

PUBLIC NOTICE

**CITY OF MORRIS
2022 SUMMARY BUDGET DATA**

Revenues	Prior Year Original Budget	Current Year Budget
Property Taxes (Do not include Market Value Credits)	1662986	1657255
Tax Increments	191300	195000
All Other Taxes (franchise, hotel/motel taxes, etc.)	332800	322800
Special Assessments	268444	218397
Licenses and Permits	25850	42350
Federal Grants	215000	1132943
State General Purpose Aid (Market Value Credits, etc.)	2399442	2411671
State Categorical Aid (state aid for streets, etc.)	547758	583307
Grants from County and Other Local Governments	0	0
Charges for Services	430850	395850
Fines and Forfeits	26000	26000
Interest on Investments	27775	27800
Miscellaneous Revenues	54119	54100
Total Revenues *	6182324	7067473
Proceeds from Bond Sales	0	0
Other Financing Sources	10000	10000
Transfers from Other Funds (incl. Enterprise Funds)	1140983	897114
Total Revenues and Other Financing Sources*	7333307	797458
Expenditures		
Current Expenditures (Exclude Capital Outlay)		
General Government (board, administration, etc.)	675313	702971
Public Safety	1271815	1366616
Streets and Highways (excluding construction)	680232	715151
Sanitation	0	0
Human Services	0	0
Health	0	0
Culture and Recreation	623498	667412
Conservation of Natural Resources	15500	19000
Economic Development	119281	120281
Miscellaneous Current Expenditures	827430	796707
Total Current Expenditures *	4213069	4388138
Debt Service - Principal	1098000	966000
Interest and Fiscal Charges	226410	206038
Streets and Highways Construction	0	0
Capital Outlay	892970	1949867
Other Financing Uses	0	0
Transfers to Other Funds (include Enterprise Funds)	1140983	897114
Total Expenditures and Other Financing Uses *	7571432	8407157
Fund Balance		
General Fund - Beginning Balance (January 1)	2133357	2415118
General Fund - Ending Balance (December 31)	2134711	2415118
Increase (Decrease) in Fund Balance - Budgeted Governmental Funds	1354	0
Other Items		
Total property Tax Levy - All Funds	1608986	1657255
Net Unrealized Gain or (Loss) from Investments	0	0

ADVERTISEMENT FOR BIDS

**SECTION 00 1113
ADVERTISEMENT FOR BIDS
STEVENS COUNTY DITCH NO. 25
MORRIS TOWNSHIP, MINNESOTA
ENGINEER PROJECT NO. 16-20229**

GENERAL NOTICE

Stevens County (Owner) is requesting Bids for the construction of the following Project: **Stevens County Ditch No. 25** ISG (the Engineer) **Project No. 16-20229**. Bids for the construction of the Project will be received by ISG (the Engineer) electronically through QuestCDN until February 9, 2022 at 10:00 AM local time. At that time the Bids received will be posted publicly online. The project includes the following major quantities of Work:
A. Approximately 16,000 linear feet of open ditch cleaning.
B. Approximately 3,000 linear feet of open ditch widening.
C. Approximately 5,000 linear feet of open ditch deepening.
D. Approximately 52,000 cubic yards of common excavation for open ditch benching. E. Approximately 29,000 linear feet of agricultural tile with sizes ranging from 8-inch to - 42inch
The awarded contractor must guarantee the tile work under the contract for three years after its completion against any fault or negligence on the part of the awarded Contractor.

OBTAINING THE BIDDING DOCUMENTS

Information and Bidding Documents for the Project can be found at the following designated website:
Quest Construction Data Network (QuestCDN)
www.questcdn.com
The QuestCDN eBidDoc number is 8097073. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.
Bidding Documents may be downloaded from the designated website. Prospective Bidders are urged to register with the designated website as a plan holder, even if Bidding Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated website. Bidding Documents may only be purchased for download online at the designated website for a fee of \$15.00. The bidder must electronically submit the proposal online using the designated website. The bidder must pay an online bidding fee off \$30.00.

