

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

Petitioner Information

Name: **STATE OF WISCONSIN, DEPARTMENT OF
TRANSPORTATION**

Address: **ATTN: CURTIS VAN EREM**

944 VANDERPERREN WAY

GREEN BAY, WI 54304

Email: **CURTIS.VANEREM@DOT.WI.GOV**

Office use only:

RECEIVED

January 3, 2022

Municipal Boundary Review
Wisconsin Dept. of Admin.

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

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

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

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

5. Area (in acres) of the territory to be annexed: **19.85 ACRES**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **NOT
ASSIGNED, EXISTING RIGHT OF WAY**

Petitioners phone:

920-360-3791

Town clerk's phone:

920-779-9780

City/Village clerk's phone:

920-982-8500

Contact Information if different than petitioner:

Representative's Name and Address:

SAME AS ABOVE

Phone:

E-mail:

Surveyor or Engineering Firm's Name & Address:

GRAEF - USA INC.

ATTN: CRAIG HANSEN, PLS

1150 SPRINGHURST DRIVE, SUITE 201

GREEN BAY, WI 54304-5947

Phone: **920-405-3817**

E-mail: **CRAIG.HANSEN@GRAEF-USA.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] (*waived*)

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.]

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

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

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$waive 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

\$waive 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**

Shaded Area for Office Use Only

Date fee received: _____

Payee: _____

Check Number: _____

Check Date: _____

Amount: _____

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO WIS. STAT. §66.0217(2)

Pursuant to Wis. Stat. §§ 66.0217(2) and 24.40(2), the State of Wisconsin, by the undersigned representative, petitions the Common Council of the Village of Wrightstown for direct annexation by unanimous approval of certain territory of the Town of Kaukauna, Outagamie County, Wisconsin, contiguous to the Village of Wrightstown, Outagamie County, Wisconsin. The territory that is the subject of this petition for direct annexation is shown in the scale map attached hereto as Exhibit A and is described in the legal description attached hereto as Exhibit B. State of Wisconsin is the owner of all the real property in the territory. There are no electors residing in the territory.

State of Wisconsin elects that this annexation shall take effect to the fullest extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

Owner: State of Wisconsin, Department of Transportation, I-41 right of way, Outagamie County, State of Wisconsin

Description of the territory: Tax parcels: I-41 roadbed, parcel number not assigned

Exhibit A: Scale Map

Exhibit B: Legal Description

Population of the territory: Zero (0)

Dated January 3, 2022

Curtis D. Van Erem

Curtis Van Erem – State of Wisconsin Representative
(DOT NER Real Estate Supervisor)

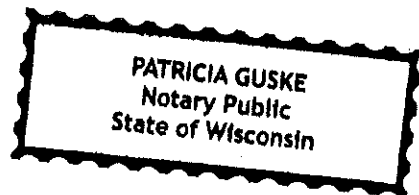
Personally came before me this 3rd day of January, 2022, the above-named Curtis Van Erem, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Name: Patricia Guske

