

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102

wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

Petitioner Information

Name: **Randy Ullmer, as Trustee, KKLMP, LLC and Jamie Hudson**

Phone: **715-536-3230**

Email: **dotwhyru@aol.com**

RECEIVED

October 10, 2022

Municipal Boundary Review
Wisconsin Dept. of Admin.

Contact Information if different than petitioner:

Representative's Name: **Paul Evert, Village Administrator**

Phone: **920-434-4640**

E-mail: **pfevert@villageofhoward.com**

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

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

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

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

5. Area (in acres) of the territory to be annexed: **38.531**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
PI-655, PI-656, PI-656-1

Include these required items with this form:

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

(2021)

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

\$800 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

\$1150 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

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

DON'T 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 & form received: 10-11-22

Payer: Law Firm of Conway, Olejniczak & Jerry

Check Number: 178180

Check Date: 10-6-22

Amount: \$1150.00

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 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).

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

Since 1976

October 7, 2022

Attorney Robert R. Gagan
RRG@lcojlaw.com

Via Overnight Delivery

Erich Schmidtke
WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison, WI 53701

Re: Petition for Annexation

Dear Erich:

Enclosed herewith please find a Petition for Annexation that was received by the Village of Howard. I have also enclosed a check for your filing review fees. I have been authorized by Petitioner Randy Ullmer to copy the Town of Pittsfield Clerk to provide notice pursuant to Wisconsin Statutes.

Thank you for your assistance regarding this matter. Please contact me with any questions.

Sincerely,

LAW FIRM OF CONWAY, OLEJNICZAK & JERRY, S.C.

By: Electronically Signed by Robert R. Gagan
Robert R. Gagan

RRG/plh

Enclosures

cc: Debbie Diederich, Clerk & Zoning Administrator, Town of Pittsfield
4375238

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS

APPROVAL PURSUANT TO §66.0217(2), WISCONSIN STATUTES

TO: Christopher A. Haltom, Village Clerk
Village of Howard
2456 Glendale Avenue
Green Bay, WI 54313

We, the undersigned petitioners, constituting all of the electors and all of the owners of real property, all of which real property is located in the Town of Pittsfield, Brown County, Wisconsin, lying contiguous to the Village of Howard, petition the Village of Howard to annex the territory legally described below to the Village of Howard, Brown County, Wisconsin and that said property be detached from the Town of Pittsfield.

The petitioners are the owners of all of the real property on the territory proposed to be annexed; two (2) electors reside in the territory and the current population of the territory is two (2).

The purpose of this petition is to annex the real property described herein to the Village of Howard and to detach said property from the Town of Pittsfield, all in Brown County, Wisconsin.

The property to be annexed is contiguous to the Village of Howard as set forth on the map as required by §66.0217(1)(g) and which is attached hereto as Exhibit A.

This petition is for direct annexation and is made pursuant to §66.0217(2), Wis. Stats. A true and correct copy of this petition is being provided to the following:

Debbie Diederich
Town Clerk & Zoning Administrator
Town of Pittsfield
4862 Kunesh Rd.
Green Bay, WI 54313

The parcels to be annexed are more particularly described as follows:

See attached Exhibit A.

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

Owner of Tax Parcel No. PI-655

Randal J. Ullmer, Trustee, Ullmer Family Trust
Randal J. Ullmer as
Randal J. Ullmer
Randal J. Ullmer, as Trustor/Trustee of the Ullmer Family Trust, Dated December 10, 2006

Owner of Tax Parcel No. PI-656

KKLMP LLC

Owner of Tax Parcel No. PI-656-1

Jamie Lee Hudson

#4358999

Debbie Diederich
Town Clerk & Zoning Administrator
Town of Pittsfield
4862 Kunesch Rd.
Green Bay, WI 54313

The parcels to be annexed are more particularly described as follows:

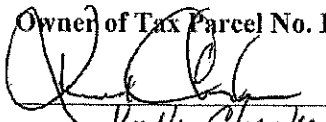
See attached Exhibit A.

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Owner of Tax Parcel No. PI-655

Randal J. Ullmer, as Trustor/Trustee of the Ullmer Family Trust, Dated December 10, 2006

Owner of Tax Parcel No. PI-656



Keith Chambers - PARTNER
KKLMP LLC

Owner of Tax Parcel No. PI-656-1

Jamie Lee Hudson

#4358999

Debbie Diederich
Town Clerk & Zoning Administrator
Town of Pittsfield
4862 Kunes Rd.
Green Bay, WI 54313

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Owner of Tax Parcel No. PI-655

Randal J. Ullmer, as Trustor/Trustee of the Ullmer Family Trust. Dated December 10, 2006

Owner of Tax Parcel No. PI-656


KKLMP LLC

Owner of Tax Parcel No. PI-656-1



Jamie Lee Hudson

Elector at Tax Parcel No. PI-656-1



Erin Walker



Exhibit

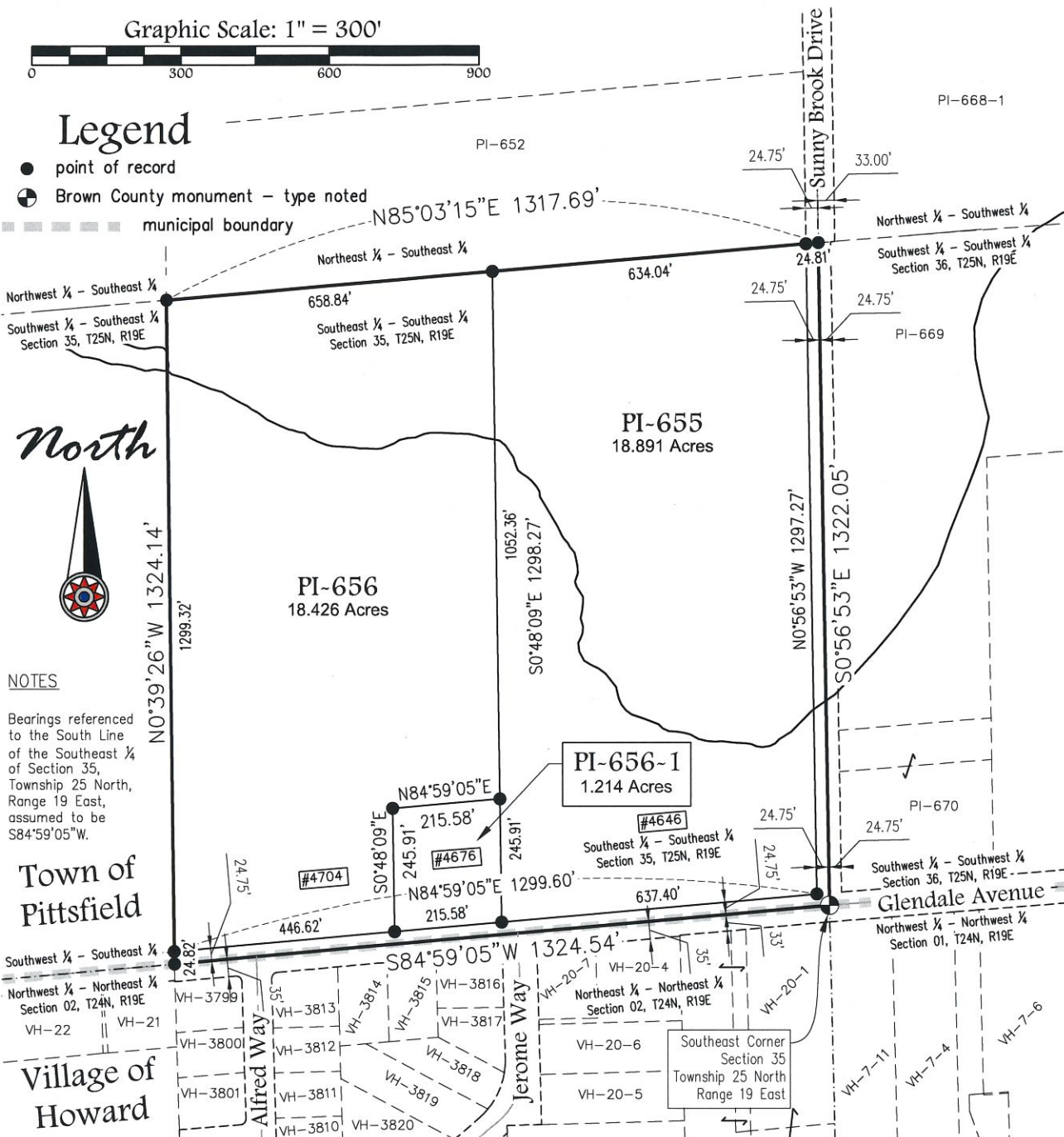
The Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 35 of Township 25 North, Range 19 East, located in the Town of Pittsfield, Brown County Wisconsin, more fully described on Sheet 2.

Graphic Scale: 1" = 300'



Legend

- point of record
- ⊕ Brown County monument - type noted
- municipal boundary



NOTES

Bearings referenced to the South Line of the Southeast $\frac{1}{4}$ of Section 35, Township 25 North, Range 19 East, assumed to be S84°59'05"W.

Town of Pittsfield

Village of Howard

Client: Village of Howard
Tax Parcel: PI-655, PI-656, & PI-656-1
Drafted By: ZRH
File: D-13487Exhibit 100622.dwg
Data File: D-13487.txt

Mau & Associates, LLP

LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of Two
Project No.: D-13487
Drawing No.: X-1355
Fieldwork Completed:



The Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 35 of Township 25 North, Range 19 East, located in the Town of Pittsfield, Brown County Wisconsin, more fully described as follows:

BEGINNING at the Southeast Corner of Section 35 of Township 25 North, Range 19 East; thence S84°59'05"W, 1324.54 feet along the South Line of the Southeast $\frac{1}{4}$ of said Section 35 being the centerline of "Glendale Avenue" to the West Line of the Southeast $\frac{1}{4}$ of said Southeast $\frac{1}{4}$; thence N00°39'26"W, 1324.14 feet along said West Line to the North Line of said Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$; thence N85°03'15"E, 1317.69 feet along said North Line to the East Line of said Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ and the centerline of "Sunny Brook Drive"; thence S00°56'53"E, 1322.05 feet along said East Line and said centerline to said centerline of "Glendale Avenue" and the POINT OF BEGINNING.



Client: Village of Howard
Tax Parcel: PI-655, PI-656, & PI-656-1
Drafted By: ZRH
File: D-13487Exhibit 100622.dwg
Data File: D-13487.txt

Mau & Associates, LLP

LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet Two of Two
Project No.: D-13487
Drawing No.: X-1355
Fieldwork Completed:

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: **KKLMP LLC and Jamie Hudson** and Ullmer Family Trust

Petition Number: **14536**

1. Territory to be annexed: From **TOWN OF PITTSFIELD** To **VILLAGE OF HOWARD**

2. Area (Acres): 38531

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 1,345.52

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$6,727.60

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: 2 Total: 2

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

Residential: 3 % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Undeveloped: 97 %

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

Residential: 100 % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Other: _____ %

Comments: _____

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

Plat Name: _____

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

Residential and agricultural

In the town?: _____

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. 1-2 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

For sanitary

If yes, identify the nature of the anticipated improvements and their probable costs: Approx. \$100,000.00 for sanitary

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? Please obtain from Pittsfield.

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

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: Attorney Robert R. Gagan

Email: rrg@lcojlaw.com

Phone: (920) 437-0476

Date: 10/14/2022

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

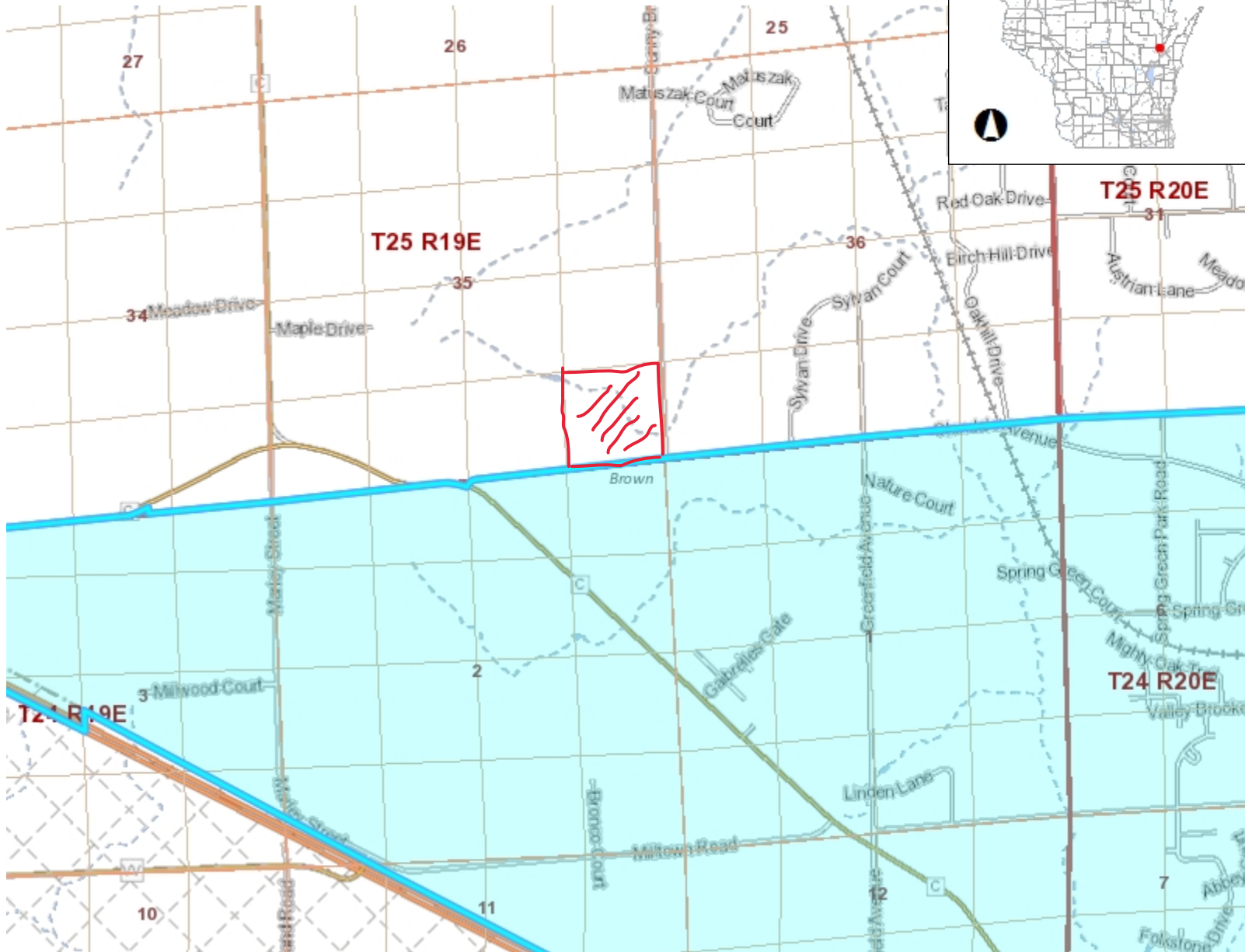
Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



Surface Water Data Viewer Map



Legend

- 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

0.8 0 0.38 0.8 Miles

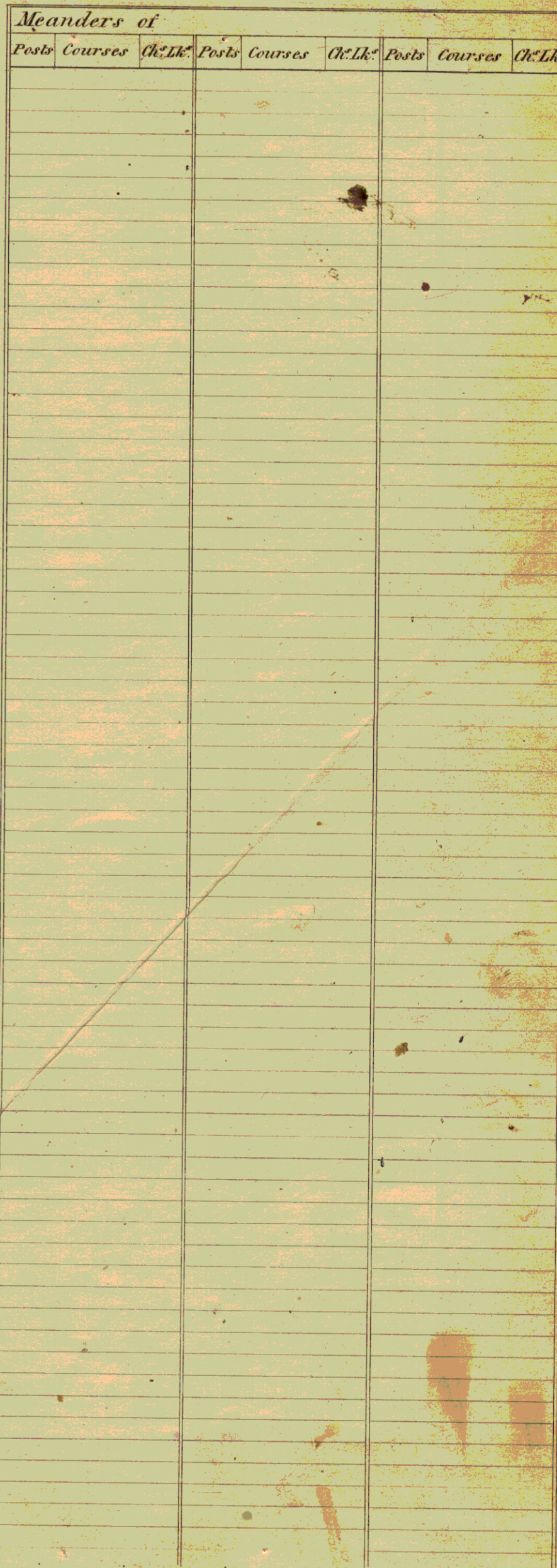
NAD_1983_HARN_Wisconsin_TM

1: 23,760

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

A. G. Ellis



Total number of Acres. 21,708, 21

		Total number of Acres. 21,000,25				
	Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p ^d for and ch ^d in the Sur ^s Gen ^l acc ^t
S. W. & N.	Township lines	A. G. Ellis	May, 18, 1843	M. Ch ^s Lks. 16. 01. 14	3d. q ^r . 1843	1st. q ^r . 1844
	Subdivisions	A. G. Ellis	Aug. 5, 1843	58. 02. 44	4th. q ^r . 1843	4th. Q ^r . 1844
E.	Township line	J. G. Knapp	April 29, 1839	6. 00. 00	2d. q ^r . 1839	1st. q ^r . 1840

The above Map of Township No 25 North, of Range No 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,
Dubuque, November, 25, 1844

James Wilson

Sur.^r Gen.



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY-DESIGNEE

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>

October 31, 2022

PETITION FILE NO. 14536

CHRISTOPHER A HALTOM, CLERK
VILLAGE OF HOWARD
PO BOX 12207
GREEN BAY, WI 54307-2207

DEBBIE DIEDERICH, CLERK
TOWN OF PITTSFIELD
6532 OLD 29 ROAD
SEYMOUR, WI 54165-9208

Subject: KKLMP LLC AND JAMIE HUDSON ANNEXATION

The proposed annexation submitted to our office on October 10, 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 Howard, 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 14536 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=2610>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner