

# Request for Annexation Review

Wisconsin Department of Administration

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

## Petitioner Information

Name: **SCHLON-TICK HOLDINGS (SHANE MCFADDEN)**

Address: **7002 6<sup>TH</sup> STREET NORTH**

**OAKDALE, MN 55128**

Email: **SMCFADDEN@ECICONSTRUCTORS.COM**

Office use only:

**RECEIVED**

**May 9, 2023**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

1. Town where property is located: **WARREN TOWNSHIP**

2. Petitioned City or Village: **VILLAGE OF ROBERTS**

3. County where property is located: **ST. CROIX**

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

5. Area (in acres) of the territory to be annexed: **6.5**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **042-1075-60-000**

Petitioners phone:

**SHANE MCFADEEN**

Town clerk's phone:

**715-749-3126**

City/Village clerk's phone:

**715-749-3126**

## Contact Information if different than petitioner:

Representative's Name and Address:  
**SHANE MCFADDEN**

**7002 6<sup>TH</sup> STREET NORTH**

**OAKDALE, MN**

**55128**

Phone: **651-313-6346**

E-mail:  
**SMCFADDEN@ECICONSTRUCTORS.COM**

Surveyor or Engineering Firm's Name & Address:  
**SCOTT ALWIN**

**10025 VALLEY VIEW ROAD**

**EDEN PRAIRIE, MN**

**55344**

Phone: **952-646-0276**

E-mail: **SALWIN@EVS-ENG.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**

Shaded Area for Office Use Only

Date fee received: 5/8/2023

Payee: Schlön-Tick Holdings LLC

Check Number: 1095

Check Date: 5/4/2023

Amount: \$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 only by:
  - Aliquot part;
  - Reference to any other document (plat of survey, deed, etc.);
  - Exception or Inclusion;
  - Parcel ID or tax number.

### s. 66.0217 (1) (g) THE MAP

- ☒ The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:
  - A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
  - Bearings and distances along all parcel boundaries as described.
  - All adjoining as referenced in the description.
- ☒ The map must include a **graphic scale**.
- ☒ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

*[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]*

### s. 66.0217 FILING

- ☒ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☒ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).
- ☒ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

*[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]*

**Petition for Direct Annexation by Unanimous Approval  
Pursuant to Section 66.0217(2), Wisconsin Statutes**

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following described territory of the Township of Warren, St. Croix County, Wisconsin, lying contiguous to the Village of Roberts, St. Croix County, Wisconsin, petition the Village 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 Roberts, St. Croix County, Wisconsin.

The "Real Property" located in St. Croix County, State of Wisconsin:

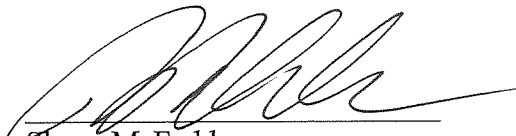
The East 429 feet of the North 660 feet of the Northeast ¼ of the Southeast ¼ of Section 27, Township 29 North, Range 18 West, St. Croix County, Wisconsin.

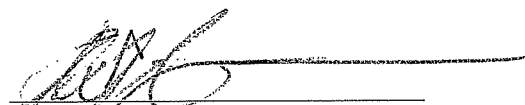
The Real Property or its address is commonly known as 742 130<sup>th</sup> Street, Roberts, WI 54023. The Real Property tax identification number is 042-1075-60-000.

There are no persons residing in the territory.

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

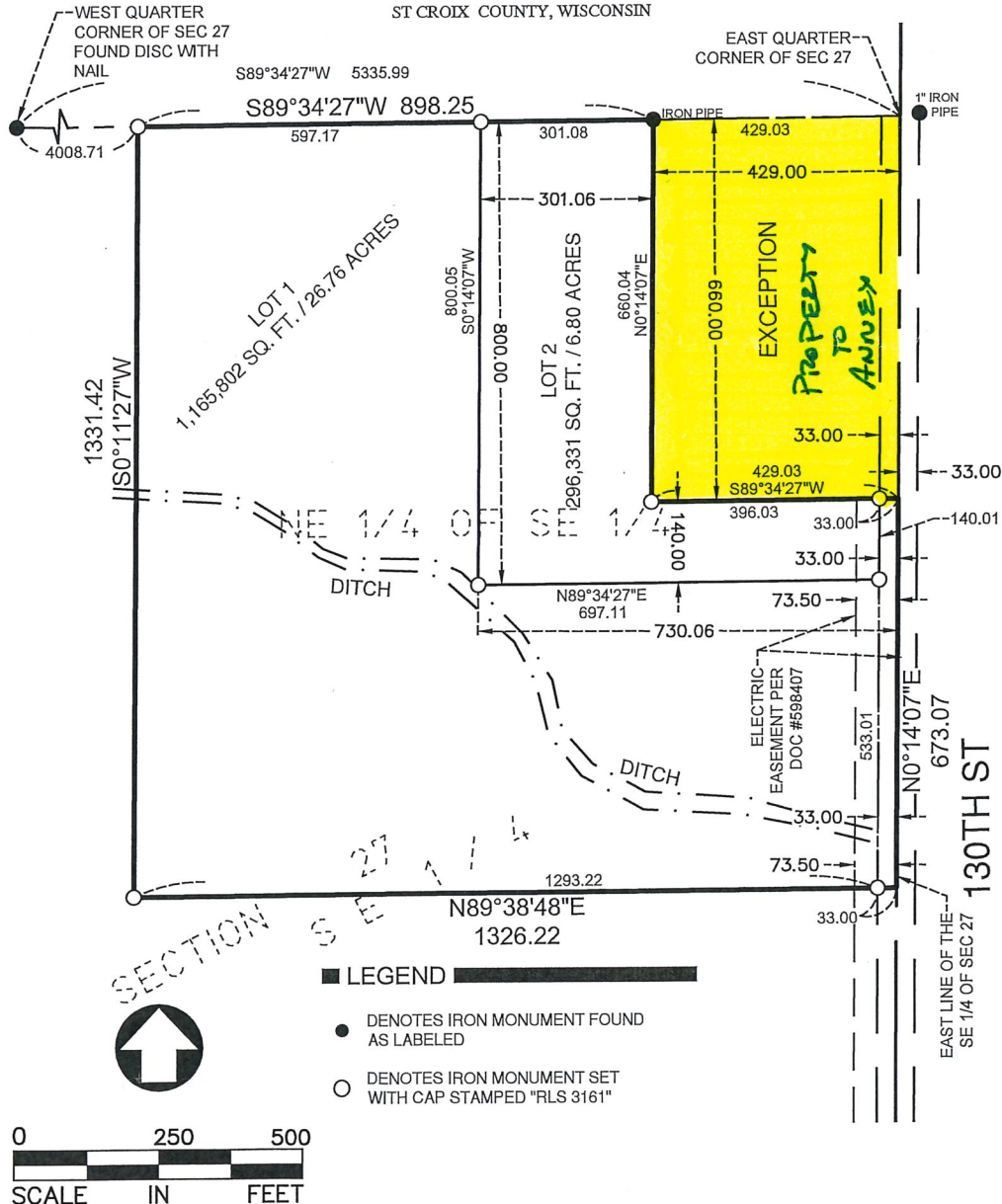
Dated this 1 day of May, 2021.

  
Shane McFadden  
7002 6<sup>th</sup> St. N, Oakdale, MN 55128

  
Robb Johnson  
7002 6<sup>th</sup> St. N, Oakdale, MN 55128

[Attach Map of Territory to Be Annexed]

**ST CROIX COUNTY**  
**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**  
 PART OF THE NE 1/4 OF THE SE 1/4 SECTION 27, T29 N, R18 W,  
 ST CROIX COUNTY, WISCONSIN



**■ BASIS OF BEARINGS**

For the purposes of this survey the East line of Southeast Quarter of Section 27 Township 29 North, Range 18 West, St. Croix County, Minnesota, is assumed to have a bearing of N0°14'07\"E.

**■ SURVEY NOTES**

1. The purpose of this survey is to create two separate parcels.
2. This field work for the survey was completed on April 28th, 2022.



I, Scott Alwin, a Wisconsin Professional Land Surveyor, do hereby certify: That I have surveyed, divided and mapped part of the Northeast 1/4 of the Southeast 1/4 of Section 27, Township 29 North, Range 18 West, St. Croix County, Wisconsin bounded and described as follows:

The Northeast Quarter of the Southeast Quarter (NE1/4SE1/4), except the North 660 feet of the East 429 feet thereof, Section 27, Township 29 North, Range 18 West, St. Croix County, Wisconsin.

That I have made such survey, land division, and map at the direction of Engineering Construction Innovation, I have surveyed, mapped and described the parcel of land which is represented by this Certified Survey Map; That to the best of my knowledge and belief this Certified Survey Map is a correct representation of the exterior boundaries of the parcel surveyed and the division thereof; that I have fully complied with the applicable provisions of Chapter 236.34 of the Wisconsin Statutes.

Scott Alwin  
 Wisconsin License Number: 3161  
 May 19, 2022

PETITION # \_\_\_\_\_

**REAL PROPERTY LISTERS ANNEXATION REVIEW**

1. Territory to be annexed: Pt NE1/4 of SE1/4 of Sec 27, T29N, R18W	From Town of: Warren	To City/Village of: Roberts
--	-------------------------	--------------------------------

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, 1/4 - 1/4 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.

☐ NA (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

☐ Y (7) Legend

☐ Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

The annexation documents meet all the requirements.

After annexation it may be beneficial for all involved to include the annexed parcel as part of the CSM Lot in the included map.

Prepared by: Brett Budrow  
Title: Planning & Land Info Admin  
Phone: 715-386-4678  
Date: 05/09/2023

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

# 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: **Schlön-Tick Holdings**

Petition Number: **14594**

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

2. Area (Acres): 65

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 694.57

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$ 3,472.85

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: 0 Total: 0

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

Residential: \_\_\_\_\_% Recreational: \_\_\_\_\_% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Undeveloped: \_\_\_\_\_%

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

Residential: \_\_\_\_\_% 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?

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: \_\_\_\_\_

10. Is the city/village or town capable of providing needed utility services?

City/Village   ☐ Yes   ☐ No                      Town   ☐ Yes   ☐ No

If yes, approximate timetable for providing service:                      City/Village                      Town

Sanitary Sewers immediately                      ☐                      ☐  
                    or, write in number of years.                      \_\_\_\_\_                      \_\_\_\_\_

Water Supply immediately                      ☐                      ☐  
                    or, write in number of years.                      \_\_\_\_\_                      \_\_\_\_\_

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes   ☐ No

If yes, identify the nature of the anticipated improvements and their probable costs: \_\_\_\_\_

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town?                      ☒ Yes   ☐ No

Is this annexation consistent with your comprehensive plan?                      ☐ Yes   ☐ No

b. How is the annexation territory now zoned? \_\_\_\_\_

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

12. Elections:   ☐ New ward or   ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, [elections@wi.gov](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: Deina Shirmey

Email: office@townofwarrensccwi.gov

Phone: 715-749-9013

Date: 5/8/23

(March 2018)

Please **RETURN PROMPTLY** to:

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



**Total Due For Full Payment**

Tear off this stub and include with your first or full payment. If receipt is needed, send a self-addressed stamped envelope.  
If payment is made by check, receipt is not valid until check has cleared all banks.

### Pay Second Installment

Tear off this stub and include with your second payment. If receipt is needed, send a self-addressed stamped envelope.  
If payment is made by check, receipt is not valid until check has cleared all banks.



STATE OF WISCONSIN  
REAL ESTATE PROPERTY TAX BILL FOR 2022  
TOWN OF WARREN  
ST. CROIX COUNTY

**BILL NO. 12929**  
Correspondence should refer to parcel number  
**PARCEL#: 042-1075-60-000**  
**ALT. PARCEL #: 27.29.18.427B**

Property Address  
742 130TH ST

<b>Assessed Value Land</b>	<b>Ass'd Value Improvements</b>	<b>Total Assessed Value</b>	<b>Ave. Asgmt. Ratio</b>	<b>Est. Fair Mkt. Land</b>	<b>Est. Fair Mkt. Improvements</b>	<b>Total Est. Fair Mkt.</b>	<input type="checkbox"/> A star in this box means unpaid prior year taxes
93,500	234,700	328,200	0.7651	122,200	306,800	429,000	
<b>Taxing Jurisdiction</b>	<b>2021 Est. State Aid Allocated Tax Dist.</b>	<b>2022 Est. State Aid Allocated Tax Dist.</b>	<b>2021 Net Tax</b>	<b>2022 Net Tax</b>	<b>% Tax Change</b>	<b>Gross Property Tax First Dollar Credit Lottery Credit Net Property Tax RECYCLING</b>	<b>5,540.35 -78.20  5,462.15 39.00</b>
TOWN OF WARREN	56,363	57,972	1,195.04	1,382.03	15.6%		
SCH D ST CROIX CENTRAL	144,156	147,234	693.95	694.57	0.1%		
NORTHWOOD TECH	3,967,811	4,269,795	3,149.70	3,346.58	6.3%		
	185,707	201,924	117.36	117.17	-0.2%		
<b>Total</b>	<b>4,354,037</b>	<b>4,676,925</b>	<b>5,156.05</b>	<b>5,540.35</b>	<b>7.5%</b>		
	<b>First Dollar Credit</b>		<b>76.49</b>	<b>78.20</b>	<b>2.2%</b>		
	<b>Lottery &amp; Gaming Credit</b>						
	<b>Net Property Tax</b>		<b>5,079.56</b>	<b>5,462.15</b>	<b>7.5%</b>		
<b>School taxes reduced by levy level tax credit</b>	<b>\$ 600.20</b>	<b>IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.</b>			<b>Net Assessed Value Rate (Does NOT reflect credits)</b>	<b>PAY BY January 31, 2023</b>	<b>\$ 5,501.15</b>
<b>SCHLON-TICK HOLDINGS LLC</b>		<b>1143166 855456 ACRES: 6.500</b>		<b>0.016881027</b>	<b>RETAIN THIS PORTION AS YOUR COPY</b>	<b>Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.</b>	
<b>7002 6TH ST N</b>		<b>SEC 27, T 29 N, R 18 W</b>				<b>Installments may be paid as follows:</b>	
<b>OAKDALE MN 55128</b>		<b>PLAT: N/A-NOT AVAILABLE</b>				<b>2770.08 DUE BY 01/31/2023</b>	
		<b>SEC 27 T29N R18W 6.5 A E429</b>				<b>2731.07 DUE BY 07/31/2023</b>	
		<b>FT OF N 660 FT OF NE SE</b>					
<b>FOR INFORMATIONAL PURPOSES ONLY</b>			<b>SEE REVERSE SIDE FOR IMPORTANT INFORMATION</b>				
<b>Voter Approved Temporary Tax Increases</b>	<b>Total Additional Taxes</b>	<b>Total Additional Taxes Applied to Property</b>	<b>Year Increase Ends</b>				
<b>Taxing Jurisdiction</b>	<b>275,953.00</b>	<b>419.87</b>	<b>2042</b>				
<b>SCH D ST CROIX CENTRAL</b>							

TOWN OF WARREN TREASURER  
DEINA SHIRMER  
720 112TH ST  
ROBERTS WI 54023

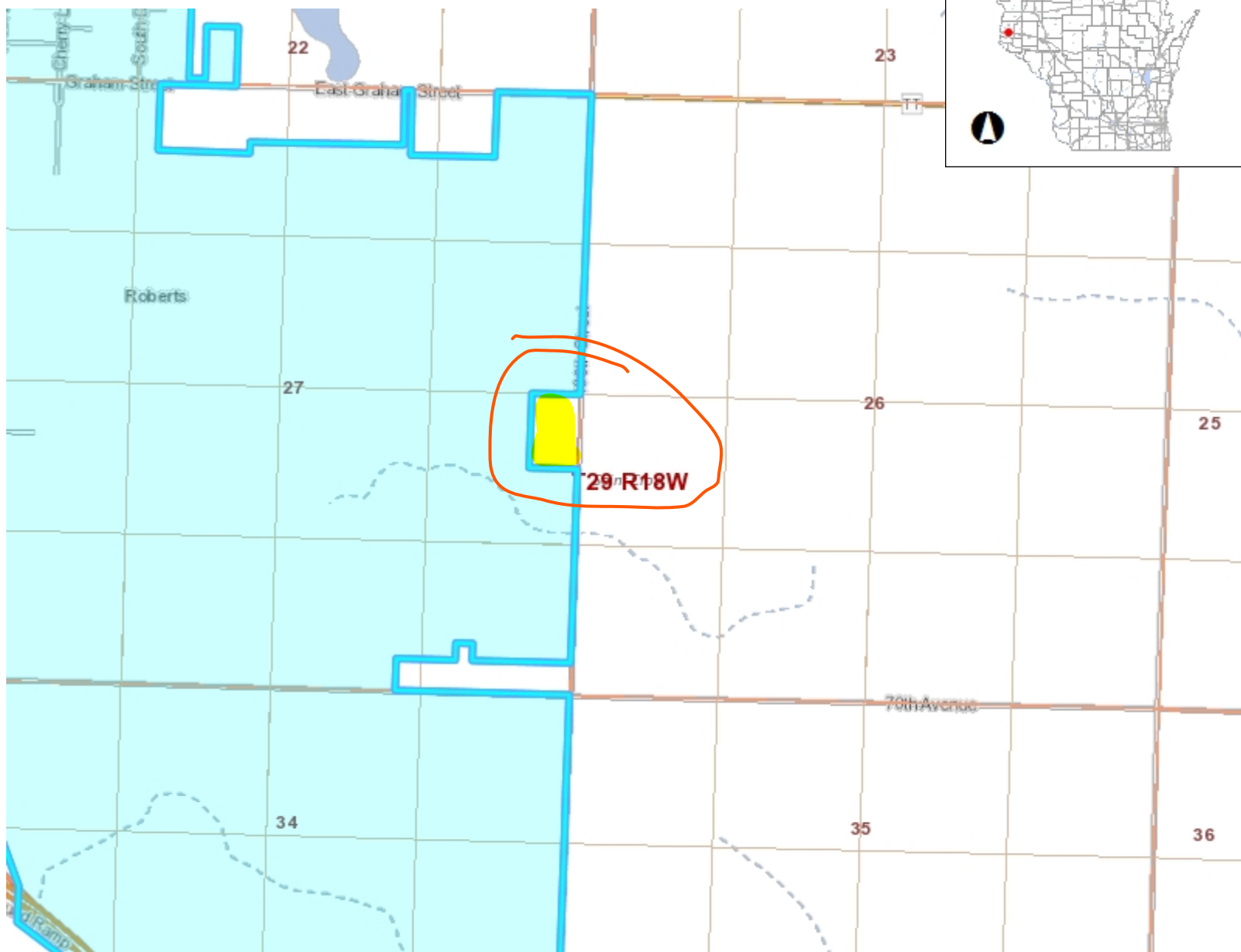
TAX BILL ENCLOSED



SCHLON-TICK HOLDINGS LLC  
7002 6TH ST N  
OAKDALE MN 55128



# 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

## Notes

0.5 0 0.25 0.5 Miles

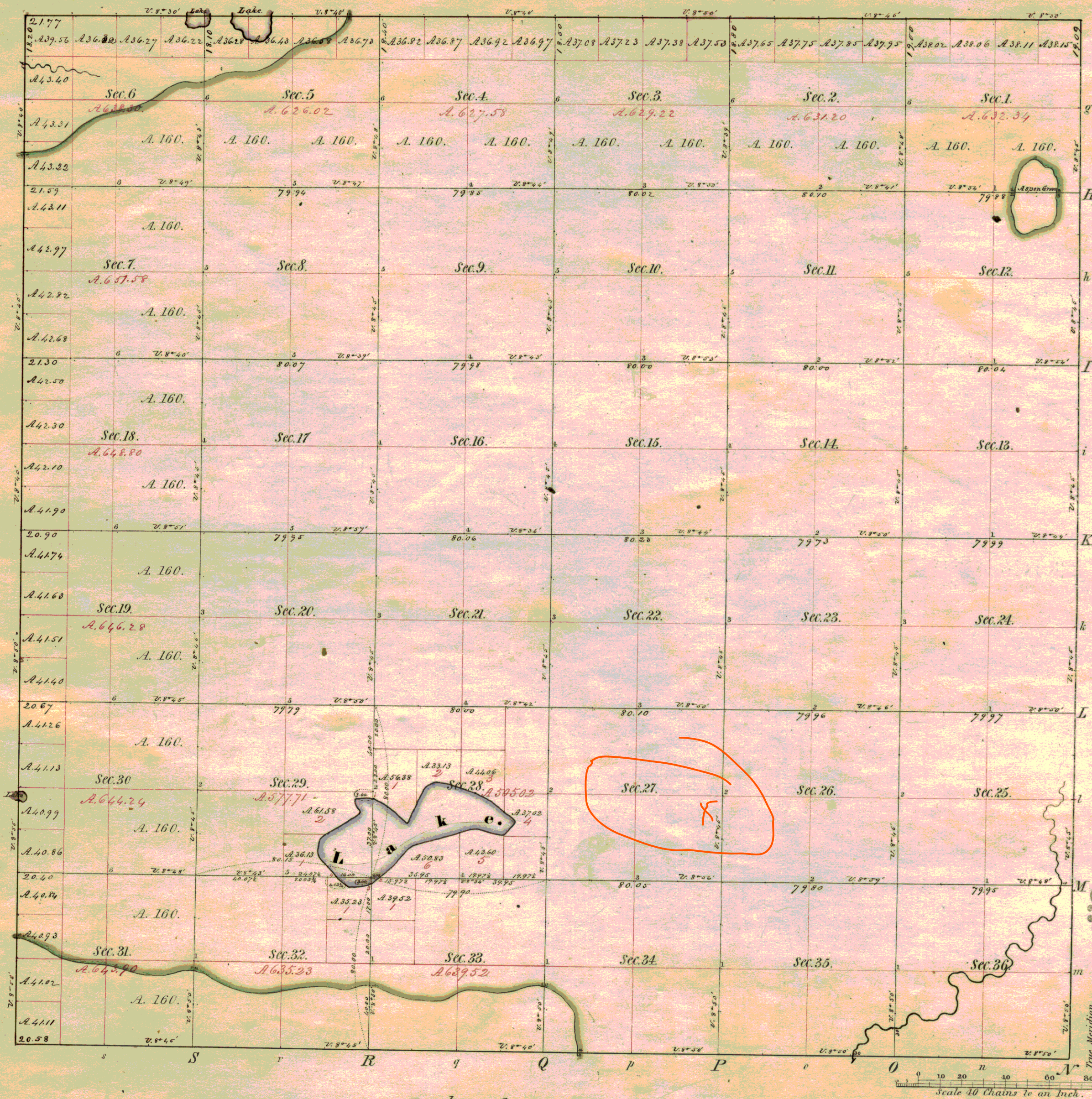
NAD\_1983\_HARN\_Wisconsin\_TM

1: 15,840

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>



# Township N<sup>o</sup> 29 N; Range N<sup>o</sup> 18 West 4<sup>th</sup> Mer.



Total number of Acres. 22,816.24

Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p <sup>d</sup> for and ch <sup>d</sup> in the Sur. Gen <sup>l</sup> 's acc <sup>t</sup>
Township lines	James Mc March	May 22 <sup>d</sup> 1847	M. Ch <sup>s</sup> Lks.	October 1847	
Subdivisions	Henry B. Walsh	Sept 20 <sup>th</sup> 1847	62.76.58	Nov & Decr 1847	

The above Map of Township N<sup>o</sup> 29 North of Range N<sup>o</sup> 18 West of the 4<sup>th</sup> 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, Febry 17<sup>th</sup> 1848.

Geo. H. Jones  
Sur. Gen<sup>l</sup>.

Meanders of a Lake in Sec <sup>s</sup> 28, 29, 32 & 33											
Posts	Courses	Ch <sup>s</sup>	Lks	Posts	Courses	Ch <sup>s</sup>	Lks	Posts	Courses	Ch <sup>s</sup>	Lks
1	S 65° E.	10.00									
	S 46° E.	10.00									
	S 24° E.	20.00									
	S 72° E.	6.00									
	S 70° E.	23.50									
	S 52° E.	17.00									
	S 38° N.	9.00									
	West	1.24									
	S 74° N.	11.50									
	S 75° N.	32.50									
	S 37° N.	13.00									
2	S 47° N.	6.25									
3	S 53° N.	4.90									
	S 85° N.	10.00									
4	S 57° N.	7.27									
	S 40° N.	13.00									
	S 5° E.	8.00									
	S 57° E.	21.00									
	S 11° N.	7.00									
1	S 86° E.	8.20									
Total		2	79	41							





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>

May 30, 2023

PETITION FILE NO. 14594

MEGAN DULL, CLERK  
VILLAGE OF ROBERTS  
107 E MAPLE ST  
ROBERTS, WI 54023-9703

DEINA SHIRMER, CLERK  
TOWN OF WARREN  
720 112TH ST  
ROBERTS, WI 54023-8330

Subject: SCHLON-TICK HOLDINGS ANNEXATION

The proposed annexation submitted to our office on May 09, 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 Roberts, which is able to provide needed municipal services.

Per s. 66.0217 (1) (c) & (g) Wis. Stats: The territory to be annexed must be described by metes and bounds commencing from a monumented corner of the 1/4-section in which the territory lies. The scale map of the territory must clearly show and identify the existing (prior to this annexation) Village of Roberts municipal boundary in relation to the territory.

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 14594 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=2668>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner