

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

Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>  
This will speed up the process by eliminating the time it used to take to mail the check to us.

## Petitioner Information

Name: Neal Borgen

Phone: 715-630-4901

Email: nealborgen@gmail.com

**RECEIVED**

March 22, 2023

Municipal Boundary Review  
Wisconsin Dept. of Admin.

### Contact Information if different than petitioner:

Representative's Name: Chad Nelson

Phone: 715-445-1696

E-mail: chad@kprbrokers.com

1. Town(s) where property is located: Town of Amherst

2. Petitioned City or Village: Village of Amherst

3. County where property is located: Portage

4. Population of the territory to be annexed: 0

5. Area (in acres) of the territory to be annexed: 40.711 acres

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

006-23-1027-02

### 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]

(November 2022)

# 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: 3-22-23

Payer: Borgen Brothers Inc

Check Number: 19394

Check Date: 3-9-23

Amount: \$1150.00



March 10, 2023

To whom it may concern:

Please note that the Village of Amherst has received the enclosed Petition for Annexation on Friday, March 10, 2023. This is being forwarded to you for your notification.

Thank you.

A handwritten signature in cursive script that reads "Jodi Patoka".

Jodi Patoka  
Clerk/Treasurer

# Petition for Annexation

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Amherst, Portage County, Wisconsin, lying contiguous to the Village of Amherst, petition the President and Board of said Village to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the Village of Amherst, Portage County, Wisconsin.

A parcel of land located in the Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of section twenty seven (27), Township twenty three North (T23N), Range Ten East (R10E), Town of Amherst, Portage County, Wisconsin, being more particularly described as follows:

Commencing at the North ¼ corner of Section 27, Township 23 North, Range 10 East, said point also being the Point of Beginning (POB) of the Annexation Boundary to be described:

Thence N 89°50'16"E along the North line of the Northeast ¼ of said Section 27, 1339.33 feet to the Northeast corner of the Northwest ¼ of the Northeast ¼ of said Section 27;

Thence S 01°03'52"E along the East line of the Northwest ¼ of the Northeast ¼ of said Section 27, 1325.50 feet to the Southeast corner thereof;


Thence S 89°43'36"W along the South line of the Northwest ¼ of the Northeast ¼ of said Section 27, 1334.13 feet to the Southwest corner thereof;


Thence N 01°17'14"W along the North-South ¼ line of said Section 27, 1328.18 feet to the Point of Beginning.

Contains: 1,773,373 Square Feet - 40.711 Acres

There are no persons residing in the territory.

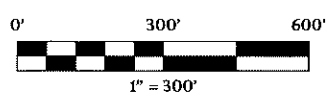
Dated this 9 day of MARCH, 2023

  
Neal Borgen - Owner/Member  
Borgen Brothers INC  
10781 County Road T  
Amherst, WI 54406

  
Lowell Borgen - Owner/Member  
Borgen Brothers INC  
4640 County Road T  
Scandinavia, WI 54977

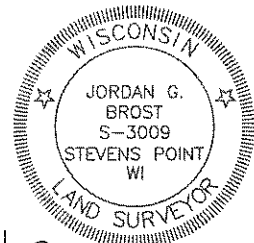
# ANNEXATION EXHIBIT

LEGAL DESCRIPTION  
 BEING ALL OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 27,  
 TOWNSHIP 23 NORTH, RANGE 10 EAST, TOWN OF AMHERST, PORTAGE COUNTY, WISCONSIN.

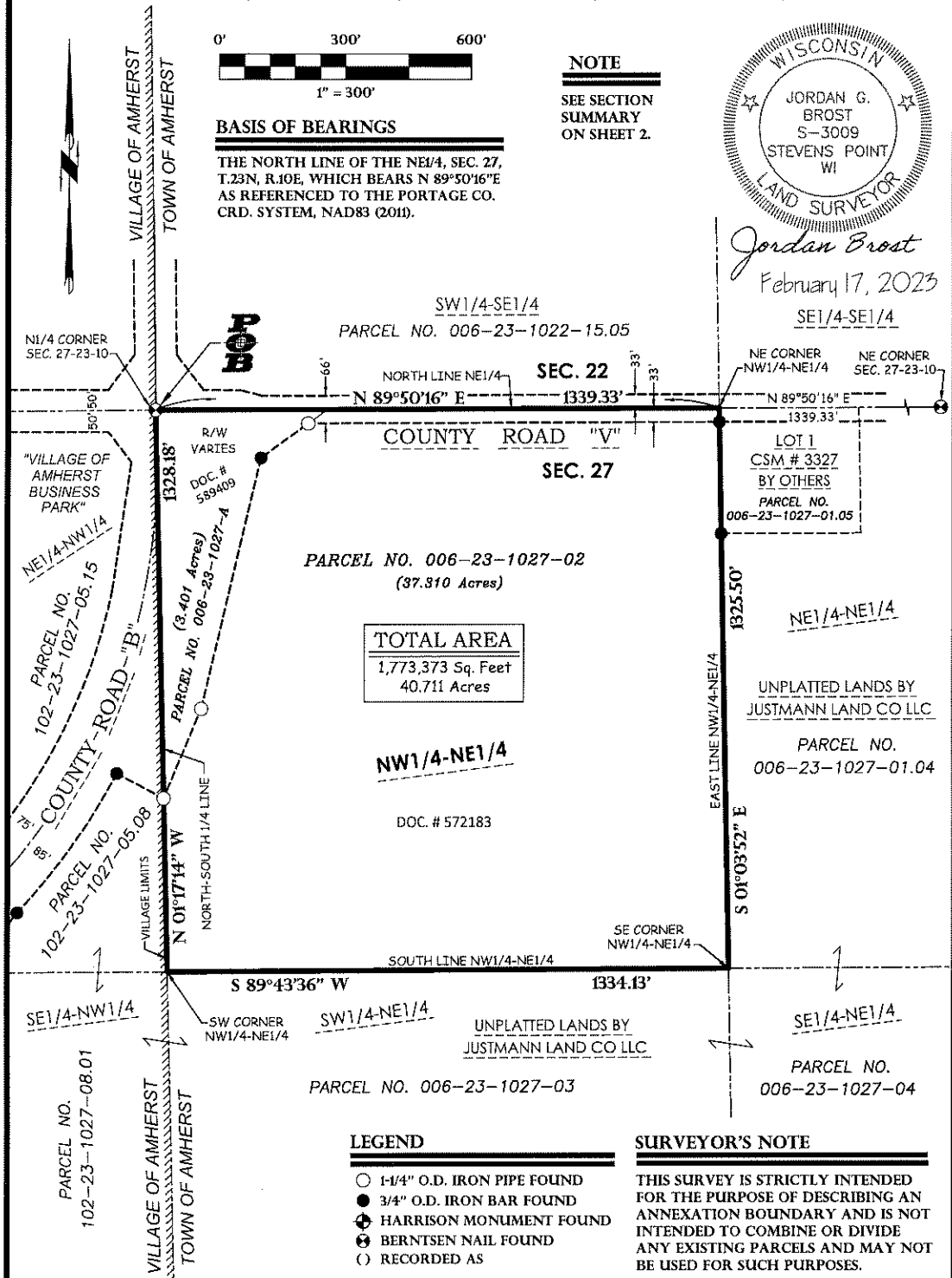


**BASIS OF BEARINGS**  
 THE NORTH LINE OF THE NE1/4, SEC. 27,  
 T.23N, R.10E, WHICH BEARS N 89°50'16"E  
 AS REFERENCED TO THE PORTAGE CO.  
 CRD. SYSTEM, NAD83 (2011).

**NOTE**  
 SEE SECTION  
 SUMMARY  
 ON SHEET 2.



*Jordan Brost*  
 February 17, 2023  
 SE1/4-SE1/4



**TOTAL AREA**  
 1,773,373 Sq. Feet  
 40.711 Acres

- LEGEND**
- 1-1/4" O.D. IRON PIPE FOUND
  - 3/4" O.D. IRON BAR FOUND
  - ⊕ HARRISON MONUMENT FOUND
  - ⊙ BERNTSEN NAIL FOUND
  - ( ) RECORDED AS

**SURVEYOR'S NOTE**  
 THIS SURVEY IS STRICTLY INTENDED  
 FOR THE PURPOSE OF DESCRIBING AN  
 ANNEXATION BOUNDARY AND IS NOT  
 INTENDED TO COMBINE OR DIVIDE  
 ANY EXISTING PARCELS AND MAY NOT  
 BE USED FOR SUCH PURPOSES.

**ANNEXATION BOUNDARY - PARCELS AFFECTED**

PARCEL NUMBER	OWNER	DEED OF RECORD	ACRES
006-23-1027-02	BORGEN BROTHERS, INC.	DOC. # 572183	37.310
006-23-1027-A	PORTAGE COUNTY	DOC. # 589409	3.401



Land Surveying  
 Civil Engineering  
 Landscape Architecture  
**Jordan G. Brost, PLS #3009**  
 4941 Kirschling Court  
 Stevens Point, WI 54481  
 715.344.9999 (PH), 715.344.9922 (FX)

FIELDWORK COMPLETED 02/15/23  
 DRAWN: JGB CHECKED: JGB  
 FIELD BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 JOB NO: 23.717

**CLIENT**  
 BORGEN BROTHERS INC  
 4640 COUNTY ROAD T  
 SCANDINAVIA, WI 54977  
**SHEET 1 OF 2**

# ANNEXATION EXHIBIT

## LEGAL DESCRIPTION

BEING ALL OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 27,  
TOWNSHIP 23 NORTH, RANGE 10 EAST, TOWN OF AMHERST, PORTAGE COUNTY, WISCONSIN.

### Annexation Boundary - Legal Description

Being all of the Northwest 1/4 of the Northeast 1/4 of Section 27, Township 23 North, Range 10 East, Town of Amherst, Portage County, Wisconsin, being more particularly described as follows:

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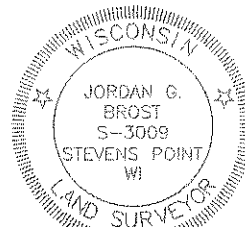
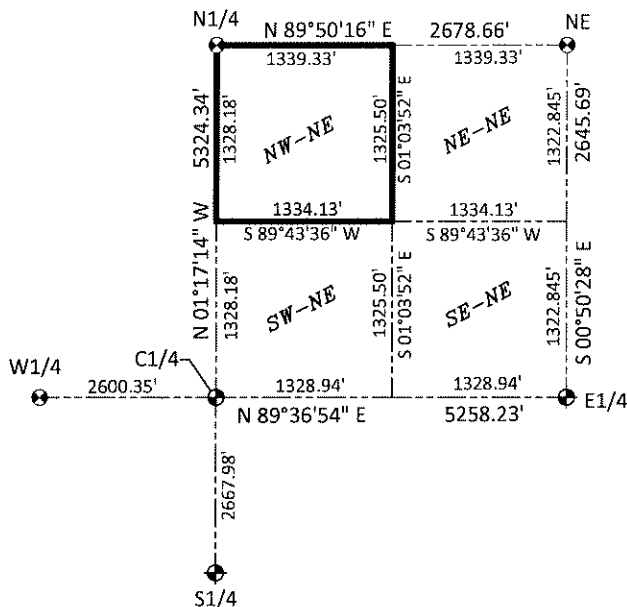
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Containing: 1,773,373 Square Feet - 40.711 Acres.

SEC. 27, T.23N, R.10E  
SECTION SUMMARY  
NO SCALE



*Jordan Brost*  
February 17, 2023

#### LEGEND

- 1-1/4" O.D. IRON PIPE FOUND
- 3/4" O.D. IRON BAR FOUND
- ⊕ HARRISON MONUMENT FOUND
- ⊙ BERNTSEN NAIL FOUND
- ( ) RECORDED AS



