

March 19, 2019

Michael Weber, City Planner  
Alexandria City Hall  
704 Broadway  
Alexandria, MN 56308

*mweber@alexandriamn.city*  
and United States Mail

Re: MBAU Docket A-8203 Alexandria/Carlos Township (Gaugert Petition; 1.16 acres)

Dear Mr. Weber:

The Office of Administrative Hearings acknowledges receipt of the above-referenced petition for annexation to the City of Alexandria from Carlos Township. Please refer to the above-referenced docket number in future communications regarding this proposed annexation.

It is the responsibility of the initiating party to meet all necessary requirements before the petition can be accepted for filing. Under Minnesota Statutes 414.033, Subd. 5 (2018), the city may assist the petitioners in complying with these requirements.

- A filing fee of \$100.00 is required.
- Please submit a copy of the entire survey map.
- Please note that when an annexation is initiated by service of a petition on a municipality, the ordinance must not be passed until 90 days after the township has been served, unless the town board signs a waiver stating they have no objection to the annexation.

Finally, please make sure to address, in the ordinance, the reimbursement pursuant to Minn. Stat. § 414.036 (2018).

If you have any questions, please contact me at *star.holman@state.mn.us* or 651-361-7909.

Sincerely,



STARLENE J. HOLMAN  
State Program Administrator, Senior  
Municipal Boundary Adjustment Unit