**STATE OF MINNESOTA**

***Before the*  
<DRAINAGE AUTHORITY NAME>  
SITTING AS THE DRAINAGE AUTHORITY FOR   
<NAME OF DRAINAGE SYSTEM>**

|  |  |
| --- | --- |
| **In the Matter of:**  **the Petition to Apportion  Drainage Lien** | **ORDER FOR PUBLIC HEARING** |

At a public meeting conducted by the <name of the drainage authority>, sitting as the <joint> drainage authority for <name of drainage system>, on <date>, <Commissioner/Manager> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved, seconded by <Commissioner/Manager> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for adoption of the following Findings and Order:

**Findings:**

1. <Name of drainage authority> is the drainage authority for <name of drainage system>.
2. On <date>, a Petition to Apportion a Drainage Lien among Specified Portions of the Tract attached to the following real property benefited by <name of drainage system> was received by the drainage authority:

<Description of the property petitioned   
for apportionment of the drainage lien>.

1. The Petition requests the drainage authority hold a public hearing for the purpose of considering the request to apportion the drainage lien as follows:

<Description of the proposed apportionment by petitioners>.

1. Pursuant to Minn. Stat. § 103E.631, subd. 2 a public hearing must be noticed by personal service to the auditor, the occupants of the tract, and all parties having an interest in the tract as shown by the records in the county recorder’s office.

**Order:**

Based on the foregoing Findings and the entire record of proceedings before the Board, the Board, acting as the drainage authority for <name of drainage system>, hereby orders as follows:

1. A public hearing on the Petition for Apportionment of the Drainage Lien Amongst Specified Portions of the following Tract shall be held on <date> at \_\_\_:\_\_\_ a.m./p.m. at <location>:

<Description of the tract proposed for apportionment>.

1. The <auditor/secretary> shall arrange for personal service of the hearing to the auditor, the occupants of the tract, and all parties having an interest in the tract as shown by the records in the county recorder’s office. The service shall be made at least ten days before the hearing. If personal service cannot be made to all interested persons, notice may be given by publication.
2. The <auditor/secretary> shall charge petitioner<s> the costs for service or publication.

After discussion, the Board Chair called the question. The question was on the adoption of the foregoing findings and order, and there were \_\_\_\_\_ yeas, \_\_\_\_\_ nays, \_\_\_\_\_ absent, and \_\_\_\_\_ abstentions as follows:

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| --- | --- | --- | --- | --- |
|  | Yea | Nay | Absent | Abstain |
| <LAST NAME> | 🞏 | 🞏 | 🞏 | 🞏 |
| <LAST NAME> | 🞏 | 🞏 | 🞏 | 🞏 |
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Upon vote, the Chair declared the motion passed and the Findings and Order adopted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Full Name>, Chairperson

\* \* \* \* \* \* \* \* \* \* \*

I, <Full Name>, <Name of County or Watershed District> <Auditor/Secretary>, do hereby certify that I have compared the above motion; findings and order with the original thereof as the same appears of record and on file with the <name of drainage authority> and find the same to be a true and correct transcript thereof. The above order was filed with me, <name of county of watershed district> <Auditor/Secretary>, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IN TESTIMONY WHEREOF, I hereunto set my hand this   
\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Full Name>