2.01 Pre-bid Conference

A pre-bid conference call for the Project will be held on February 2, 2022 at 10:00 AM. Attendance at the pre-bid conference call is encouraged but not required.

Virtual Meeting Room: <https://tinyurl.com/yc42yjcr>
Phone Number: (612) 474-1960
Conference ID Number: 913 448 986

2.02 Instructions to Bidders

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents. This Advertisement is issued by:

By: Jacob Rischmiller, P.E.
Title: Vice President
Date: January 18, 2022

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PUBLIC NOTICE

**STATE OF MINNESOTA
COUNTY OF STEVENS** **DISTRICT COURT
EIGHTH JUDICIAL DISTRICT
PROBATE DIVISION
Court File No.: 75-PR-22-19**

In Re: Estate of **NOTICE OF AND ORDER FOR HEARING ON PETITION FOR FORMAL PROBATE OF WILL AND APPOINTMENT OF PERSONAL REPRESENTATIVE AND NOTICE TO CREDITORS**
EVELYN THELMA RAASCH,
aka EVELYN T. RAASCH,
aka EVELYN RAASCH,
aka EVIE RAASCH,
Decedent.

It is Ordered and Notice is given that on **February 28, 2022 at 8:30 A.M.**, a hearing will be held in this Court at Morris, Minnesota, on a petition for the formal probate of an instrument purporting to be the Decedent's Will dated June 3, 1992, and for the appointment of Julie Brandt, whose address is 13626 96th Street SE, Becker, MN 55308 as personal representative of the Decedent's estate in an unsupervised administration.

Any objections to the petition must be raised at the hearing or filed with the Court prior to the hearing. If the petition is proper and no objections are filed or raised, the personal representative will be appointed with the full power to administer the Decedent's estate, including the power to collect all assets; pay all legal debts, claims, taxes, and expenses; sell real and personal property; and do all necessary acts for the Decedent's estate.

Notice is further given that, subject to Minn. Stat. § 524.3-801, all creditors having claims against the Decedent's estate are required to present the claims to the personal representative or to the Court within four (4) months after the date of this notice or the claims will be barred.

BY THE COURT
/s/ Charles Glasrud
Judge of District Court

Dated: January 14, 2022 /s/ Kim Sundbom-Trudeau
Court Administrator

FLUEGEL, ANDERSON, McLAUGHLIN & BRUTLAG, CHARTERED
Lynnae L. G. Lina, MN # 347553
215 Atlantic Avenue, PO Box 527
Morris, MN 56267-0527
Telephone: (320) 589-4151
Facsimile: (320) 589-4154
E-mail: llina@fluegellaw.com
ATTORNEY FOR PETITIONER

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OFFICIAL MINUTES

**STEVENS COUNTY
BOARD OF COMMISSIONERS
Organizational Meeting
Official Proceedings
Tuesday, January 4, 2022
9:00 a.m.**

The regular meeting of the Stevens County Board of Commissioners was called to order at 9:00 a.m., Tuesday, January 4, by Chair Ron Staples. Members in attendance were Ennen, Kopitzke, Wiese, Wohlers and Staples.

The Pledge of Allegiance was recited.

Commissioner Kopitzke moved to approve the agenda with one addition: Stephanie Buss; tobacco license renewal, and one removal from item one: grant repayment update and postponing closed session. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve minutes of the 12/21/21 regular board meeting. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

The Chair opened the meeting for public comment. Having none, a motion by Commissioner Kopitzke, second by Commissioner Wiese and all members voting aye, the Board set the 2022 regular meetings for the first and third Tuesday of each month with a start time of 9:00 a.m.

Commissioner Ennen moved to set the 2022 Flicker Tail and Gopher bounties at \$1.00 each. Commissioner Wiese seconded the motion and all members voting aye, motion carried.

Commissioner Wohlers moved to approve the following AMC 2022 Policy Committee and Voting Delegate appointments: Ron Staples, Environmental & Natural Resources; Neil Wiese, General Government; Jeanne Ennen, Health & Human Services; Donny Wohlers, Public Safety and Bob Kopitzke, Transportation, and Infrastructure. Voting Delegates: Commissioners Ennen, Staples, Wiese, Kopitzke, and Wohlers; County Administrator Rebecca Young, Human Services Director Liberty Sleiter and County Engineer Todd Larson. Commissioner Ennen seconded the motion and all members voting aye, motion carried.

The Board reviewed committee assignments. On a motion by Kopitzke, second by Wiese all members voting aye, the following 2022 committee assignments were approved with changes:

COMMITTEE	2021 APPOINTMENT	2022 APPOINTMENT
General Government		
Extension Committee	Staples & Wohlers	Staples & Wohlers
Housing and Redevelopment		
Authority Board Liaison	Kopitzke	Kopitzke
Minnesota Rural Counties Caucus	Kopitzke, alt Wiese	Kopitzke, alt Wiese
Morris Area Chamber of Commerce	Kopitzke	Kopitzke
Planning & Zoning	Wohlers	Wohlers
Regional Fitness Center Board	Wohlers	Wohlers
Regional Library Board	Wiese	Wiese
Stevens County Audit/Finance Committee	Board Chair and Vice Chair	Board Chair and Vice Chair
Stevens County Department Head Committee	Kopitzke & Ennen	Kopitzke & Wiese
Stevens County Economic Improvement Commission	Wohlers	Wohlers
Stevens County Facilities Committee	Staples and Wohlers	Staples and Wohlers
Stevens County Historical Society	Ennen	Ennen
Stevens County Law Library Board	Wiese	Wiese
Stevens County Personnel Committee	Staples & Wohlers	Staples & Wohlers
Stevens County Safety Committee	Staples & Wohlers	Staples & Wohlers
Stevens County Shared Technology Fund Committee	Wohlers	Wohlers
West Central Minnesota Economic Development District Board (WCED)	Wiese	Wiese
Wellness Committee	Ennen	Ennen
CPT Joint Powers	Kopitzke, alt. Wohlers	Kopitzke, alt. Wohlers
City/County Committee on Sharing Association Of MN Counties	Staples & Wohlers	Staples & Wohlers
- Policy Committees	See attached	See attached
- AMC District Rep.		
Probation Joint Powers	Wiese	Wiese
Health and Human Services		
Food Shelf Board	Wohlers	Wohlers
Horizon Community Health Board	Kopitzke and Ennen	Kopitzke and Ennen
Region 4 South Adult Mental Health Consortium	Ennen	Ennen
Land of the Dancing Sky Area Agency on Aging Board (combined West Central Joint Powers Board on Aging)	Wiese	Wiese
Local Advisory Council for Adult Mental Health	Ennen	Kopitzke
PrimeWest	Ennen, alt. Kopitzke	Ennen, alt. Kopitzke
Supporting Hands Nurse Family Partnership Joint Powers	Kopitzke	Kopitzke
West Central Minnesota Communities Action	Wohlers	Wohlers
Public Safety		
Central MN Emergency Services Board	Kopitzke, alt. Ennen	Kopitzke, alt. Ennen
Drug Court Advisory	Ennen	Ennen
E911 Committee	Wohlers & Ennen	Wohlers & Ennen
West Central Juvenile Detention Joint Powers	Wohlers	Wohlers
Environment and Natural Resources		
Bois de Sioux Watershed Advisory Committee	Wiese & Staples	Wiese & Staples
1W1P Bois de Sioux/Mustinka Watershed Districts Policy Committee	Staples	Staples
Joint Powers & Comprehensive Local Water Plan	Staples	Staples
Chippewa River Watershed Project Joint Powers	Staples	Staples
Pomme de Terre Joint Powers	Ennen, Wiese Alt.	Ennen, Wiese Alt.
Red River Basin Advisory Board	Staples, alt. Kopitzke	Staples, alt. Kopitzke
Red River Basin Commission	Staples	Staples
RIM Advisory Committee	Staples	Staples
Stevens County Soil and Water Conservation District	Ennen	Ennen
Stevens County Solid Waste Committee	Kopitzke & Staples	Kopitzke & Staples
Buffer Committee	Staples & Wohlers	Staples & Wohlers
Public Works		
Airport Advisory	Wohlers	Wohlers
County Ditch Sub-Committee	Staples & Wiese	Staples & Wiese
Joint Ditch #2	Staples, Wiese & Ennen	Staples, Wiese & Ennen
Joint Ditch #9	Staples & Wiese	Staples & Wiese
Joint Ditches #10 & 11	Staples & Wiese	Staples & Wiese
Rainbow Rider/ Rainbow Rider TAC	Wohlers & Staples	Wohlers & Staples
Stevens County Road & Bridge Committee	Staples & Wiese	Staples & Wiese
COVID Taskforce	Chair & Vice Chair	Chair & Vice Chair

County Administrator Rebecca Young gave an update on per diems for area commissioners. After some discussion, Commissioner Wohlers moved to set commissioners per diems with an increase to \$75 for in county meetings and \$90 per day for out of county meetings. Commissioner Wiese seconded the motion with all members voting aye, motion carries.

Commissioner Kopitzke motioned that ditch hearings and ditch functions per diems be charged to the appropriate ditch fund. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young presented a request for paying augmentations for work completed for CPT this past fall in addition to fiscal hosting duties. Young gave an overview of the request. After some discussion, Commissioner Kopitzke motioned for a one-time augmentation for CPT duties taken on in addition to fiscal hosting duties from unplanned revenue totaling amount of \$5750: Human Resource Generalist/ Executive Assistant \$500; Human Resources Coordinator \$1250; Auditor/ Treasurer \$1250; County Administrator \$1250; Deputy Auditor Treasurer \$700; Deputy Auditor Treasurer \$700. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Human Service Director Liberty Sleiter requested approval for 2022 Thomas Allen Contract with no changes to the contract. Commissioner Ennen motioned to approve the 2022 Thomas Allen Contract as presented. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Sleiter gave an update on the Region IV Joint Powers Board.

Auditor/Treasurer Stephanie Buss presented the Auditor's Warrants for the 12/21/21, 12/22/21, and 12/30/21 time periods for review. Buss fielded questions.

Buss requested to designate the Stevens County Times as the County's official newspaper. Commissioner Kopitzke motioned to designate the Stevens County Times as the County's office newspaper for 2022, 2023 and 2024. Commissioner Wiese seconded the motion with all members voting aye, motion carries.

Commissioner Kopitzke moved the following resolution:

**RESOLUTION NO. 210104-01
RESOLUTION TO AUTHORIZE THE AUDITOR/TREASURER TO MAKE ELECTRONIC FUNDS TRANSFERS**

WHEREAS, Minnesota Statute § 471.38, allows for the use of electronic funds transfers as a means of making various payments; and
WHEREAS, a local government may make an electronic funds transfer for the following:

- For a claim for a payment from an impress payroll bank account or investment of excess money;
- For a payment of tax or aid anticipation certificates;
- For a payment of contributions to pension or retirement fund;
- For vendor payments; and
- For payment of bond principal, bond interest and fiscal agent service charge from the debt redemption fund;

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers; and

WHEREAS, the County Board acknowledges: adequate security procedures and internal controls must be maintained for approval processes; a monthly reconciliation shall be conducted on electronic transfers; settlement arrangement for vendors desiring to use electronic payment methodology shall be authorized by and coordinated within the Auditor/Treasurer's office; and funds may not be released without the appropriately approved documentation prior to settlement;

THEREFORE, BE IT RESOLVED, that the County Board delegates the authority to make electronic fund transfers to the Auditor/Treasurer.

Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Wiese moved the following resolution:

**RESOLUTION NO. 220104-02
RESOLUTION TO AUTHORIZE THE AUDITOR/TREASURER TO PAY CERTAIN CLAIMS**

WHEREAS, Minnesota Statute § 375.16 allows the County Board to authorize the Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly itemized and verified bill; and

WHEREAS, Minnesota Statute § 375.18 allows delegation by the County Board for paying certain claims to county administrative official;

THEREFORE, BE IT RESOLVED, that the Auditor/Treasurer is authorized to pay incidental expenses per Minnesota Statute § 375.16 (such as postage, express, freight, telephone, water, light, other utility charges);

BE IT FURTHER RESOLVED, that the County Board delegates and authorizes the Auditor/Treasurer may pay the following types of claims made against the County:

- Administrative Court costs (Court Order Attorney Fees)
- Background checks and Credit Reports for new hires
- Budget Allocations and Appropriations (approved by Board)
- Conference Registrations & Lodging
- Copier Leases County Recorder State Sur Charge Fees
- County Vehicle License tabs
- Credit Card and Fuel Card Statements
- Deed Tax and Recording fees (County Deeds)
- Dues and Subscriptions
- Flex Account Administration
- Insurances (dental/life/LTC/disability/vision)
- Law Library bills approved by the judge
- Postage for postage machine
- R&B Construction Contract payments (approved by Board)
- Real Estate Tax Refunds (from overpayments)
- Retiree's Insurance
- Settlements
- Sex Offender Assessments (Court Administrator)
- Stamps
- Storm Water Permit Fees
- Telephone bills - Spam Filtering - WAN Usage
- Utility Bills
- Youth Activity Funds
- Senior Adult for Emergencies Funds
- Office Supplies
- Manual Warrants/voids/corrections
- Monthly Maintenance Fees
- Misc. bills that, because of the due date, will have a late charge if held until next board meeting.
- Reimbursements to employees for travel related expenses (hotel, mileage, parking, overnight meals, etc) approved by the department head
- State Aid Distributions (Market Value Credit and Town Road Allotment)
- Pass-through state monies
- Extension/Planning & Zoning Per Diems

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the Auditor/Treasurer, those bills will not be issued but will be presented to the board for action at its next regularly scheduled meeting;

BE IT FURTHER RESOLVED, that the Auditor/Treasurer will not be held personally liable for payment for any claim falling into the above authorized types the County Board later disagrees with, disapproves of, or questions;

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the Auditor/Treasurer; and

BE IT FURTHER RESOLVED, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the County Board at its next regularly scheduled meeting. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved the following resolution:

**RESOLUTION NO. 220104-03
RESOLUTION AUTHORIZING FIDUCIARY DESIGNEES FOR 2022**

WHEREAS, County of Stevens has financial reserves that are invested per the Accounting Investment Policy;

AND WHEREAS, management of investments requires actions of fiduciary designees to carry on business in compliance with County policy;

NOW, THEREFORE, BE IT RESOLVED, the County Board of Stevens County, Minnesota authorizes the following for Fiduciary Designees for 2022:

Stephanie Buss – Auditor/Treasurer
Shannon Asmus – Deputy Auditor/Treasurer
Lori Boots – Deputy Auditor/Treasurer/Payroll Manager

Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Buss requested approval for 2022 tobacco license. Commissioner Wohlers motioned to approve tobacco license to Athiem for 2022. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Human Resources Coordinator Jan Gomer requested approval to hire Regina Lighthall as Child Support Officer. Commissioner Kopitzke motioned to hire Regina Lighthall as Child Support Officer at Grade 16, Step 6 effective January 3, 2022, contingent upon a successful background checks. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

County Engineer Todd Larson gave a highway update on maintenance, engineering, and administration. Larson request approval for final payment for Hancock project to Riley Bros. Commissioner Ennen motioned to make final payment for SAP 075-601-003, 075-608-030, 075 637-002 and CP 075-053-003 for mill and overlay and ADA work in City of Hancock in the amount of \$10,909.80 to Riley Bros. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioners were provided an opportunity to update on assigned committee activities.

Having no further business, the meeting was adjourned at 9:54 a.m. on a motion by Wohlers, second by Wiese and all members voting aye.

Rebecca Young, County Administrator Ronald Staples, Chair

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