

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

## Petitioner Information

Name: **DONALD AND KAREN HEIMER**

Address: **1229 W WINNECONNE AVENUE**

**NEENAH, WI 54956**

Email:

Office use only:

**RECEIVED**

**October 15, 2022**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

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

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

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

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

5. Area (in acres) of the territory to be annexed: **0.8475**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **010028303**

Petitioners phone:

**(920) 725-7968**

Town clerk's phone:

**(920) 725-0916**

City/Village clerk's phone:

**(920) 886-6100**

## Contact Information if different than petitioner:

Representative's Name and Address:

**BRAD SCHMIDT**

**211 WALNUT STREET**

**NEENAH, WI 54956**

Phone: **(920) 886-6126**

E-mail: **BSCHMIDT@CLNEENAH.WI.US**

Surveyor or Engineering Firm's Name & Address:

Phone:

E-mail:

## 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]

# 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

check Received: 10-15-2021  
Payer: Dennis + Karen Heimer

check # 3695  
10-12-21  
\$ 400.00

## 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 adjoiners 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.]*

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL  
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES  
WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS

We, the undersigned, constituting all of the owners and electors of the real property in which resides in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

Part of the Southwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  Section 29, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, containing 36,921 Square Feet (0.8475 Acres) of land described as follows:

Commencing at the North line of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Said Section 29 at a point 434.0 feet East of the Northwest corner of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29 to the Point of Beginning; thence East N89°50'29"E, 137.0 feet along the North line Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29; thence South S00°05'35"E, 304.2 feet to the Centerline of W. Winneconne Avenue; thence Southeast along the Centerline of W. Winneconne Avenue S69°27'00"W, 80.7 feet; thence North N00°05'35"W, 192.2 feet; thence Southeast S69°27'01"W, 65.5 feet; thence North along the West line of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29 N00°05'35"W, 163.0 feet to the Point of Beginning.

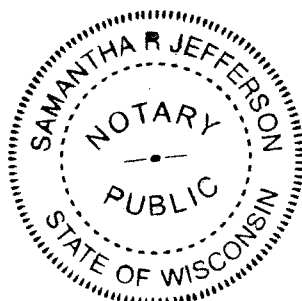
The current population of such territory is 2.

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

Signature of Petitioner	Date of Signing	Owner and Elector	Petitioner Address
<u>Dennis D. Heimer</u> NAME	<u>Oct. 12, 2021</u>	DENNIS D. HEIMER	1229 W Winneconne Ave Neenah WI 54956
<u>Karen J. Heimer</u> NAME	<u>Oct. 12, 2021</u>	KAREN HEIMER	1229 W Winneconne Ave Neenah WI 54956

STATE OF WISCONSIN     )  
  )SS.  
COUNTY OF WINNEBAGO)

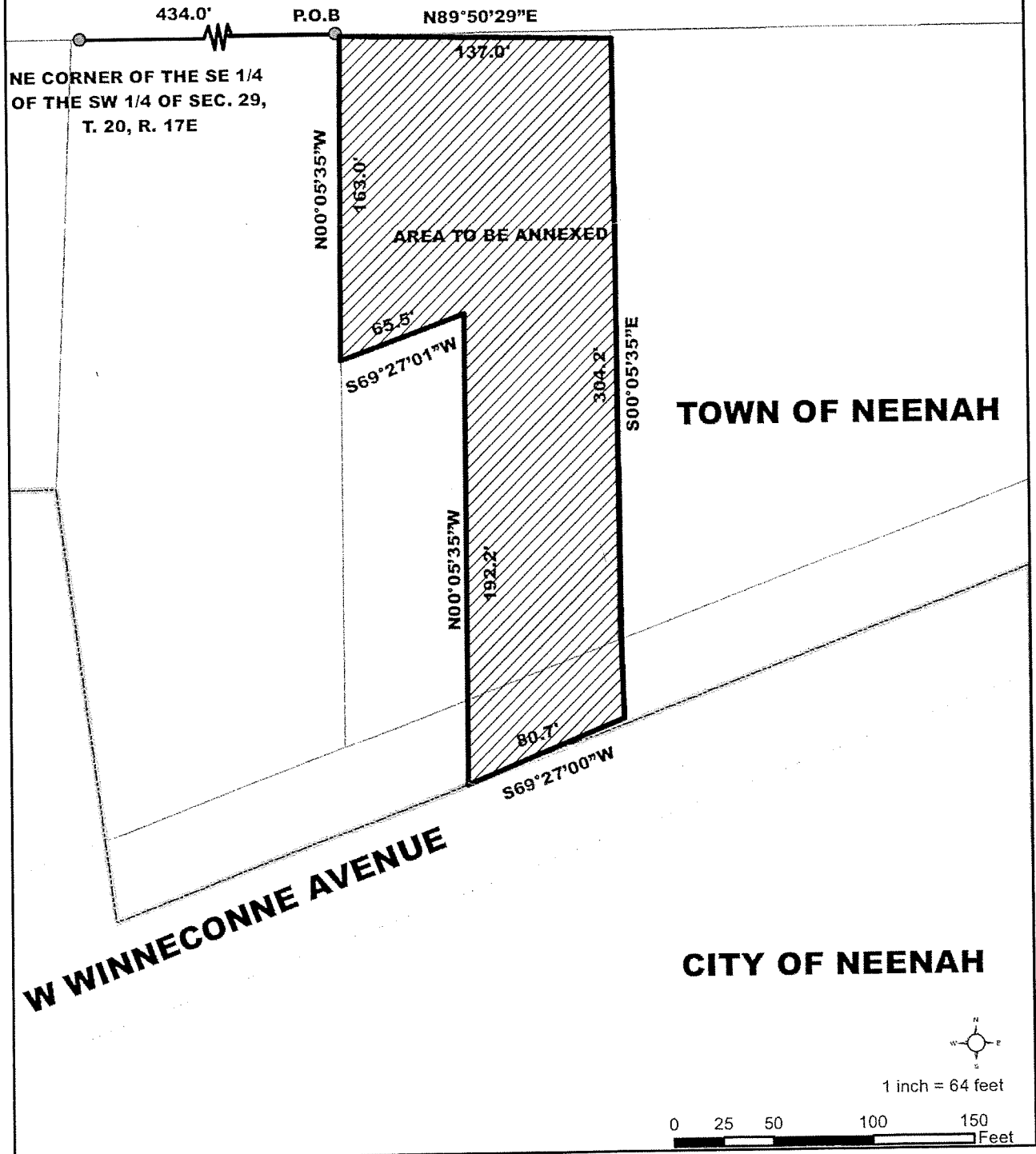
This instrument was signed and sealed before me this 12<sup>th</sup> day of October, 2021.



Samantha R. Jefferson  
Samantha Jefferson, Notary Public  
Winnebago County, Wisconsin.  
My Commission Expires: 8/22/2025

# MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY



# 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: **Helmer**

Petition Number: **14453**

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

2. Area (Acres): **0.8475**

3. Pick one: ☐ Property Tax Payments

OR

☒ Boundary Agreement

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

\$ \_\_\_\_\_

a. Title of boundary agreement **Town of Neenah/City of Neenah**  
**Boundary Agreement**

b. Year adopted **2003**

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \_\_\_\_\_

c. Participating jurisdictions **City of Neenah/Town of Neenah**

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: **2** Total: **2**

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?

**Commercial and Residential (South)**

In the town?: **Residential (West), Rock Quarry (North), Church (East)**

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:

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 & 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? R-1, Rural Residential District

c. How will the land be zoned and used if annexed? R-1, Single-Family Residence 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](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: Brad Schmidt

Email: BSchmidt@ci.neshanic.wi.us

Phone: (920) 486-6126

Date: 10/19/2021

(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

**REAL PROPERTY LISTERS ANNEXATION REVIEW**

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1. Territory to be annexed:	From Town of:	To City/Village of:
1229 W WINNECONNE AVE	NEENAH	NEENAH

---

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

\_\_Y\_\_ (2) Identify parcel ID numbers included in annexation.

\_\_N\_\_ (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

\_\_N\_\_ (7) Legend

\_\_Y\_\_ (8) Total area/acreage of annexation

3. Other relevant information and comments:

- The description of the area to be annexed does not match the map. The distances in the description only reach the north right-of-way line of W. Winneconne Ave. – not the centerline. Both the map and description should be corrected to clarify the area intended to be annexed. If the area to be annexed is intended to go to the centerline of W. Winneconne Ave., parcel 01002830101 (part) should be added to the petition of parcels to be annexed as well.
- It appears that the owner per recorded document is listed incorrectly as it should read: Dennis D. & Karen J. Heimer.
- Where the legal reads 65.5 ft on this paperwork, the recorded document reads 65 ft & where it reads 80.7 ft on this paperwork the recorded document reads 80 ft.
- Please see attached for other identified issues.

---

Prepared by: DIANE CULVER  
Title: GIS SPECIALIST II  
Phone: (920) 232-3335  
Date: 10-20-2021

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)

# Request for Annexation Review

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## Petitioner Information

Name: **DONALD AND KAREN HEIMER**

Address: **1229 W WINNECONNE AVENUE**

**NEENAH, WI 54956**

Email:

Office use only:

**RECEIVED**

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

(if the territory is part or all of an existing parcel): **010028303 +**

*01002830101 (part)*

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**(920) 725-7968**

Town clerk's phone:

**(920) 725-0916**

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## Contact Information if different than petitioner:

Representative's Name and Address:

**BRAD SCHMIDT**

**211 WALNUT STREET**

**NEENAH, WI 54956**

Phone: **(920) 886-6126**

E-mail: **BSCHMIDT@CL.NEENAH.WI.US**

Surveyor or Engineering Firm's Name & Address:

Phone:

E-mail:

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


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- ☒ Check or money order covering review fee [see next page for fee calculation]

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Commencing at the North line of the Southeast ¼ of the Southwest ¼ of Said Section 29 at a point 434.0 feet East of the Northwest corner of the Southeast ¼ of the Southwest ¼ of Section 29, to the Point of Beginning; thence East N89°50'29"E, 137.0 feet along the North line Southeast ¼ of the Southwest ¼ of Section 29; thence South S00°05'35"E, 304.2 feet to the Centerline of W. Winneconne Avenue; thence Southeast along the Centerline of W. Winneconne Avenue S69°27'00"W, 80.7 feet; thence North N00°05'35"W, 192.2 feet; thence Southeast S69°27'01"W, 65.5 feet; thence North along the West line of the Southeast ¼ of the Southwest ¼ of Section 29 N00°05'35"W, 163.0 feet to the Point of Beginning.

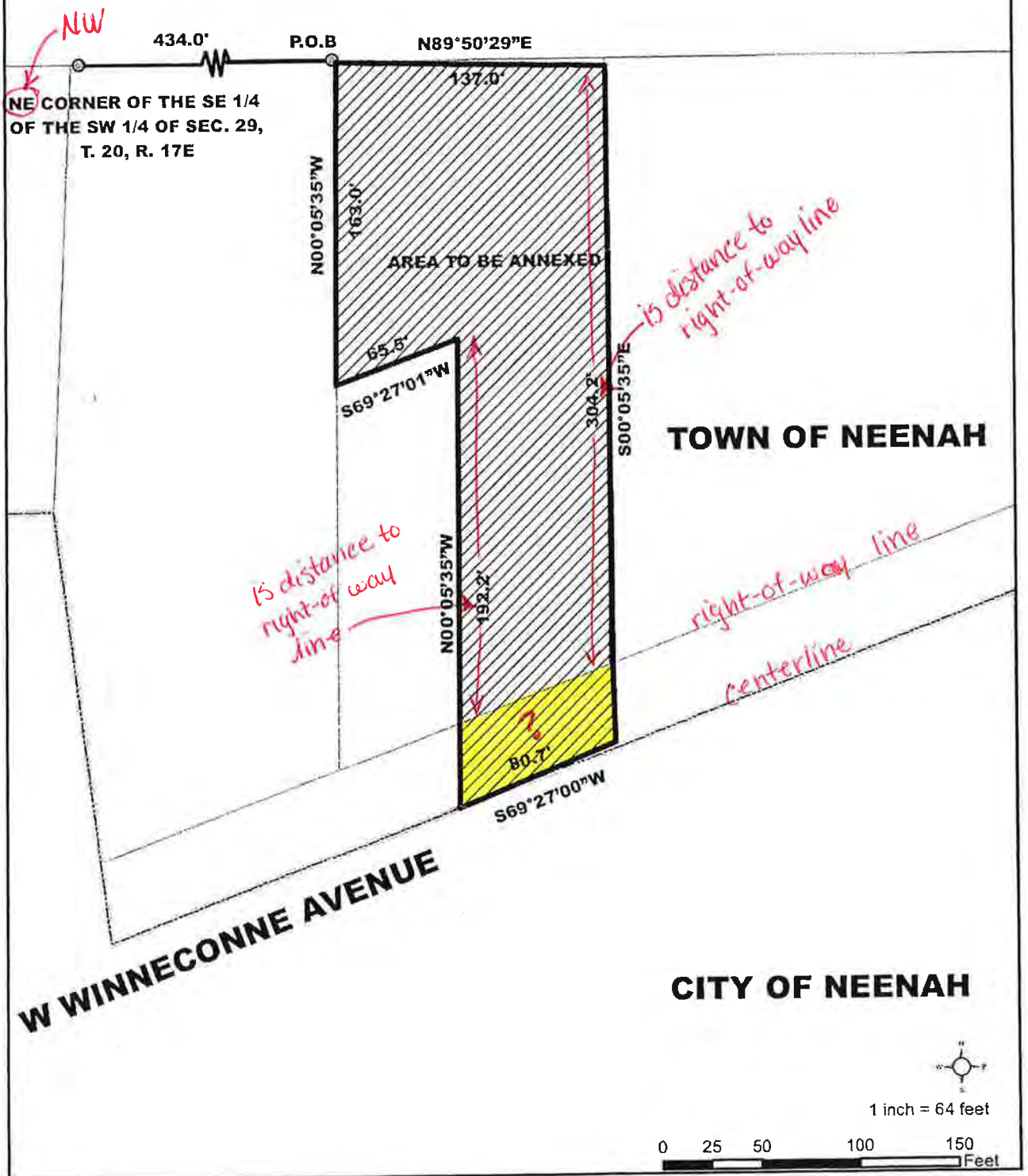
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

STATE OF WISCONSIN )  
COUNTY OF WINNEBAGO)SS.

  
Samantha Jefferson, Notary Public  
Winnebago County, Wisconsin.  
My Commission Expires: 8/22/2025

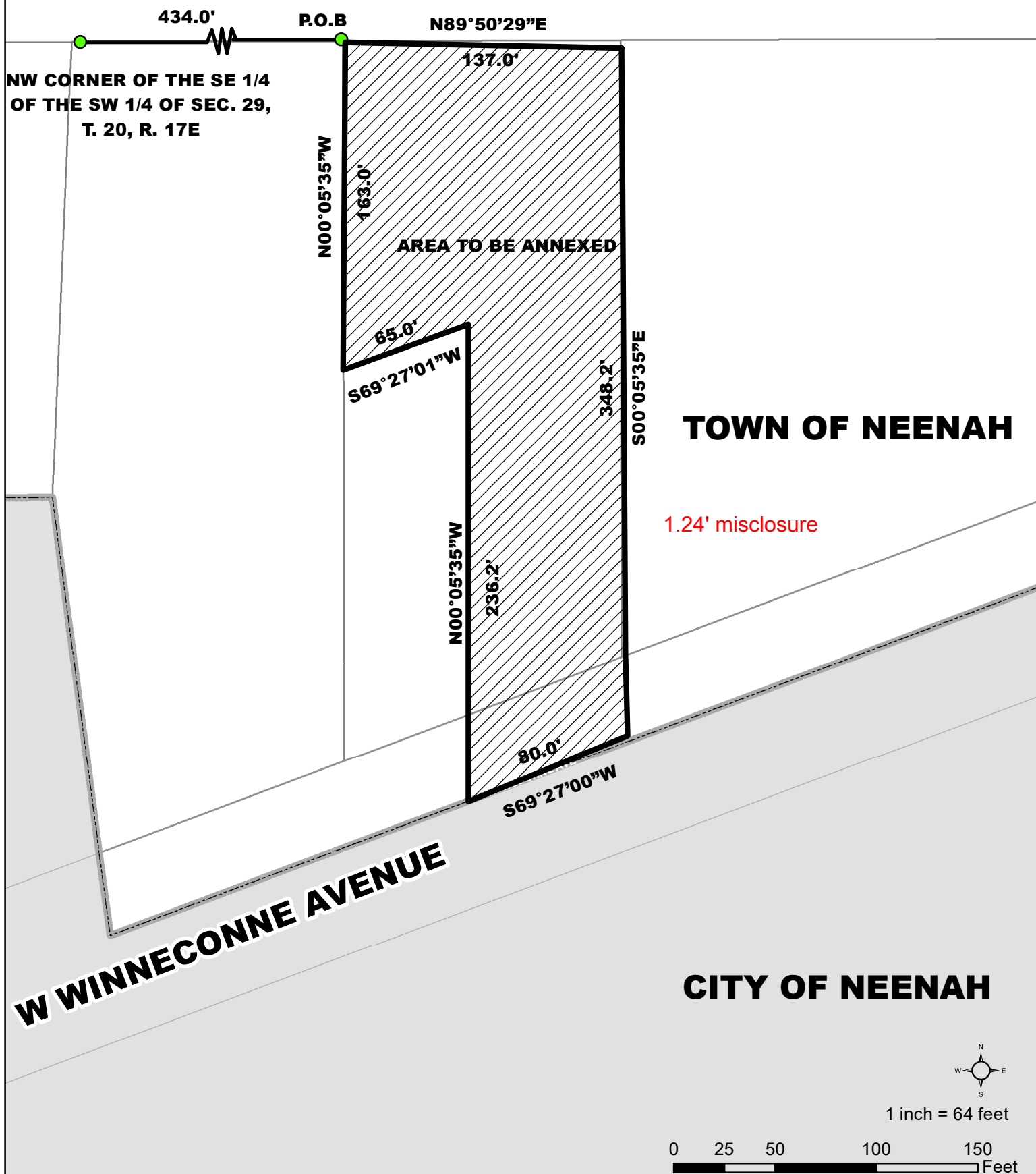
# MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY



# MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY



Part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  Section 29, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, containing 36,921 Square Feet (0.8475 Acres) of land described as follows:

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1.24' misclosure

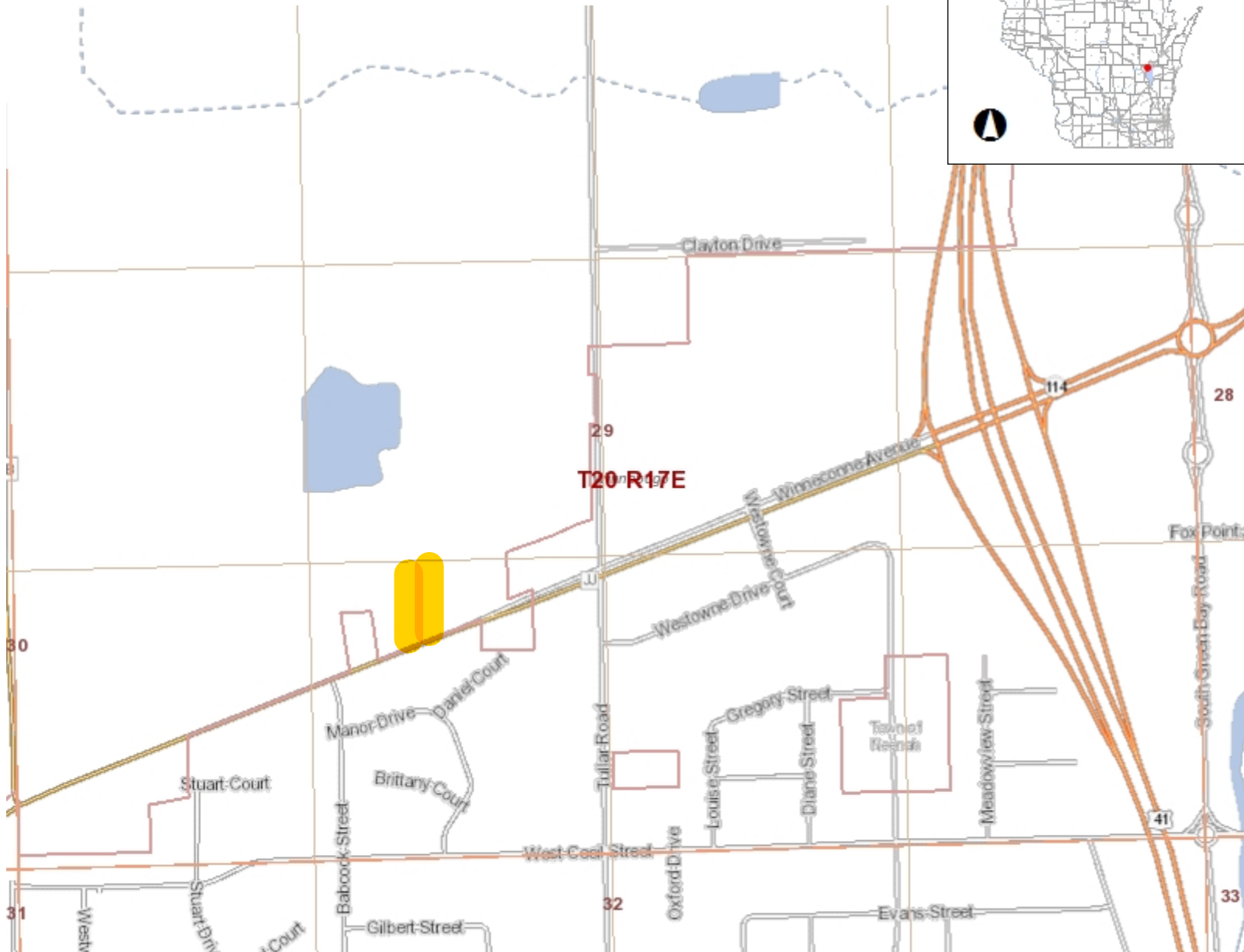


# Surface Water Data Viewer Map



## 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

# Township N<sup>o</sup> XX Range N<sup>o</sup> XVII E. 4<sup>th</sup> Mer. (Wis. Ter.)



## Meanders of Lakes Little Butte des Morts & Winnebago, Outlet & Large Island in Lake Winnebago

Posts	Courses	Ch <sup>s</sup>	Lk <sup>s</sup>	Posts	Courses	Ch <sup>s</sup>	Lk <sup>s</sup>	Posts	Courses	Ch <sup>s</sup>	Lk <sup>s</sup>
To Winnebago Corner on East Boundary											
1	S 75° W	250		13	E	850		13	N 36° W	1200	
2	S 81° W	1800		14	N	1050		14	E	500	
3	S 66° W	3300		15	N	600		15	E	1000	
4	S 34° W	2350		16	E	1450		16	E	700	
5	S 73° W	450		17	E	1500		17	E	1600	
6	N 75° W	600		18	E	1150		18	E	750	
7	N 61° W	500		19	E	1900		19	E	350	
8	N 34° W	427		20	E	500		20	E	850	
North Outlet down Right Bank											
9	N 27° W	350		21	E	300		21	E	750	
10	N 58° W	700		22	E	1500		22	E	650	
11	N 75° W	1150		23	E	800		23	E	1400	
12	S 67° W	1500		24	E	650		24	E	1750	
13	S 84° W	1000		25	E	372		25	E	650	
14	S 62° W	1136		Fox River							
15	S 55° W	700		26	E	850		26	E	3200	
16	N 77° W	500		27	E	650		27	E	1400	
17	N 56° W	550		28	E	2650		28	E	1100	
18	N 66° W	700		29	E	1100		29	E	750	
19	N 53° W	566		30	E	1100		30	E	1400	
20	S 85° W	650		31	E	450		31	E	1000	
21	S 39° W	950		32	E	600		32	E	350	
22	S 71° W	800		33	E	785		33	E	650	
23	S 50° W	1050		Island in Lake Winnebago Rapids							
24	S 71° W	500		beginning at post on left Bank of N.E. Outlet bet Secs 22 & 23 down stream							
25	N 77° W	800		34	N	400		34	N	1400	
26	N 57° W	1250		35	N	1100		35	N	500	
27	N 46° W	1423		36	N	450		36	N	350	
Lake Little Butte des Morts, down Right Bank											
28	N 22° E	650		37	N	450		37	N	250	
29	N 31° E	850		38	N	450		38	N	70	
30	N 68° E	1450		39	N	1700		39	N	250	
31	N 16° E	750		40	N	1050		40	N	500	
32	N 3° E	950		41	N	1350		41	N	275	
33	N 4° E	1700		42	N	1500		42	N	115	
34	North	950		43	N	450		43	N	90	
35	N 7° E	1300		44	N	950		44	N		
36	North	567		45	South	600		45	South		

Town Line	Mullett & Drink	14 <sup>th</sup> July 1833	M. ch <sup>s</sup> lks	3	46.97	14 <sup>th</sup> July 1834	3 <sup>rd</sup> July 1834
Subdivisions	A. G. Ellis	22 <sup>nd</sup> Aug. 1834	25.15.17	4 <sup>th</sup> July 1834	2 <sup>nd</sup> July 1835		

The above Map of Township N<sup>o</sup> XX North, Range N<sup>o</sup> XVII East, 4<sup>th</sup> Meridian, North West Territory, is strictly conformable to the field notes of the survey for said townships, which have been examined & approved.  
 Surveyor General's Office  
 Cincinnati, Ohio, N. 1135



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 03, 2021

PETITION FILE NO. 14453

CHARLOTTE NAGEL, CLERK  
CITY OF NEENAH  
211 WALNUT STREET  
NEENAH, WI 54956-3026

ELLEN SKERKE, CLERK  
TOWN OF NEENAH  
1600 BREEZEWOOD LN  
NEENAH, WI 54956

Subject: HEIMER ANNEXATION

The proposed annexation submitted to our office on October 15, 2021 and as amended October 26, 2021 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 NEENAH**, which is able to provide needed municipal services.

Notes: To correct errors with the first legal description, an amended legal description was submitted. However, this amended description has a 1.24' misclosure. Also, the description should commence from a corner of the 1/4-section in which the territory lies according to s. 66.0217 (1) (c), Wis. Stats.

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 14453 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.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2527>

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

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner