

PETITION FOR ANNEXATION

TO: City Clerk
City of Onalaska
415 Main Street
Onalaska, WI 54650

TO: City Clerk
Town of Onalaska
W7052 Second Street
Onalaska, WI 54650

We, the undersigned, Marcella Leppert, Craig Leppert,
Mason Leppert, Olivia Leppert
(Printed Name(s))

do hereby respectively petition the City of Onalaska, Wisconsin, to annex the real estate described hereinafter to the City of Onalaska, which is to be detached from the Township of Onalaska, County of La Crosse, Wisconsin to the City of Onalaska and that the subject property be zoned

R1 Low Density Residents upon annexation.

The property, which is the subject of this petition, is contiguous to the current boundaries of the City of Onalaska. A complete and accurate legal description and a scaled map of the area is attached hereto and incorporated herein.

This instrument constitutes a Petition for direct annexation pursuant to Sec. 66.0217(2), Wis. Stats. The number of electors residing within the boundaries of this property is 4 and the undersigned are the sole owners and fee title holders to this/these property(ies). Therefore, pursuant to Sec. 66.0217(4), Wis. Stats., no notice or publication is required.

A copy of this Petition is being mailed to the State of Wisconsin, Department of Administration, for review as required by Sec. 66.0217(6), Wis. Stats., along with the requisite Wisconsin Department of Administration Annexation Fee.

A complete and detailed legal description and map must accommodate this petition at the time of application in order for it to be placed on the Plan Commission Meeting agenda. Short forms or abbreviated legal descriptions will not be accepted. Maps must be to scale and dimensioned.

<u>SIGNATURES OF PETITIONERS</u>	<u>ADDRESS OF PROPERTY</u>	<u>DATE OF SIGNATURE</u>
<u>Marcella Leppert</u>	<u>W7050 Cloverdale Rd. Onalaska</u>	<u>7/2/2020</u>
<u>Craig Leppert</u>	<u>W6750 Cloverdale Rd. Onalaska</u>	<u>7/2/2020</u>
<u>Mason Leppert</u>	<u>W6750 Cloverdale Rd. Onalaska</u>	<u>7/2/2020</u>
<u>Olivia Leppert</u>	<u>W6750 Cloverdale Rd. Onalaska</u>	<u>7-2-2020</u>

Tax Parcel Identification Numbers: 10-2365-0
Contact Person: Marcella Leppert Telephone (608) 317-1422
Address: W7050 Cloverdale Rd Email: marcellaleppert@gmail.com
Onalaska WI 54650

Request for Annexation Review

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 Information

Name: Kraig and Marcella Leppert
Address: W6750 Cloverdale Rd.
Onalaska WI 54650
Email: marci.leppert@gmail.com

Office use only:

RECEIVED

June 6, 2020

Municipal Boundary Review
Wisconsin Dept. of Admin.

1. Town where property is located: Town of Onalaska

2. Petitioned City or Village: City of Onalaska

3. County where property is located: La Crosse

4. Population of the territory to be annexed: 4

5. Area (in acres) of the territory to be annexed: .51

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): 10-2365-0

Petitioner's phone:

608-317-1422

Town of Onalaska Clerk's phone:

608-783-4958

City of Onalaska City Clerk's phone:

608-781-9530

Representative's Name and Address:

Same as
Petitioner
City State Zip
Phone: - -
E-mail:

Surveyor or Engineering Firm's Name & Address:

Carlee Region Land Surveyors
917 S. 4th St.
La Crosse WI 54601
City State Zip
Phone: 608-784-1164
E-mail: carleeregionlandsurveyors.com

Required Items to be provided with Submission:

- ☐ Legal Description meeting requirements of Sec. 66.0217 (1) (c), Wis. Stats. (see attached checklist).
- ☐ Map meeting the requirements of Sec. 66.0217 (1) (g), Wis. Stats. (see attached checklist).
- Indicate Statutory annexation method used:
 - ☐ Unanimous per Sec. 66.0217 (2), Wis. Stats. **OR**
 - ☐ Direct by one-half approval per Sec. 66.0217 (3), Wis. Stats.
- ☐ Review Fees (see next page for Fee Calculations).

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)

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

**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**

Legal Description for Annexation

All of Lot 4, Block 1, Strawberry Commons, located in the NE 1/4 of the SW 1/4, Section 29, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the West 1/4 corner of Section 29, thence S 87°30'42" E 2065.85 feet to the southwest corner of Lot 4, Block 1, Strawberry Commons, the North right-of-way line of Cloverdale Road and the point of beginning of this description:

thence N 01°05'05" W 133.50 feet to the northwest corner of said Lot 4;

thence N 88°46'55" E 143.00 feet to the northeast corner of said Lot 4 and the West right-of-way line of Abbey Road;

thence, along said West right-of-way line, S 16°24'39" E 118.72 feet;

thence, continuing along said West right-of-way line, on the arc of a 15.00 foot radius curve, concave to the northwest, the chord of which bears, S 36°11'08" W 23.83 feet to said North right-of-way line of Cloverdale Road;

thence S 88°46'55" W 159.94 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

S-7593

Sheet 2 of 2

Coulee Region Land Surveyors, LLC

*917 S. 4th Street - PO Box 1954
La Crosse, WI 54601*

*Phone (608) 784-1614 Fax (608) 784-1408
www.couleeregionlandsurveyors.com*

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: **Leppert**

Petition Number: **14318**

1. Territory to be annexed: From **TOWN OF ONALASKA** To **CITY OF ONALASKA**

2. Area (Acres): **.51**

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

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: ☐ Petitioner ☐ City ☐ Village

☐ Other: _____

a. Title of boundary agreement

b. Year adopted **2016**

c. Participating jurisdictions **City of Onalaska, Village of**

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☒ s.66.0301

**City of Onalaska, Village of
Holmen, Town of Onalaska
Boundary Agreement**

4. Resident Population: Electors: **4** Total: **4**

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, right-of-way

In the town?: **residential, commercial, public/institutional**

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: N/A

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? Residential A

c. How will the land be zoned and used if annexed? Low Density Residential (R-1)

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:

N/A

Prepared by: ☐ Town ☒ City ☐ Village

Name: Katie Aspenson

Email: kaspenson@onalaskawisconsin.gov

Phone: 608-781-9590

Date: 7/2/2020

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

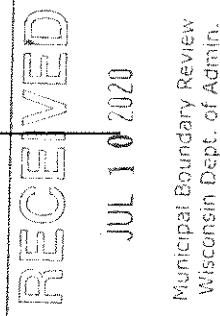
PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

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
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Petitioner: **Leppert**

Petition Number: **14318**

1. Territory to be annexed: From **TOWN OF ONALASKA** To **CITY OF ONALASKA**

2. Area (Acres): **51**

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

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: ☐ Petitioner ☐ City ☐ Village

☐ Other: _____

a. Title of boundary agreement _____

b. Year adopted **March 24, 2016**

c. Participating jurisdictions **City of Onalaska**

Village of Holmen

d. Statutory authority (pick one) **Town of Onalaska**

☐ s.66.0307 ☐ s.66.0225 ☒ s.66.0301

4. Resident Population: _____ Electors: _____ Total: _____

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?

In the town?: **Residential**

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 **unknown**

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:

Sanitary Sewers immediately

☐

☒

or, write in number of years. _____

NA

Water Supply immediately

☐

☒

or, write in number of years. _____

NA

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? Residential G1

c. How will the land be zoned and used if annexed? _____

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: Mary Rinehart

Email: Mary.rinehart@townofanaska.org

Phone: 608-783-4963

Date: June 29, 2020

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

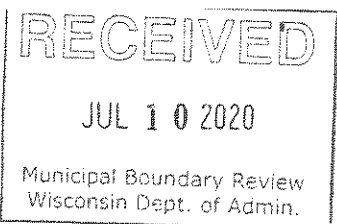


Town of Onalaska

N5589 Commerce Road
Onalaska, WI 54650

Telephone (608) 783-4958
Fax (608) 779-9605

www.townofonalaska.org



June 29, 2020

VIA E-Mail
wimunicipalboundaryreview@wi.gov
and Regular U. S. Mail

Erich Schmidtke
Department of Administration
P. O. Box 1645
Madison, WI 53701

RE: Leppert Annexation/Petition File No. 14318

Dear Mr. Schmidtke:

Please be advised that the Town of Onalaska has received your correspondence dated June 22, 2020, relative to the proposed Leppert Annexation to the City of Onalaska dated June 12, 2020. At your request we are enclosing herewith the completed Annexation Review Questionnaire that has been completed by the undersigned.

At this time, the Town of Onalaska is objecting to the Leppert Annexation as it is not compliant with Wisconsin Stat. Section 66.0217(2) and is also subject to the enclosed Boundary Agreement dated March 24, 2016.

Specifically, the area that is proposed to be annexed away from the Town of Onalaska falls within one of the "Sensitive Areas" referred to in paragraph 4.2 of the Boundary Agreement. As such, an annexation of the subject property can only be made by unanimous consent petition consistent with Wisconsin Stat. Section 66.0217(2).

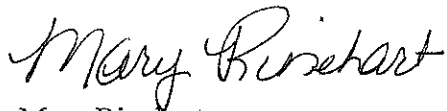
Towards that end, the Petition for Annexation is defective in as much as there are four (4) electors identified in the Petition for Annexation, however, the Petition has only been signed by two (2) of the electors.

As such, the Petition on its face fails and we are asking at this time that the Department of Administration issue a directive to that effect consistent with the Wisconsin Stat. Section 66.0217(2). Consistent with your request, we are providing this response to you with all due haste so that you may meet the Department Statutory Deadline of July 9, 2020.

Page - 2

Please direct any further questions to the undersigned.

Very truly yours,

A handwritten signature in cursive script that reads "Mary Rinehart". The signature is written in dark ink and is positioned above the printed name and title.

Mary Rinehart
Town Clerk
Town of Onalaska

Enclosure

cc: Caroline L. Burmaseter, Clerk City of Onalaska
Kraig and Marcella Leppert

Request for Annexation Review

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 Information

Name: Kraig and Marcella Leppert

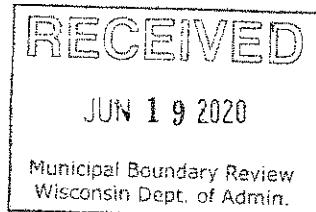
Address:

W6750 Cloverdale Rd.

Onalaska WI 54650

Email: marcleppert@gmail.com

Office use only:



1. Town where property is located: Town of Onalaska

2. Petitioned City or Village: City of Onalaska

3. County where property is located: La Crosse

4. Population of the territory to be annexed: 4

5. Area (in acres) of the territory to be annexed: .51

6. Tax parcel number(s) of territory to be annexed

(if the territory is part or all of an existing parcel): 1D-2365-0

Petitioners phone:

608-317-1422

Town clerk's phone:

608-783-4958

City/Village clerk's phone:

608-781-9530

Contact Information if different than petitioner:

Representative's Name and Address:

Same as petitioner

City

State

Zip

Phone:

E-mail:

Surveyor or Engineering Firm's Name & Address:

Coulee Region Land Surveyors
917 S. 4th St.

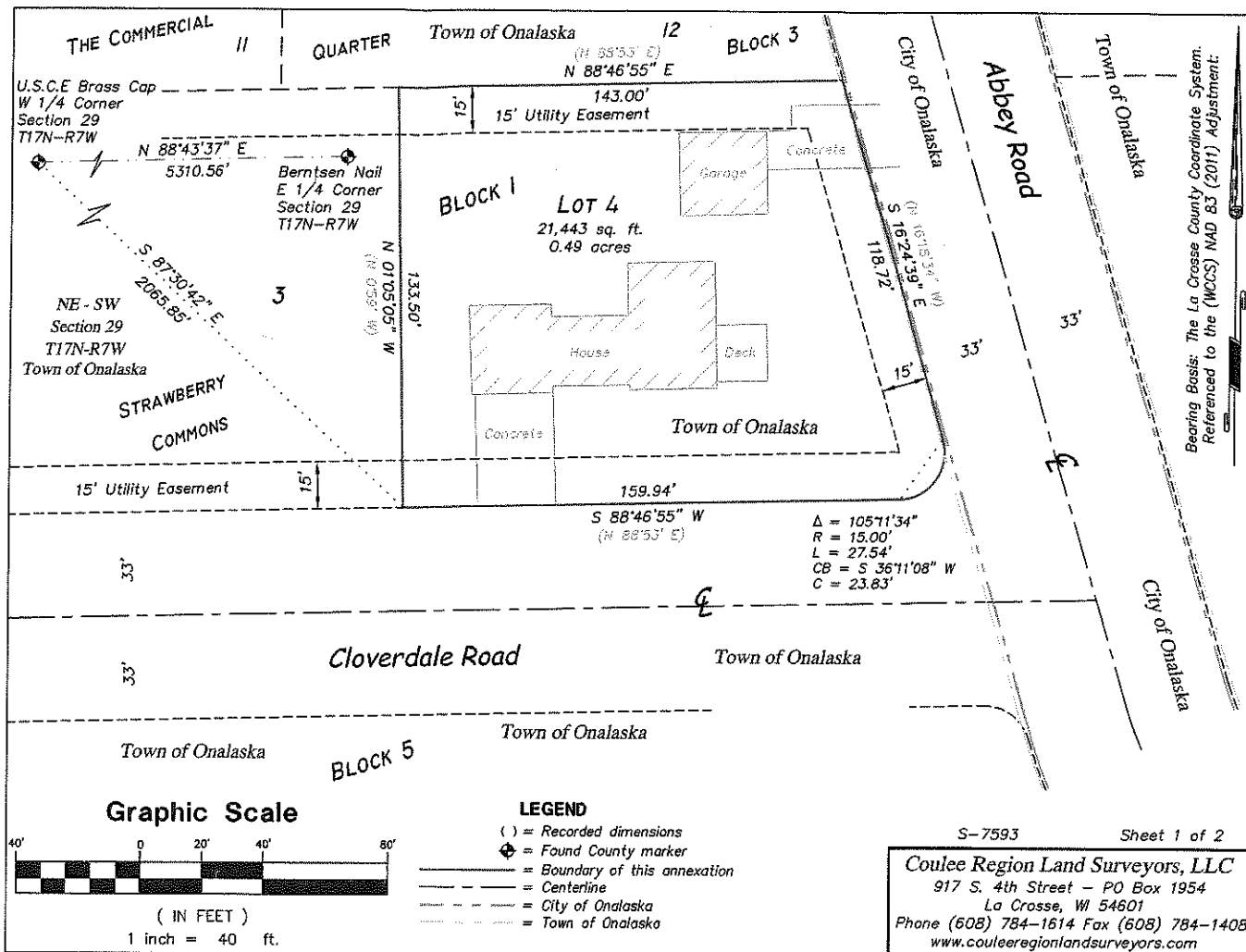
La Crosse WI 54601

Phone: 608-784-1114

E-mail: couleeregionlandsurveyors.com

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

- ☒ 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 is included
- Indicate Statutory annexation method used:
 - ☒ Unanimous per s. 66.0217 (2), or,
 - OR
 - ☐ Direct by one-half approval per s. 66.0217 (3)
- ☐ Check or money order covering review fee [see next page for fee calculation]



Legal Description for Annexation

All of Lot 4, Block 1, Strawberry Commons, located in the NE 1/4 of the SW 1/4, Section 29, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the West 1/4 corner of Section 29, thence S 87°30'42" E 2065.85 feet to the southwest corner of Lot 4, Block 1, Strawberry Commons, the North right-of-way line of Cloverdale Road and the point of beginning of this description:

*thence N 01°05'05" W 133.50 feet to the northwest corner of said Lot 4;
thence N 88°46'55" E 143.00 feet to the northeast corner of said Lot 4 and the West right-of-way line of Abbey Road;
thence, along said West right-of-way line, S 16°24'39" E 118.72 feet;
thence, continuing along said West right-of-way line, on the arc of a 15.00 foot radius curve, concave to the northwest, the chord of which bears, S 36°11'08" W 23.83 feet to said North right-of-way line of Cloverdale Road;
thence S 88°46'55" W 159.94 feet to the point of beginning of this description.*

Subject to any easements, covenants and restrictions of record.

S-7593

Sheet 2 of 2

Coulee Region Land Surveyors, LLC

917 S. 4th Street - PO Box 1954

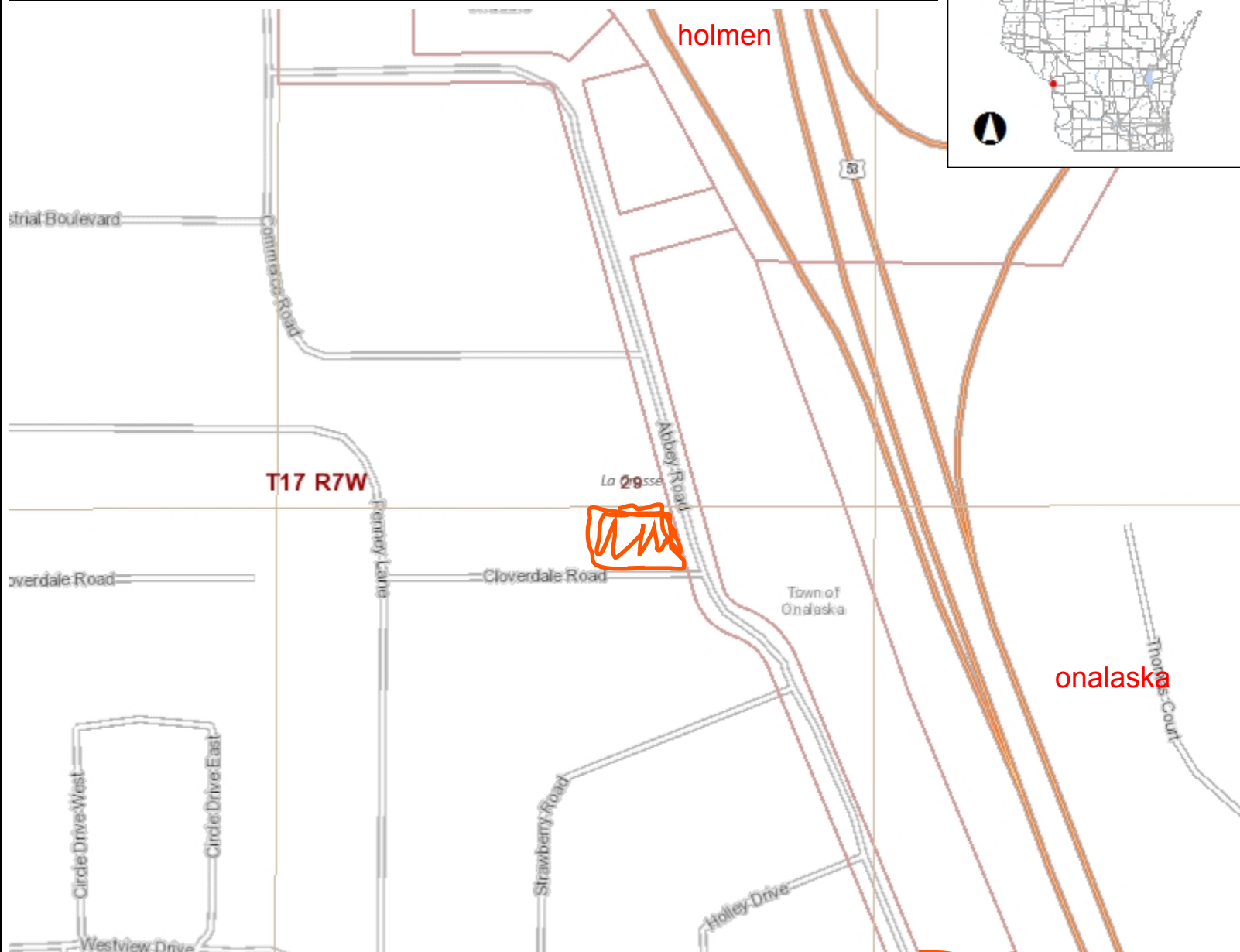
La Crosse, WI 54601

Phone (608) 784-1614 Fax (608) 784-1408

www.couleeregionlandsurveyors.com



Surface Water Data Viewer Map



Legend

- Township
- Section
- Quarter-Quarter
- County Boundary
- Cities, Towns & Villages
 - City
 - Village
 - Civil Town
- Municipality
- State Boundaries
- County Boundaries
- Major Roads
 - Interstate Highway
 - State Highway
 - US Highway
- County and Local Roads
 - County HWY
 - Local Road
- Railroads
- Tribal Lands
- Rivers and Streams
- Intermittent Streams
- Lakes and Open water

0.1 0 0.06 0.1 Miles

NAD_1983_HARN_Wisconsin_TM

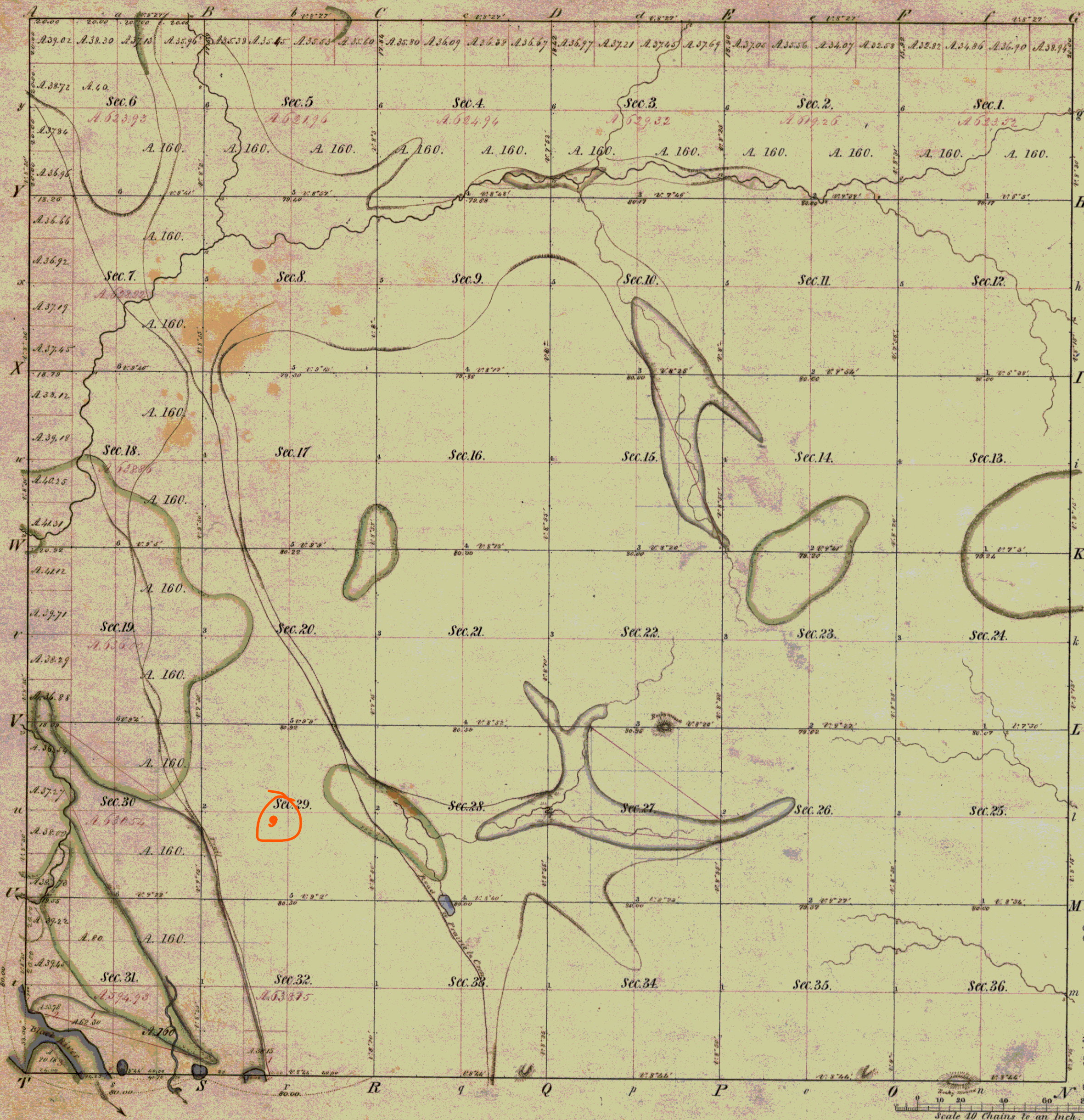
1: 3,960

ONALASKA

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

Notes

Township N^o 17 N; Range N^o 7 West, 4th Mer.



Total number of Acres: 22,869.63

Survey Designated	By Whom Surveyed	Date of Contract	Amount of Survey	When Surveyed	When p ^d for and ch ^d in the Sur. Gen ^l acc ^t
Township lines	Wash. Biggs	August 16 th 1845	M. Ch ^s Eks.	November 1845	
Subdivisions	A. H. Brown	October 9 th 1846	61 - 10 - 94	Nov. 23 rd Dec ^r 1846	

The above Map of Township N^o 17 North, of Range N^o 7 West, of the 4th Principal Meridian, Wisconsin Territory 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.

Duluth, April 8th 1847.

Geo. M. Jones
Sur. Gen^l

Meanders of Black River

Posts	Courses	Ch ^s Lk ^s	Posts	Courses	Ch ^s Lk ^s	Posts	Courses	Ch ^s Lk ^s
Blk river by old down stream								
1	L. 16° E.	5.50						
	L. 89° E.	5.50						
	L. 17° E.	6.50						
	L. 68° E.	7.00						
	L. 86° E.	10.00						
	L. 20° E.	3.50						
	L. 38° E.	7.50						
	L. 32° E.	10.00						
	L. 45° E.	2.50						
right bank downstream								
3	L. 20° E.	11.00						
	L. 63° E.	5.50						
	L. 88° E.	4.50						
4	L. 40° E.	17.90						
Head of Lake								
5	L. 64° E.	5.50						
	L. 88° E.	4.50						
6	L. 16° E.	2.50						
Miles Chs Lks								
1 - 22 - 90								

Comp^d



TONY EVERS

GOVERNOR

JOEL BRENNAN

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, 2020

PETITION FILE NO. 14326

CAROLINE L. BURMASTER, CLERK
CITY OF ONALASKA
415 MAIN ST
ONALASKA, WI 54650-2953

MARY RINEHART, CLERK
TOWN OF ONALASKA
N5589 COMMERCE ROAD
ONALASKA, WI 54650-9266

Subject: LEPPERT ANNEXATION

The proposed annexation submitted to our office on July 6, 2020, has been reviewed and found to be against 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.

Based on the petitioner's map and legal description, the subject territory is not contiguous to the City under the plain language of the annexation statute and interpretative case law. In this instance, contiguity of the annexation parcel is achieved only via right-of-way constituting Abbey Road. This configuration is known as a "balloon on a string," and has been determined not to meet the minimum standard for contiguity according to caselaw because it creates irregular boundaries that are difficult for both the City and the Town to administer, for state, federal, and regional jurisdictions to follow, and for local residents and businesses to understand.

This situation is mitigated by the fact that the City has developed boundary agreements with the Town of Onalaska and the neighboring Village of Holmen which will result in municipal boundary lines within this area ultimately becoming compact and rational. These two boundary agreements are the *Onalaska, Village of Holmen, and Town of Onalaska Boundary Agreement*, and the *City of Onalaska and Village of Holmen Cooperative Boundary Plan*. However, the fact that these boundary agreements transfer territory via annexation rather than attachment pursuant to ss. 66.0301(6) or 66.0307(10), Wis. Stats. means that annexation requirements must be adhered to. This means that transfer of Town territory into the City will need to occur sequentially in a step-by-step fashion extending outwards from the City's boundaries. Alternatively, the Communities could amend their boundary agreements to utilize attachment instead, which would provide greater flexibility in how Town territory transfers.

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 14326 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=2400>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read "Erich Schmidtke", written in a cursive style.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner