

# Request for Annexation Review

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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

## Petitioner Information

Name: **KETTLE PARK WEST, LLC**

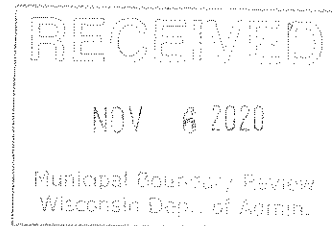
Address: **C/O FORWARD DEVELOPMENT GROUP, LLC**

**161 HORIZON DR., STE. 101A**

**VERONA, WI 53593**

Email: **DMJ@FORWARDDEVGROUP.COM**

## Office use only:



1. Town where property is located: **RUTLAND**

2. Petitioned City or Village: **STOUGHTON**

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

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

5. Area (in acres) of the territory to be annexed: **4.010**

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

**052/051001383850**

Petitioners phone:

**608-848-9050**

Town clerk's phone:

**608-455-3925**

City/Village clerk's phone:

**608-873-6677**

## Contact Information if different than petitioner:

Representative's Name and Address:

**ATTY. DAN O'CALLAGHAN**

**CARLSON BLACK O'CALLAGHAN &  
BATTENBERG, LLP**

**222 W. WASHINGTON AVE., STE., 705**

**MADISON, WI 53703**

Phone: **608-888-1685**

E-mail:

**DAN.OCALLAGHAN@CARLSONBLACK.CO  
M**

Surveyor or Engineering Firm's Name & Address:

**JSD PROFESSIONAL SERVICES, INC.**

**161 HORIZON DR.**

**VERONA, WI**

Phone: **608-848-5060**

E-mail:

## 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]

# 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**  
**Do not 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 received: 11-6-2020

Payee: Kettle Park West LLC

Check Number: 2002

Check Date: 10-30-20

Amount: \$950<sup>00</sup>

## 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).
- ☐ 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.]*

Dan O'Callaghan  
222 W. Washington Ave., Ste. 705  
Madison, WI 53703-2745  
direct: 608.888.1685  
dan.ocallaghan@carlsonblack.com

November 10, 2020

**VIA U.S. MAIL AND EMAIL**

Holly Licht, City Clerk  
207 S. Forrest St.  
Stoughton, WI 53589

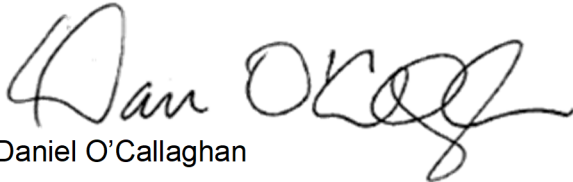
Re: Annexation Petition filed by Kettle Park West, LLC

Dear Ms. Licht:

On behalf of Kettle Park West, LLC, enclosed for filing please find a Petition for Direct Annexation by Unanimous Consent, which seeks to annex approximately 4 acres from the Town of Rutland to the City of Stoughton, as more fully described in the petition. Copies of the petition are being filed with the Department of Administration and the Rutland Town Clerk.

Very truly yours,

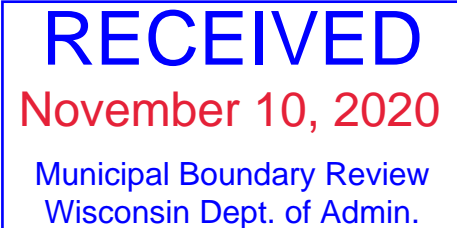
**CARLSON BLACK O'CALLAGHAN & BATTENBERG LLP**



Daniel O'Callaghan

Enclosure

cc: David Jenkins, Kettle Park West, LLC  
Dawn George, Clerk, Town of Rutland  
Erich Schmidtke, Municipal Boundary Review, DOA  
Rodney Scheel, Planning Director, City of Stoughton



**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS CONSENT  
PURSUANT TO § 66.0217(2) OF THE WISCONSIN STATUTES**

The undersigned, constituting the only owner of the real property described on the attached Exhibit A and depicted on the scale map attached as Exhibit B, which property is currently located within the Town of Rutland and is contiguous to the City of Stoughton, hereby petitions the Common Council of the City of Stoughton to annex said territory to the City of Stoughton.

The territory proposed for annexation from the Town of Rutland to the City of Stoughton consists of part of the following tax parcel: 052/0510-013-8000-8. There are no electors residing within the territory to be annexed and the population of the territory to be annexed is zero. The territory to be annexed has no improvements.

The undersigned requests that this annexation be approved and take effect in the manner provided for by law and that the City of Stoughton may designate a temporary zoning classification which is consistent with City of Stoughton zoning ordinances.

Dated this 10th day of November, 2020.

OWNER:

KETTLE PARK WEST, LLC

By: Forward Development Group, LLC, its manager

By: David M. Jenkins  
David M. Jenkins, Manager

**EXHIBIT A**

**LEGAL DESCRIPTION**

Part of the Northeast Quarter of the Southwest Quarter of Section 01, Township 05 North, Range 10 East, Town of Rutland, Dane County, Wisconsin, more particularly described as follows:

Beginning at the Center of Section 01, aforesaid; thence South 00 degrees 04 minutes 33 seconds East along the East line of the Southwest Quarter of Section 01, aforesaid, 866.54 feet to the Point of Beginning; thence continuing along said East line, South 00 degrees 04 minutes 33 seconds East, 454.33 feet to the Southeast corner of the Northeast Quarter of the Southwest Quarter; thence North 87 degrees 05 minutes 18 seconds West along the South line of the Northeast Quarter of the Southwest Quarter, 383.91 feet; thence parallel to the East line of the Southwest Quarter, North 00 degrees 04 minutes 33 seconds West, 456.90 feet; thence South 86 degrees, 42 minutes 21 seconds East, 384.05 feet to the East line of the Southwest Quarter and the Point of Beginning.      **does not match map**


Said parcel contains 174,676 square feet or 4.010 acres.


**EXHIBIT B**


**SCALE MAP**


[Attached]


**LEGEND**


 GOVERNMENT CORNER

 PARCEL BOUNDARY

 CENTERLINE

 RIGHT-OF-WAY LINE


 SECTION LINE


 PLATTED LOT LINE

**NOTES**

1. BEARINGS FOR THIS MAP ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM (DANE COUNTY). THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 01-05-10, RECORDED AS S87°05'45"E.

FOUND ALUMINUM MONUMENT  
N=425,729.99  
E=857,030.85

  
**north**

  
SCALE: 1" = 400'

1. BEARINGS FOR THIS MAP ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM (DANE COUNTY). THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 01-05-10, RECORDED AS S87°05'45"E.





# 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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Kettle Park West**

Petition Number: **14357**

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

2. Area (Acres): **4.010**

3. Pick one: ☒ Property Tax Payments

OR

☐ Boundary Agreement

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

\$ **to be confirmed but estimated to be < \$10/year**

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **estimated \$50**

c. Participating jurisdictions \_\_\_\_\_

d. Statutory authority (pick one)

c. Paid by: ☒ Petitioner ☐ City ☐ Village

☐ 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: \_\_\_\_\_% Recreational: \_\_\_\_\_% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Undeveloped: **100**%

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

Residential: \_\_\_\_\_% Recreational: **100**% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Other: \_\_\_\_\_%

Comments: **The City anticipates this parcel to be used for park & open space purposes.**

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

Plat Name: **Not for this parcel specifically but is adjacent to The Meadows at Kettle Park West.**

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

**E - Adjacent to City Property planned for Park & open space.**

In the town?: **N&W - Ag; S - General Farmland Preservation Zoning**

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 **Expansion of City Park & Open Space**

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.

5

*An Urban Service Area Amendment is necessary before extension of services to this property.*

Water Supply immediately

☐

☐

or, write in number of years.

5

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? County Zoning FP-35 General Farmland Preservation

c. How will the land be zoned and used if annexed? RH - Rural Holding to start then likely Institutional (Park)

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](mailto: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:

*The proposed annexation is included in the City's Comprehensive Plan to become part of the City. This parcel is contiguous to Stoughton Municipal boundaries and adjacent to City-owned land.*

Prepared by: ☐ Town ☒ City ☐ Village

Name: Rodney Scheel

Email: rscheel@ci.stoughton.wi.us

Phone: (608) 873-6619

Date: 11/24/2020

Please RETURN PROMPTLY to:

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

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

**REAL PROPERTY LISTERS ANNEXATION REVIEW**

1. Territory to be annexed: 4.010 acres	From Town of: Rutland	To City/Village of: Stoughton
--	--------------------------	----------------------------------

2. Checklist: (Y) Yes; (N) No; (NA) Not applicable; (NC) Not checked

**Location and Position**

☐ Y (1) Location description by government lot, recorded private claim, ¼ - ¼ section, section, township, range and county

☐ Y (2) Contiguous with existing village/city boundaries

☐ N (3) Creates an island area in Township (completely surrounded by city)

☐ N (4) Creates an island area in City (completely surrounded by town)

**Petition and Map Information**

☐ Y (1) Identify owner(s) of annexed land

☐ NA (2) Identify parcel ID numbers included in annexation.

☐ Y (3) Identify parcel ID numbers being split by annexation

☐ Y (4) North arrow

☐ Y (5) Graphic Scale

☐ Y (6) Streets and Highways shown and identified

☐ Y (7) Legend

☐ Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

The legal description used as a description for the annexed lands does not match the area shown on the corresponding map. The legal description also does not match the description of lands deeded to the petitioner, so if the described lands are annexed it would include lands of others. If the legal description were to be amended to match the lands displayed on the map it would then include lands of the petitioner.

Prepared by: Jim Czaplicki  
 Title: Land Records Review Analyst  
 Phone: (608) 267-3529  
 Date: 11/12/2020

Please **RETURN PROMPTLY** to:  
 Municipal Boundary Review  
 PO Box 1645  
 Madison WI 53701  
 (608) 264-6102 **FAX** (608) 264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

# 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: Kettle Park West

Petition Number: 14357

1. Territory to be annexed: From TOWN OF RUTLAND To CITY OF STOUGHTON

2. Area (Acres): 4.010

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 964.12

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): 4820.60

c. Participating jurisdictions \_\_\_\_\_

d. Statutory authority (pick one)

c. Paid by: ☐ Petitioner ☐ City ☐ Village

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: \_\_\_\_\_

4. Resident Population: Electors: 0 Total: \_\_\_\_\_

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

Residential: \_\_\_\_\_% Recreational: \_\_\_\_\_% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Undeveloped: 100%

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?: ag. use

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? FP-35

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](mailto: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: DAWN GEORGE

Email: clerk@town.rutland.wi.us

Phone: (608) 453-3925

Date: 11/14/2020

(March 2018)

Please **RETURN PROMPTLY** to:

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

Municipal Boundary Review

PO Box 1645, Madison WI 53701

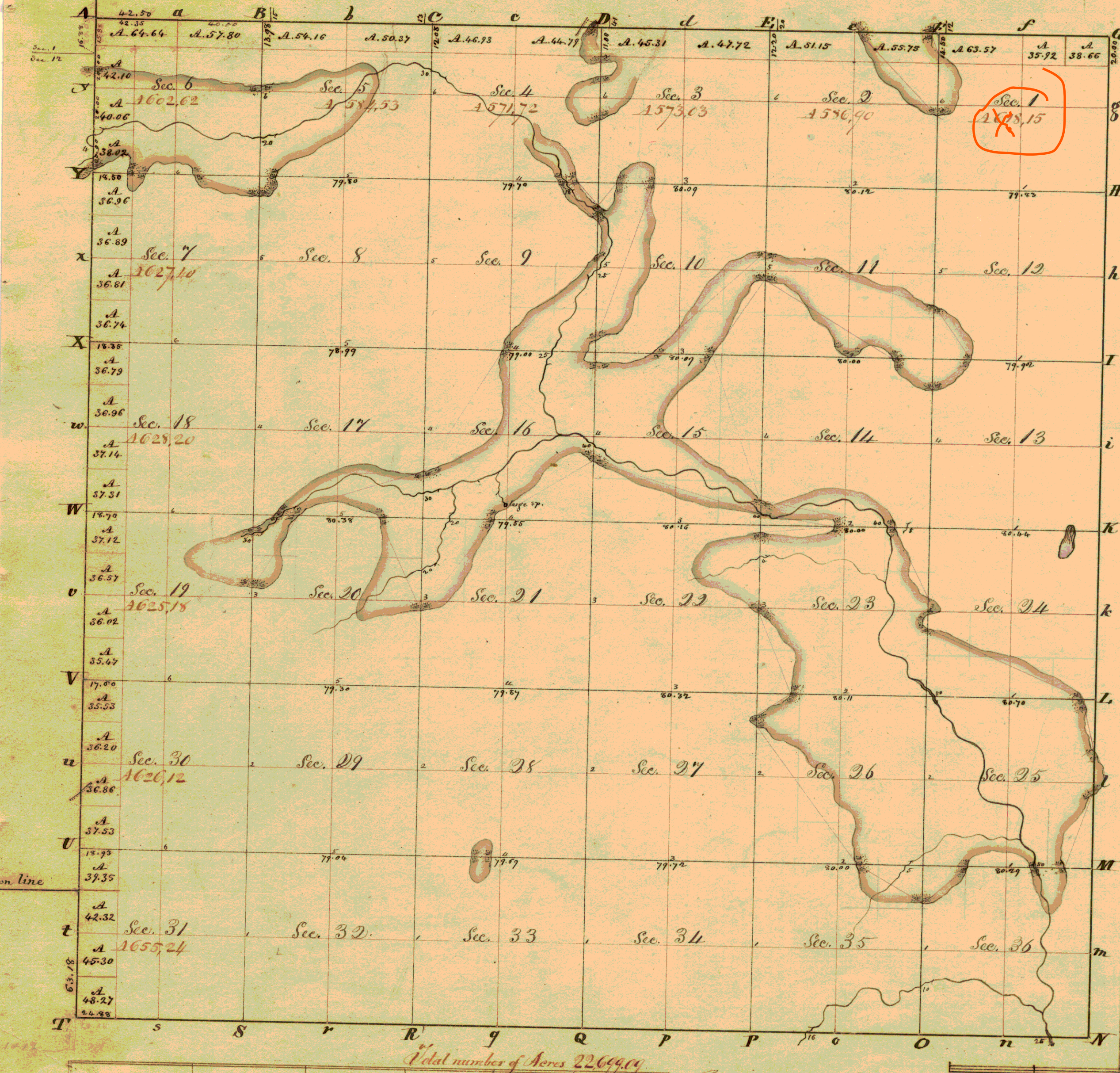
Fax: (608) 264-6104



Township N. 5 N. Range N. 10 East 4<sup>th</sup> Mer. (Wis. Ter.)

10-3

BL 2.  
7 10



Total number of Acres 22,699.09

Township	John Mottet	17th July 1833	24.07.88	3 <sup>d</sup> of 1833	3 <sup>d</sup> of 1834
Subdivisions	Lorin Miller	18. Nov. 1833	61.56.41	4 <sup>d</sup> of 1833	3 <sup>d</sup> of 1835

The above Map of Township N. 5, — of Range N. 10 East of 4<sup>th</sup> Principal Meridian (N.W. Ter.) 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 March 30<sup>th</sup> 1835 } M. T. Williams  
Secy



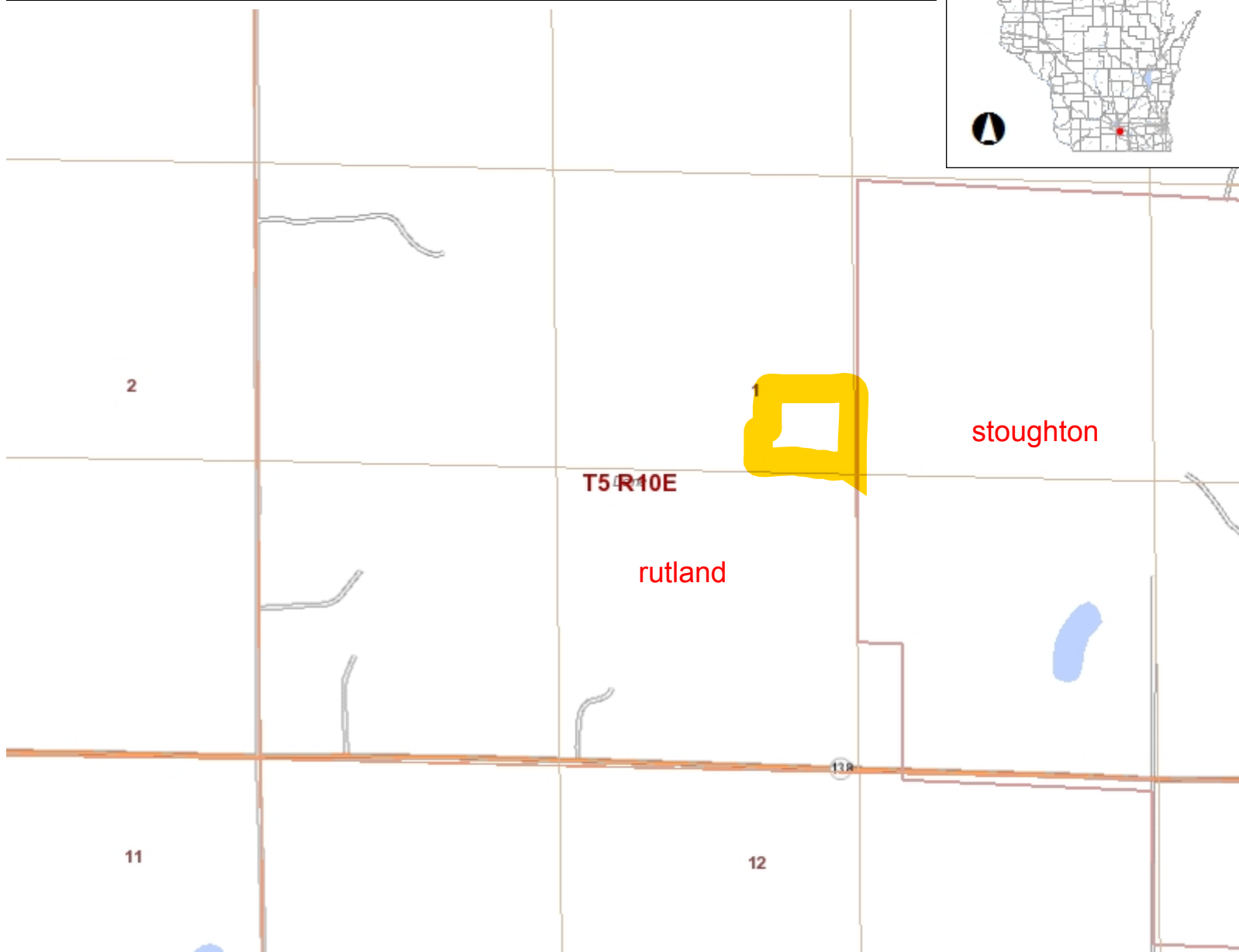


# Surface Water Data Viewer Map



## 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



0.3 0 0.13 0.3 Miles

NAD\_1983\_HARN\_Wisconsin\_TM

1: 7,920

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



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](mailto:wimunicipalboundaryreview@wi.gov)

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

November 30, 2020

PETITION FILE NO. 14357

HOLLY LICHT, CLERK  
CITY OF STOUGHTON  
207 S FORREST ST  
STOUGHTON, WI 53589-1724

DAWN GEORGE, CLERK  
TOWN OF RUTLAND  
4177 OLD STAGE RD  
BROOKLYN, WI 53521-9473

Subject: KETTLE PARK WEST ANNEXATION

The proposed annexation submitted to our office on November 10, 2020, 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 STOUGHTON**, which is able to provide needed municipal services.

Note: The boundary of the territory to be annexed as shown on the scale map does not match the boundary described in the legal description; please revise so that the boundary map and description match prior to inclusion in the annexation ordinance.

Note: The Dane County Land Records Review Analyst has the following comments: The legal description used as a description for the annexed lands does not match the area shown on the corresponding map. The legal description also does not match the description of lands deeded to the petitioner, so if the described lands are annexed it would include lands of others. If the legal description were to be amended to match the lands displayed on the map it would then include lands of the petitioner.

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 14357 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](mailto:mds@wi.gov) or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.



Page 2  
November 30, 2020

PETITION FILE NO. 14357

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2431>  
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", with a stylized flourish at the end.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner