

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: **NATHAN BYOM - KWIK TRIP INC**

Address: **1626 OAK STREET**

P.O. BOX 2107

LA CROSSE, WI 54602

Email: **NBYOM@KWIKTRIP.COM**

Office use only:

RECEIVED

January 24, 2022

Municipal Boundary Review
Wisconsin Dept. of Admin.

1. Town where property is located: **TOWN OF MC MILLAN**

2. Petitioned City or Village: **CITY OF MARSHFIELD**

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

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

5. Area (in acres) of the territory to be annexed: **4.671**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **056-2603-313-0978 AND 056-2603-313-0961**

Petitioners phone:

608-791-7448

Town clerk's phone:

715-389-1338

City/Village clerk's phone:

715-384-3636

Contact Information if different than petitioner:

Representative's Name and Address:

Phone:

E-mail:

Surveyor or Engineering Firm's Name & Address:
TOM TRZINSKI

LAMPERT-LEE & ASSOCIATES

10968 STATE HIGHWAY 54 EAST

WISCONSIN RAPIDS, WI 54494

Phone: **715-424-3131 EXT 314**

E-mail: **TTRZINSKI@LAMPERTLEE.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]

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)

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: 1-24-2022
Payer: Kwik Trip Inc

check #1275022
1-12-2022
\$950.00

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 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.]

PETITION OF ELECTORS AND PROPERTY OWNERS FOR DIRECT ANNEXATION

To The Honorable Mayor and the Marshfield Common Council:

The undersigned, being the sole owner(s) of real estate hereinafter described, DO HEREBY PETITION the Marshfield Common Council to annex all of the territory hereinafter described from the Town of McMillan to the City of Marshfield, Marathon County, State of Wisconsin, and do hereby further petition and show as follows:

- 1) That the undersigned are all of the electors residing in the territory hereinafter described.
- 2) That the undersigned are all of the owners of property in the territory hereinafter described.
- 3) That the territory hereinafter described is contiguous to the present boundary of the City of Marshfield, as shown by the scale map attached hereto showing boundaries of such territory in relation to the contiguous existing city limits.
- 4) That the proposed annexation is in the public interest, and is necessary and advisable, in that annexation of said lands will enable redevelopment and combination with properties currently in the city. It will also allow the undersigned petitioners to connect to existing sewer and water facilities and thereby eliminate the health hazard of private septic systems and contaminated private water supply systems.
- 5) That the proposed annexation can be effected pursuant to provisions of Section 66.0217(2) of the Wisconsin State Statutes.
- 6) The legal description of the property to be annexed is as follows:
Part of Lot 4, CSM 9843 as recorded in Volume 40 on Page 66 as Document No. 1113864, Part of Discontinued McMillan Street, Being part of the SE1/4SW1/4 & SW1/4SW1/4, All in Section 31, T26N, R3E, Town of McMillan, Marathon County, Wisconsin.
- 7) A scale map of said property is attached to this petition and incorporated by reference.

The estimated population of the area, based on figures or formulas from the Bureau of Census, is 0.

Signature	Typed/Printed Name	Address	Mark with an "X"		Date
			Owner	Elector	
<i>William Luder</i>	WILLIAM LUDER	200757 N. Lincoln Marshfield WI	X		1-13-2022
<i>Barbara Luder</i>	BARBARA LUDER	200757 N. Lincoln Marshfield	X		1-14-22

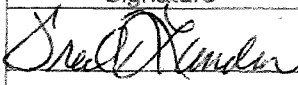
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Signature	Typed/Printed Name	Address	Mark with an "X"		Date
			Owner	Elector	
	FRED T. LUNDIN	4151 DIXIE AVE.			
	POA for ROBERT A. KAT	WAUSAU, WI 54485	X		1-12-22

CONSENT AGREEMENT

THIS LETTER GIVES KWIK TRIP, INC PERMISSION TO GET THE LAND IN THE TOWN OF MCMILLAN, MARATHON COUNTY OWNED BY WILLIAM AND BARBARA LUDER ANNEXED INTO THE CITY OF MARSHFIELD FOR THE PURPOSE OF BUILDING A NEW KWIK TRIP STORE.

William Luder

WILLIAM LUDER

8-26-2021

DATE

Barbara Luder

BARBARA LUDER

8-26-21

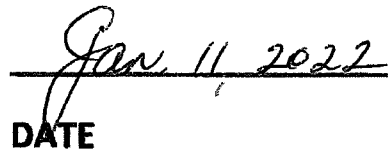
DATE

CONSENT AGREEMENT

THIS LETTER GIVES KWIK TRIP, INC PERMISSION TO GET THE LAND IN THE TOWN OF MCMILLAN, MARATHON COUNTY OWNED BY R & P KAY PROPERTIES, LLC ANNEXED INTO THE CITY OF MARSHFIELD FOR THE PURPOSE OF BUILDING A NEW KWIK TRIP STORE.

A handwritten signature in cursive script, appearing to read "Fred Lundin", is written over a horizontal line.

FRED LUNDIN, POA FOR

A handwritten date "Jan 11, 2022" is written in cursive script over a horizontal line.

DATE

ROBERT A KAY, MANAGING MEMBER



CITY OF MARSHFIELD

ANNEXATION APPLICATION

207 W. 6TH ST, MARSHFIELD, WI 54449

Annexation Application

Office Use Only			
Date Received:	Fee Receipt #:	Zoning District:	Parcel #:

Applicant/Point of Contact Information			
Name: Nate Byom - Kwik Trip, Inc.	Phone: 608-791-7448	Email: nbyom@kwiktrip.com	
Address, City, State, Zip: 1626 Oak Street, La Crosse, WI 54603			
Applicant is <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): Under contract for purchase			

Owner Information (If different from Applicant)		
Name: William and Barbara Luder	Phone:	Email:
Address, City, State, Zip: 200757 Lincoln Ave, Marshfield, WI 54449		

Site Information (Attach additional pages if needed)	
Address(es):	Parcel #(s): 056-2603-313-0978, 056-2603-313-0961
Land Use(s) currently: Vacant	Property dimensions: irregular - see attached exhibit (4.671 ACRES)
Legal Description (include Section, Township, Range): <small>Part of Lot 4, CSM 9843 as recorded in Volume 40 on Page 66 as Document No. 1113864, Part of Discontinued McMillan Street, Being part of the SE1/4SW1/4 & SW1/4SW1/4, All in Section 31, T26N, R3E.</small>	
Street Frontage(s): West McMillan Street, West Veterans Parkway (State Rd 13)	
Public Utilities Available: <input checked="" type="checkbox"/> Sanitary <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Storm <input checked="" type="checkbox"/> Electric <input checked="" type="checkbox"/> Other: Gas	
Special Assessments/Easements/etc:	
Requested Zoning District: CMU - Community Mixed Use	Proposed Land Use(s): Convenience Store
Reason for Annexation: Redevelopment of site and additional property being developed is in the city. Property being requested for annexation is an island surrounded by city property.	
Identify City infrastructure anticipated to service the property: Water, Sanitary, Electrical, Roadway for access, Stormsewer	

Documentation Submitted				
Petition	Site Plan	State of Application	Survey & Legal Description	Other:

Fees			
Rezoning	Map	Annexation Fee (per Policy 7.3.10)	Total Fee:

Required documentation must be submitted to the Development Services Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information.

I hereby apply for annexation to the City of Marshfield, and I acknowledge that the information above and attached is complete and accurate; that the Plan Commission and/or the Common Council may deny, in whole or in part, this request; and that this form is not in itself an approval for annexation but only an application for such and is invalid without procurement of applicable approvals and submittal of a signed, authorized petition for annexation. In addition, as owner or authorized agent, my signature authorizes the City Staff or their representatives including members of the Plan Commission and Common Council to visit and inspect the property for which this application is being submitted. By signing this I acknowledge that anything turned in to assist this application being approved becomes property of the City, and that the City is allowed to reproduce and distribute said materials to assist the Plan Commission, Common Council, and City Staff reviewing this application now or in the future.

Applicant Signature:

Date:

EXHIBIT "A"
Proposed Annexation Area to the City of Marshfield
Area to be Annex

Part of Lot 4, CSM 9843 as recorded in Volume 40 on Page 66 as Document No. 1113864, Part of Discontinued McMillan Street, Being part of the SE1/4SW1/4 & SW1/4SW1/4, All in Section 31, T26N, R3E, Town of McMillan, Marathon County, Wisconsin.

Commencing at the South quarter corner of Section 31;

Thence N89°36'10"W along the South line of Section 31, 922.57 feet to the prolongation of the East line of Lot 2, CSM 12106;

Thence N01°38'06"W along the prolongation of the East line of Lot 2, CSM 12106, 33.02 feet to the North line of McMillan Street and the Point of Beginning of the following description;

Thence N89°36'10"W along the North line of discontinued McMillan Street and the South line of Lot 4, CSM 9843, 880.55 feet to the Southwest corner of Lot 4, CSM 9843;

Thence N44°11'34"W along the Westerly line of Lot 4, CSM 9843, 229.95 feet to the centerline of West McMillan Street;

Thence N45°37'25"E along the centerline of West McMillan Street, 108.18 feet to the beginning of a circular curve concave to the South with a radius of 310.00 feet and a central angle of 46°20'05";

Thence Northeasterly along the arc of the curved centerline of West McMillan Street, 250.70 feet to the prolongation of the Westerly line of Lot 1, CSM 13857, which is measured by a chord of 243.92 feet that bears N68°47'27.5"E;

Thence N04°06'54"W along the prolongation of the Westerly line of Lot 1, CSM 13857, 35.18 feet to the Southwest corner of said Lot 1 and the Northerly line of West McMillan Street and the beginning of a circular curve concave to the South with a radius of 345.00 feet and a central angle of 34°44'22";

Thence Southeasterly along the arc of curved Southerly line of Lots 1 & 2, CSM 13857 and the Northerly line of West McMillan Street, 209.18 feet to a pipe on a corner of said Lot 2, which is measured by a chord of 205.99 feet that bears S71°17'24"E;

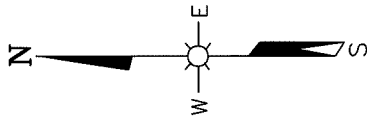
Thence S53°55'13"E along the Southerly line of Lot 2, CSM 13857, the southerly line of Lot 1, CSM 12106 and the Northerly line of West McMillan Street, 329.09 feet to a pipe on a corner of said Lot 1 and the beginning of a circular curve concave to the Northeast with a radius of 567.00 feet and a central angle of 30°21'43";

Thence Southeasterly along the arc of curved Southerly line of Lots 1 & 2, CSM 12106 and the Northerly line of West McMillan Street, 300.46 feet to a rod on the Southeast corner of said Lot 2, which is measured by a chord of 296.96 feet that bears S69°06'04.5"E;

Thence S01°38'06"E along the prolongation of the East line of Lot 2, CSM 12106, 4.16 feet to the Point of Beginning, containing 203,470 square feet or 4.671 acres.

EXHIBIT 'B'

PROPOSED ANNEXATION AREA TO THE CITY OF MARSHFIELD



Scale 1"=160'

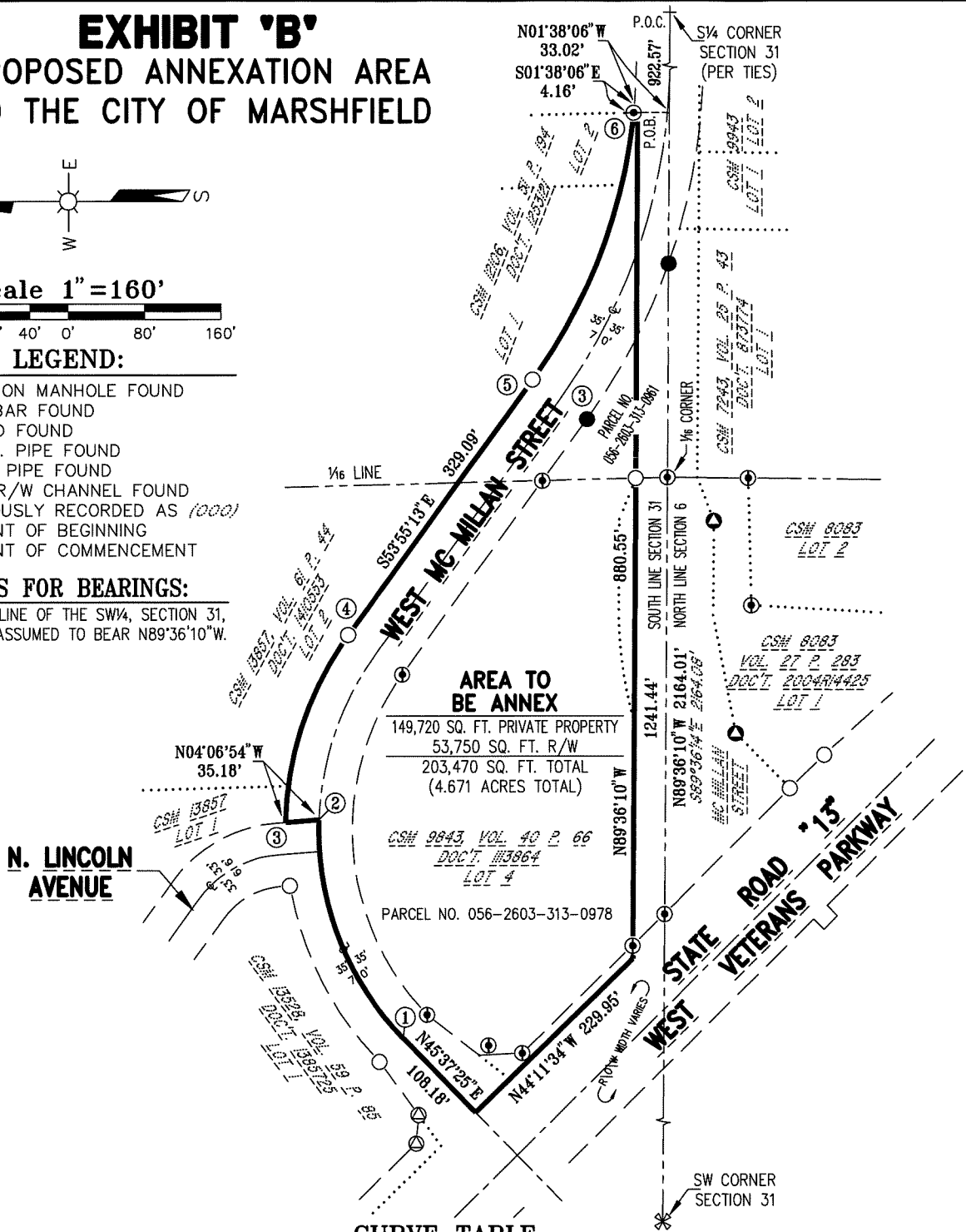
160' 120' 80' 40' 0' 80' 160'

LEGEND:

- ✕ CROSS ON MANHOLE FOUND
- 3/4" REBAR FOUND
- ⊙ 3/4" ROD FOUND
- ⊗ 3/4" O.D. PIPE FOUND
- 1" O.D. PIPE FOUND
- ▲ STEEL R/W CHANNEL FOUND
- PREVIOUSLY RECORDED AS (000)
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT

BASIS FOR BEARINGS:

THE SOUTH LINE OF THE SW1/4, SECTION 31,
T26N, R3E, ASSUMED TO BEAR N89°36'10"W.



-CURVE TABLE-

CURVE NO.	RADIUS LENGTH	CHORD BEARING	TANGENT BEARING	TANGENT BEARING	CENTRAL ANGLE	ARC LENGTH	CHORD LENGTH
1-2	310.00'	N68°47'27.5"E	N45°37'25"E	N88°02'30"W	46°20'05"	250.70'	243.92'
3-4	345.00'	S71°17'24"E	S88°39'35"E	N53°55'13"W	34°44'22"	209.18'	205.99'
5-6	567.00'	S69°06'04.5"E	S53°55'13"E	N84°16'56"W	30°21'43"	300.46'	296.96'

Dwg. No. 10373-D-2-A

Project No. 21-94

Drawn By: Pat Pazurek

Date: November 22, 2021

Sheet 2 of 2 Sheet



ESP GROUP, INC.

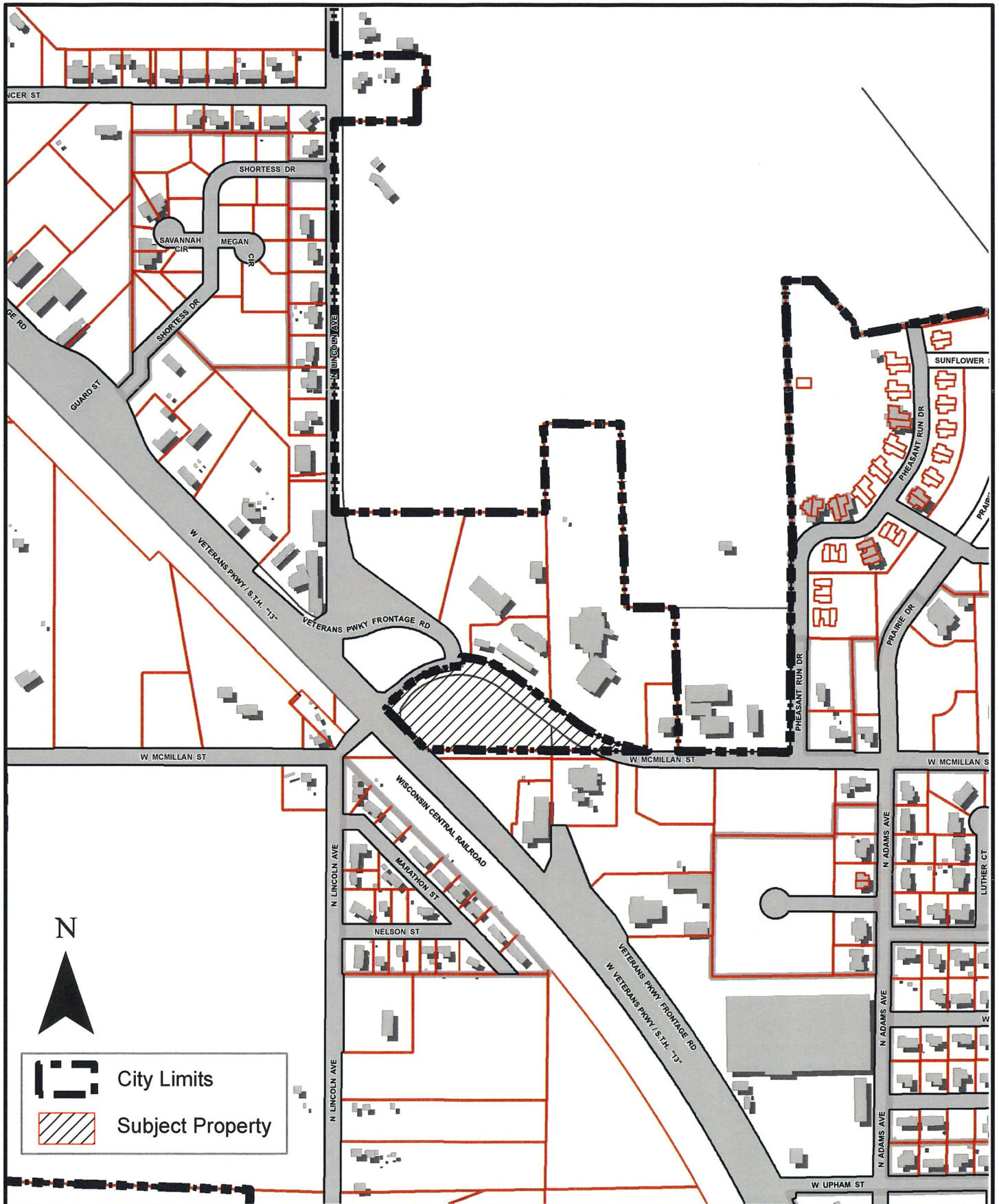
LAMPERT-LEE & ASSOCIATES

ENGINEERS • SURVEYORS • PLANNERS

10968 State Hwy. 54 East • Wisconsin Rapids, WI 54494-8718
715-424-3131 • FAX 715-423-8774

KWIK TRIP INC.

PART OF LOT 4, CSM 9843 AS RECORDED IN VOLUME 40 ON PAGE 66 AS DOCUMENT NO. 1113864, PART OF DISCONTINUED MC MILLAN STREET, BEING PART OF THE SE1/4SW1/4 & SW1/4SW1/4, ALL IN SECTION 31, T26N, R3E, TOWN OF MC MILLAN, MARATHON COUNTY, WISCONSIN



0 0.05 0.1 0.2 Miles

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.



Proposed Annexation: Luder and Kay Properties

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: Kwik Trip Inc

Petition Number: 14475

1. Territory to be annexed: From TOWN OF MCMILLAN To CITY OF MARSHFIELD

2. Area (Acres): 4.621

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 183.04

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$915.20

c. Participating jurisdictions _____

c. Paid by: ☒ Petitioner ☒ City ☐ Village

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: _____

4. Resident Population: Electors: 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: _____% Commercial: 100% 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, right-of-way, rail/road

In the town?: N/A

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.

☒

☐

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? Neighborhood Commercial "NC", Farmland Preservation "F-P"

c. How will the land be zoned and used if annexed? Community Mixed Use "CMU"

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: Steven D. Wiley

Email: Steven.Wiley@ci.marshfield.wi.us

Phone: 715-486-2074

Date: 01/25/2022

(March 2018)

Please RETURN PROMPTLY to:

wimunicipalboundaryreview@wi.gov

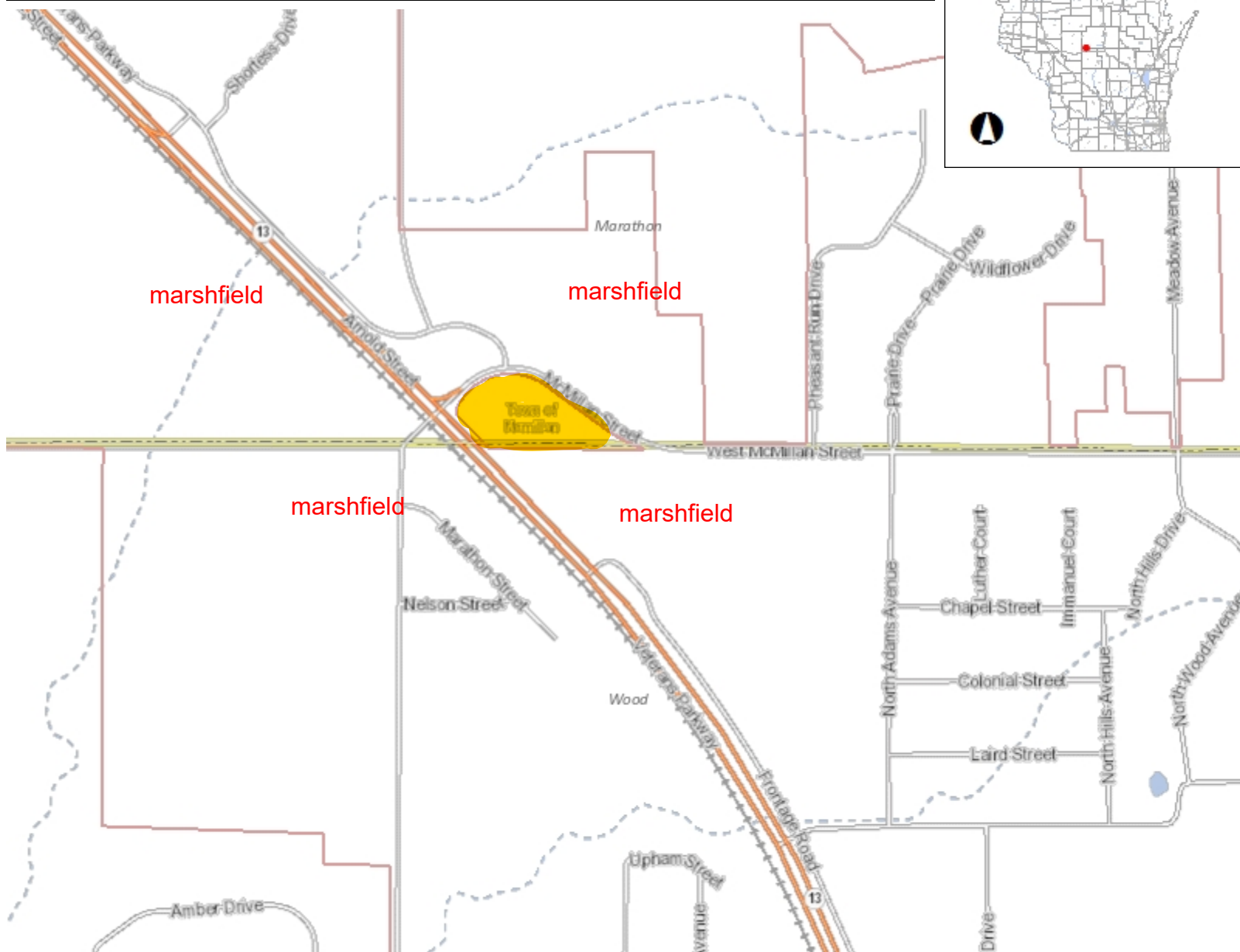
Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



Surface Water Data Viewer Map



Legend

- 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

124.60

Scale 10 Chains to an Inch.

The above Map of Township 19 26 North of Range 19 East of the 4th Principal Meridian State of Wisconsin 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.
Dubuque July 25 1884

Warner Lewis
Sur. Genl



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

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

Email: wimunicipalboundaryreview@wi.gov

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

February 14, 2022

PETITION FILE NO. 14475

DEB M HALL, CLERK
CITY OF MARSHFIELD
207 W 6TH ST
MARSHFIELD, WI 54449-4138

PATTI RAHN, CLERK
TOWN OF MCMILLAN
113904 ELM TREE ROAD
MARSHFIELD, WI 54449-5275

Subject: KWIK TRIP INC ANNEXATION

The proposed annexation submitted to our office on January 24, 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 **CITY OF MARSHFIELD**, 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 14475 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=2549>

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

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner