



## MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

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September 5, 2013

Deb Zimmer, City Administrator  
Spring Valley City Hall  
201 South Broadway  
Spring Valley, MN 55975

**VIA E-MAIL**  
(springvalleyadmin@springvalley.govoffice.com)

Re: OA-1553 & OA-1553-1 Spring Valley/Spring Valley Township  
(Joint Resolution Signed 6-25-2013/8-26-2013; Wetter Property; 11 acres)

Dear Ms. Zimmer:

The Office of Administrative Hearings acknowledges receipt of the joint resolution for orderly annexation between the City of Spring Valley and Spring Valley Township. Please refer to the above-referenced docket number in any future correspondence relating to this proceeding.

As I stated in my email earlier today, there are several requirements that must be met before this matter can be scheduled for review.

- The city's check no. 21821 in the amount of \$25 has been received. However, an additional \$25 is required to fulfill the filing fee requirement. A joint resolution for designation of an orderly annexation area must be accompanied by a filing fee of \$2 per acre, with a minimum fee of \$25 and a maximum fee of \$200. **The annexation of any part of a designated area requires an additional filing fee** of \$2 per acre, with a minimum of \$25 and a maximum of \$200.
- The legal description in the orderly annexation joint resolution is too vague and does not appear to accurately describe the exact area proposed for annexation. Legal descriptions must be complete. It appears that the description was taken from the property tax statement, which are typically abbreviated descriptions.
- Please also submit a map showing more details of the area proposed for annexation (Section, Township and Range numbers, etc.); as well as the current city limits.

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If you have any questions, please feel free to contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Starlene J. Holman". The signature is written in black ink and has a fluid, connected style.

Starlene J. Holman  
State Program Administrator, Senior  
Municipal Boundary Adjustment Unit  
[star.holman@state.mn.us](mailto:star.holman@state.mn.us)  
651-361-7909

SJH

c: Ellen Voigt, Spring Valley Township Clerk