



MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

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March 12, 2010

VIA E-MAIL

Shirley Slater-Schulte
Albert Lea City Clerk
221 East Clark Street
Albert Lea, MN 56007-2496

Re: OA-1477 & OA-1477-1 Albert Lea/Bancroft Township
(Joint Resolution No. 09-234; Ringoen Property; 5 acres)
OA-1478 & OA-1478-1 Albert Lea/Bancroft Township
(Joint Resolution No. 09-235; Jensen Property; 8.32 acres)

Dear Ms. Slater-Schulte:

The Office of Administrative Hearings acknowledges receipt of the joint resolutions for orderly annexation between the City of Albert Lea and Bancroft Township. Please refer to the above-referenced docket numbers in any future correspondence relating to these proceedings.

It is the responsibility of the initiating party to meet all necessary requirements before designation and annexation of the orderly annexation areas can be accepted for filing.

Please send maps for each file 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. The city and township are commended on arriving at the joint orderly annexation agreement.

If you have any questions, please contact this office.

Sincerely,

Christine M. Scotillo
Executive Director
Municipal Boundary Adjustments

CMS:kjl

c: Judith Hellie, Bancroft Township Clerk (via U.S. Mail)