

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: **Timberline Holdings, LLC**

Phone: **6083933565**

Email: **dlichte6791@yahoo.com**

Contact Information if different than petitioner:

Representative's Name: **Dennis Lichte**

Phone: **SAME**

E-mail: **Same**

RECEIVED

December 30, 2022

Municipal Boundary Review
Wisconsin Dept. of Admin.

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

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

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

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

5. Area (in acres) of the territory to be annexed: **.67**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
030-0558-00000

Include these required items with this form:

1. ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2. ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3. ☒ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
4. ☒ 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

\$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)

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: 12-28-2022

Payer: City of Reedsburg

Check Number: 110763

Check Date: 12-26-22

Amount: 400⁰⁰

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 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).



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

December 6, 2022

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

Re: Timberline Holdings, LLC - Direct Annexation by Unanimous Approval

Dear Mr. Schmidtke,

This letter is to inform you that the City of Reedsburg has received a petition for direct annexation from Dennis Lichte, Timberline Holdings, LLC, owner of the following parcel:

030-0558-00000

The total are to be annexed is **.67 acres**.

Population: 0

The area to be annexed is contiguous to the current City of Reedsburg corporate limits.

If you have any questions, please contact me at your earliest convenience.

Respectfully,

Timothy M. Becker
City Administrator
City of Reedsburg
tbecker@reedsburgwi.gov

PETITION FOR ANNEXATION

**To: City Clerk
City of Reedsburg
134 S. Locust Street
Reedsburg, WI 53959**

**To: Town Clerk
Town of Reedsburg
600 W. Main Street
Reedsburg, WI 53959**

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Reedsburg, Sauk County, Wisconsin, lying contiguous to the City of Reedsburg, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Reedsburg, Sauk County, Wisconsin.

Part of lands described in Sauk County Register of Deeds Document No. 1162924, all in the Northwest Quarter of the Northwest Quarter of Section 14, T12N, R4E, City of Reedsburg and bounded by a line described as follows.

Commencing at the northwest corner of the Northwest Quarter of said Section 14, T12N, R4E;

Thence, S00°01'43"W, along the west line of the Northwest Quarter of said Section 14, 642.58 feet, to a found masonry nail at the southwest right-of-way line of the Wisconsin Department of Transportation, Reedsburg Line and the Point of Beginning, (P.O.B.) of this legal description;

Thence, S55°46'09"E, along the said southwest right-of-way line of the Wisconsin Department of Transportation, Reedsburg Line, 259.66 feet, to a set ¾" diameter iron rod;

Thence, S00°01'43"W, 61.06 feet, to a set ¾" diameter iron rod;

Thence, S89°00'22"W, 214.80 feet, to the centerline of South Dewey Avenue and the west line of said Northwest Quarter of the Northwest Quarter of Section 14;

Thence, N00°01'43"E, along the said centerline of South Dewey Avenue and the west line of said Northwest Quarter of the Northwest Quarter of Section 14, 210.85 feet, returning to the point of beginning;

Annexation Map contains 0.67 Ac., 29,197 Sq. Ft., and is subject to all other easements and rights of way of record. Population: 0

Please see attached map and legal descriptions.

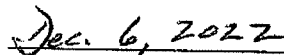
Signatures of Owner(s):

For Parcel 030-0558-00000:



Signature

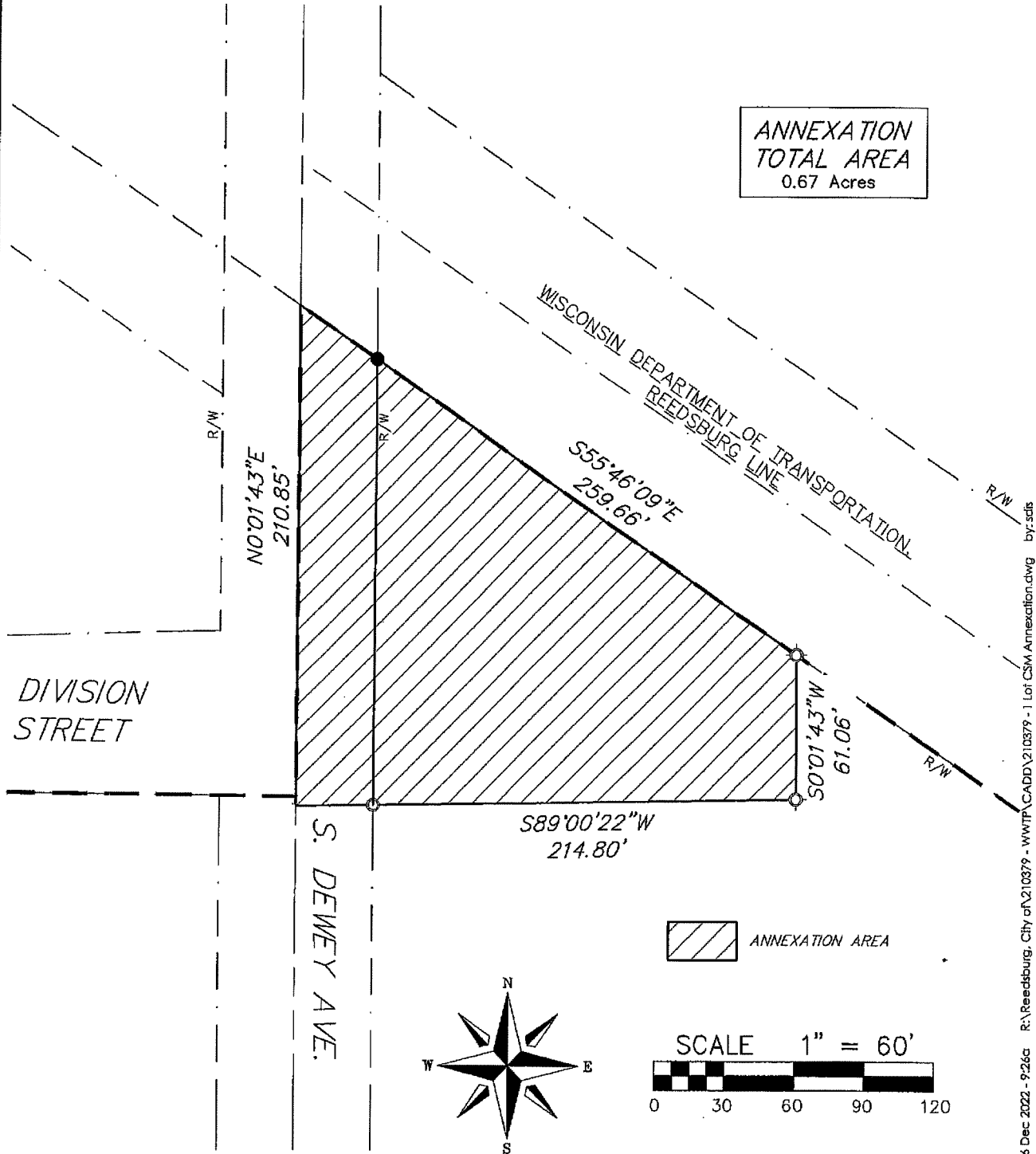
Dennis Lichte
Timberline Holdings, LLC



Date

ANNEXATION EXHIBIT

LOCATED IN NORTHWEST QUARTER OF THE NORTHWEST QUARTER, SECTION 14,
TOWNSHIP 12 NORTH, RANGE 4 EAST, TOWN OF REEDSBURG, SAUK COUNTY, WISCONSIN.



06 Dec 2022 - 9:26a R:\Reedsburg, City of\210379 - WWTP\CADD\210379 - 1 Lot CSM Annexation.dwg by: sdls

vierbicher
planners | engineers | advisors
Phone: (800) 261-3898



FN:
DATE: 12/06/22
REV:
Drafted By: sdls
Checked By: mlon

SHEET
1 OF 1

ANNEXATION DESCRIPTION

Part of lands described in Sauk County Register of Deeds Document No. J162924, all in the Northwest Quarter of the Northwest Quarter of Section 14, T12N, R4E, ~~City~~ of Reedsburg and bounded by a line described as follows.

town

Commencing at the northwest corner of the Northwest Quarter of said Section 14, T12N, R4E;

Thence, S00°01'43"W, along the west line of the Northwest Quarter of said Section 14, 642.58 feet, to a found masonry nail at the southwest right-of-way line of the Wisconsin Department of Transportation, Reedsburg Line and the Point of Beginning, (P.O.B.) of this legal description;

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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: **Timberline Holdings LLC**

Petition Number: **14551**

1. Territory to be annexed: From **TOWN OF REEDSBURG**

To **CITY OF REEDSBURG**

2. Area (Acres): **0.67**

3. Pick one: ☐ Property Tax Payments

OR

☒ Boundary Agreement **Intermunicipal Agreement**

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

\$ _____

a. Title of boundary agreement **Intermunicipal Agreement**

b. Total that will be paid to Town

(annual tax multiplied by 5 years): _____

b. Year adopted **2007**

c. Paid by: ☐ Petitioner ☐ City ☐ Village

c. Participating jurisdictions **City of Reedsburg**

☐ Other: _____

d. Statutory authority (pick one) **Town of Reedsburg**

☐ 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: **100** %

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

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

Other: **100** %

Comments: **Sanitary Sewer lift station location**

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?

Mostly industrial and with railroad and electric substation

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.

2

Water Supply immediately

☒

☐

or, write in number of years.

2

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? Agricultural

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

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: Brian Duvall

Email: bduvalle@reedsburgwi.gov

Phone: 608-768-3354

Date: 12-30-2022

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

PETITION # _____

REAL PROPERTY LISTERS ANNEXATION REVIEW

- | | | |
|---|----------------------------|----------------------------------|
| 1. Territory to be annexed:
Part of 030-0558-00000 | From Town of:
Reedsburg | To City/Village of:
Reedsburg |
|---|----------------------------|----------------------------------|
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.
- Y (3) Identify parcel ID numbers being split by annexation
- Y (4) North arrow
- Y (5) Graphic Scale
- Y (6) Streets and Highways shown and identified
- N (7) Legend
- Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

Current parcel (030-0558-00000) is located in Supervisory District 6 and Voting Ward T2. The annexation does not cross a Supervisory District line and is adjacent to Voting Ward C16; therefore, a new voting ward does not need to be created.

Comments related to review of Annexation Map are attached hereto.

Prepared by: Michelle Rathman
Title: Real Property Lister
Phone: 608-355-3575
Date: 01/04/2023

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

Request for Annexation Review

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Petitioner Information

Name: **Timberline Holdings, LLC**

Phone: **6083933565**

Email: **dlichte6791@yahoo.com**

Contact Information if different than petitioner:

Representative's Name: **Dennis Lichte**

Phone: **SAME**

E-mail: **Same**

RECEIVED

December 30, 2022

Municipal Boundary Review
Wisconsin Dept. of Admin.

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

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

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

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

5. Area (in acres) of the territory to be annexed: **.67**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
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Include these required items with this form:

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2. ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
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(2021)

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss. 16.53 (4) and 66.0217, Wis. Stats.

Required Fees

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\$4,000 – Over 500 acres

\$400 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

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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: 12-28-2022

Payer: City of Reedsburg

Check Number: 110763

Check Date: 12-26-22

Amount: 400⁰⁰

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

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- ☒ 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;
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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. No tie line shown
 - 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. No municipal boundary shown.

[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).



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

December 6, 2022

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

Re: Timberline Holdings, LLC - Direct Annexation by Unanimous Approval

Dear Mr. Schmidtke,

This letter is to inform you that the City of Reedsburg has received a petition for direct annexation from Dennis Lichte, Timberline Holdings, LLC, owner of the following parcel:

030-0558-00000

The total are to be annexed is **.67 acres**.

Population: 0

The area to be annexed is contiguous to the current City of Reedsburg corporate limits.

If you have any questions, please contact me at your earliest convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "T. Becker", is written over the printed name.

Timothy M. Becker
City Administrator
City of Reedsburg
tbecker@reedsburgwi.gov

PETITION FOR ANNEXATION

**To: City Clerk
City of Reedsburg
134 S. Locust Street
Reedsburg, WI 53959**

**To: Town Clerk
Town of Reedsburg
600 W. Main Street
Reedsburg, WI 53959**

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Reedsburg, Sauk County, Wisconsin, lying contiguous to the City of Reedsburg, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Reedsburg, Sauk County, Wisconsin.

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Thence, S55°46'09"E, along the said southwest right-of-way line of the Wisconsin Department of Transportation, Reedsburg Line, 259.66 feet, to a set ¾" diameter iron rod;

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Annexation Map contains 0.67 Ac., 29,197 Sq. Ft., and is subject to all other easements and rights of way of record.
Population: 0

Please see attached map and legal descriptions.


Signatures of Owner(s):

For Parcel 030-0558-00000:



Signature

Dennis Lichte
Timberline Holdings, LLC



Date

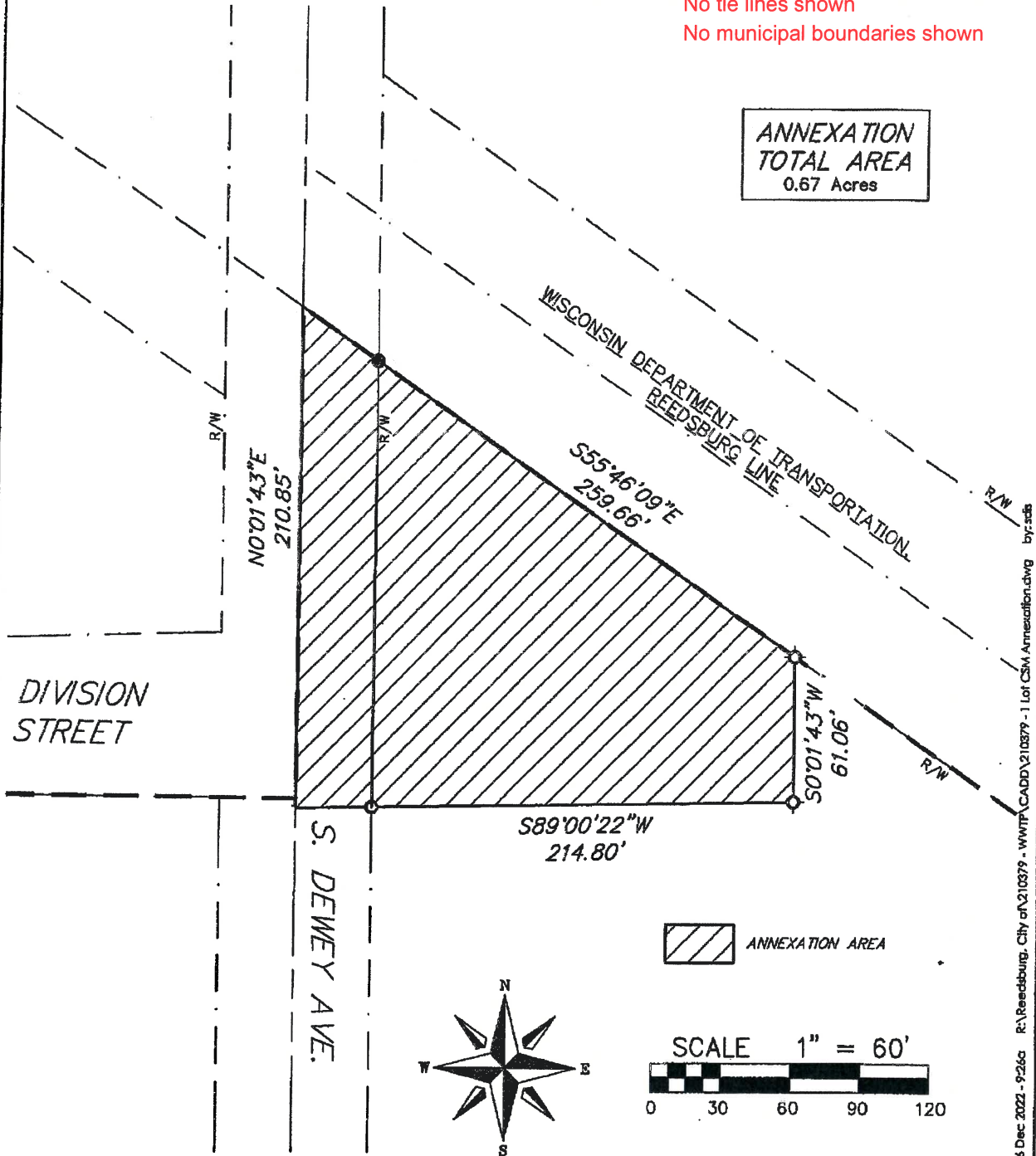
ANNEXATION EXHIBIT

LOCATED IN NORTHWEST QUARTER OF THE NORTHWEST QUARTER, SECTION 14,
TOWNSHIP 12 NORTH, RANGE 4 EAST, TOWN OF REEDSBURG, SAUK COUNTY, WISCONSIN.

No tie lines shown

No municipal boundaries shown

ANNEXATION
TOTAL AREA
0.67 Acres



06 Dec 2022 - 9:26a R:\Reedsburg, City of\210379 - WWP\CADD\210379 - 1 Lot CSM Annexation.dwg by: sds

vierbicher
planners | engineers | advisors
Phone: (800) 261-3898

FN:
DATE: 12/06/22
REV:
Drafted By: sds
Checked By: mlon

SHEET
1 OF 1

ANNEXATION DESCRIPTION

Part of lands described in Sauk County Register of Deeds Document No. 1162924, all in the Northwest Quarter of the Northwest Quarter of Section 14, T12N, R4E, ~~City~~ of Reedsburg and bounded by a line described as follows. ~~Town~~

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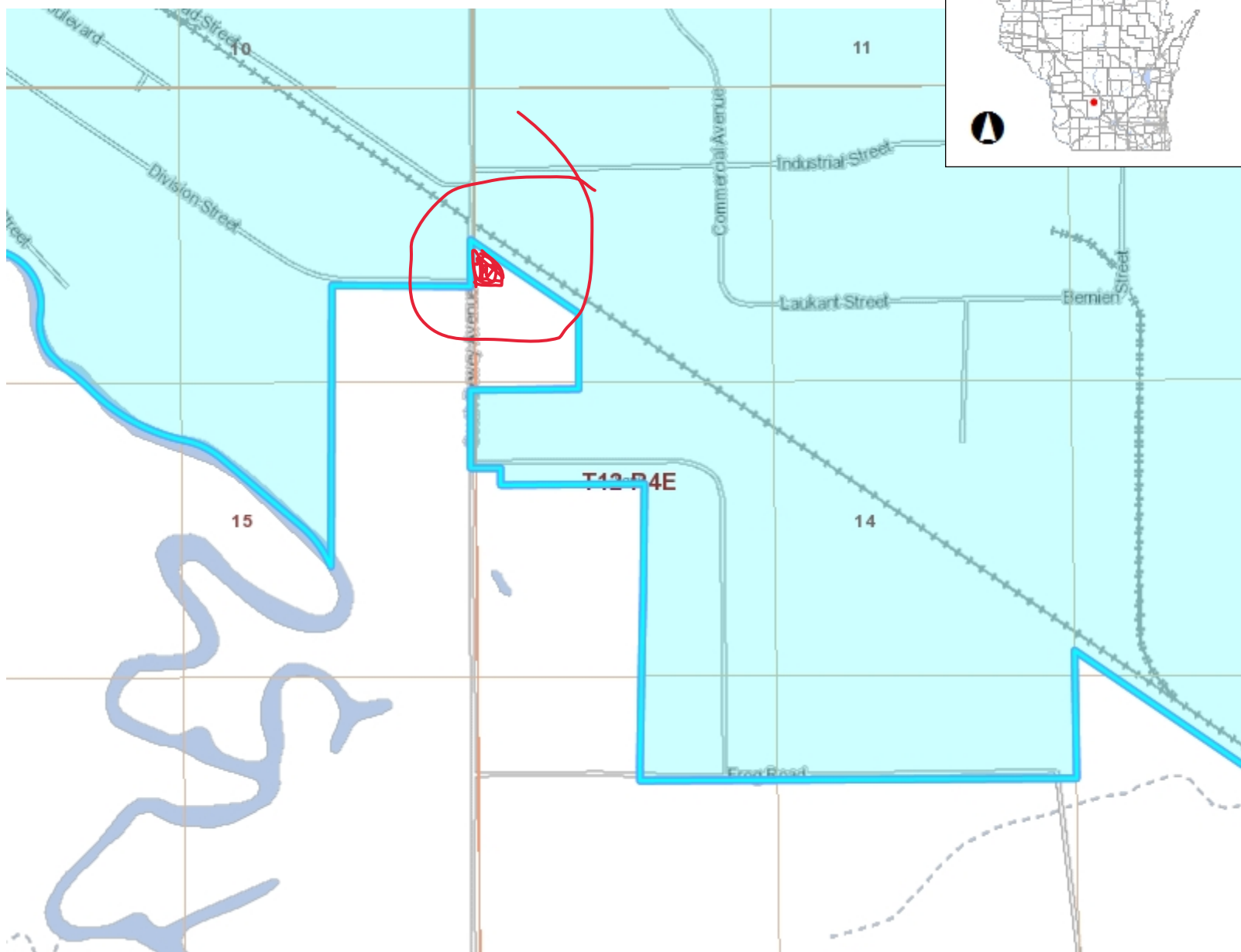
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Annexation Map contains 0.67 Ac., 29,197 Sq. Ft., and is subject to all other easements and rights of way of record.



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

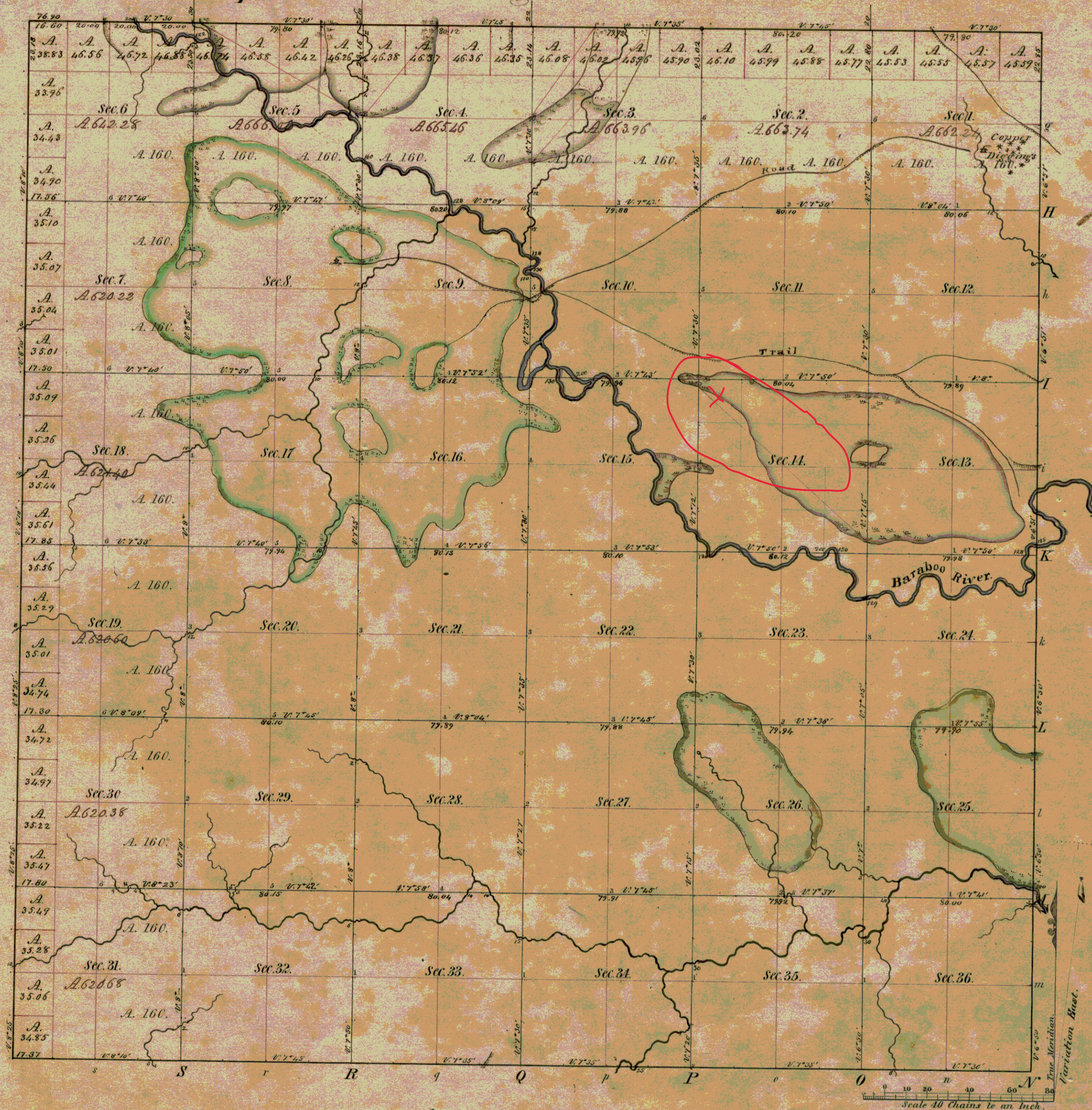
0.3 0 0.13 0.3 Miles

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

[illegible]

Total number of Acres: 23,066.96

Surveys Designated		By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p ^d for and ch ^d in the Sur ^t Gen ^l acc ^t
E. W. & N.	Township lines	J. E. Whitchee	November 2 ^d 1844	M. 18	Ch ^s 02	Lks. 90
	Subdivisions	Thodore Conkey	Under Bond, dated February 11. 1846	60	03	85
8.	Township line	Wm. A. Burt	October 24. 1839	5	77	37

The above Map of Township No 12 North of Range No 4 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, July 8, 1846

Geo. W. Jones Sur. 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>

January 17, 2023

PETITION FILE NO. 14551

JACOB CROSETTO, CLERK
CITY OF REEDSBURG
134 S LOCUST ST
REEDSBURG, WI 53959-1934

REBECCA MEYER, CLERK
TOWN OF REEDSBURG
S3886 GROTE HILL RD
REEDSBURG, WI 53959-9487

Subject: TIMBERLINE HOLDINGS LLC ANNEXATION

The proposed annexation submitted to our office on December 30, 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 Reedsburg, which is able to provide needed municipal services.

Note: The tie line from the NW corner of the NW 1/4 of Section 14 to the point of beginning of the legal description should be shown on the scale map of the territory to be annexed; the existing municipal boundary should be identified on the map; reference to City of Reedsburg should be changed to Town of Reedsburg in the annexation description.

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 14551 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=2625>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner