

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102
wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>
This will speed up the process by eliminating the time it used to take to mail the check to us.**

Petitioner Information

Name: **John Snider, Nicole Koepke & Marvin Oelke**

Phone: **(563) 202-0801 (JOHN SNIDER)**

Email: **john.snider@mycentralstar.com**

Contact Information if different than petitioner:

Representative's Name: **Jason Zellner, Zellner Real Estate**

Phone: **(920) 960-3898**

E-mail: **jason@zellner.realestate**

1. Town(s) where property is located: **Town of Empire**

2. Petitioned City or Village: **City of Fond du Lac**

3. County where property is located: **Fond du Lac**

4. Population of the territory to be annexed: **2**

5. Area (in acres) of the territory to be annexed: **4.55 ACRES**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
**T08-15-18-99-HV-016-00; T08-15-18-99-HV-010-00; T08-15-18-99-HV-020-00;
T08-15-18-99-HV-030-00**

Include these required items with this form:

- ☒ Legal Description meeting the requirements of [s.66.0217 \(1\) \(c\)](#) [see attached annexation guide]
- ☒ Map meeting the requirements of [s. 66.0217 \(1\) \(g\)](#) [see attached annexation guide]
- ☒ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
- ☐ Check or money order covering review fee [see next page for fee calculation]

(November 2022)

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

\$350 Initial Filing Fee (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$600 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

\$950 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

Include check or money order, payable to: **Department of Administration**

DON'T attach the check with staples, tape, ...

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee & form received: _____

Payer: _____ Check Number: _____

Check Date: _____

Amount: _____

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 only 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 \(4\)](#).

PETITION FOR DIRECT ANNEXATION

To: City Council
City of Fond du Lac, Wisconsin

We, the undersigned electors and/or landowners, pursuant to Chapter 66 of the Wisconsin Statutes, respectfully petition the City of Fond du Lac for direct annexation to the City of Fond du Lac of the following described territory which is presently in the Town of Empire, Fond du Lac County, Wisconsin.

Legal Description of Territory to be Annexed

See Exhibit A

A scale map of the territory to be annexed is attached hereto and marked Exhibit B.

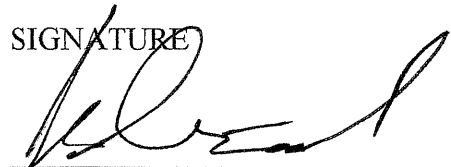
In support of this petition, the petitioners say to the City Council:

1. The total number of residents in the territory proposed to be annexed is 0.
2. Your petitioners constitute the owners of all of the land in area within such territory, and in assessed value.
3. There is one (1) dwelling unit(s) on the property being annexed. The dwelling unit will be razed as part of a development project.
4. The area will be located in the Ward 16 of the City upon annexation.

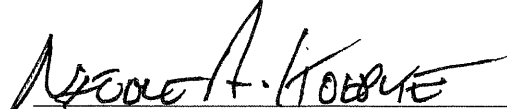
We, the undersigned, elect that this annexation shall take affect to the full extent consistent with outstanding priorities of other annexations, incorporation or consolidation proceedings, if any.

We, the petitioners herein, do affirm that we have filed a copy of this petition with the Town Clerk of the town in which this territory is located, together with a scale map of such territory and that within five (5) days of the filing of this petition we will mail a copy of said scale map and description of such territory to be annexed to the State of Wisconsin Department of Administration.

We further respectfully request that the subject property be zoned C-2 General Commercial District.

SIGNATURE	DATE	OWNER	ELECTOR
	6-19-25	X	X

John Snider
W4770 State Road 23
Fond du Lac, WI 54937

	6-19-25	X	X
---	---------	---	---

Nicole Koepke
W4770 State Road 23
Fond du Lac, WI 54937

	6-19-25	X	
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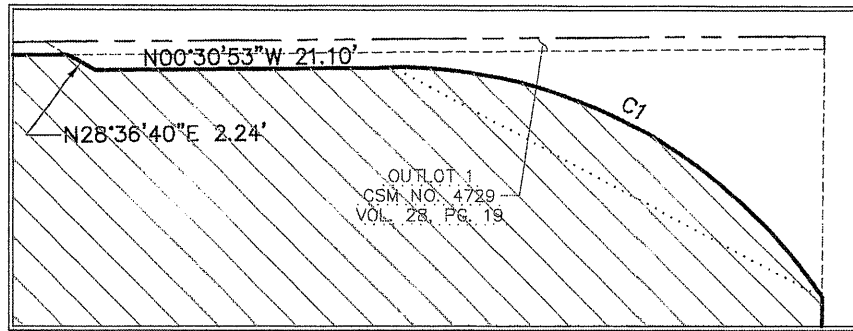
Marvin Oelke
N6840 Irene Dr
Fond du Lac, WI 54937

kay/annex/petition

JOHN SNIDER, NICOLE KOEPKE & MARVIN OELKE

PART OF LOT 1, ALL OF LOTS 2 & 3, HILLVIEW SUBDIVISION
BEING PART OF THE NE 1/4-SW 1/4 OF SECTION 7, T. 15 N.-R. 18 E.,
TOWN OF EMPIRE, FOND DU LAC COUNTY, WISCONSIN

DETAIL



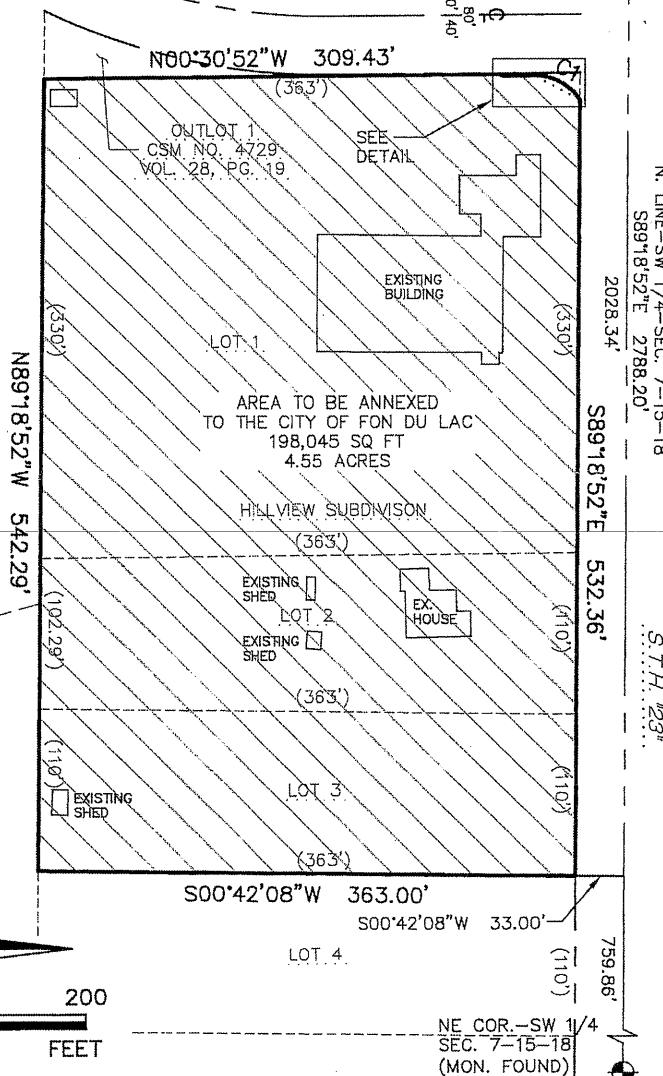
Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	35.94'	35.88'	57°23'02"	N28°10'38"E	34.45'

NW COR.-SW 1/4
SEC. 7-15-18
(MON. FOUND)

S00°42'02"E 2639.84'
W. LINE-SW 1/4-SEC. 7-15-18
SW COR.-SW 1/4
SEC. 7-15-18
(MON. FOUND)

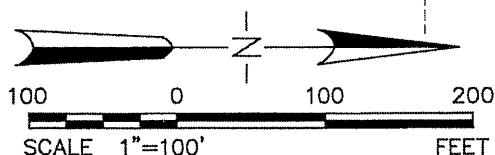
WISCONSIN AMERICAN DRIVE

LOT 17
CSM NO. 4867
VOL. 29, PG. 37

LEGEND

COUNTY SECTION CORNERS

NORTH POINT REFERENCED TO
THE NORTH LINE OF THE SW 1/4
OF SEC. 7-15-18, RECORDED AS
S89°18'52"E PER FOND DU LAC
COUNTY COORDINATES



FILE NO.: 5426



548 Prairie Road
Fond du Lac, WI 54935
Phone: 920.922.5703
www.jeaaa.com

Project No. 107.5426

May 21, 2025

AREA TO BE ANNEXED TO THE CITY OF FOND DU LAC
PART OF LOT 1, ALL OF LOTS 2 AND 3, HILLVIEW SUBDIVISION, BEING PART
OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 7, T. 15 N.-R. 18 E.,
TOWN OF EMPIRE, FOND DU LAC COUNTY, WISCONSIN

Commencing at the Northwest corner of the Southwest 1/4 of said Section 7; thence South 89°-18'-52" East along the North line of the Southwest 1/4 of said Section 7, 2028.34 feet; thence South 00°-42'-08" West, 33.00 feet to the Northeast corner of said Lot 3 and to the point of beginning; thence continuing South 00°-42'-08" West along the East line of said Lot 3, 363.00 feet to the Southeast corner of said Lot 3; thence North 89°-18'-52" West along the South line of said Hillview Subdivision, 542.29 feet to the Southwest corner of said Lot 1; thence North 00°-30'-52" West along the West line of said Lot 1, 309.43 feet to a point on the East right of way line of Wisconsin American Drive; thence North 28°-36'-40" East along said East right of way line, 2.24 feet; thence along said East right of way line on a curve to the right having a radius of 35.88 feet, 35.94 feet along curve to a point which is North 28°-10'-38" East, 34.45 feet from the last described point and to a point on the South right of way line of S.T.H. "23"; thence South 89°-18'-52" East along said South right of way line, 532.36 feet to the point of beginning and containing 4.55 acres (198,045 sq. ft.) of land, more or less.

missing
course

Annexation Review Questionnaire

Wisconsin Department of Administration

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

Petitioner:

John Snider, Nicole Koepke & Marvin Oelke

Petition Number:

1. Territory to be annexed:	From Town of: Fond du Lac	To City/Village of: Fond du Lac
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2. Area (Acres): **4.55**

3. Pick one: <input type="checkbox"/> Property Tax Payments a. Annual town property tax on territory to be annexed: \$ _____ b. Total that will be paid to Town (annual tax multiplied by 5 years): _____ c. Paid by: <input type="checkbox"/> Petitioner <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Other:	OR <input checked="" type="checkbox"/> Boundary Agreement a. Title of boundary agreement Cooperative Plan b. Year adopted 2017 c. Participating jurisdictions See Attached d. Statutory authority (pick one) <input type="checkbox"/> s. 66.0307 <input type="checkbox"/> s. 66.0225 <input type="checkbox"/> s. 66.0301
--	---

4. Resident Population: Electors: 3 Total: 3

5. Approximate **present land use** of territory:
Residential: **20%** Recreational: _____% Commercial: **40%** Industrial: _____%
Undeveloped: **40%**

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

Residential: _____% Recreational: _____% Commercial: **100%** Industrial: _____%
Other:

Comments: **Parcel is being purchased for commercial development; adjacent to commercial zoning.**

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☐ No
Plat Name: **N/A Not Required**

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

In the town?: **Residential/Vacant**

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

<input checked="" type="checkbox"/> Sanitary sewer	<input checked="" type="checkbox"/> Water supply	<input type="checkbox"/> Storm sewers
<input type="checkbox"/> Police/Fire protection	<input type="checkbox"/> EMS	<input type="checkbox"/> 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:

Sanitary Sewers immediately
or, write in number of years. _____

City/Village

☒

Town

☐

Water Supply immediately,
or, write in number of years. _____

☒

☐

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? \$ 488013

3. How is the annexation territory now zoned? Industrial and Residential

4. How will the land be zoned and used if annexed? C-2 General Commercial District

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

The existing residential structures will be razed as part of the redevelopment and new construction.

Prepared by: ☐ Town ☒ City ☐ Village

Name: **Dyann Benson**

Email: **dbenson@fdl.wi.gov**

Phone: **920-322-3440**

Date: **May 24, 2024**

(April 2013)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**



SCOTT WALKER
GOVERNOR

SCOTT NEITZEL
SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

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

Email: wimunicipalboundaryreview@wi.gov

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

July 27, 2017

John St. Peter, Attorney
Edgerton, St. Peter, Petak & Rosenfeldt
10 Forest Avenue, Suite 200
PO Box 1276
Fond du Lac, WI 54936-1276

Dyann Benson, Community Development Director
City of Fond du Lac
160 South Macy Street
Fond du Lac, WI 54935

Re: Cooperative Plan between the City of Fond du Lac and Towns of Byron, Empire, Fond du Lac, Taycheedah, and Friendship

Dear Dyann and John,

On behalf of the Department of Administration, I am pleased to provide your communities with our approval of your Cooperative Plan.

Congratulations on your success in reaching agreement. Your collaboration establishes a solid foundation for decades of future cooperation between your communities and in your region.

Should you have any questions concerning our approval, or subsequent cooperative plan implementation issues, please do not hesitate to contact Erich Schmidtke at (608) 264-6102.

Sincerely,

Dawn Vick, Administrator
Division of Intergovernmental Relations

cc: Bob Simon, Town of Byron Chair
Mary Laudolff, Town of Byron Clerk
James Pierquet, Town of Empire Chair
Michael Morgan, Town of Empire Clerk
Robert Giese, Town of Fond du Lac Chair
Patti Supple, Town of Fond du Lac Clerk
Joseph Thome, Town of Taycheedah Chair
Kris Marcoe, Town of Taycheedah Clerk
Jeff Meisenburg, Town of Friendship Chair
Lori Hofmann, Town of Friendship Clerk
Joseph Moore, City of Fond du Lac Manager
Margaret Hefter, City of Fond du Lac Clerk
Eric Fowle, ECWPRC Director

COPY

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Snider et al**

Petition Number: **14773**

1. Territory to be annexed: From **TOWN OF EMPIRE** To **CITY OF FOND DU LAC**

2. Area (Acres): **4.55**

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

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

\$ _____

a. Title of boundary agreement **cooperative plan**

b. Year adopted **2017**

b. Total that will be paid to Town

(annual tax multiplied by 5 years): _____

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: **3** Total: **3**

5. Approximate **present land use** of territory:

Residential: **20** % Recreational: _____ % Commercial: **40** % Industrial: _____ %

Undeveloped: **40** %

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

Residential: _____ % Recreational: _____ % Commercial: **100** % Industrial: _____ %

Other: _____ %

Comments: _____

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

Plat Name: **Not Required**

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

Commercial

In the town?: **Residential/Vacant**

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 timetable for providing service:

City/Village

Town

Sanitary Sewers immediately

☐

☐

or, write in number of years. _____

Water Supply immediately

☐

☐

or, write in number of years. _____

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 & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☒ Yes ☐ No

b. How is the annexation territory now zoned? Industrial and Residential

c. How will the land be zoned and used if annexed? C-2 General Commercial District

12. Elections: ☐ New ward or ☒ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

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

Prepared by: ☒ Town ☐ City ☐ Village

Name: Nicole Pierquet

Email: empiretownclerk@gmail.com

Phone: 920-215-1167

Date: 7/16/25

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

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

City/Village ☒ Yes ☐ No

Town ☐ Yes ☒ No

If yes, approximate timetable for providing service:

City/Village

Town

Sanitary Sewers immediately

☐

☐

or, write in number of years. _____

Water Supply immediately

☐

☐

or, write in number of years. _____

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 & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☒ Yes ☐ No

b. How is the annexation territory now zoned? Industrial and Residential

c. How will the land be zoned and used if annexed? C-2 General Commercial District

12. Elections: ☐ New ward or ☒ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

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

Prepared by: ☒ Town ☐ City ☐ Village

Name: Nicole Pierquet

Email: empiretownclerk@gmail.com

Phone: 920-215-1167

Date: 7/16/25

(March 2018)

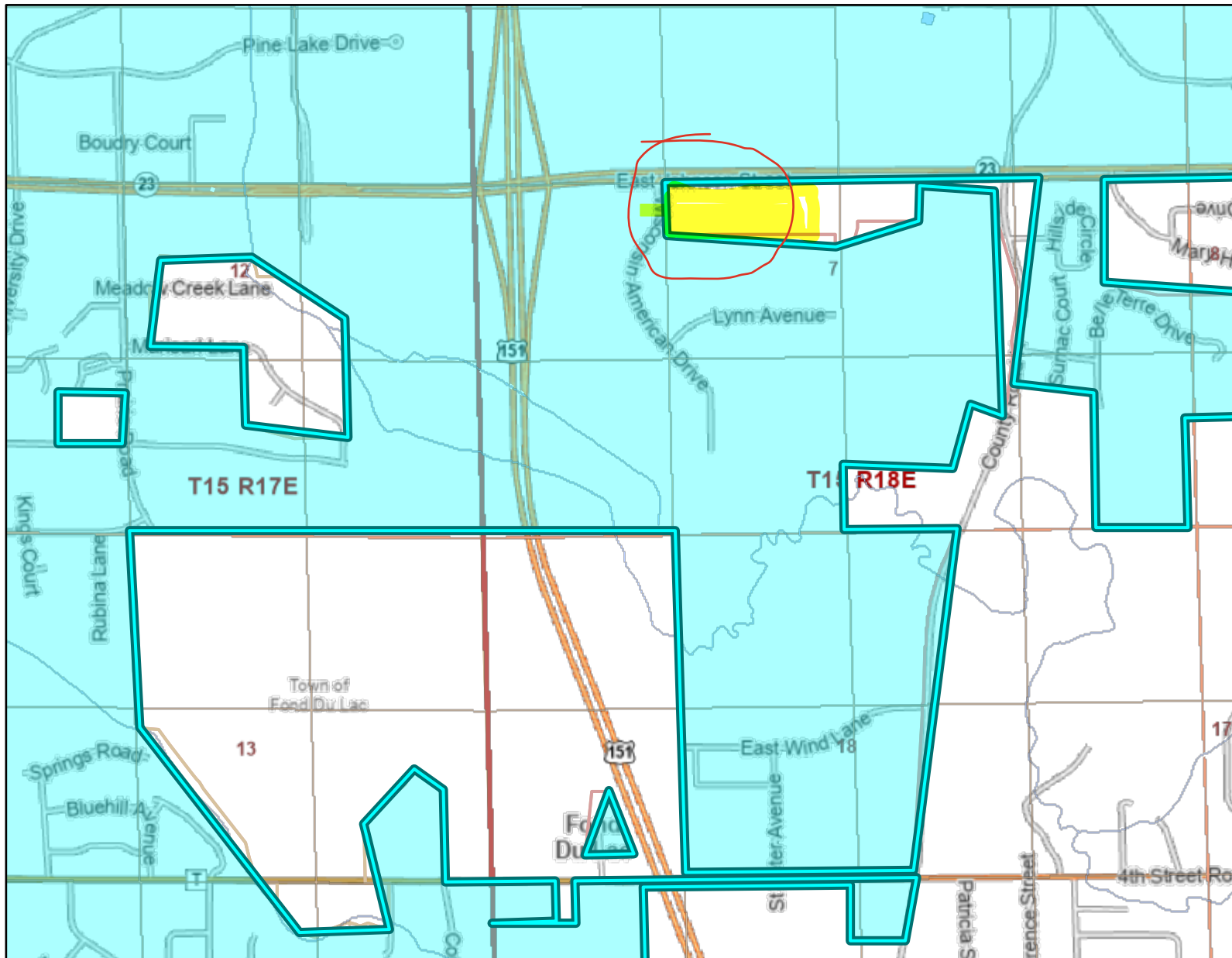
Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



Legend: (some map layers may not be displayed)

- Rivers and Streams
- Intermittent Streams
- Open Water
- 24K Intermittent Streams
- 24K Lakes and Open Water
- Township
- Section
- Quarter-Quarter
- Cities, Towns & Villages
- City
- Civil Town
- City or Village
- County Boundaries
- Major Roads
- State Highway
- US Highway
- County and Local Roads
- County HWY
- Local Road

Notes:



Map: 0 1,000 2,000 Feet
0 300 600 Meters

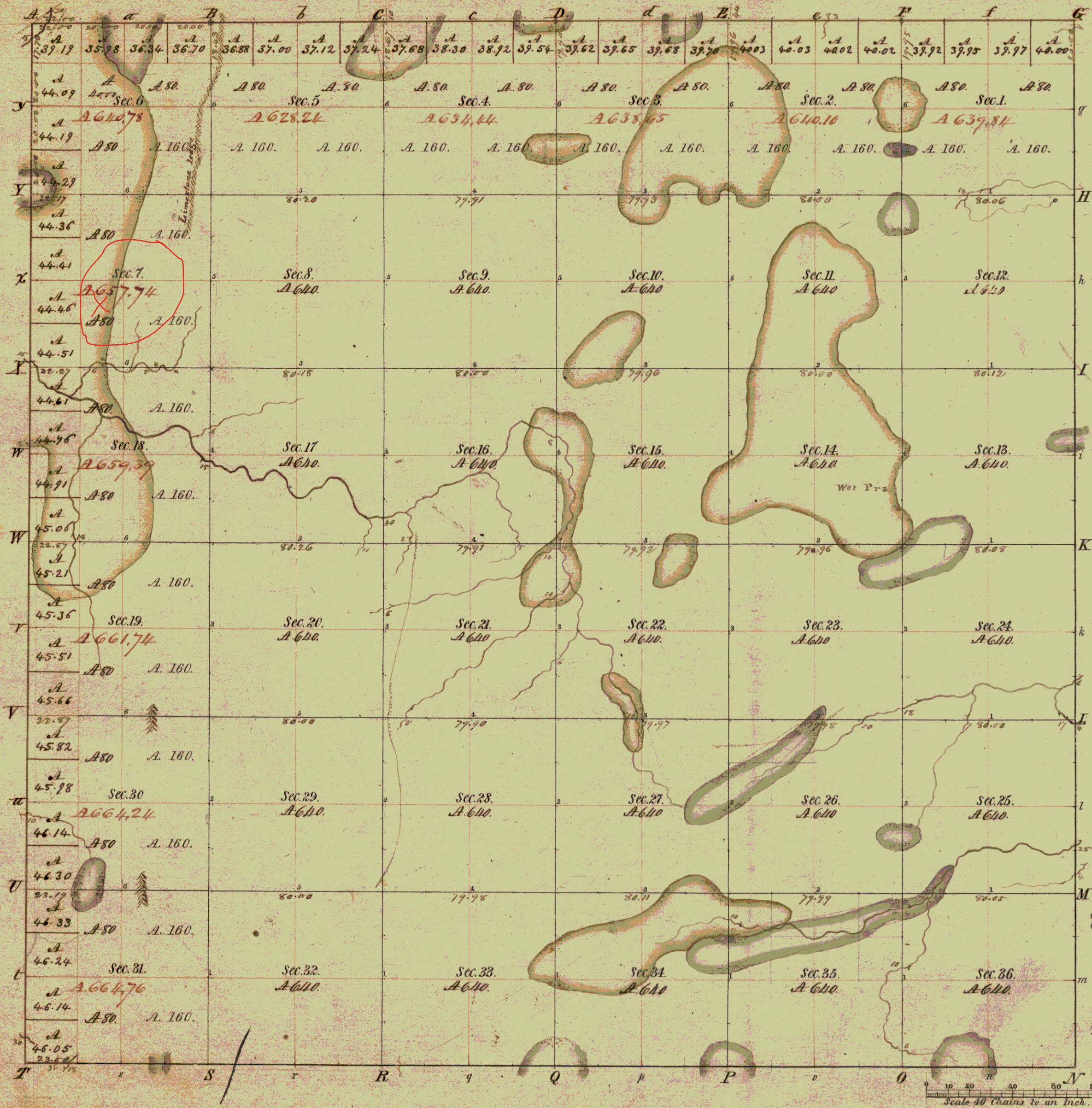
Service Layer Credits:
Cadastral: , Cities, Roads & Boundaries: , Surface Water (Cached): WiDNR, USGS, and other data

Map projection: NAD 1983 HARN Wisconsin TM

This map is a product generated by a DNR web mapping application.

This map is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. The user is solely responsible for verifying the accuracy of information before using for any purpose. By using this product for any purpose user agrees to be bound by all disclaimers found here: <https://dnr.wisconsin.gov/legal>

Date Printed: 7/30/2025 8:25 AM

[illegible]

Total number of Acres. 23,129.92

Total number of acres. 22,127.72					
Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p ^d for and ch. ^d in the Sur. ^r Gen ^{ls} acc. ^t
Township lines	Hullett & Nink	9 th July 1833	M. Ch ^s Lks. 24.02.70	1 st q ^r . 1834	3 rd q ^r . 1834
Subdivisions	Behrmann King	22 nd Aug. 1834	60.09.98	1 st q ^r . 1835	3 rd q ^r . 1835

The above Map of Township No 15 North of Range No 18 E. of the 4th Principal Meridian *MM* is strictly conformable to the field notes of the survey thereof on file in this Office, which have been examined and approved.

Surveyor General's Office,
Cincinnati, Sept. 14, 1855. } *Robt. Lytle* Sur. Genl.



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

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

Email: wimunicipalboundaryreview@wi.gov

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

July 30, 2025

PETITION FILE NO. 14773

MARGARET HEFTER, CLERK
CITY OF FOND DU LAC
PO BOX 150
FOND DU LAC, WI 54936-0150

NICOLE PIERQUET, CLERK
TOWN OF EMPIRE
N6745 HILLTOP RD
FOND DU LAC, WI 54937-8112

Subject: SNIDER ET AL ANNEXATION

The proposed annexation submitted to our office on July 10, 2025, 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..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Fond du Lac, which is able to provide needed municipal services.

Note: The scale map of the territory to be annexed must clearly show and identify the existing City of Fond du Lac municipal boundary in relation to the territory. The N 00deg 30min 53sec W, 21.10' boundary course as shown on the scale map is missing from the legal description of the territory.

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 administration 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 Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14773 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2847>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner