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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Authorize Survey for Lot Line Adjustment, Sale of Land to Sylva**  
DATE: August 25, 2022

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### **Background:**

It was brought to our attention during the Planning Commission meeting for the rezoning of the property being sold to Sylva Corporation that a portion of the Sherburne County parcel is actually part of the airport (see attached aerial photo)

Staff has been in contact with the FAA, there is no issue if a lot line adjustment to separate the small triangular piece from the larger 90-005-1200 parcel.

Staff obtained a quote from Rum River Land Surveyors to perform the work:

Based on my review of the information and our phone conversation today, I have determined a cost of **\$3,010.00** to complete the appropriate survey work we discussed. This survey would include the following: preliminary deed research/boundary computations, find/set overall property corners of PID No. 90-005-1200 (as depicted on the attached sketch), locate existing improvements/encroachments (if any) on PID No. 90-005-1200, prepare a certificate of survey (depicting both PID No. 90-005-2100 & 90-005-1200), and prepare all appropriate legal descriptions. I do not believe it would make sense to "field survey" PID No. 90-005-2100 as part of the process, as it is only going to have the triangle parcel attached to it. As stated above, it will however be depicted on the survey for clarity purposes.

Based on our current workload, we would be able to complete the field work within 2 – 3 weeks of notice to proceed. I would expect the final certificate of survey to be prepared within 1 – 2 weeks after completion of the field work.

The referenced parcel 90-005-2100 is the remainder of the airport to which the triangular parcel would be combined with.

### **Recommendation:**

Staff recommends that the City Council authorize the survey work for the amount of \$3,010.00. Proceeds from the sale of the property will off-set the cost.