

## #1-005 Publication of Notices

Section: County Administration  
Department: County Administration  
Original/Revision Date(s): 10/2025  
Last Reviewed: 10/2025 Board or Administrative: Administrative  
Board Resolution # or Administrator Signature: **Michael Johnson**  
Related Policies:



### STATEMENT

Waseca County complies with all statutory requirements concerning the publication of notices for proposed actions. The Initiating Department is responsible for arranging publication of official County notices with the Official County Newspaper and ensuring accurate and timely website postings. The department must provide complete, accurate information and verify receipt of the affidavit of publication.

### DEFINITIONS

*Official County Notices:* Notices published in an official County newspaper or on the County website.

*Affidavit of Publication:* Sworn statement prepared by official County newspaper verifying dates and contents of publication, pursuant to Minn. Stat. § 331A.07.

*Initiating Department:* The County Department responsible for carrying out the action which is the subject of an official County notice.

*Official County Newspaper:* The newspaper or newspapers designated annually by the County Board for publication of official proceedings, financial statements, and/or delinquent real property tax lists, as applicable.

### SOURCE

Minn. Stat. Ch. 331A.01, Subd. 8.	Qualified Newspapers
Minn. Stat. Ch. 331A.02	Requirements for a Qualified Newspapers
Minn. Stat. Ch. 331A.03	Where Notice Published
Minn. Stat. § 331A.04	Designation of Official Newspaper
Minn. Stat. Ch. 331A.05	Forms of Public Notices
Minn. Stat. Ch. 331A.07	Affidavit of Publication
Minn. Stat. § 375.12	Proceedings in Qualified Paper within 30 days; Let by Bid
Minn. Stat. § 375.21	Contracts of County Boards
Minn. Stat. § 375A.06	Powers and Duties of the County Administrator

### POLICY

Pursuant to Minn. Stat. § 375.12, the County Board, at its statutory meeting, designates a qualified newspaper of general circulation in the County to publish the County Board's official proceedings. In accordance with Minn. Stat. § 331A.04, the designated newspaper must be a qualified medium of official and legal publication and must comply with all provisions of Minn. Stat. § 331A.02. This designated newspaper is referred to as the Official County Newspaper.

Many statutes require the County to publish notice of a pending decision or event. Whenever a statute requires publication of notice in a newspaper, publication in the Official County Newspaper satisfies that requirement.

The Initiating Department is responsible for:

- Identifying all applicable notice requirements.
- Determining required timing, frequency, and content of the notice.
- Ensuring that publications meet minimum statutory standards and deadlines.
- Arranging publication in all applicable media, including the official County newspaper and the County website, as required.

The giving of notice beyond the minimum statutory requirements is expressly authorized.

A newspaper may not be compensated for publishing any legal or official matter unless the publisher supplies an affidavit setting forth the dates upon which the legal or official matter was published, in compliance with Minn. Stat. § 331A.07.

## **PROCEDURES**

### **Publication in the County Newspaper**

#### Responsibilities of Initiating Department:

1. Prepare and type notice consistent with applicable legal requirements.
2. When publication is to occur in an official County newspaper, send notice to Official Newspaper with publication instructions in sufficient time to meet deadlines.
3. Verify publication in the Official Newspaper.
4. Receive affidavits of publication and retain in accordance with the records retention schedule.
5. Process payment of invoices from official county newspapers.

### **County Website Advertisement of Transportation Project Bids**

Pursuant to Minn. Stat. § 331A.12, the County Board, by resolution at its statutory meeting, may designate publication of transportation projects on the County's website. Publication on the website may be used in place of or in addition to any other required form of publication. Each year after designating publication on the website for transportation projects, the County must publish, in a qualified newspaper in the jurisdiction and on the website, notice that the County will publish any advertisements for transportation project bids on its website.