



## MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

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November 3, 2011

Mark R. Vahlsing  
Moose Lake City Administrator  
Moose Lake City Hall  
P.O. Box 870  
Moose Lake, MN 55767-0870

**VIA E-MAIL**  
[mvahlsing@cityofmooselake.com](mailto:mvahlsing@cityofmooselake.com)

Re: A-7778 Moose Lake/Moose Lake Township/Silver Township (Ordinance No. 155)

Dear Mr. Vahlsing:

The Office of Administrative Hearings acknowledges receipt of the above-referenced ordinance for annexation to the City of Moose Lake. Please refer to the above-referenced docket number in future communications regarding this proposed annexation.

As discussed with Ms. Holman of this office, it is the responsibility of the initiating party to meet all necessary requirements before the annexation ordinance can be accepted for filing.

Please send a map showing the area proposed for annexation in relationship to the entire city. Please highlight the area and make sure the city limits are clearly marked. If platted land is included, please include copies of plats which are necessary to support and identify the land description. Also, indicate the boundary of any other abutting municipality or township.

Please state the number of acres for *each* parcel involved in this proceeding.

Please state the reason for the annexation (i.e. residential, commercial, industrial, etc.).

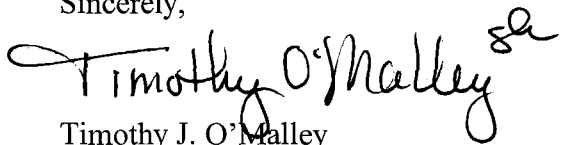
A filing fee of \$5.00 an acre with a minimum of \$100.00 and a maximum of \$600.00 is necessary.

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Lastly, if the property is city owned and does not generate taxes or will not generate taxes in the future, your office will need to provide this office with written confirmation.

If you have any questions, please contact me or Star Holman at 651-361-7909 or [star.holman@state.mn.us](mailto:star.holman@state.mn.us).

Sincerely,

A handwritten signature in black ink that reads "Timothy O'Malley" with a stylized flourish at the end.

Timothy J. O'Malley  
Assistant Chief Administrative Law Judge  
Municipal Boundary Adjustment Unit

TJO:kjl