



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

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GOVERNOR

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SECRETARY

Municipal Boundary Review

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October 02, 2017

PETITION FILE NO. 14053

TERI LEHRKE, CLERK
CITY OF LA CROSSE
400 LA CROSSE ST
LA CROSSE, WI 54601-3396

SUSAN MILLER, CLERK
TOWN OF MEDARY
N3393 SMITH VALLEY RD
LA CROSSE, WI 54601-2988



Subject: JACQUELINE SWAN-COADY ANNEXATION

The proposed annexation submitted to our office on September 12, 2017, 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 LA CROSSE**, 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 14053 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=2124>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

C: Atty
Plng.

**Wisconsin Annexation/Attachment/Detachment Ordinance
Filing Checklist and Submittal Form**

Section 1

From:	To:	County	Population	Acres
<input type="checkbox"/> Town <input type="checkbox"/> Village or <input type="checkbox"/> City of:	<input type="checkbox"/> Town <input type="checkbox"/> Village or <input type="checkbox"/> City of:			
<input type="checkbox"/> Town <input type="checkbox"/> Village or <input type="checkbox"/> City of:	<input type="checkbox"/> Town <input type="checkbox"/> Village or <input type="checkbox"/> City of:			

Section 2: Type of Land Transfer

- Type 1 Annexation by Unanimous Approval (s. 66.0217 (2) Wis.Stats.),
One-half Approval (s. 66.0217 (3) (a) Wis.Stats.), or Referendum (s. 66.0217 (3) (b) Wis.Stats.)
- Type 2 Annexation by City or Village Initiated Referendum (s. 66.0219 Wis.Stats.)
- Type 3 Annexation of Town Islands (s. 66.0221 Wis. Stats.)
- Type 4 Annexation of Territory Owned by a City or Village (s. 66.0223 Wis.Stats.)
- Type 5 Detachment (s. 66.0227 Wis. Stats.)
- Type 6 Annexation resulting from judicial stipulations and orders (s. 66.0225 Wis. Stats.)
- Type 7 Annexation or Attachment resulting from s. 66.0301 Wis. Stats. Boundary Agreement
- Type 8 Annexation or Attachment resulting from s. 66.0307 Wis. Stats. Boundary Agreement

_____ **Ordinance Effective Date**

_____	<p>Municipal Boundary Review (MBR) Number assigned when reviewed by DOA: Annexation Petitions by Unanimous or One-Half approval require review by the Wisconsin Department of Administration (DOA) for land in counties having a population greater than 50,000. When requested DOA also reviews annexations in counties having a population less than 50,000.</p>
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Section 3: The following items are required for a complete submission. Check these items if included. If not included, the ordinance will be returned to the submitting municipality to obtain the missing information.

- Map (see next page)
- Complete Legal Description (see next page)
- Parcel Number(s), if available
(if only part of a tax parcel is being transferred, enter the number of that parcel)
- Certification of documents with original signature
- Population: Enter the number of all people living on the transferred land above. If transferring from more than one municipality, enter population for each affected municipality

See the next page if you have questions about the information on this form.

Email scanned copy of required materials (color scan maps with color) to mds@wi.gov

OR Mail one copy of required materials to:
Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701-1645

608-266-1927 mds@wi.gov <http://mds.wi.gov>

**Wisconsin Annexation/Attachment/Detachment Ordinance
Filing Checklist and Submittal Form**

Section 1

- Check Town, Village or City box, enter municipality name and county of the transferred property.
- Enter population and acres of the transferred property being sure to list population that is in each municipality when more than one municipality is involved.

Section 2

- Check the appropriate box for the type of property transfer.
Type 1 transfers are initiated by property owners
Type 2 through 6 transfers are initiated by municipalities.
Type 3 transfers are rarely used. When a lawsuit has been settled by a stipulation and order, or boundary agreements have been adopted by municipalities, Type 1 and Type 6-8 boxes are usually checked.
- Enter the date your municipality approved the ordinance.
- Enter the Municipal Boundary Review (MBR) number if reviewed.

Section 3

- Use the checklist to ensure you have included all of the material our office must have before the ordinance can be accepted.
- If only part of a tax parcel is being transferred, enter the number of that parcel.

THE MAP

The map shall be an *accurate reflection* of the legal description of the parcel being transferred. 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 transferred.

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

THE DESCRIPTION

The ordinance must include a legal description of the land to be transferred. 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.

608-266-1927 mds@wi.gov <http://mds.wi.gov>