				
New Personnel Cost	<u>\$20,000</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Equipment Needs					
Training Equipment	\$ 2,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
New Equipment Cost	<u>\$ 2,500</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
SUMMARY					
Total New Personnel Needs	15	6	6	4	4
Present Personnel	28	43	48	55	59
Total Personnel	<u>43</u>	<u>49</u>	<u>54</u>	<u>59</u>	<u>63</u>

BUDGETARY NEEDS

The budget estimates for the next 10 year period are as follows:

	<u>1963-64</u>	<u>1965-66</u>	<u>1967-68</u>	<u>1969-70</u>	<u>1971-72</u>
Salaries	\$ 570,000	\$ 644,000	\$ 703,500	\$ 754,500	\$ 813,000
Supplies & Expense	\$ 215,500	\$ 150,000	\$ 155,000	\$ 164,500	\$ 174,200

FINANCING THE PLAN

It is anticipated that the Legislature will appropriate all future funds from General Revenue income as it has in the past.

LIQUOR CONTROL COMMISSION

The Liquor Control Commission was created by the 1933-34 Special Session of the Legislature to regulate the importation and sale of intoxicating liquors, wine and beer and to enforce the collection of state taxes on these beverages.

The office of the Commission for purposes of administration is divided into the following units:

LICENSE AND REGULATION SECTION--This section checks and prepares 27 different types of licenses and permits; maintains a current register and publishes lists of retail liquor dealers, municipal stores, wholesalers, manufacturers and importers; indexes more than 11,000 dealers through inspection cards; processes all alcoholic beverage advertisements proposed for publication in the state and checks monthly reports of druggists' prescription sales of medicinal liquors.

AUDITS AND RECEIPTS SECTION--This section receives and deposits with the State Treasurer all departmental collections of taxes, licenses, permits, service fees and tax deficiencies; receives approximately 1,200 monthly tax reports from manufacturers, wholesalers, importers and brewers and issues permits and identification cards.

MINIMUM CONSUMER RESALE PRICES--This section administers laws providing for the filing of uniform statewide retail prices for the sale of bottled distilled spirits and wines; publishes two complete price books and four supplements a year for mailing to each retailer, wholesaler, manufacturer and importer, and does some enforcement work to assure maintenance of prices by retailers.

LABELS AND IMPORT SECTION--This section inspects all distilled spirits and wine imported to Minnesota wholesalers and registers all brands of alcoholic beverages sold in the state to preserve the property rights of brand owners and to maintain identity of the beverages sold through legal channels of trade.

INSPECTION AND ENFORCEMENT SECTION--This section is responsible for the enforcement of liquor laws and regulations and calls on all licensed dealers to determine that the beverages are tax paid; that liquor sold in bars is of standard quality; that all licenses are obtained and posted and that the premises comply with the Liquor Control Act. Commission inspectors work closely with local law enforcement agencies and officials.

The authority and responsibility of the Liquor Control Commission are spelled out specifically by state statutes. The Commission maintains a library of federal and state laws and regulations, and copies of all opinions by the Attorney General since January 1934.

Each legislative session since 1934 has produced revisions of the Liquor Control Act and the goal of the Commission has always been to accommodate these revisions by modifying policies and methods of the department to assure smooth and efficient operation.

The work of the Commission is financed by appropriations from the General Revenue Fund. In fiscal year 1960 less than 1 1/2 cents of each tax dollar collected by the Commission was used to pay administrative expenses.

Since the Liquor Control Commission's duties are almost entirely administrative, its course of action during the next decade, beyond its present role, must be determined by the Legislature. The Commission's expected performance for the next 10 years can best be projected on the basis of what it has done in the past.

In the first full year of its operation, the Commission in 1935 collected \$3,026,193 in revenue for the state at a cost of \$209,860. In that year Commission expenses equalled almost 7 per cent of the revenue collected.

In the fiscal year 1960 the Commission collected approximately \$20,000,000 in state taxes and administrative expenses amounted to less than 1 1/2 per cent.

The Commission currently has a staff of 35, the same number of employees it has had for the past 23 years. Yet in the same period of time revenues collected by the Commission have increased almost \$15,000,000 and the work load has increased by an estimated 200 per cent.

As new duties are added by the Legislature the Commission will set up action programs to perform them. Financial needs during the next ten years depend directly upon the work assigned to the Commission by future sessions of the Legislature, which also will have to provide appropriations from the General Revenue Fund to fill the needs.

DEPARTMENT OF CIVIL DEFENSE

The Department of Civil Defense is organized and derives its powers from Chapter 12 of Minnesota Statutes, 1961. The Department is responsible for the preparation and carrying out of all emergency actions, other than military, to minimize and repair damage resulting from enemy attack or sabotage.

Responsibilities of the Department also include duties in connection with tornadoes and other disasters.

The Department is headed by a director appointed by the Governor. He has one deputy and two assistant directors. In addition there are five mobile support area commanders at district headquarters in Eveleth, Bemidji, Mankato, Alexandria and Faribault.

The objective of the Department is to insure continuity of government and civil order in case of any major emergency and to keep up to date the Minnesota Survival Plan which sets forth in broad outline the plans for the operations of the state and its political subdivisions in the event of a declared emergency.

The Department receives half its support from the Federal Government and the other half from appropriations by the State Legislature. State appropriations for the fiscal years 1962 and 1963 included \$187,420 for salaries, \$40,000 for equipment and state aid, and \$50,000 for supplies and expenses.

The standards of its programs are set, basically, by the Federal Civil Defense agencies, which outline the preparations the state agency should make to cope with national emergencies.

Since it is so closely tied with the federal program, the State Civil Defense Department must continually modify the state program so that it will be in line with changing federal plans.

Continued technological progress requires constant revision of the Minnesota Survival Plan, which sets forth the ultimate organization and functions of the agency. First drawn up in 1958, the Plan is presently undergoing major revisions by this Department and other agencies with delegated responsibilities in State Government to insure the Plan's workability.

The Plan provides for an alternate seat of State Government in Mankato and the five mobile support areas also have been given specific roles to play in the event of a major emergency.

Functions of the Department include, among others, fire-fighting; medical and health, rescue, engineering and air raid warning services; communications; defense against radiological, chemical and other special weapons; emergency welfare service; emergency transportation; plant protection and temporary restoration of public utility services.

But the major responsibility of the Department now is to keep the Civil Defense plans for the state current so that if needed, the plans will not be found obsolete and unusable because of rapidly changing situations.

To cope with the increasing complexity of Civil Defense, the Department plans to increase the number of mobile support areas from five to six and increase the

staff of each of the six areas from the present single commander and half-time clerical assistant by adding a full-time operations officer, who would probably be engineer, and by providing full-time clerical assistance.

The Department also plans to double the present staff of the UNICOM (Unified Command) area, which includes the metropolitan complex of St. Paul and Minneapolis. This would be divided into two areas, each with a commander, an operations officer and a clerical worker.

Long-range programming of the Department's efforts are entirely dependent upon the federal government and new technological advances that must be coped with as they occur.

One-half of the financing for the increased state staff will be requested from the State Legislature; the other half will be supplied by the Federal Government. Overall costs of operating the Department during the coming decade are unknown and depend almost entirely on federal planning and programming. A deterioration of the international situation at any time could place new demands and responsibilities on the Department.

DEPARTMENT OF MILITARY AFFAIRS

With the exception of constitutional offices, the office of the Adjutant General, in existence since Territorial days, is the oldest department in Minnesota State Government.

The National Guard has been employed in the defense of the State, enforcement of its laws and the protection of life and property on numerous occasions. In the past 25 years, elements of the National Guard have been mobilized in the interest of the state and the welfare of its citizens more than 50 times.

The present strength of the Minnesota National Guard is approximately 10,800 officers and enlisted men. It is organized in 67 communities in the state and consists of 101 company or battery-sized units of the Army National Guard, grouped into 19 battalions and five battle groups. The Air National Guard is organized into four headquarters and 10 squadrons consisting of an air defense group and an air transport wing.

The actual strength is about 68 per cent of the authorized complement. Budgetary limitations imposed by the Federal government currently prevent any substantial increase.

The Adjutant General is charged with the responsibility for organizing, training, equipping, supplying and housing these forces and for their ability to successfully discharge their state and federal missions.

The Army National Guard operates in state-owned and controlled armories, valued at more than \$15,500,000, and the Camp Ripley Military Reservation of 43,000 acres, valued at \$25,000,000. The Air National Guard is stationed at a \$2,500,000 state-owned airbase at Duluth and at a federally-owned and operated airbase at Wold-Chamberlain Field in Minneapolis.

All military property, numbering upward of 40,000 items with a value of approximately \$75,000,000, is loaned to the state by the federal government. The state, operating through the Adjutant General, is responsible for the maintenance and serviceability of the property.

The Minnesota National Guard has both federal and state responsibilities. The major cost of its operation is paid by the federal government. In general, federal funds are used for the armory-drill and field-training salary of troops; the technician program; subsistence and transportation when units are in training; the cost of all military uniforms, arms, equipment and supplies; the cost of all construction at Camp Ripley and 75 per cent of the construction cost of new armories.

The state, in general, pays the cost of operating, maintaining and repairing armories, 25 per cent of the cost of armory construction and the general day-to-day costs of administering and operating the Guard.

For the fiscal year ending June 30, 1961, federal funds allotted to the Minnesota National Guard amounted to \$12,651,319; state appropriations totaled \$989,079, making the proportion of federal to state funds approximately 13 to 1.

Those figures do not include the inventory value of equipment such as aircraft, tanks, weapons, motor vehicles etc., which are furnished by the federal government.

The federal funds included wages for 860 technicians amounting to \$4,328,495. These employees are authorized by the National Defense Act and are governed by National Guard regulations. In general, their duties cover administrative and accounting positions, maintenance of equipment, repair and inspection of material.

In fiscal year 1960, 159 regular employees were paid \$567,393 in wages and salaries from state funds.

Staff and financial needs during the next decade depend entirely upon U.S. Defense Department needs and policies, and although the basic responsibility of the Military Affairs Department remains the same, advancing arms technology and changes on the international scene will require constant revision of the methods and practices used in discharging that responsibility.

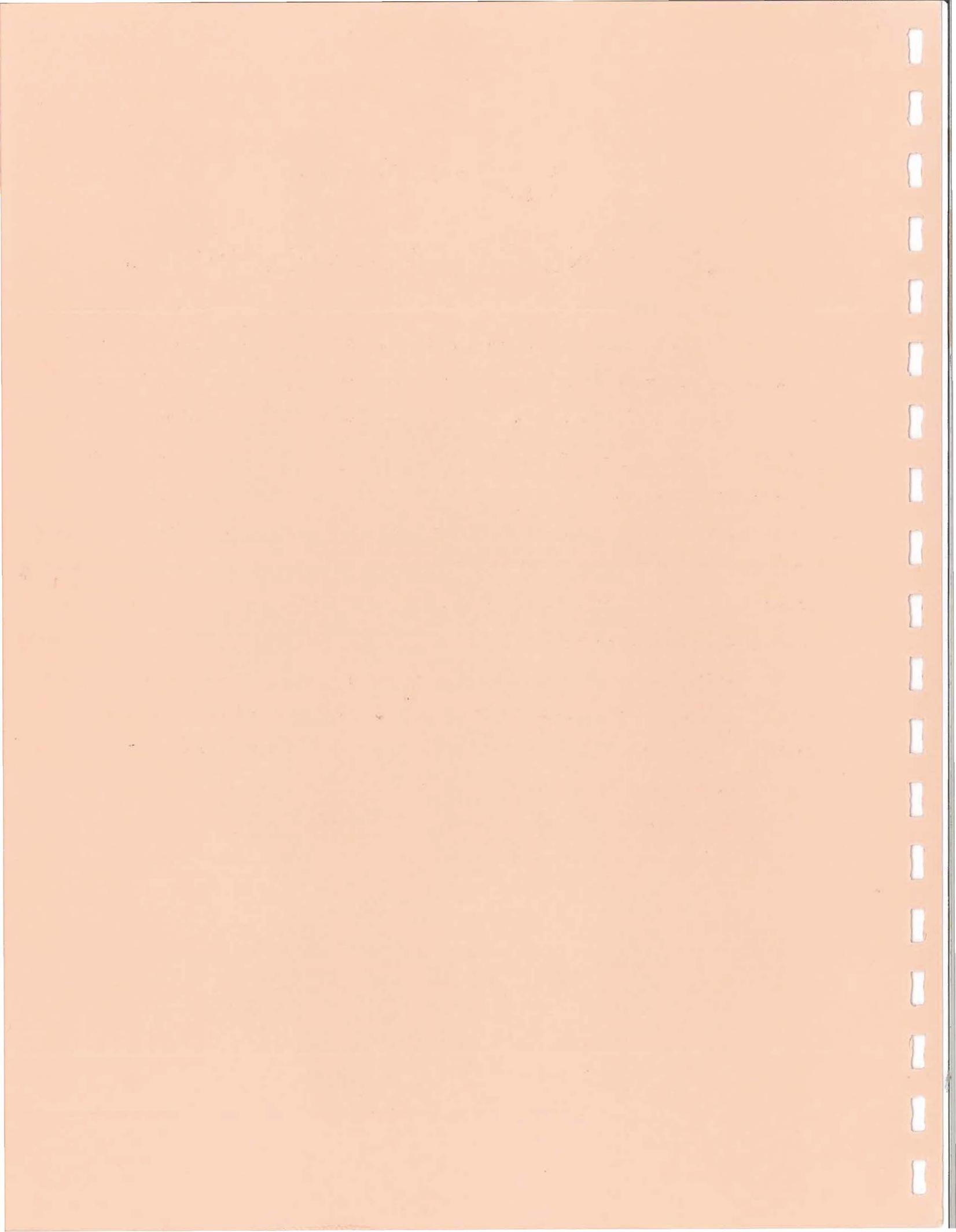
SECTION V

FINANCING FUTURE STATE SERVICES

A review of Minnesota's history reveals a most significant fact about its citizens--they take pride in their state. They are proud of their accomplishments during their first century of statehood. And--they are especially proud of their government--local and state. Minnesota has enjoyed an enviable record for honesty and efficiency in government.

Minnesota citizens now, as in the past, want and expect to pay for a high quality educational system, a good highway system, a progressive program of natural resources conservation, mental health and welfare programs to meet the needs of the ill, aged and unfortunate, and other public services that are contemporary.

Population growth with its accompanying need for new and increased public services has caused, and will continue to cause a need for greater state and local revenues. The following section reveals in tabular form the estimated revenue needs for the operation of state government in the decade ahead.



Estimated Total Expenditures by Departments & Agencies
(Including Federal Grants & Subsidies)
For Fiscal Years Ending June 30

<u>Agency</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
Dept. of Education	\$173,726,949	\$184,340,242	\$194,299,223	\$204,365,146	\$215,523,909	\$226,834,025	\$237,390,050	\$248,411,773
U. of M., (Incl. Buildings)	62,350,833	62,350,834	79,949,550	79,949,550	86,561,507	86,561,507	94,101,790	94,101,790
State College Board	8,864,400	9,912,900	10,949,840	12,251,600	13,075,800	15,128,000	16,469,000	18,096,589
Dept. of Health	3,449,938	3,418,864	3,625,597	3,692,329	3,990,967	4,067,615	4,127,869	4,194,271
Dept. of Public Welfare, Incl. Building	127,588,531	133,193,137	139,098,090	143,465,477	145,919,841	151,104,805	158,518,058	164,720,784
Dept. of Corrections	10,176,000	10,603,000	13,954,000	13,389,000	12,012,000	12,612,000	13,242,000	13,910,000
Historical Society	337,500	337,500	387,500	387,500	450,000	450,000	500,000	500,000
Dept. of Agriculture	1,925,114	1,925,114	2,055,793	2,055,794	2,137,810	2,137,811	2,225,310	2,225,311
Div. of Forestry	3,528,489	3,528,489	3,779,147	3,779,147	3,490,069	3,490,069	4,266,062	4,266,062
Div. of Game and Fish	7,745,400	7,745,400	8,788,972	8,788,973	12,092,452	12,092,452	12,721,358	12,721,359
Div. of Parks	3,868,144	3,868,145	2,657,448	2,657,448	2,510,250	2,510,250	2,689,000	2,689,000
Div. of Waters	270,540	270,540	284,640	284,640	275,850	275,850	281,500	281,500
Div. of Land & Minerals	504,768	504,768	549,007	549,008	612,057	612,057	660,005	660,005
Div. of Administration	973,250	973,250	1,117,750	1,117,750	1,276,300	1,276,300	1,413,200	1,413,200
Total - Dept. of Conservation	16,890,591	16,890,592	17,176,965	17,176,966	20,751,978	20,751,978	22,031,125	22,031,126
Dept. of Administration	10,609,927	10,609,927	6,776,761	6,776,761	7,354,264	7,354,264	8,027,875	8,027,875
Dept. of Taxation	4,011,000	4,011,000	4,221,500	4,221,500	4,394,000	4,394,000	4,564,500	4,564,500
Div. of Insurance	488,219	488,219	537,040	537,041	590,744	590,745	649,818	649,819
Dept. of Aeronautics	1,264,089	1,168,932	1,140,200	1,300,558	1,105,478	729,250	588,500	375,000

<u>Agency</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
Dept. of Highways	\$203,466,700	\$204,861,300	\$206,935,750	\$209,184,550	\$211,778,450	\$212,632,850	\$212,427,800	\$157,146,821
Crime Bureau	392,750	392,750	397,000	397,000	429,250	429,250	459,500	459,500
All Other Departments & Agencies	106,467,210	104,204,878	114,561,488	112,057,646	123,412,873	120,938,437	131,826,197	129,032,804
Total	\$732,009,751	\$748,709,189	\$796,066,297	\$811,208,418	\$849,488,871	\$866,716,537	\$907,149,392	\$868,447,963

Estimated Federal Funds to be Received by Major State Agency Recipients*
For Fiscal Years Ending June 30

<u>Agency</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>
Dept. of Education	\$ 8,590,730	\$ 8,915,730	\$ 9,468,730	\$ 9,615,000	\$10,206,000	\$10,605,000	\$11,212,000	\$11,697,000
Dept. of Health	1,413,438	1,430,569	1,498,263	1,502,113	1,512,171	1,539,100	1,557,186	1,561,078
Dept. of Public Welfare	42,064,000	42,162,084	42,230,575	42,290,926	41,903,256	41,976,346	42,449,460	42,714,158
Dept. of Agriculture	65,000	65,000	67,250	67,250	69,750	69,750	72,000	72,000
Dept. of Conservation	1,689,059	1,689,059	1,717,696	1,717,696	2,075,198	2,075,198	2,203,113	2,203,113
Dept. of Highways	88,344,000	91,422,000	93,997,000	97,073,000	97,073,000	97,073,000	94,107,000	19,692,000

* Estimated on basis of present status of federal funds disbursed to major state agency recipients.

FURTHER SUGGESTED READING

Students and others interested in the operation of Minnesota's state government can find a wealth of material on all aspects of the subject in the Reference Library of the Minnesota Historical Society. There almost every report made by agencies of the government are on file.

Of particular interest in gaining an over-all view of Minnesota's government are the results of the Self-Survey Policy Committee of 1956. The Library has on file summarized reports of the Functional and Operational Task Forces of the Committee and summary evaluations of their findings. The complete reports of the Committee are on file in the office of the Commissioner of Administration.

Also available at the Library is the report, "How to Achieve Greater Efficiency in Government", made by the Minnesota Efficiency in Government Commission (the "Little Hoover Commission") in 1950.

Other publications at the Library include:

Minnesota's Opportunities and Challenges--Minnesota Department of Business Development, 1962.

Minnesota's Tomorrow, The Economic Future of Our Region--University of Minnesota Graduate School Social Science Research Center, 1956.

Minnesota State Plan for Hospitals, Public Health Centers and Related Medical Facilities, 13th annual revision, Department of Health, 1961-62.

Let's Look to the Future-- a report to the Governor by the Advisory Commission to the Department of Business Development, 1954.

Minnesota's Tax Structure--report of the Minnesota Tax Study Commission, 1954

Report of the Minnesota State Planning Board, 1934-35.

Final Report of the Minnesota Efficiency and Economy Commission, 1914.

The Historical Society Library also has on file all reports of interim commissions and committees set up by the Legislature. These reports deal with specific aspects of state government and cover a wide range of subjects.

Topics of these reports include agricultural problems, bank taxation, conservation laws, domestic relations problems, education, election laws, forest resources, game and fish resources, highway laws, housing discrimination and segregation practices, Indian affairs, iron ore taxation, public welfare laws, water conservation, youth conservation and many more.

Reports on file at the Library are available to the public in the Society's reading room.

Three additional reports dealing with planned use of Minnesota's natural resources are:

MINNESOTA LANDS, Ownership, Use and Management of Forests and Related Lands, by Samuel Trask Dana; 1960, American Forestry Association, 919 17th Street N.W., Washington 6, D.C. (460 pp.).

MINNESOTA NATURAL RESOURCES; 1962, Minnesota Natural Resources Council (65 pp.).

LOOKING TO THE FUTURE! Land, Land Use and Recreation, 1960, Minnesota State Department of Conservation (44 pp.).

Also of interest in relation to Minnesota's government are research reports issued by the Minnesota Legislative Research Committee. Some of the studies which bear on state planning are listed below by publication number, title of the report and date of the report.

- 10--Workmen's Compensation and Agricultural Labor in Minnesota, August, 1948
- 11--Building Regulation in Minnesota, August 1948.
- 13--Building Needs of the University and State Teachers Colleges, November 1948.
- 15--Care of the Infirm Aged, November 1948.
- 16--Forests and Forest Lands in Minnesota, November 1948.
- 18--Seven States' Tax Systems, December 1948.
- 21--Building Needs of Public Institutions, December 1948.
- 31--State Inspectional Services, November 1950.
- 32--Post-Audit Function, November 1950.
- 34--State-Local Fiscal Relationships, December 1950.
- 38--State Cigarette Taxes, December 1950.
- 39--Iron Mining Taxation, December 1950.
- 40--Education Aids, Costs and Taxes in Minnesota, December 1950
- 41--Tuition and Fees at State Universities 1951-52, November, 1950.
- 44--Relative Responsibility for Costs of Care in State Institutions, May 1952.
- 45--Minnesota Teachers Colleges, August 1952.
- 47--Public Assistance Policies Among the States - 1951, August 1952.
- 49--Allocation of Highway User Taxes in the Various States, August 1952.
- 50--Minnesota's State and Local Tax Burden, November 1952.
- 51--The Organization and Administration of Minnesota's Mental Hospitals,
November 1952.
- 52--Mental Hospital Personnel, December 1952.
- 53--Policies and Practices Relating to State Building Projects in Minnesota,
December 1952.
- 66--The State's Responsibility Toward Problems of Higher Education, December
1954.
- 75--Taxation of Commercial Motor Vehicles, December 1956.
- 76a-A Study of the Health Department, December 1956.
- 77--Synopsis of Funds Operated by State, April 1958.
- 79--Mental Health Research, January 1961.
- 82--Iron Range State Hospital, January 1961.
- 83--The Feasibility of Establishing a State College in Western and Southwestern
Minnesota, January 1961.
- 84--State Regulation of Gas and Electric Rates, January 1961.

