



TONY EVERS
GOVERNOR
JOEL BRENNAN
SECRETARY

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>

March 18, 2019

PETITION FILE NO. 14196

LISA A KALATA, CLERK
VILLAGE OF COTTAGE GROVE
221 E COTTAGE GROVE RD
COTTAGE GROVE, WI 53527-9619

KIM BANIGAN, CLERK
TOWN OF COTTAGE GROVE
4058 COUNTY RD N
COTTAGE GROVE, WI 53527-9503

Subject: MONONA GROVE SCHOOL DISTRICT ANNEXATION

The proposed annexation submitted to our office on February 26, 2019, 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 COTTAGE GROVE**, 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 14196 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=2270>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

Please include the following information within the ordinance. Missing items may cause the ordinance to be returned.

- List type of Land Transfer and associated statute number:**
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.)
Annexation of Territory Owned by a City or Village (s. 66.0223 Wis.Stats.)
Detachment (s. 66.0227 Wis. Stats.)
Annexation or Attachment resulting from s. 66.0307 Wis. Stats. Boundary Agreement
Annexation or Attachment resulting from s. 66.0301 Wis. Stats. Boundary Agreement
Annexation resulting from judicial stipulations and orders (s. 66.0225 Wis. Stats.)
Annexation by City or Village Initiated Referendum (s. 66.0219 Wis.Stats.) (rare)
Annexation of Town Islands (s. 66.0221 Wis. Stats.) (very rare)
- Ordinance Effective Date** (Provide publication date if known in the ordinance)
- 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.
Record the MBR number in the ordinance transmittal letter or within the clerk's certification of the ordinance.
- Square feet or acres-** please list the area of the land transferred. If land comes from multiple municipalities show separate areas for each.
- Parcel Number(s)**, if available (if only part of a tax parcel is being transferred, include the number of that parcel)
- Clerk's certification** of documents with original signature
- Population:** Include the number of all people living on the transferred land. If transferring from more than one municipality, include population for each affected municipality
- 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.]

Continued on next page.

608-264-6102 mds@wi.gov <http://mds.wi.gov>

Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

Complete Legal 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.

Wisconsin Elections Commission Requirements

Will the annexation territory join an existing ward or necessitate creation of a new ward? For more information, please contact the Wisconsin Elections Commission at (608) 266-8005 or elections@wi.gov or see their annexation checklist here: [WEC Annexation Checklist http://elections.wi.gov/forms/el-100](http://elections.wi.gov/forms/el-100).

Email legible scanned copy of required materials to mds@wi.gov
Scan in color any page or map containing color. Scan large maps at full size.

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

608-264-6102 mds@wi.gov <http://mds.wi.gov>