Notary Public, Brown County, Wisconsin

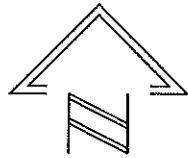
My Commission expires on 6/23/2024

Patricia Guske

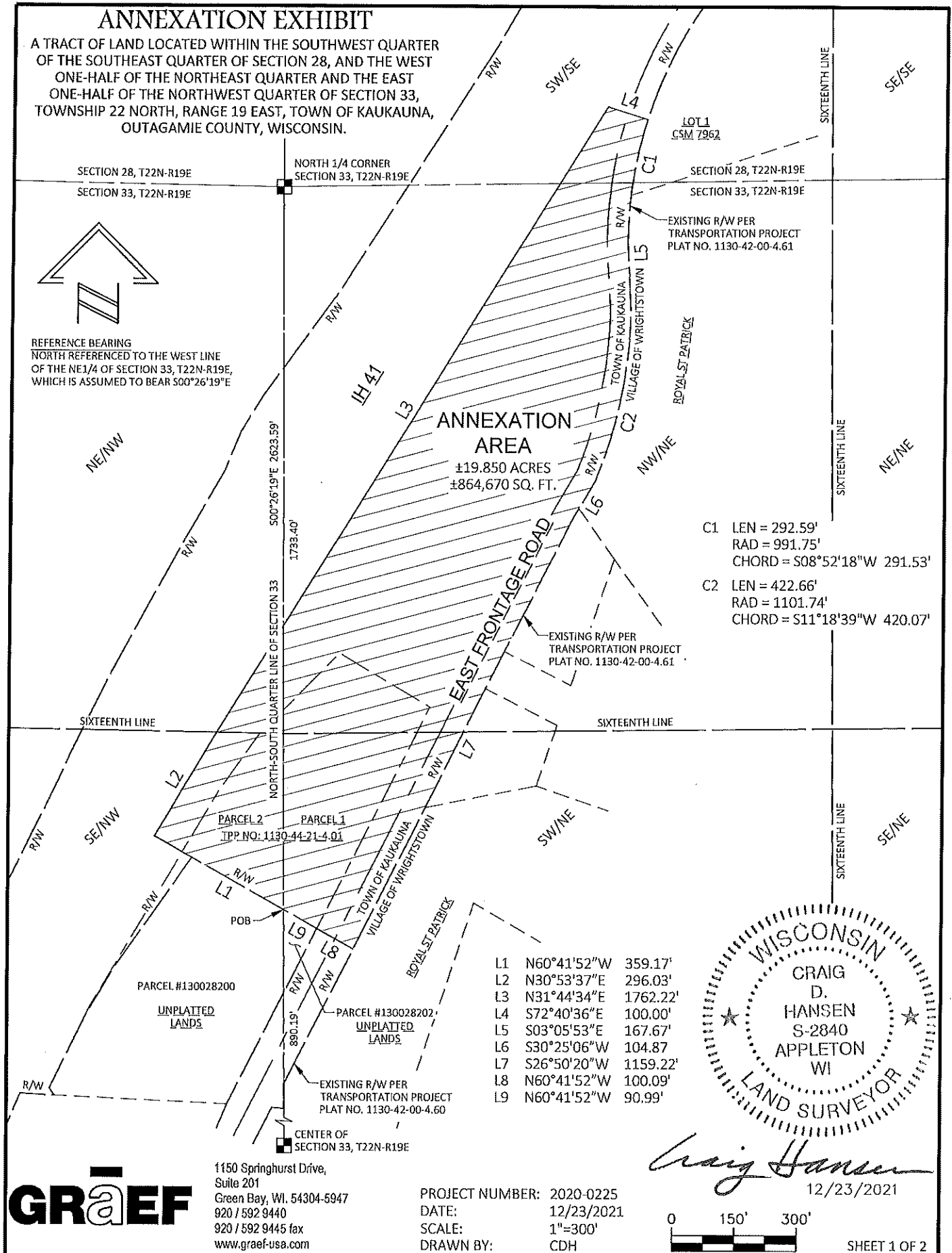


ANNEXATION EXHIBIT

A TRACT OF LAND LOCATED WITHIN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 28, AND THE WEST ONE-HALF OF THE NORTHEAST QUARTER AND THE EAST ONE-HALF OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN.



REFERENCE BEARING
NORTH REFERENCED TO THE WEST LINE
OF THE NE1/4 OF SECTION 33, T22N-R19E,
WHICH IS ASSUMED TO BEAR S00°26'19"E



ANNEXATION AREA

±19.850 ACRES
±864,670 SQ. FT.

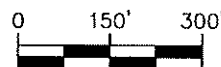
C1 LEN = 292.59'
RAD = 991.75'
CHORD = S08°52'18"W 291.53'

C2 LEN = 422.66'
RAD = 1101.74'
CHORD = S11°18'39"W 420.07'

L1 N60°41'52"W 359.17'
L2 N30°53'37"E 296.03'
L3 N31°44'34"E 1762.22'
L4 S72°40'36"E 100.00'
L5 S03°05'53"E 167.67'
L6 S30°25'06"W 104.87'
L7 S26°50'20"W 1159.22'
L8 N60°41'52"W 100.09'
L9 N60°41'52"W 90.99'



Craig Hansen
12/23/2021



SHEET 1 OF 2

GRAEF

1150 Springhurst Drive,
Suite 201
Green Bay, WI, 54304-5947
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com

PROJECT NUMBER: 2020-0225
DATE: 12/23/2021
SCALE: 1"=300'
DRAWN BY: CDH

ANNEXATION EXHIBIT

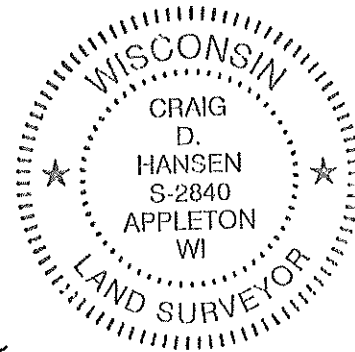
A TRACT OF LAND LOCATED WITHIN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 28, AND THE WEST ONE-HALF OF THE NORTHEAST QUARTER AND THE EAST ONE-HALF OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN.

ANNEXATION DESCRIPTION

A TRACT OF LAND LOCATED WITHIN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 28, AND THE WEST ONE-HALF OF THE NORTHEAST QUARTER AND THE EAST ONE-HALF OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF KAUKAUNA, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 33; THENCE S00°26'19"E, 1733.40 FEET ALONG THE NORTH-SOUTH QUARTER LINE OF SAID SECTION 33 TO THE SOUTHEAST CORNER OF PARCEL NUMBER 2 OF TRANSPORTATION PROJECT PLAT NUMBER 1130-44-21-4.01, RECORDED AS DOCUMENT NUMBER 2044253 AT THE OUTAGAMIE COUNTY REGISTER OF DEEDS OFFICE, AND THE POINT OF BEGINNING; THENCE N60°41'52"W, 359.17 FEET ALONG THE SOUTH LINE OF SAID PARCEL NUMBER 2 AND ITS EXTENSION; THENCE N30°53'37"E, 296.03 FEET; THENCE N31°44'34"E, 1762.22 FEET; THENCE S72°40'36"E, 100.00 FEET TO A POINT ON THE EAST RIGHT-OF-WAY OF THE EAST FRONTAGE ROAD OF IH-41 AS SHOWN ON TRANSPORTATION PROJECT PLAT NUMBERS 1130-42-00-4.60 AND 1130-42-00-4.61, RECORDED AS DOCUMENT NUMBERS 1959504 AND 1959505 AT THE OUTAGAMIE COUNTY REGISTER OF DEEDS OFFICE; THENCE 292.59 FEET ALONG SAID EAST RIGHT-OF-WAY ON A CURVE TO THE LEFT HAVING A RADIUS OF 991.75 FEET AND A CHORD OF S08°52'18"W, 291.53 FEET; THENCE S03°05'53"E, 167.67 FEET ALONG SAID EAST RIGHT-OF-WAY; THENCE 422.66 FEET ALONG SAID EAST RIGHT-OF-WAY ON A CURVE TO THE RIGHT HAVING A RADIUS OF 1101.74 FEET AND A CHORD OF S11°18'39"W, 420.07 FEET; THENCE S30°25'06"W, 104.87 FEET ALONG SAID EAST RIGHT-OF-WAY; THENCE S26°50'20"W, 1159.22 FEET ALONG SAID EAST RIGHT-OF-WAY; THENCE N60°41'52"W, 100.09 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF THE EAST FRONTAGE ROAD OF IH-41 AS SHOWN ON SAID TRANSPORTATION PROJECT PLAT NUMBER 1130-42-00-4.60 AND THE SOUTHEAST CORNER OF PARCEL NUMBER 1 OF SAID TRANSPORTATION PROJECT PLAT NUMBER 1130-44-21-4.01; THENCE N60°41'52"W, 90.99 FEET ALONG THE SOUTH LINE OF SAID PARCEL NUMBER 1 TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 19.850 ACRES (864,670 SQUARE FEET), MORE OR LESS.



Craig Hansen
12/23/2021

GRAEF

1150 Springhurst Drive,
Suite 201
Green Bay, WI, 54304-5947
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com

PROJECT NUMBER: 2020-0225
DATE: 12/23/2021
SCALE: N/A
DRAWN BY: CDH

SHEET 2 OF 2

ANNEXATION DESCRIPTION

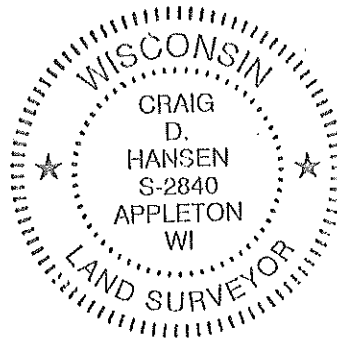
A tract of land located within the Southwest Quarter of the Southeast Quarter of Section 28, and the West One-Half of the Northeast Quarter and the East One-Half of the Northwest Quarter of Section 33, Township 22 North, Range 19 East, Town of Kaukauna, Outagamie County, Wisconsin, bounded and described as follows:

Commencing at the North Quarter Corner of said Section 33; thence S00°26'19"E, 1733.40 feet along the north-south quarter line of said Section 33 to the southeast corner of Parcel Number 2 of Transportation Project Plat Number 1130-44-21-4.01, recorded as Document Number 2044253 at the Outagamie County Register of Deeds Office, and the **Point of Beginning**; thence N60°41'52"W, 359.17 feet along the south line of said Parcel Number 2 and its extension; thence N30°53'37"E, 296.03 feet; thence N31°44'34"E, 1762.22 feet; thence S72°40'36"E, 100.00 feet to a point on the east right-of-way of the East Frontage Road of IH-41 as shown on Transportation Project Plat Numbers 1130-42-00-4.60 and 1130-42-00-4.61, recorded as Document Numbers 1959504 and 1959505 at the Outagamie County Register of Deeds Office; thence 292.59 feet along said east right-of-way on a curve to the left having a radius of 991.75 feet and a chord of S08°52'18"W, 291.53 feet; thence S03°05'53"E, 167.67 feet along said east right-of-way; thence 422.66 feet along said east right-of-way on a curve to the right having a radius of 1101.74 feet and a chord of S11°18'39"W, 420.07 feet; thence S30°25'06"W, 104.87 feet along said east right-of-way; thence S26°50'20"W, 1159.22 feet along said east right-of-way; thence N60°41'52"W, 100.09 feet to a point on the west right-of-way of the East Frontage Road of IH-41 as shown on said Transportation Project Plat Number 1130-42-00-4.60 and the southeast corner of Parcel Number 1 of said Transportation Project Plat Number 1130-44-21-4.01; thence N60°41'52"W, 90.99 feet along the south line of said Parcel Number 1 to the **Point of Beginning**.

Said tract of land contains 19.850 acres (864,670 square feet), more or less.

Prepared By:

GRAEF-USA Inc.
1150 Springhurst Drive,
Suite 201
Green Bay, WI. 54304-5947
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com



Craig Hansen

12/23/2021

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: Wisconsin Department of Transportation (WIDOT)

Petition Number: 14470

1. Territory to be annexed: From TOWN OF KAUKAUNA To VILLAGE OF WRIGHTSTOWN

2. Area (Acres): 19.85

3. Pick one: ☐ Property Tax Payments

OR

☐ Boundary Agreement

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

\$ No taxes paid on property. State owned.

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

c. Participating jurisdictions

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

4. Resident Population: Electors: 0 Total: 0

5. Approximate present land use of territory:

Residential: % Recreational: % Commercial: % Industrial: %

Undeveloped: % Existing Right of Way, owned by Wisconsin DOT,

6. If territory is undeveloped, what is the anticipated use? Used as a weigh station

Residential: % Recreational: % Commercial: % Industrial: %

Other: 100 %

Comments: Staying as existing but bathroom being built for workers at weigh station

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

Plat Name: 2020-0025

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

Residential Vacant Lots, Golf course, Orchard

In the town?: undeveloped

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? _____

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:

Property is currently owned by the Wisconsin Department of Administration and is being used as a weigh station. Annexation is being requested so bathroom

Prepared by: ☐ Town ☐ City ☒ Village

Please **RETURN PROMPTLY** to:

Name: Michelle Seidl

wimunicipalboundaryreview@wi.gov

Email: mseidl@dundightstown.us

Municipal Boundary Review

Phone: 920-532-5567 x12

PO Box 1645, Madison WI 53701



Date: 1/4/2022

Fax: (608) 264-6104

(March 2018)

can be constructed utilizing village sewer & water.
all properties annexed into the village, per village
code, are zoned R-R Rural Residential



-  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

Notes

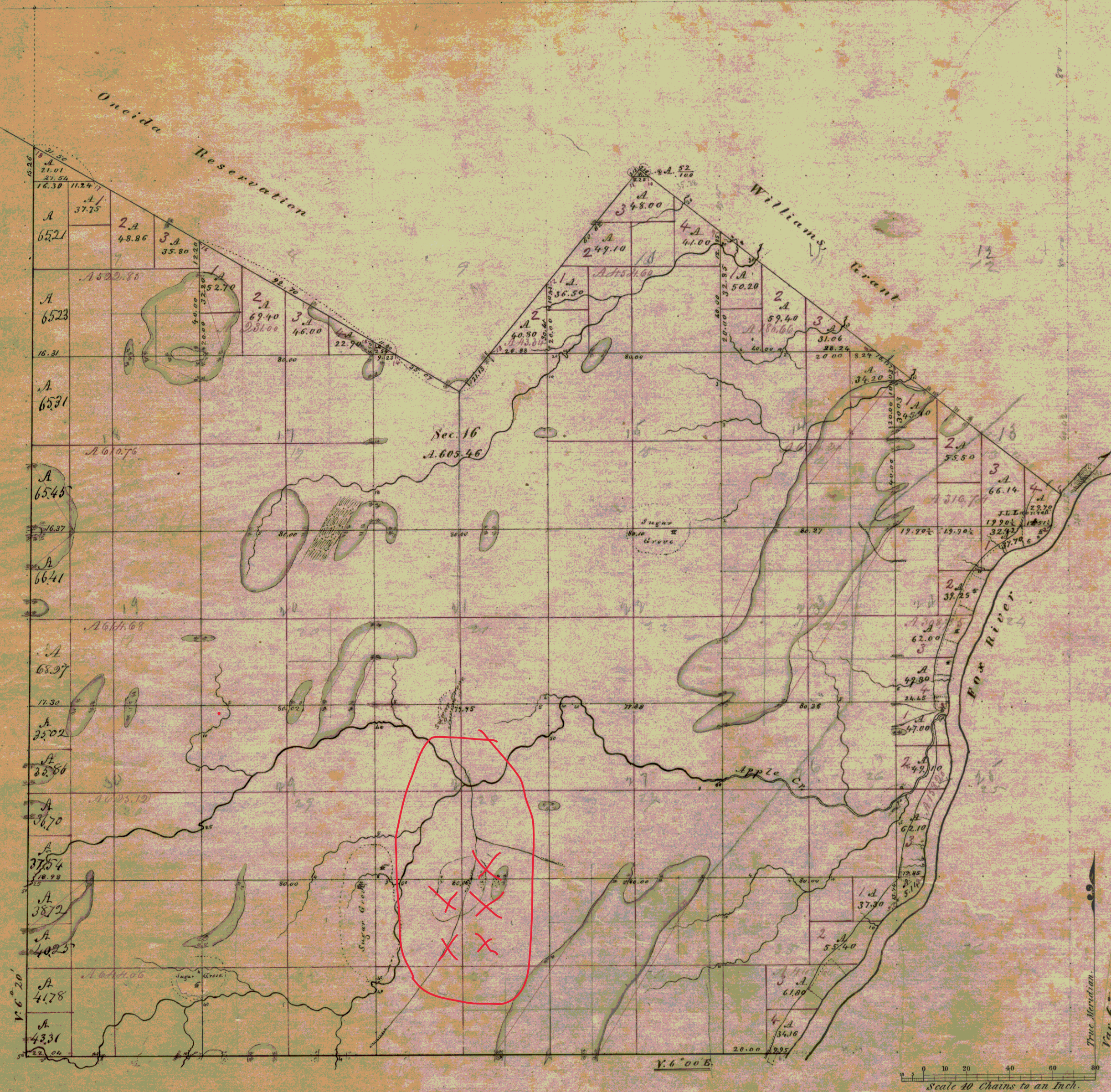
0.5 0 0.25 0.5 Miles

NAD_1983_HARN_Wisconsin_TM

1: 15,840

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/>

Township N^o 22 N, Range N^o 19 East, 4th Mer.



Meanders of Fox River							
Posts	Courses	Ch ^s	Lk ^s	Posts	Courses	Ch ^s	Lk ^s
<u>Left bank up stream</u>							
1	S 28 W	9.00					
	S 6 W	6.30					
2	S 29 W	6.00					
	S 53 W	4.00					
	S 75 W	10.00					
	S 78 W	5.00					
	S 43 W	11.50					
	S 24 W	5.00					
	S 27 W	4.50					
	S 25 W	20.00					
	S 34 W	10.00					
	S 12 W	11.00					
	S 19 W	4.00					
	S 27 W	2.50					
	S 8 W	2.50					
	S 37 W	2.98					
3	S 17 W	2.50					
	S 15 W	2.00					
	S 32 W	4.00					
	S 12 W	8.50					
	S 5 W	12.50					
	S 6 W	6.50					
	S 32 W	10.50					
	S 19 W	5.50					
	S 25 W	5.50					
	S 31 W	8.50					
	S 7 W	2.50					
	S 37 W	6.50					
	S 3 W	2.50					
	S 9 W	2.23					
4	S 21 W	5.10					
	S 34 W	3.00					
	S 63 W	6.50					
	S 49 W	4.00					
5	S 50 W	3.64					
	S 39 W	5.00					
	S 34 W	9.00					
	S 20 W	6.50					
	S 29 W	6.00					
	S 18 W	11.50					
	S 50 W	11.00					
	S 45 W	10.00					
	S 37 W	15.00					
	S 37 W	5.30					
	S 26 W	20.00					
	S 42 W	8.00					
6	S 37 W	2.50					

Total number of Acres 11,166.75					
Surveys Designated.	By Whom Surveyed.	Date of Contract.	Amount of Surveys. M. Ch ^s Lk ^s	When Surveyed.	When Charged in the Sur ^y Gen ^l 's acc ^t
Township lines.	A. G. Ellis	May 13, 1843	9. 47. 25	2 nd Q ^r . 1843	1 st Q ^r . 1844
Subdivisions.	John. Bannister	August 16, 1843	45. 43. 90	1 st Q ^r . 1843	4 th Q ^r . 1844

The above Map of Township N^o 22 North, of Range N^o 19 East, 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, James Wilson
Oshkosh, December 31, 1844. Sur^y Gen^l



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>

January 24, 2022

PETITION FILE NO. 14470

MICHELLE SEIDL, CLERK
VILLAGE OF WRIGHTSTOWN
352 HIGH ST
WRIGHTSTOWN, WI 54180-1130

DEBBIE K VANDER HEIDEN, CLERK
TOWN OF KAUKAUNA
W780 GREINER ROAD
KAUKAUNA, WI 54130-8028

Subject: WISCONSIN DEPARTMENT OF TRANSPORTATION (WIDOT) ANNEXATION

The proposed annexation submitted to our office on January 03, 2022, 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 **VILLAGE OF WRIGHTSTOWN**, which is able to provide needed municipal services.

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 14470 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=2544>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner