

# 13691

Jacob & Kate Ratajczak

13691	Date Sent	Reply	Status
Town Quest	6/25		
Muni Quest	6/25	6/28	
Prop. Lister	6/25		

Town of HOLLAND  
Village of OOSTBURG  
07/12/2013

OK 7/10/13

# Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison WI 53703  
608-264-6102 Fax: 608-264-6104  
wlmunicipalboundaryreview@wi.gov  
http://doa.wi.gov/municipalboundaryreview/

73691

## Petitioner Information

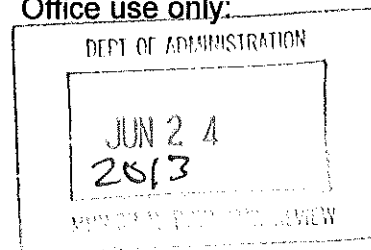
Name: **JACOB D. RATAJCZAK & KATE M. RATAJCZAK**

Address: **201 SOUTH 10<sup>TH</sup> STREET**

**OOSTBURG, WI 53070-1366**

Email: **JAKE.RATAJCZAK@YAHOO.COM**

## Office use only:



1. Town where property is located: **TOWN OF HOLLAND,**

2. Petitioned City or Village: **VILLAGE OF OOSTBURG**

3. County where property is located: **SHEBOYGAN**

4. Population of the territory to be annexed: **ZERO (0)**

5. Area (in acres) of the territory to be annexed: **1.57 ACRES**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **59006-060242**

Petitioners phone:

**920-946-4947**

Town clerk's phone:

**920-668-6696**

City/Village clerk's phone:

**920-564-3214**

## Contact Information if different than petitioner:

Representative's Name and Address:  
**ATTORNEY MICHAEL J. BAUER**

**HOPP NEUMANN HUMKE LLP**  
**2124 KOHLER MEMORIAL DRIVE, SUITE**  
**110**

**SHEBOYGAN, WI 53081**

Phone: **920-457-8400**

E-mail: **MIKE.BAUER@HOPPLAW.COM**

Surveyor or Engineering Firm's Name & Address:  
**JOHN M. DUMEZ**

**COMPSITE SURVEYING & MAPPING**  
**OOSTBURG, WISCONSIN**

Phone: **920-564-6812**

E-mail:  
**JOHN@COMPSITESURVEYING.COM**

Required Items to be provided with submission (to be completed by petitioner):

1. ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]  
2. ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]  
3. ☒ Signed Petition or Notice of Intent to Circulate is included  
4. Indicate Statutory annexation method used:  
• ☒ Unanimous per s. 66.0217 (2), or,  
OR  
• ☐ Direct by one-half approval per s. 66.0217 (3)  
5. ☒ Check or money order covering review fee [see next page for fee calculation]

13691

(2012)

## Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

### Required Fees

There is an initial filing fee and a variable review fee

**\$200 Initial Filing Fee** (required with the first submittal of all petitions)  
\$200 – 2 acres or less  
\$350 – 2.01 acres or more

**\$200 Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way)  
\$200 – 2 acres or less  
\$600 – 2.01 to 10 acres  
\$800 – 10.01 to 50 acres  
\$1,000 – 50.01 to 100 acres  
\$1,400 – 100.01 to 200 acres  
\$2,000 – 200.01 to 500 acres  
\$4,000 – Over 500 acres

**\$400 TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

13691

**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL**  
**PURSUANT TO WISCONSIN STATUTE § 66.0217(2)**


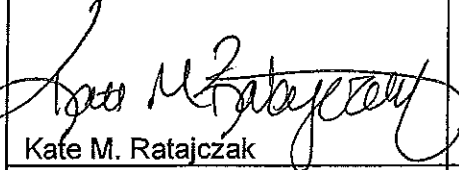
Jacob D. Ratajczak and Kate M. Ratajczak, the undersigned, constituting all of the owners of the real property, of the following territory located in the Town of Holland, Sheboygan County, Wisconsin, lying contiguous to the Village of Oostburg, there being no electors residing within the territory, petition the Village Board of the Village of Oostburg to annex the territory described below and shown on the attached scale map to the Village of Oostburg, Sheboygan County, Wisconsin:

Part of Lot 1 of a Certified Survey Map recorded in Volume 13, Page 81 of C.S.M.'s being part of the Northwest ¼ of the Northeast ¼ of Section 1, T13N-R22E, Town of Holland, Sheboygan County, Wisconsin described as follows: ✓

Commencing at the northeast corner of Section 1, T13N-R22E; thence along the north line of the Northeast ¼ of said Section 1, S89°29'23"W 1326.78 feet; thence S00°21'49"W 33.00 feet to the point of beginning; thence continuing, S00°21'49"W 255.00 feet; thence S89°29'23"W 267.53 feet; thence N00°21'49"E 255.00 feet to the south right of way line of Holland-Lima Road; thence along said south line, N89°29'23"E 267.53 feet to the point of beginning AND CONTAINING 68,211 SQUARE FEET (1.57 ACRES) OF LAND. ✓

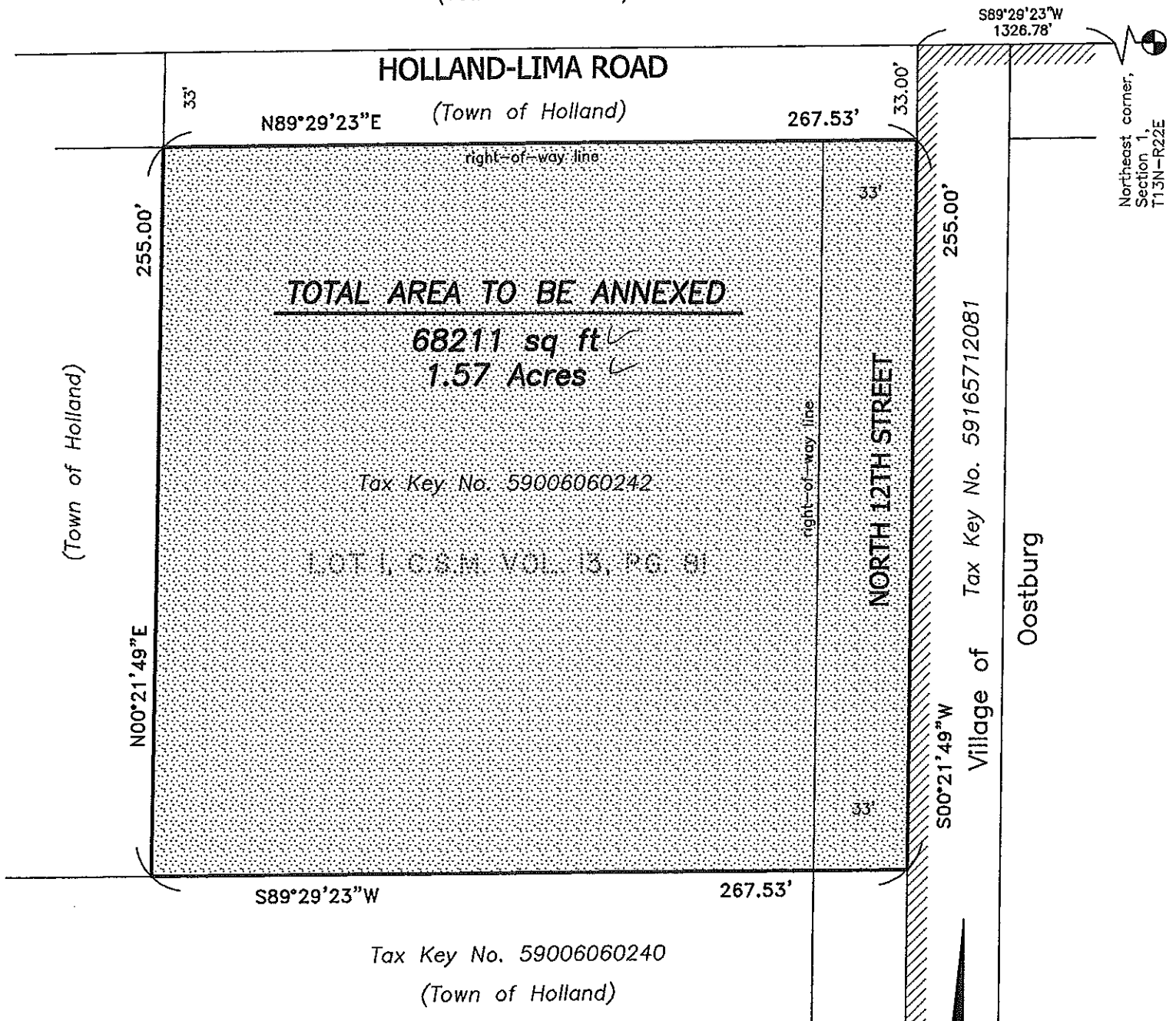
Parcel Nos. 59006-060242

The above-described territory contains a population of zero (0).

Signature of Petitioner	Date of Signing	Mark an "X" If Owner	Address or Description of Property
 Jacob D. Ratajczak	6-21-13	XX	N2490 N. 12 <sup>th</sup> Street Oostburg, WI 53070-1366
 Kate M. Ratajczak	6-21-13	XX	N2490 N. 12 <sup>th</sup> Street Oostburg, WI 53070-1366

13691

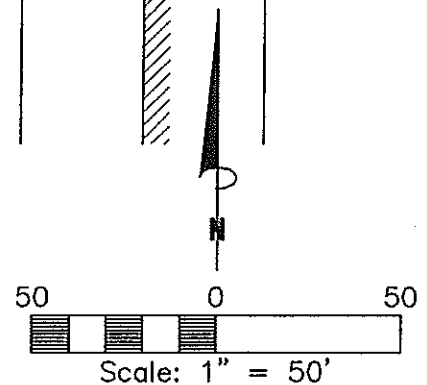
(Town of Holland)



## ANNEXATION MAP AND DESCRIPTION

Part of the Northwest 1/4 of the Northeast 1/4 of Section 1,  
T13N-R22E, Town of Holland, Sheboygan County, Wisconsin.

Page 1 of 2



**compsite**  
Surveying & Mapping  
Oostburg, Wisconsin  
(920) 564-6812

## ANNEXATION SUBMITTAL GUIDE

### s. 66.0217 (5) THE PETITION

- ☒ State the purpose of the petition:
- Direct annexation by unanimous approval; OR
  - Direct annexation by one-half approval; OR
  - Annexation by referendum.
- ☒ Petition must be signed by:
- All owners and electors, if by unanimous approval.
  - See 66.0217 (3) (a), if by one-half approval.
  - See 66.0217 (3) (b), if by referendum.
- ☒ State the population of the land to be annexed.

*[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]*

### s. 66.0217 (1) (c) THE DESCRIPTION

- ☒ The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR
- ☒ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.
- ☒ The land may NOT be described by:
- Aliquot part;
  - Reference to any other document (plat of survey, deed, etc.);
  - Exception or Inclusion;
  - Parcel ID or tax number.

### s. 66.0217 (1) (g) THE MAP

- ☒ The map shall be an *accurate reflection* of the legal description of the parcel being annexed. As such, it must show:
- A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
  - Bearings and distances along all parcel boundaries as described.
  - All adjoining as referenced in the description.
- ☒ The map must include a **graphic scale**.
- ☒ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

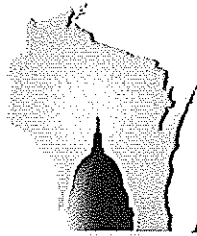
*[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]*

### s. 66.0217 FILING

- ☒ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).
- ☒ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

*[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]*

13691



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

**Municipal Boundary Review**

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview/>

June 25, 2013

PETITION FILE NO. 13691

JILL LUDENS, CLERK  
VILLAGE OF OOSTBURG  
PO BOX 700227  
OOSTBURG, WI 53070

SHARON CLAERBAUT, CLERK  
TOWN OF HOLLAND  
N1501 PALMER RD  
CEDAR GROVE, WI 53013

Subject: JACOB & KATE RATAJCZAK ANNEXATION

Section 66.0217 (6), Wis. Stats., provides that the annexation of lands to cities and villages within a county having a population of 50,000 or more shall be reviewed by the Department of Administration in order to determine if the proposed annexation is in the public interest or against the public interest. The proposed annexation from the Town of HOLLAND to the Village of OOSTBURG (see attached description) must be reviewed pursuant to the statute.

To assist us in making this determination, we urge that you promptly supply the data requested on the enclosed questionnaire (where possible) and return the questionnaire to the department.

The purpose of this questionnaire is to assist the department in determining "Whether the governmental services, including zoning, to be supplied to the territory could clearly be better supplied by the town...." The statute further stipulates that the department shall study the "shape of the proposed annexation and the homogeneity of the territory with the annexing municipality." In addition, we would appreciate receiving from you any comments or information bearing on governmental services or shape and homogeneity that would indicate whether the annexation is in or against the public interest.

Please return the questionnaire as soon as possible so that the information can be reviewed prior to the department's statutory deadline of July 12, 2013. Direct any questions and comments to Erich Schmidtke at (608) 264-6102. Thank you for your cooperation.

For additional information on annexation or other land use issues, visit our web site at <http://doa.wi.gov/municipalboundaryreview/>.

Sincerely,

Erich Schmidtke

Enclosures



# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison WI 53703  
608-264-6102 Fax: 608-267-6104  
wimunicipalboundaryreview@wi.gov  
<http://doa.wi.gov/municipalboundaryreview/>

Petitioner:

Jacob & Kate Ratajczak

Petition Number:

13691

1. Territory to be annexed:

From Town of:

Town of HOLLAND

To City/Village of:

Village of OOSTBURG

2. Area (Acres): 1.57

3. Pick one: ☒ Property Tax Payments

OR

☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$228.21

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town

(annual tax multiplied by 5 years): 1141.05

c. Participating jurisdictions

c. Paid by: ☐ Petitioner ☐ City ☒ Village

d. Statutory authority (pick one)

☐ s. 66.0307

☐ s. 66.0225

☐ s. 66.0301

☐ Other:

4. Resident Population:

Electors: 0

Total: 0

5. Approximate present land use of territory:

Residential: 100 %

Recreational: \_\_\_\_\_ %

Commercial: \_\_\_\_\_ %

Industrial: \_\_\_\_\_ %

Undeveloped: \_\_\_\_\_ %

6. If territory is undeveloped, what is the anticipated use?

Residential: \_\_\_\_\_ %

Recreational: \_\_\_\_\_ %

Commercial: \_\_\_\_\_ %

Industrial: \_\_\_\_\_ %

Other:

Comments:

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No

Plat Name: \_\_\_\_\_

8. What is the nature of land use adjacent to this territory in the city or village? Residential

In the town?:

9. What are the basic service needs that precipitated the request for annexation?

☒ Sanitary sewer

☒ Water supply

☐ Storm sewers

☐ Police/Fire protection

☐ EMS

☐ Zoning

Other

## 10. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No.Town ☐ Yes ☒ No

If yes, approximate time table for providing service: City/Village Town

Sanitary Sewers immediately ☒ ☐or, write in number of years, Immediate \_\_\_\_\_Water Supply immediately, ☒ ☐or, write in number of years. Immediate \_\_\_\_\_

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☒ No.

If yes, identify the nature of the anticipated improvements and their probable costs:

## 11. Planning:

1. Do you have a comprehensive plan for the City/Village/Town?

☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan?

☒ Yes ☐ No

Describe: \_\_\_\_\_

2. Annual appropriation for planning? \$ \_\_\_\_\_

3. How is the annexation territory now zoned? \_\_\_\_\_

4. How will the land be zoned and used if annexed? Residential

## 12. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☐ Town ☐ City ☒ VillageName: Jill E. LudensEmail: jill.ludens@oostburg.orgPhone: 920-564-3214Date: 6-28-13

(April 2013)

Please RETURN PROMPTLY to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

# No. 13. North, Range No. 22 East 4<sup>th</sup> Mer. (A.W.T.)

ANNEX

	C	D	E	F	G	H
1	42.38	42.68	42.99	43.30	43.61	43.92
2	42.79	43.10	43.41	43.72	44.03	44.34
3	43.20	43.51	43.82	44.13	44.44	44.75
4	43.61	43.92	44.23	44.54	44.85	45.16
5	44.02	44.33	44.64	44.95	45.26	45.57
6	44.43	44.74	45.05	45.36	45.67	45.98
7	44.84	45.15	45.46	45.77	46.08	46.39
8	45.25	45.56	45.87	46.18	46.49	46.80
9	45.66	45.97	46.28	46.59	46.90	47.21
10	46.07	46.38	46.69	47.00	47.31	47.62
11	46.48	46.79	47.10	47.41	47.72	48.03
12	46.89	47.20	47.51	47.82	48.13	48.44
13	47.30	47.61	47.92	48.23	48.54	48.85
14	47.71	48.02	48.33	48.64	48.95	49.26
15	48.12	48.43	48.74	49.05	49.36	49.67
16	48.53	48.84	49.15	49.46	49.77	50.08
17	48.94	49.25	49.56	49.87	50.18	50.49
18	49.35	49.66	49.97	50.28	50.59	50.90
19	49.76	50.07	50.38	50.69	51.00	51.31
20	50.17	50.48	50.79	51.10	51.41	51.72
21	50.58	50.89	51.20	51.51	51.82	52.13
22	50.99	51.30	51.61	51.92	52.23	52.54
23	51.40	51.71	52.02	52.33	52.64	52.95
24	51.81	52.12	52.43	52.74	53.05	53.36
25	52.22	52.53	52.84	53.15	53.46	53.77
26	52.63	52.94	53.25	53.56	53.87	54.18
27	53.04	53.35	53.66	53.97	54.28	54.59
28	53.45	53.76	54.07	54.38	54.69	55.00
29	53.86	54.17	54.48	54.79	55.10	55.41
30	54.27	54.58	54.89	55.20	55.51	55.82
31	54.68	54.99	55.30	55.61	55.92	56.23
32	55.09	55.40	55.71	56.02	56.33	56.64
33	55.50	55.81	56.12	56.43	56.74	57.05
34	55.91	56.22	56.53	56.84	57.15	57.46
35	56.32	56.63	56.94	57.25	57.56	57.87
36	56.73	57.04	57.35	57.66	57.97	58.28
37	57.14	57.45	57.76	58.07	58.38	58.69
38	57.55	57.86	58.17	58.48	58.79	59.10
39	57.96	58.27	58.58	58.89	59.20	59.51
40	58.37	58.68	58.99	59.30	59.61	59.92
41	58.78	59.09	59.40	59.71	60.02	60.33
42	59.19	59.50	59.81	60.12	60.43	60.74
43	59.60	59.91	60.22	60.53	60.84	61.15
44	60.01	60.32	60.63	60.94	61.25	61.56
45	60.42	60.73	61.04	61.35	61.66	61.97
46	60.83	61.14	61.45	61.76	62.07	62.38
47	61.24	61.55	61.86	62.17	62.48	62.79
48	61.65	61.96	62.27	62.58	62.89	63.20
49	62.06	62.37	62.68	62.99	63.30	63.61
50	62.47	62.78	63.09	63.40	63.71	64.02
51	62.88	63.19	63.50	63.81	64.12	64.43
52	63.29	63.60	63.91	64.22	64.53	64.84
53	63.70	64.01	64.32	64.63	64.94	65.25
54	64.11	64.42	64.73	65.04	65.35	65.66
55	64.52	64.83	65.14	65.45	65.76	66.07
56	64.93	65.24	65.55	65.86	66.17	66.48
57	65.34	65.65	65.96	66.27	66.58	66.89
58	65.75	66.06	66.37	66.68	66.99	67.30
59	66.16	66.47	66.78	67.09	67.40	67.71
60	66.57	66.88	67.19	67.50	67.81	68.12
61	66.98	67.29	67.60	67.91	68.22	68.53
62	67.39	67.70	68.01	68.32	68.63	68.94
63	67.80	68.11	68.42	68.73	69.04	69.35
64	68.21	68.52	68.83	69.14	69.45	69.76
65	68.62	68.93	69.24	69.55	69.86	70.17
66	69.03	69.34	69.65	69.96	70.27	70.58
67	69.44	69.75	70.06	70.37	70.68	70.99
68	69.85	70.16	70.47	70.78	71.09	71.40
69	70.26	70.57	70.88	71.19	71.50	71.81
70	70.67	70.98	71.29	71.60	71.91	72.22
71	71.08	71.39	71.70	72.01	72.32	72.63
72	71.49	71.80	72.11	72.42	72.73	73.04
73	71.90	72.21	72.52	72.83	73.14	73.45
74	72.31	72.62	72.93	73.24	73.55	73.86
75	72.72	73.03	73.34	73.65	73.96	74.27
76	73.13	73.44	73.75	74.06	74.37	74.68
77	73.54	73.85	74.16	74.47	74.78	75.09
78	73.95	74.26	74.57	74.88	75.19	75.50
79	74.36	74.67	74.98	75.29	75.60	75.91
80	74.77	75.08	75.39	75.70	76.01	76.32
81	75.18	75.49	75.80	76.11	76.42	76.73
82	75.59	75.90	76.21	76.52	76.83	77.14
83	76.00	76.31	76.62	76.93	77.24	77.55
84	76.41	76.72	77.03	77.34	77.65	77.96
85	76.82	77.13	77.44	77.75	78.06	78.37
86	77.23	77.54	77.85	78.16	78.47	78.78
87	77.64	77.95	78.26	78.57	78.88	79.19
88	78.05	78.36	78.67	78.98	79.29	79.60
89	78.46	78.77	79.08	79.39	79.70	80.01
90	78.87	79.18	79.49	79.80	80.11	80.42
91	79.28	79.59	79.90	80.21	80.52	80.83
92	79.69	80.00	80.31	80.62	80.93	81.24
93	80.10	80.41	80.72	81.03	81.34	81.65
94	80.51	80.82	81.13	81.44	81.75	82.06
95	80.92	81.23	81.54	81.85	82.16	82.47
96	81.33	81.64	81.95	82.26	82.57	82.88
97	81.74	82.05	82.36	82.67	82.98	83.29
98	82.15	82.46	82.77	83.08	83.39	83.70
99	82.56	82.87	83.18	83.49	83.80	84.11
100	82.97	83.28	83.59	83.90	84.21	84.52



# Sheboygan County IMap

[Help](#)

## Search


[Parcel ID](#)

[Parcel Address](#)

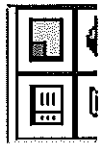
## Tools


[Identify](#)

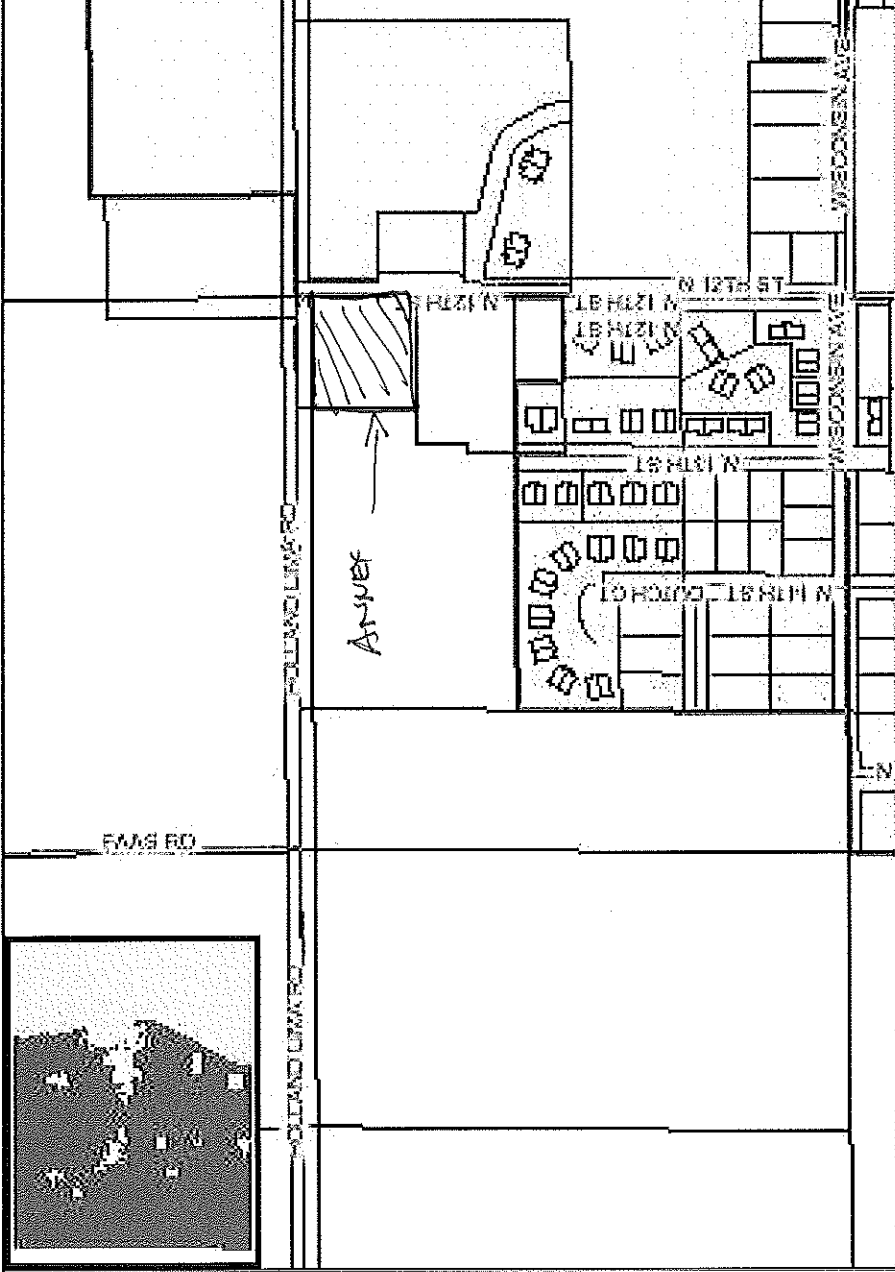
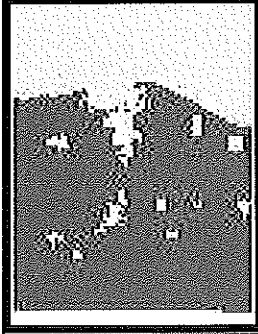
[Zoom In](#)

[Zoom Out](#)

[Full Extent](#)

[Pan](#)


Current Tool:


[Refresh Map](#)

## Layers

Visible Active

- |                                     |                       |                       |
|-------------------------------------|-----------------------|-----------------------|
| <input type="checkbox"/>            | <input type="radio"/> | Survey Documents      |
| <input type="checkbox"/>            | <input type="radio"/> | Benchmarks            |
| <input type="checkbox"/>            | <input type="radio"/> | geodetic_control      |
| <input type="checkbox"/>            | <input type="radio"/> | sec_corners           |
| <input type="checkbox"/>            | <input type="radio"/> | Address Location      |
| <input type="checkbox"/>            | <input type="radio"/> | DNR Wetland           |
| <input type="checkbox"/>            | <input type="radio"/> | Points                |
| <input checked="" type="checkbox"/> | <input type="radio"/> | Roads                 |
| <input type="checkbox"/>            | <input type="radio"/> | Snowmobile Trails     |
| <input type="checkbox"/>            | <input type="radio"/> | Supervisory Districts |
| <input type="checkbox"/>            | <input type="radio"/> | County Wards          |
| <input checked="" type="checkbox"/> | <input type="radio"/> | Corporate Limits      |
| <input type="checkbox"/>            | <input type="radio"/> | Shoreland             |
| <input type="checkbox"/>            | <input type="radio"/> | Navigable Streams     |
| <input type="checkbox"/>            | <input type="radio"/> | County Lakes          |
| <input type="checkbox"/>            | <input type="radio"/> | Studied               |

**Zoom In**
**Zoom to Scale(no commas!)- 1:**

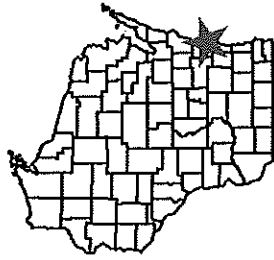

**Start Over**

annex 13691



0 550 1100 1650 ft.

This map is a user generated static output from an internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.



- Legend**
- County Boundaries
  - PLSS Q-Q Sections
  - Local Roads
  - Civil Towns
  - Civil Town
  - 24K Open Water
  - Cities and Villages
  - Village
  - City
  - DNR Managed Lands
  - Fee



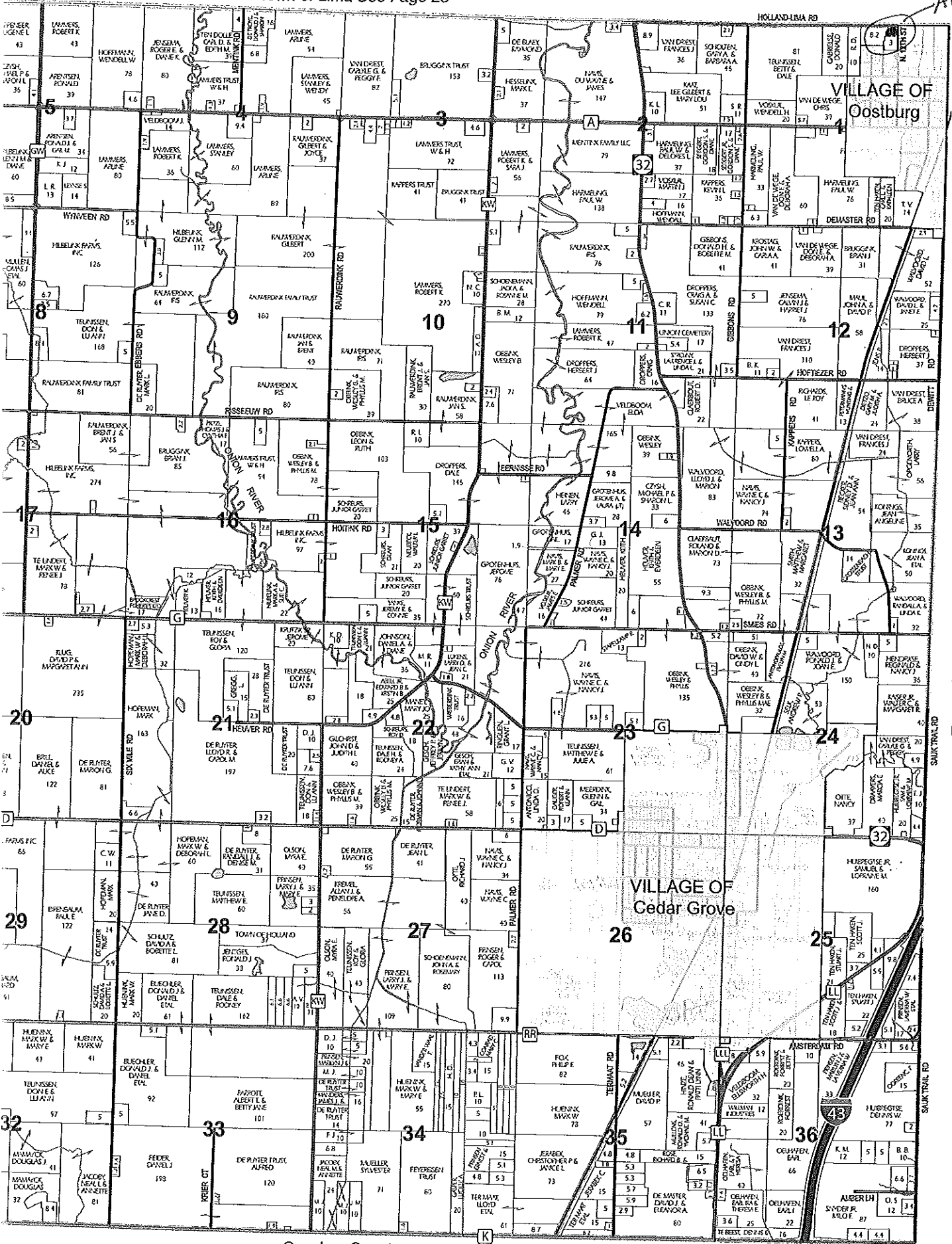
Scale: 1:5,838



# ~ Town of Holland

Town of Lima See Page 25

## Plat Maps



Town of Holland See Pages 18-19

T.13N.-R.22E.

Ozauxee County

~ 17 ~

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WISCONSIN DEPARTMENT OF  
ADMINISTRATION

SCOTT WALKER

GOVERNOR

MIKE HUEBSCH

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview/>

July 10, 2013

PETITION FILE NO. 13691

JILL LUDENS, CLERK  
VILLAGE OF OOSTBURG  
PO BOX 700227  
OOSTBURG, WI 53070

SHARON CLAERBAUT, CLERK  
TOWN OF HOLLAND  
N1501 PALMER RD  
CEDAR GROVE, WI 53013

Subject: JACOB & KATE RATAJCZAK ANNEXATION

The proposed annexation submitted to our office on June 24, 2013, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city and any other contiguous village or city...." so as unincorporated land transitions to city or village status, the resulting boundaries are rational and easy for jurisdictions and residents to follow. The subject petition is for territory that is reasonably shaped and contiguous to the **VILLAGE OF OOSTBURG**.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of state a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Secretary of State. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13691**

The address of the Office of the Secretary of State is:

Annexations and Railroads  
Division of Government Records  
Office of the Secretary of State  
PO Box 7848  
Madison WI 53707-7848

Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner