

Annexation Task Force Meeting
August 9, 2017, 5:30 p.m.
Carnegie Town Hall – Council Chambers

Meeting Summary

- Councilor Kiley made a few opening remarks regarding the responsibilities of the task force and meeting protocol. The remarks were followed with introductions by the Task Force members. All members were in attendance.
- The first item of business was a presentation by Mike Cooper. It began with a proposed set of annexation criteria, moved into minimum requirements for new development, and possible requirements for existing rural neighborhoods and individual property owners, and ended with suggestions on how to communicate better with property owners affected by annexations, annexation agreements, and CIP projects. It was requested by task force members that additional criteria items be added that refer to a cost/benefit analysis (which is covered in an annexation study required by law), and one that states the City has allocated funds for future improvements after annexation. It was also clarified that in the first criteria item, “The unannexed property is 100 percent surrounded by city limits and development,” both stipulations need to be met to be considered. Tena H. pointed out that Criteria 2 and 3 are completely out of the control of the property owner. There was also a request for an example for the fourth bullet point, “The unannexed property has a public health or safety issue that can be corrected with city utility connections or street improvement.” Mike Cooper explained that a sanitary sewer safety situation occurred with the Prairie Meadows neighborhood in the 1970s. They were allowed to connect at a single point to the city’s main sanitary sewer collection line due to a failure in their system, and to begin sending their sewage to the city’s sewage system. It was not annexed at the time of this transition. There were no noted comments regarding the New Development requirements. These requirements are the minimum standards today for all newly annexed land to be developed. Questions about the requirements for rural neighborhoods or individual properties after annexation included clarification on sidewalk requirements, the separation distance of street lights, and clarification of the first bullet item under the Sanitary Sewer System Requirements. The revised version should read, “If functional, a private wastewater disposal system is an option, but it must comply with applicable laws in place at the time of installation.” Greg S. noted that there are state laws in place today related to septic systems and wondered if this proposed requirement follows state law. Councilor Selberg made a motion to approve the proposed criteria and requirements as modified. Geoff Davis seconded the motion. Motion passed unanimously. **“8-9-17 Presentation” and “8-9-17 Handouts,” which includes slides and handouts that were used as visual aids for this presentation can be found via the Annexation Task Force webpage under Meeting Information: August 9.**
- Councilor Kiley outlined next steps of the Annexation Task Force. Within one week, the recommendations will be summarized in a document and sent to the members for their review. When all comments are received, the document will be

updated, sent back to the members, and to all citizens on the annexation email list, and to those with only a physical mailing address. The Open House will be scheduled and held to receive the public's input on the summarized recommendations. The Annexation Task Force will convene again to review any recommended changes from the public and to possibly revise the summary. When finalized, the recommendations will be presented to the City Council at an Informational City Council meeting. The members agreed to a date of September 13, for the Open House which will take place at the Downtown Main Library, from 5:30 – 7:00 p.m. Councilor Kiley and Mike Cooper reviewed the format of the Open House.

- Several public input comments were made about details on how the criteria could potentially be applied to specific developments and concerns regarding the ADA language for sidewalks including where sidewalks would be installed in particular instances. There was also clarification regarding sidewalk installation on arterial streets and when the City would cover the costs and when the property owner are required to cover the sidewalk installation costs. There were also comments regarding a desire to have more details in written form about the annexation process, financial impacts, and a request for public comment information received on the website. **“8-9-17 Public Input Presentation” which includes slides that were used as visual aids for the Split Rock Heights neighborhood’s presentation can be found via the Annexation Task Force webpage under Meeting Information: August 9.**
- The meeting concluded at 7:19 p.m.