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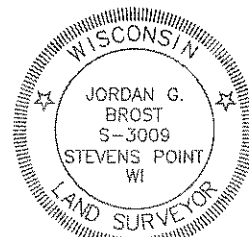
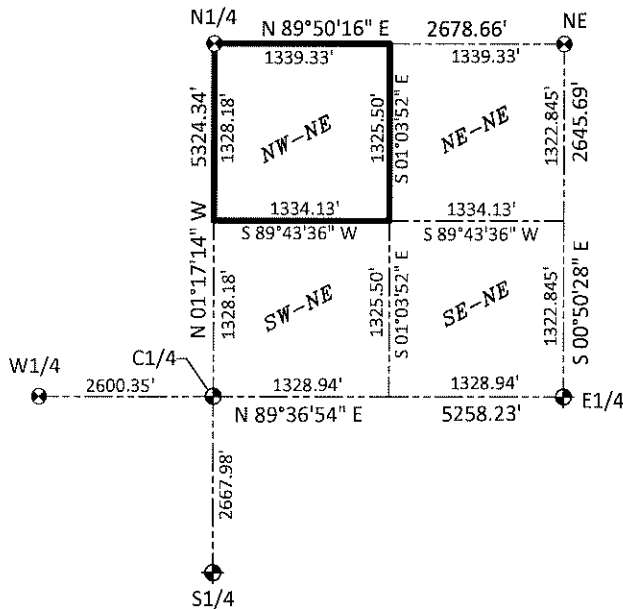
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*Jordan Brost*  
February 17, 2023

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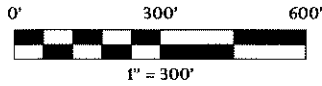
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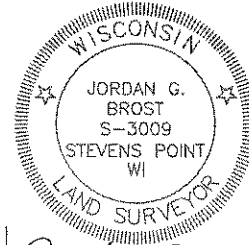


### BASIS OF BEARINGS

THE NORTH LINE OF THE NE1/4, SEC. 27,  
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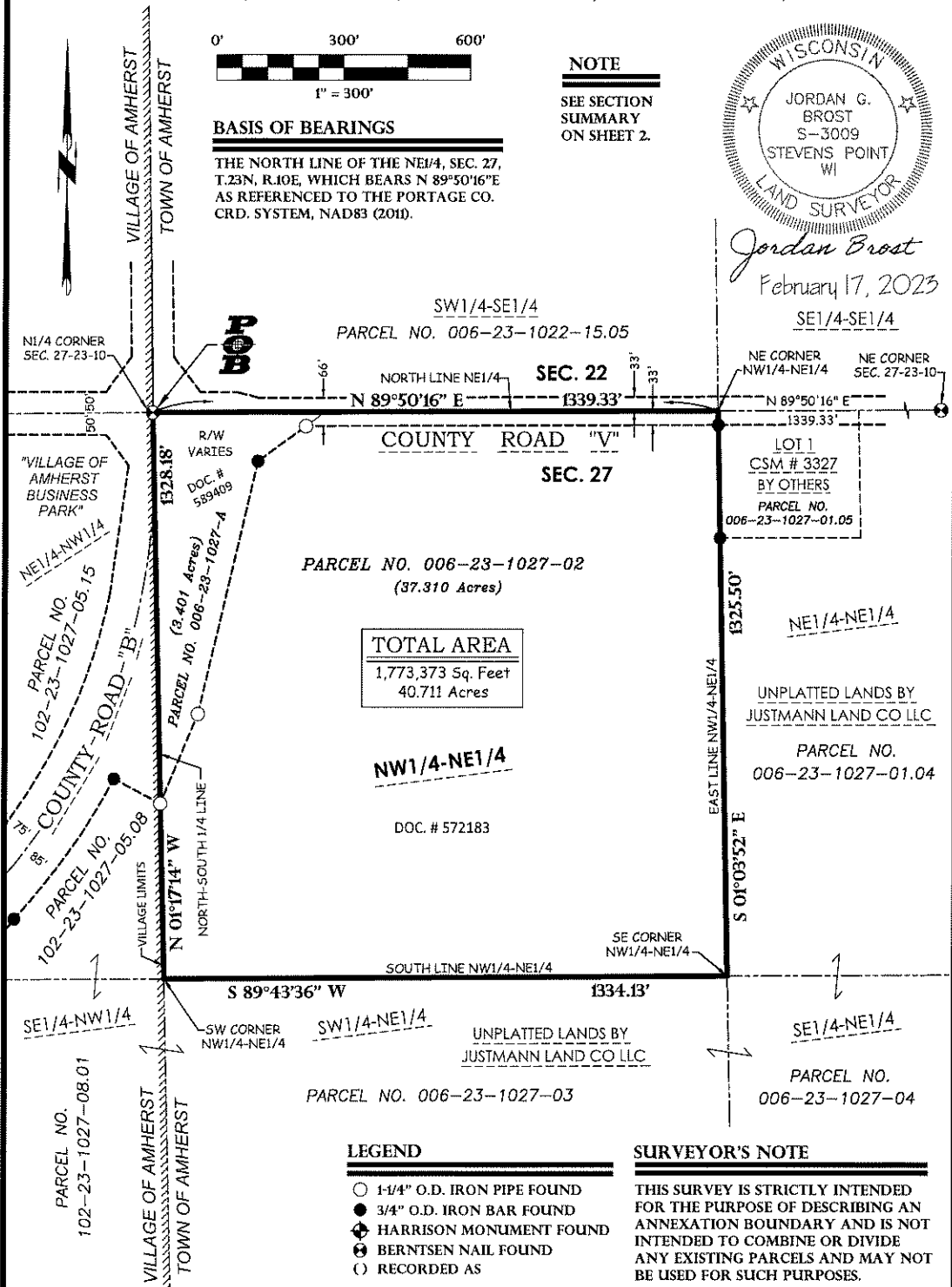
### NOTE

SEE SECTION  
SUMMARY  
ON SHEET 2.



*Jordan Brost*  
February 17, 2023

SE1/4-SE1/4



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40.711 Acres

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006-23-1027-A	PORTAGE COUNTY	DOC. # 589409	3.401

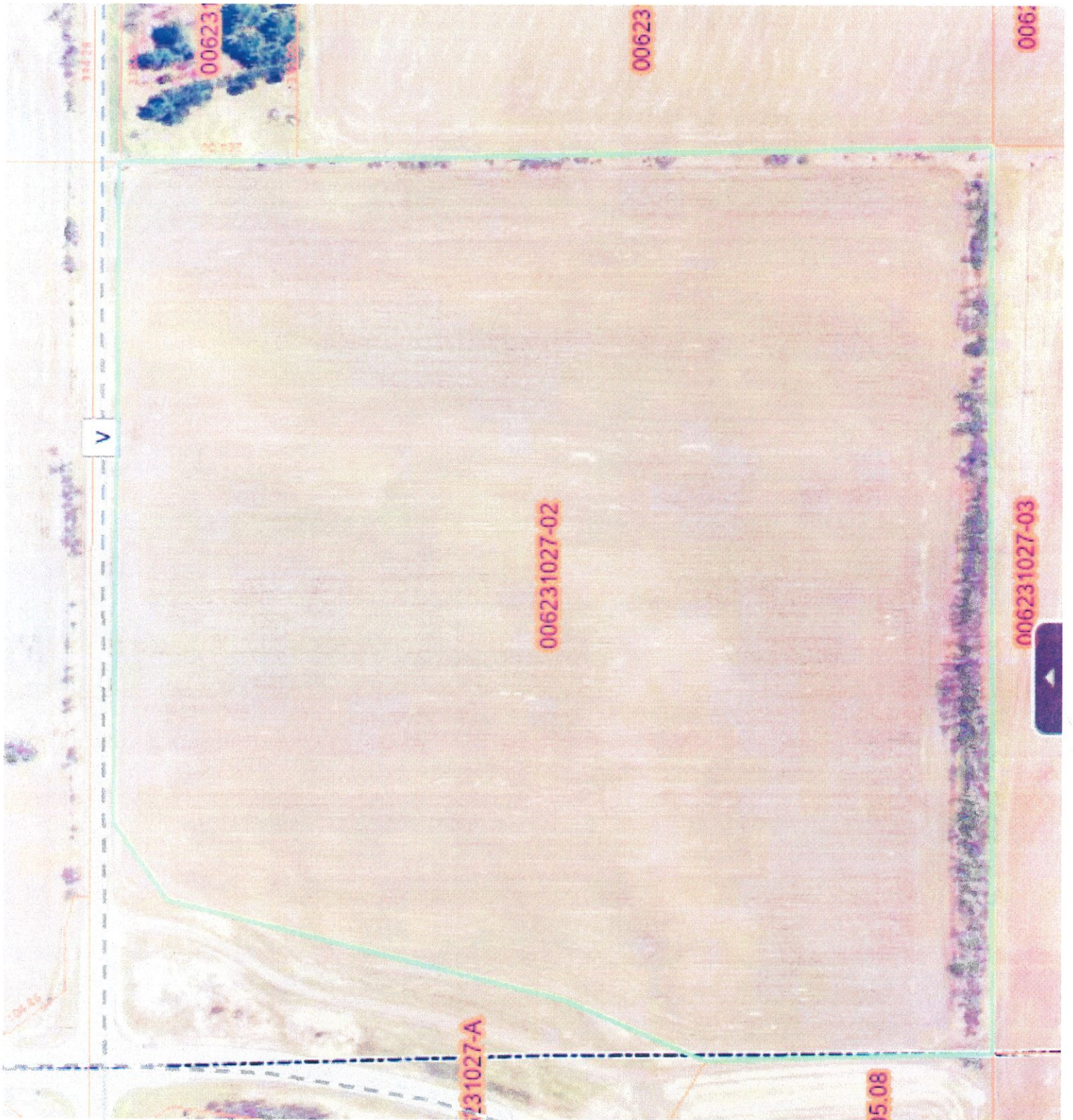


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CLIENT  
BORGEN BROTHERS INC  
4640 COUNTY ROAD T  
SCANDINAVIA, WI 54977  
SHEET 1 OF 2





V

006231

00623

00623

006231027-02

006231027-03

006231027-A

15.08

# Portage County

Owner (s):  
**BORGEN BROTHERS INC**

Location:  
**NW NE,Sect. 27, T23N,R10E**

Mailing Address:  
**BORGEN BROTHERS INC  
4640 COUNTY ROAD T  
SCANDINAVIA, WI 54977**

School District:  
**0126 - TOMORROW RIVER SCHOOL  
DISTRICT**

Request Mailing Address Change

Tax Parcel ID Number:Tax District: Status:  
**006-23-1027-02 006-TOWN OF AMHERST Active**

Alternate Tax Parcel Number:Government Owned:Acres:  
**36.9000**

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):

**NW NE;EX HY - 589409(3.10A) S27 T23 R10-2 40A 572183**

Site Address (es): *(Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)*

## Tax Payment History for 2022, Portage County

Receipt #	Date	Received Of	Property Tax	Other	Interest	Penalty	Total
100196	12/14/2022	BORGEN BROTHERS INC	\$217.72	\$0.00	\$0.00	\$0.00	\$217.72



# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Borgen** Petition Number: **14577**

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

2. Area (Acres): 40.71

3. Pick one:  Property Tax Payments **OR**  Boundary Agreement

a. Annual town property tax on territory to be annexed:  
\$ 28.10 a. Title of boundary agreement \_\_\_\_\_

b. Total that will be paid to Town  
(annual tax multiplied by 5 years): \$140.50 b. Year adopted \_\_\_\_\_

c. Paid by:  Petitioner  City  Village c. Participating jurisdictions \_\_\_\_\_

Other: \_\_\_\_\_ 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: 0 % Recreational: 0 % Commercial: 0 % Industrial: 0 %  
Undeveloped: 100 %

6. If territory is undeveloped, what is the **anticipated use**?  
Residential: \_\_\_\_\_ % Recreational: \_\_\_\_\_ % Commercial: 60 % Industrial: 40 %  
Other: \_\_\_\_\_ %

Comments: Future pressure for residential development in this area may lead to

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?  
Ag  
In the town?: Ag

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 \_\_\_\_\_

consideration to amend zoning for residential use. ←

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? Ag

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

12. Elections:  New ward or  Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, [elections@wi.gov](mailto:elections@wi.gov) or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation:

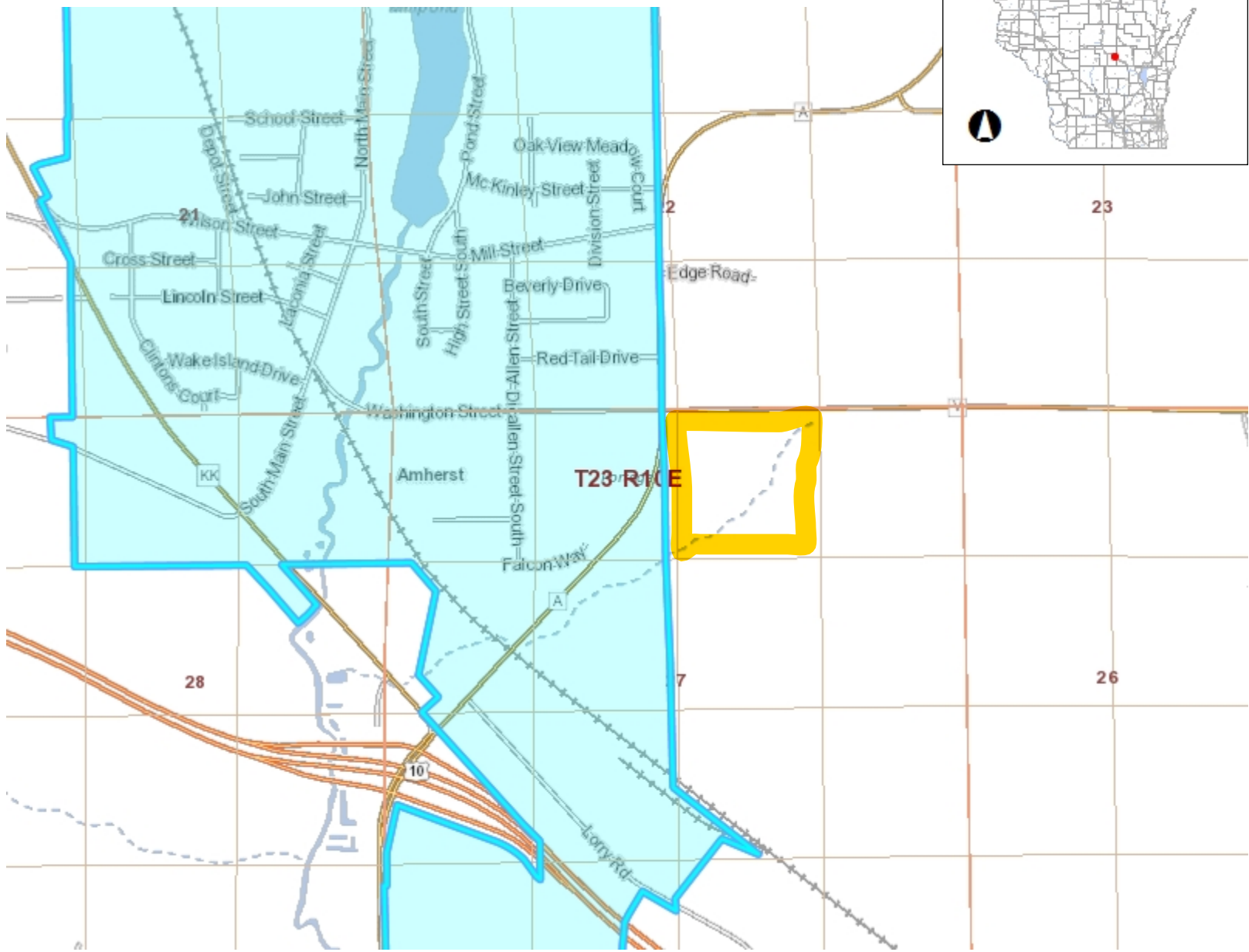
Prepared by:  Town  City  Village  
Name: Jodi Patoka, Clerk  
Email: vilamher@wi-net.com  
Phone: 715-824-5613  
Date: 3/27/2023

Please **RETURN PROMPTLY** to:  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
Municipal Boundary Review  
PO Box 1645, Madison WI 53701  
Fax: (608) 264-6104

(March 2018)



# 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



NAD\_1983\_HARN\_Wisconsin\_TM

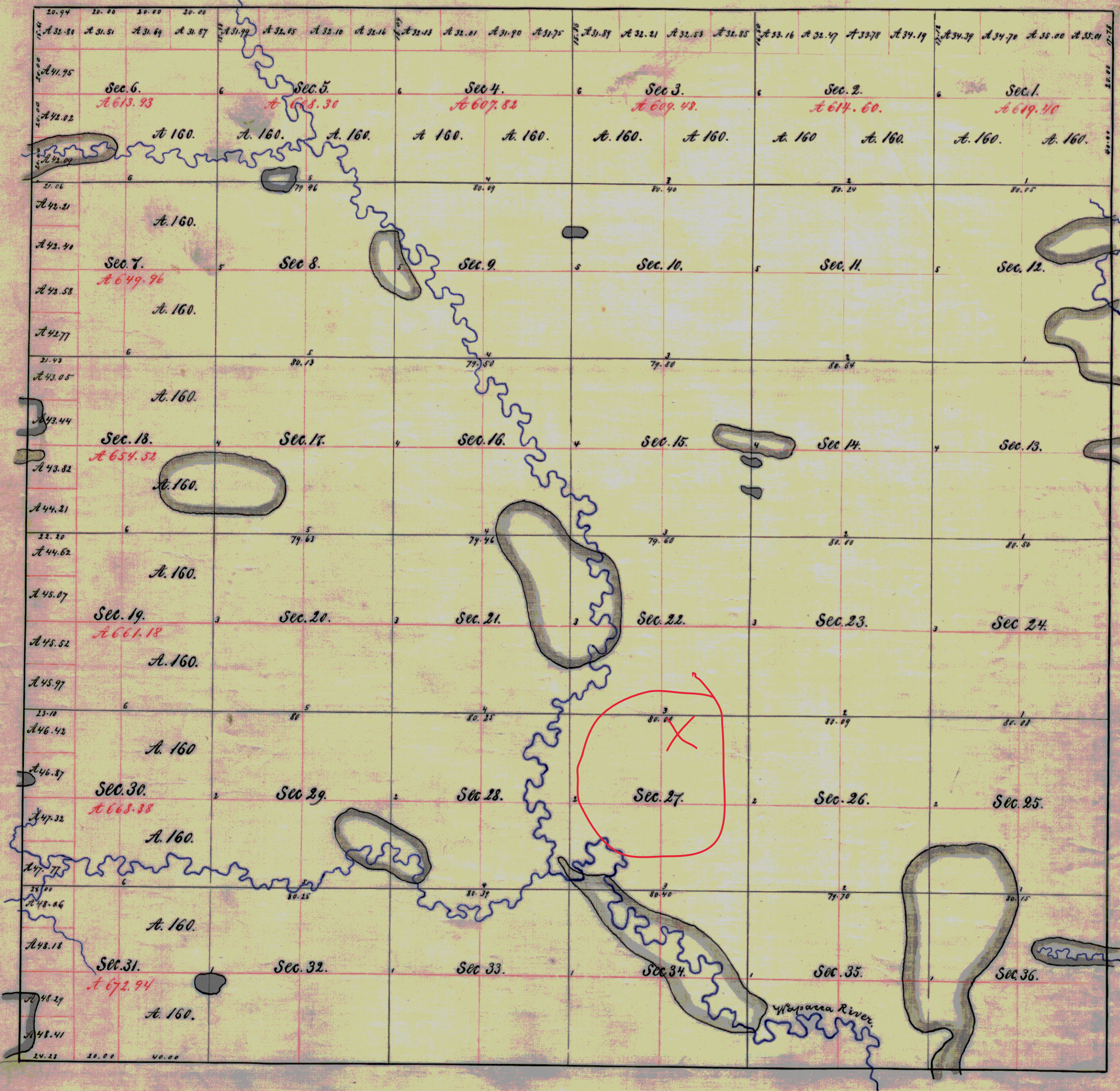
1: 15,840

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/>

## Notes



Township N<sup>o</sup> 23 N, Range N<sup>o</sup> 10 East, 4<sup>th</sup> Mer.



Township lines surveyed June 1851      Total number of acres 22,980.51  
 Subdivisions surveyed Nov. & Dec. 1851





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](mailto:wimunicipalboundaryreview@wi.gov)

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

April 11, 2023

PETITION FILE NO. 14577

JODI PATOKA, CLERK  
VILLAGE OF AMHERST  
PO BOX 36  
AMHERST, WI 54406-0036

SHAWN LEA, CLERK  
TOWN OF AMHERST  
PO BOX 5  
AMHERST JUNCTION, WI 54407-0005

Subject: BORGAN ANNEXATION

The proposed annexation submitted to our office on March 22, 2023, 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 Amherst, 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 14577 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to [mds@wi.gov](mailto:mds@wi.gov) or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2651>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read "Erich Schmidtke". The signature is fluid and cursive.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner