



RECEIVED

02/23/2026

Municipal Boundary Review  
Wisconsin Dept. of Admin.

## CERTIFICATE OF ANNEXATION

I, Charlotte Nagel, City Clerk of the City of Neenah, County of Winnebago, State of Wisconsin, **DO HEREBY CERTIFY** that the following described property was detached from the Town of Neenah, County of Winnebago and was annexed to the City of Neenah pursuant to Section 66.00217(2) of the Wisconsin Statutes by an ordinance (Ordinance No. 2025-16) adopted by the Common Council of the City of Neenah at a regular meeting held on February 4, 2026, as described property and shown on the attached Exhibit A:

Being part of the Northeast  $\frac{1}{4}$  of the fractional Northwest  $\frac{1}{4}$  and part of the Southeast  $\frac{1}{4}$  of the fractional Northwest  $\frac{1}{4}$  of Section 31, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, bounded and described as follows:

Commencing at the North  $\frac{1}{4}$  corner of Said Section 31; Thence  $S00^{\circ}05'37''E$ , 1158.38 feet along the East line of the fractional Northwest  $\frac{1}{4}$  of Section 31 to the North line of lands described in document number 1841978 and the Point of Beginning; thence continuing  $S00^{\circ}05'37''E$ , 341.60 feet along said East line to the South line of lands described in document number 1841979; thence  $S89^{\circ}54'23''W$ , 246.15 feet along said South line to an Easterly line of Certified Survey Map No. 7117; thence  $N19^{\circ}56'58''E$ , 160.05 feet along said Easterly line to the Northerly line of Lot 19 of said Certified Survey Map; thence  $N79^{\circ}55'17''W$ , 140.92 feet along said Northerly line to an East line of Lot 24 of the recorded plat of "Cottages at Woodside Green"; thence  $N00^{\circ}05'30''W$ , 50.80 feet along said East line and along the East line of Outlot 5 of said recorded plat, to the Southerly line of Lot 20 of Certified Survey Map number 7117; thence  $S79^{\circ}55'17''E$ , 130.00 feet along said Southerly line to the East line of said lot; thence  $N03^{\circ}22'52''W$ , 138.74 feet along said East line to the North line of lands described in document number 1841978; thence  $N89^{\circ}54'23''E$ , 210.00 feet along said North line to the Point of Beginning. Subject to all easements and restrictions recorded.

That said annexation is proposed to be zoned R-1, Single-Family Residence District upon annexation.

I further certify that the Annexation Map attached hereto is a true and correct plat of the territory annexed and that the boundaries of the Third Aldermanic District have been extended to include the above description and at the time of the original annexation there were zero (0) residents in population in said territory.

Dated at Neenah, Wisconsin this 11<sup>th</sup> day of February, 2026.

*Charlotte K. Nagel*  
Charlotte Nagel, City Clerk



Exhibit A

# ANNEXATION MAP

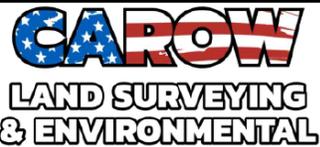
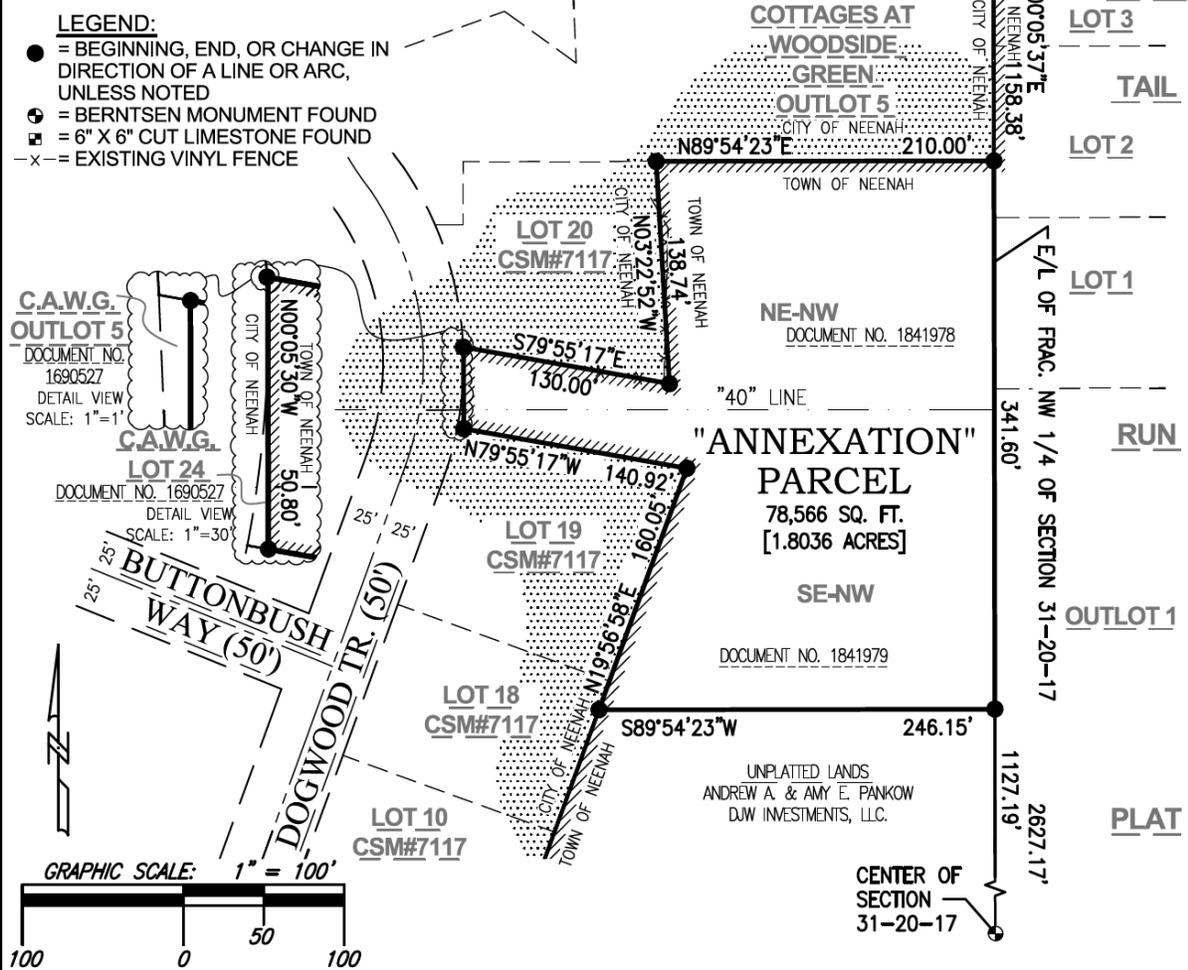
BEING PART OF THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**"ANNEXATION" PARCEL DESCRIPTION:**

BEING PART OF THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 31; THENCE S00°05'37"E, 1158.38 FEET ALONG THE EAST LINE OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31 TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1841978 AND THE POINT OF BEGINNING; THENCE CONTINUING S00°05'37"E, 341.60 FEET ALONG SAID EAST LINE TO THE SOUTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1841979; THENCE S89°54'23"W, 246.15 FEET ALONG SAID SOUTH LINE TO AN EASTERLY LINE OF CERTIFIED SURVEY MAP NO. 7117; THENCE N19°56'58"E, 160.05 FEET ALONG SAID EASTERLY LINE TO THE NORTHERLY LINE OF LOT 19 OF SAID CERTIFIED SURVEY MAP; THENCE N79°55'17"W, 140.92 FEET ALONG SAID NORTHERLY LINE TO AN EAST LINE OF LOT 24 OF THE RECORDED PLAT OF "COTTAGES AT WOODSIDE GREEN"; THENCE N00°05'30"W, 50.80 FEET ALONG SAID EAST LINE AND ALONG THE EAST LINE OF OUTLOT 5 OF SAID RECORDED PLAT, TO THE SOUTHERLY LINE OF LOT 20 OF CERTIFIED SURVEY MAP NO. 7117; THENCE S79°55'17"E, 130.00 FEET ALONG SAID SOUTHERLY LINE TO THE EAST LINE OF SAID LOT; THENCE N03°22'52"W, 138.74 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1841978; THENCE N89°54'23"E, 210.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

**LEGEND:**

- = BEGINNING, END, OR CHANGE IN DIRECTION OF A LINE OR ARC, UNLESS NOTED
- ⊕ = BERNTSEN MONUMENT FOUND
- ⊞ = 6" X 6" CUT LIMESTONE FOUND
- x- = EXISTING VINYL FENCE



**CAROW LAND SURVEYING & ENVIRONMENTAL**

615 N. LYNNDAL DRIVE,  
APPLETON, WISCONSIN 54914  
PHONE: (920)731-4168

N5841 STATE HIGHWAY 47-55,  
SHAWANO, WISCONSIN 54166  
PHONE: (920)731-4168

SCALE	1"=100'
DRAWN BY	NJO-12/3/2025
PROJECT NO.	A2510.43-AN



Dept. of Legal & Administrative Services  
Office of the City Clerk  
211 Walnut St. | P.O. Box 426 | Neenah WI, 54957-0426  
Phone 920-886-6110 | Fax 920-886-6109  
cnagel@neenahwi.gov  
CHARLOTTE NAGEL  
CITY CLERK

---

## Certification of Ordinance

---

I, Charlotte Nagel, duly appointed City Clerk of the City of Neenah, Wisconsin **DO HEREBY CERTIFY** that the attached is a copy of City of Neenah Ordinance No. 2025-16 Annexing contiguous territory presently in the Town of Neenah to the City of Neenah (Annexation 239), which was adopted by the Common Council of said city at their regular meeting held on Wednesday, February 4, 2026.

I further certify that I have compared same with the original and found it to be a true and correct copy thereof.

Dated at Neenah, Wisconsin this 19<sup>th</sup> day of February 2026.

*Charlotte K Nagel*

---

Charlotte K. Nagel, WCMC  
City Clerk



DOCUMENT  
NUMBER

**CITY OF NEENAH  
ORDINANCE 2025-16  
AMENDED ANNEXATION 239  
FEBRUARY 4, 2026**

**DOC# 1961497  
SUSAN SNYDER  
REGISTER OF DEEDS  
WINNEBAGO COUNTY, WI  
RECORDED ON:  
02/11/2026 02:39 PM  
RECORDING FEE: 30.00  
PAGES: 4**

An ordinance annexing 1.80 acres of land located on Dogwood Trail in the Town of Neenah to the City of Neenah

Attachments: Ordinance 2025-16 and Exhibit A Annexation Map.

Recording Area

Return to:  
City Clerk's Office  
City of Neenah, PO Box 426  
Neenah, WI 54957-0426

*Charge*

Parcel No.: 0100333 and part of 100339

This instrument was drafted by:  
City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No: 1056542

THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE

This information must be completed by submitter: document title, name and return address and PIN (if required). Other information such as the granting clauses, legal description, etc. may be placed on this first page of the document or may be placed on additional pages of the document.

Note: Use of this cover page adds one page to your document and \$2.00 to the recording fee. Wisconsin Statutes 59.517

WRDA 2/96



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission  
Re: Annexing – 1.80 acres of land located along  
Dogwood Trail in the Town of Neenah to the  
City of Neenah.

ORDINANCE NO. 2025-16  
Introduced: December 29, 2025  
Committee/Commission Action:  
Finance & Personnel, Plan Commission, Council

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Pursuant to Section 66.0217(2), Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit A:

Being part of the Northeast  $\frac{1}{4}$  of the fractional Northwest  $\frac{1}{4}$  and part of the Southeast  $\frac{1}{4}$  of the fractional Northwest  $\frac{1}{4}$  of Section 31, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, bounded and described as follows:

Commencing at the North  $\frac{1}{4}$  corner of Said Section 31; Thence S00°05'37"E, 1158.38 feet along the East line of the fractional Northwest  $\frac{1}{4}$  of Section 31 to the North line of lands described in document number 1841978 and the Point of Beginning; thence continuing S00°05'37"E, 341.60 feet along said East line to the South line of lands described in document number 1841979; thence S89°54'23"W, 246.15 feet along said South line to an Easterly line of Certified Survey Map No. 7117; thence N19°56'58"E, 160.05 feet along said Easterly line to the Northerly line of Lot 19 of said Certified Survey Map; thence N79°55'17"W, 140.92 feet along said Northerly line to an East line of Lot 24 of the recorded plat of "Cottages at Woodside Green"; thence N00°05'30"W, 50.80 feet along said East line and along the East line of Outlot 5 of said recorded plat, to the Southerly line of Lot 20 of Certified Survey Map number 7117; thence S79°55'17"E, 130.00 feet along said Southerly line to the East line of said lot; thence N03°22'52"W, 138.74 feet along said East line to the North line of lands described in document number 1841978; thence N89°54'23"E, 210.00 feet along said North line to the Point of Beginning. Subject to all easements and restrictions recorded.

**Section 2.** Said annexation is proposed to be zoned R-1, Single-Family Residence District upon annexation.

**Section 3.** The petition for annexation is conducted under unanimous approval (Wisconsin State Statute Sec. 66.0217(2)). The Wisconsin Department of Administration issued this annexation

petition Municipal Boundary Review number 14825. The annexation area is 1.80 acres in size and is wholly located in the Town of Neenah, Winnebago County. The parcel number of the land being annexed is 0100333 and part of 0100339 and the population of all people living on the transferred land is 0.

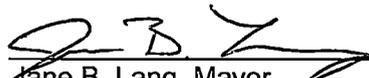
**Section 4.** That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

**Section 5. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 5. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Adopted: February 4, 2026 by Common Council  
Motion: Steiner/Pollnow, 9-0  
Published: February 16, 2026

Approved:

  
\_\_\_\_\_  
Jane B. Lang, Mayor

Attest:

  
\_\_\_\_\_  
Charlotte Nagel, City Clerk



Exhibit A

# ANNEXATION MAP

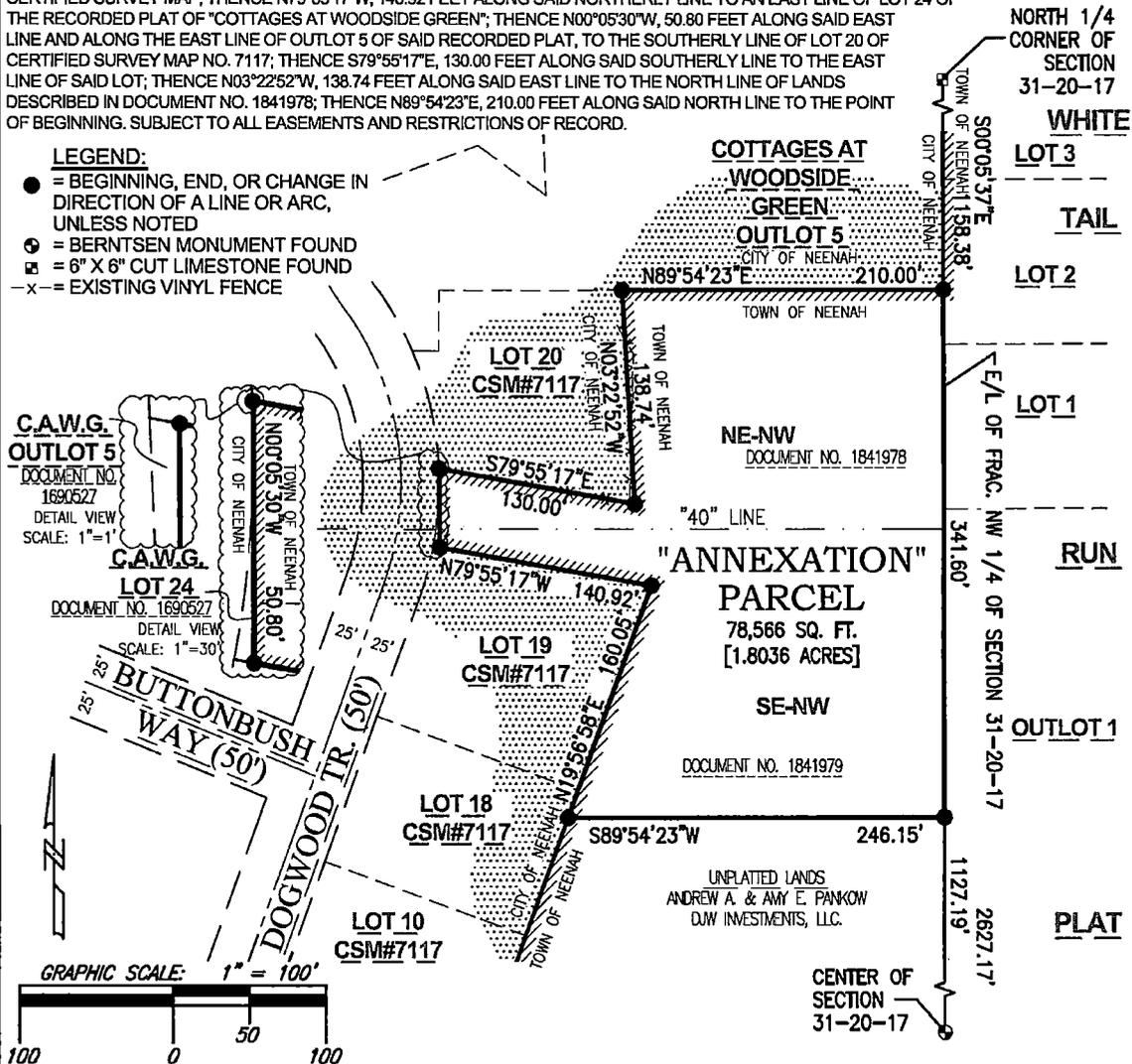
BEING PART OF THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**"ANNEXATION" PARCEL DESCRIPTION:**

BEING PART OF THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 31; THENCE S00°05'37"E, 1158.38 FEET ALONG THE EAST LINE OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31 TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1841978 AND THE POINT OF BEGINNING; THENCE CONTINUING S00°05'37"E, 341.60 FEET ALONG SAID EAST LINE TO THE SOUTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1841979; THENCE S89°54'23"W, 246.15 FEET ALONG SAID SOUTH LINE TO AN EASTERLY LINE OF CERTIFIED SURVEY MAP NO. 7117; THENCE N19°56'58"E, 160.05 FEET ALONG SAID EASTERLY LINE TO THE NORTHERLY LINE OF LOT 19 OF SAID CERTIFIED SURVEY MAP; THENCE N79°55'17"W, 140.92 FEET ALONG SAID NORTHERLY LINE TO AN EAST LINE OF LOT 24 OF THE RECORDED PLAT OF "COTTAGES AT WOODSIDE GREEN"; THENCE N00°05'30"W, 50.80 FEET ALONG SAID EAST LINE AND ALONG THE EAST LINE OF OUTLOT 5 OF SAID RECORDED PLAT, TO THE SOUTHERLY LINE OF LOT 20 OF CERTIFIED SURVEY MAP NO. 7117; THENCE S79°55'17"E, 130.00 FEET ALONG SAID SOUTHERLY LINE TO THE EAST LINE OF SAID LOT; THENCE N03°22'52"W, 138.74 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1841978; THENCE N89°54'23"E, 210.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

**LEGEND:**

- = BEGINNING, END, OR CHANGE IN DIRECTION OF A LINE OR ARC, UNLESS NOTED
- ⊕ = BERNTSEN MONUMENT FOUND
- ⊞ = 6" X 6" CUT LIMESTONE FOUND
- x- = EXISTING VINYL FENCE



**CAROW**  
LAND SURVEYING & ENVIRONMENTAL

**CAROW LAND SURVEYING & ENVIRONMENTAL**  
615 N. LYNNDAL DRIVE, APPLETON, WISCONSIN 54914  
PHONE: (920)731-4168

5841 STATE HIGHWAY 47-55, SHAWANO, WISCONSIN 54166  
PHONE: (920)731-4168

SCALE	1"=100'
DRAWN BY	NJO-12/3/2025
PROJECT NO.	A2510.43-AN

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
POST OFFICE BOX 7984  
MADISON, WI 53707-7984  
(608) 261-2028  
ELECTIONS@WI.GOV  
ELECTIONS.WI.GOV



COMMISSIONERS

DEAN KNUDSON, CHAIR  
BEVERLY R. GILL  
JULIE M. GLANCEY  
ANN S. JACOBS  
JODI JENSEN  
MARK L. THOMSEN

INTERIM ADMINISTRATOR MEAGAN WOLFE

## Annexation Checklist/ Information

The Wisconsin Elections Commission (WEC) must be advised of any new annexations. Please use the checklist on the first page to guide you through this process and the second page should be sent to WEC along with the annexation ordinance. Annexations must be represented within WisVote regardless of whether there are registered voters in the area to be annexed. Ward boundary updates are generally done through County Land Information Office (LIO). Please see the Election Administration Manual “Wards, Reporting Units and Annexations” Chapter for more information.

### **The clerk of the annexing municipality shall:**

- Step 1:** Notify the County Clerk & Wisconsin Elections Commission of annexation. (State Law also requires the annexation to be filed with the County Register of Deeds and the Wisconsin Department of Administration.)
- Step 2:** Send completed EL-100 Form & copy of signed ordinance authorizing the annexation to the Wisconsin Elections Commission.
  - Annexed territory may be added to an existing ward **only** if the territory is comprised of the same Assembly, Congressional and County Supervisory district boundaries and contiguous to that ward, unless it is an island territory as defined in Wis. Stat. § 5.15(2)(f)3. If any of these districts are different and/or not contiguous to an existing ward, a new ward must be created. (*Note - Some counties have ordinances that relate to updating County Supervisory boundaries due to annexations, so check with the county if special rules apply*)
  - Area of annexation must be accounted for within WisVote regardless of population
- Step 3:** Obtain the applicable original EL-131 forms and any valid absentee ballot applications from the clerk of the municipality losing territory.

### **The clerk of the municipality losing territory shall:**

- Step 1:** Retain photocopies of the EL-131 forms.
  - Mark the EL-131 forms for final disposition four years from the effective date of the annexation and Absentee Ballot Applications. Each photocopied EL-131 and Absentee Ballot Application is marked “transferred.”
- Step 2:** Retain photocopies of the Absentee Ballot Applications.
  - Mark the Absentee Ballot Applications for final disposition per the Destructions of Materials chart or Wis. Stat. § 7.23(1)(f), (k), using the date of the last election to which the application applied.

If the municipality has adopted a longer retention period than those specified in Wis. Stats. Sec. 7.23, the absentee ballot applications are marked for final disposition consistent with such other specified retention policy.

