



PROPERTY DESCRIPTION

ANNEXATION FROM THE TOWN OF WINNECONNE TO THE VILLAGE OF WINNECONNE

All of the Northwest 1/4 of the Northeast 1/4 of Section 29, and all of the Southwest 1/4 of the Southeast 1/4 of Section 20, excepting therefrom Lot 1 of Certified Survey Map 2103, and Lot 1 of Certified Survey Map 2349, all being part of Township 19 North, Range 15 East, Town of Winneconne, Winnebago County, Wisconsin, described as follows:

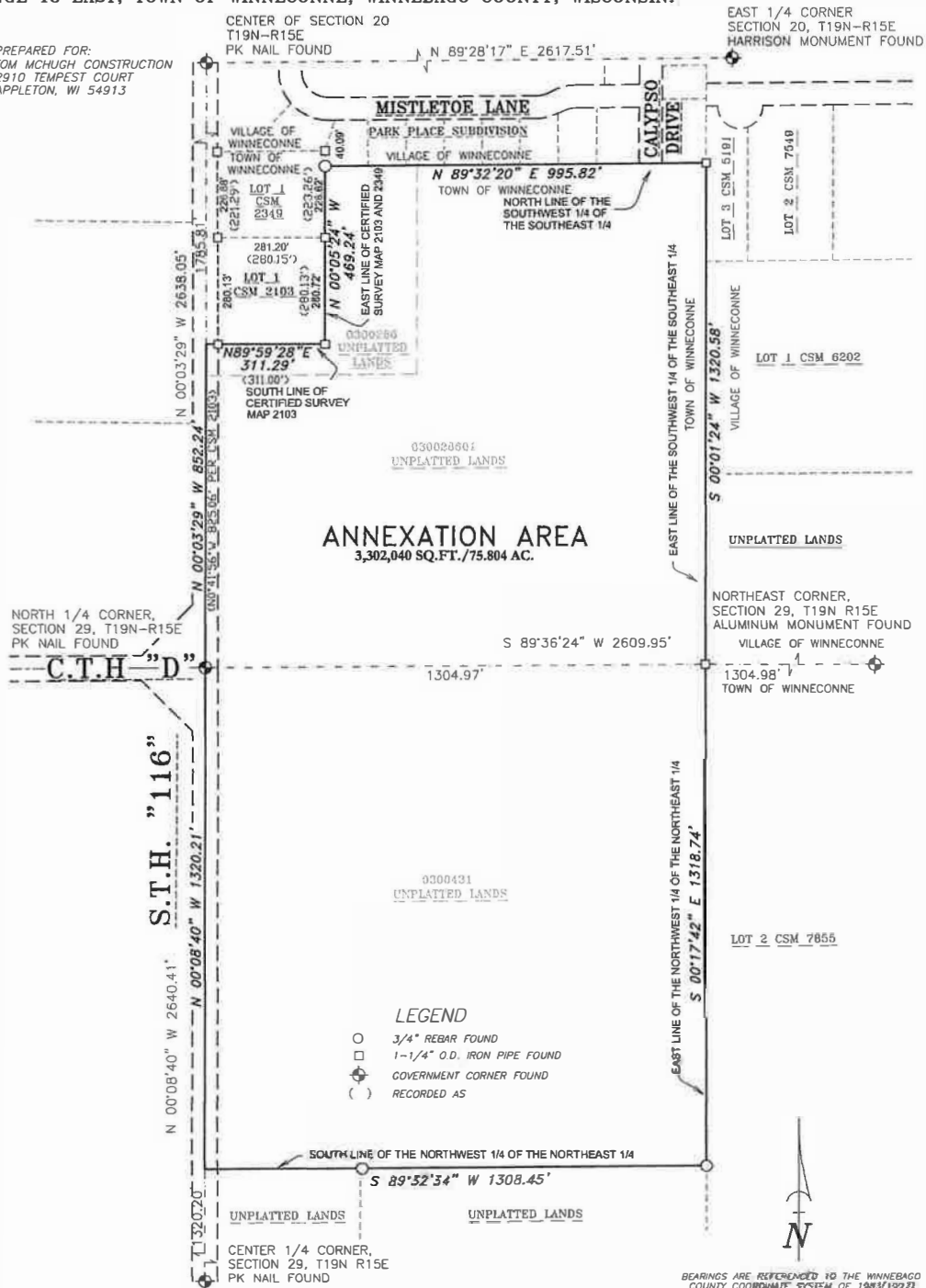
Beginning at the North 1/4 corner of said Section 29; thence North 00 degrees 03 minutes 29 seconds West 852.24 feet, along the West line of the said Southwest 1/4 of the Southeast 1/4; thence North 89 degrees 59 minutes 28 seconds East 311.29 feet, along the South line of Lot 1 of Certified Survey Map 2103; thence North 00 degrees 05 minutes 24 seconds West 469.24 feet, along the East line of Lot 1 of Certified Survey Map 2103 and Lot 1 of Certified Survey Map 2349; thence North 89 degrees 32 minutes 20 seconds East 995.82 feet, along the North line of the said Southwest 1/4 of the Southeast 1/4; thence South 00 degrees 01 minute 24 seconds West 1320.58 feet, along the East line of the said Southwest 1/4 of the Southeast 1/4; thence South 00 degrees 17 minutes 42 seconds East 1318.74 feet, along the East line of the said Northwest 1/4 of the Northeast 1/4; thence South 89 degrees 32 minutes 34 seconds West 1308.45 feet, along the South line of the said Northwest 1/4 of the Northeast 1/4; thence North 00 degrees 08 minutes 40 seconds West 1320.21 feet, along the West line of the said Northwest 1/4 of the Northeast 1/4, to the point of beginning, containing 3,302,040 sq.ft./75.804 acres.

ANNEXATION MAP

POTRATZ PARCELS

ALL OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29, AND ALL OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 20, EXCEPTING THEREFROM LOT 1 OF CERTIFIED SURVEY MAP 2103 AND LOT 1 OF CERTIFIED SURVEY MAP 2349, ALL BEING PART OF TOWNSHIP 19 NORTH, RANGE 15 EAST, TOWN OF WINNECONNE, WINNEBAGO COUNTY, WISCONSIN.

PREPARED FOR:
TOM MCHUGH CONSTRUCTION
2910 TEMPEST COURT
APPLETON, WI 54913



VILLAGE OF WINNECONNE
PETITION FOR DIRECT ANNEXATION BY UNANIMOUS
APPROVAL

Pursuant to Wis. Stat. §66.0217(2)

DOA ANNEXATION REVIEW CHECKLIST

- ☒ Completed Petition for Direct Annexation
- ☒ Legal Description meeting Wis. Stat. §66.0217(1)(c)
- ☒ Map meeting Wis. Stat. §66.0217(1)(g)
- ☒ Signed Petition by all landowners and electors
- ☒ DOA Request for Annexation Review Form
- ☒ Review Fee Payment
- ☐ Certified Survey Map (if applicable)
- ☐ Development Concept Plan (if applicable)

Reference documents used in preparation of this form include the Wisconsin Department of Administration Annexation Review Request Form and sample annexation petition materials.

ORDINANCE NO. ORD-2026-007

**ORDINANCE ANNEXING TERRITORY FROM THE TOWN OF WINNECONNE TO
THE VILLAGE OF WINNECONNE**

WHEREAS, a petition for direct annexation by unanimous consent (hereinafter the "Petition") of the following territory in the Town of Winneconne, Winnebago County, Wisconsin, to the Village of Winneconne was filed with the Village Clerk on May 29, 2026, to include the property legally described below and shown on the scale map, attached hereto as **Exhibit A**.

ALL OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29,
AND ALL OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION
20, EXCEPTING THEREFROM LOT 1 OF CERTIFIED SURVEY MAP 2103,
AND LOT 1 OF CERTIFIED SURVEY MAP 2349, ALL BEING PART OF
TOWNSHIP 19 NORTH, RANGE 15 EAST, TOWN OF WINNECONNE,
WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH 1/4 CORNER OF SAID SECTION 29; THENCE
NORTH 00 DEGREES 03 MINUTES 29 SECONDS WEST 852.24 FEET,
ALONG THE WEST LINE OF THE SAID SOUTHWEST 1/4 OF THE
SOUTHEAST 1/4; THENCE NORTH 89 DEGREES 59 MINUTES 28 SECONDS
EAST 311.29 FEET, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED
SURVEY MAP 2103; THENCE NORTH 00 DEGREES 05 MINUTES 24
SECONDS WEST 469.24 FEET, ALONG THE EAST LINE OF LOT 1 OF
CERTIFIED SURVEY MAP 2103 AND LOT 1 OF CERTIFIED MAP 2349;
THENCE NORTH 89 DEGREES 32 MINUTES 20 SECONDS EAST 995.82
FEET, ALONG THE NORTH LINE OF THE SAID SOUTHWEST 1/4 OF THE
SOUTHEAST 1/4; THENCE SOUTH 00 DEGREES 01 MINUTE 24 SECONDS
WEST 1320.58 FEET, ALONG THE EAST LINE OF THE SAID SOUTHWEST
1/4 OF THE SOUTHEAST 1/4; THENCE SOUTH 00 DEGREES 17 MINUTES
42 SECONDS EAST 1318.74 FEET, ALONG THE EAST LINE OF THE SAID
NORTHWEST 1/4 OF THE NORTHEAST 1/4; THENCE SOUTH 89 DEGREES
32 MINUTES 34 SECONDS WEST 1308.45 FEET, ALONG THE SOUTH LINE
OF THE SAID NORTHWEST 1/4 OF THE NORTHEAST 1/4; THENCE NORTH
00 DEGREES 08 MINUTES 40 SECONDS WEST 1320.21 FEET, ALONG THE
WEST LINE OF THE SAID NORTHWEST 1/4 OF THE NORTHEAST 1/4, TO
THE POINT OF BEGINNING, CONTAINING 3,302,040 SQ. FT./75.804 ACRES.

WHEREAS, the Village Clerk has investigated the Petition and has advised that the Petition complies with Wis. Stat. § 66.0217(2), in that all of the owners of real property in such territory have signed the Petition; that there are zero (0) electors residing in the territory; that such Petition was properly filed with the Village Clerk together with a scale map and a legal description of the property showing the boundaries of the property to be annexed and its relationship to the Village, and that copies were timely filed with the Town Clerk of the Town of Winneconne; and that copies were mailed to the Wisconsin Department of Administration; and

WHEREAS, prior to its action on this Ordinance, the Village Board has reviewed the advice of the Department of Administration (MBR number 14853) finding that the annexation is in the public interest.

NOW, THEREFORE, the Board of Trustees for the Village of Winneconne does ordain as follows:

Section 1. **Adequacy of Petition.** That the Petition was signed by all the owners of all of the real property in the territory and that there are zero (0) electors residing in the territory; and is therefore, a sufficient legal Petition conforming to the requirements of Wis. Stat. § 66.0217(2).

Section 2. **Annexation of Territory.** The territory described is hereby annexed to the Village of Winneconne and shall be included in the Village's official zoning map and shall be designated as R-1A Single Family Residential unless or until official action is taken to rezone and designate the property as being in an alternate zoning district, pursuant to Village Code Section 580-18. The Village Clerk is hereby instructed to file immediately with the Secretary of Administration a certified copy of the Ordinance, certificate and plat, and shall send one (1) copy to each company that provides any utility service in the area that is annexed. The Village Clerk shall also file with the County Clerk the report required by Wis. Stat. § 5.15(4)(b). The Village Clerk shall also record the Ordinance with the Winnebago County Register of Deeds and file a signed copy of the Ordinance with the Clerk of the Winneconne School District all in accordance with Wis. Stat. § 66.0217.

Section 3. **Election Ward.** The territory described is hereby made a part of Election Ward three (3) of the Village of Winneconne.

Section 4. **Population.** The current population of the annexed territory is zero (0).

Section 5. **Agreement to Pay Property Taxes.** Pursuant to Wis. Stat. § 66.0217(4), the petitioner does hereby agree to pay annually to the Town of Winneconne, for five (5) years, an amount equal to the property taxes that the Town of Winneconne levied on the herein described annexed territory, as shown by the Tax Roll under Wis. Stat. § 70.65, in the year in which the annexation is final.

Section 6. **Effective Date.** All ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, and this Ordinance shall be in effect from and after its passage.

Enacted this 21st day of July, 2026

VILLAGE OF WINNECONNE


Chris Boucher, Village President

Attest:


Michael Schoenberger, Deputy Village Clerk

Document prepared by Attorney Chad P. Wade
Renning, Lewis, & Lacy, s.c.

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
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://wi.accessgov.com/public/Forms/Page/doa-dir/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: Tom McHugh

Phone: (920) 540-1167

Email: tmchughconstruction@gmail.com

Contact Information if different than petitioner:

Representative's Name: _____

Phone: _____

E-mail: _____

1. Town(s) where property is located: Town of Winneconne
2. Petitioned City or Village: Village of Winneconne
3. County where property is located: Winnebago
4. Population of the territory to be annexed: 0
5. Area (in acres) of the territory to be annexed: 75
6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
0300286, 030028601, 0300431

Include these required items with this form:

1. ☐ Legal Description meeting the requirements of [s.66.0217 \(1\)\(c\)](#) [see attached annexation guide]
2. ☐ Map meeting the requirements of [s. 66.0217 \(1\)\(g\)](#) [see attached annexation guide]
3. ☐ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
4. ☐ Check or money order covering review fee [see next page for fee calculation]

(June 2024)

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

\$1000

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

\$1350

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: _____

Payer: _____ Check Number: _____

Check Date: _____

Amount: _____

VILLAGE OF WINNECONNE
PETITION FOR DIRECT ANNEXATION BY UNANIMOUS
APPROVAL

Pursuant to Wis. Stat. §66.0217(2)

TO: Village Board
Village of Winneconne
30 South First Street
Winneconne, WI 54986

Petitioner / Developer Name: Tom McHugh Construction

Mailing Address: 2910 Tempest Court Appleton, WI 54913

Phone: (920) 475-2236 _____

Email: tmchughconstruction@gmail.com _____

Representative Name (if applicable):

Representative Phone: _____

Representative Email: _____

1. Request for Annexation

The undersigned petitioners hereby petition the Village Board of the Village of Winneconne for direct annexation by unanimous approval pursuant to Wis. Stat. §66.0217(2).

The territory proposed for annexation is contiguous to the Village of Winneconne and is currently located within the Town of Winneconne, County of Winnebago, Wisconsin.

2. Property Information

Parcel Number(s): 030028601, 0300431, 0300286

Common Property Address(es): _____

Total Acreage: 83.64 _____

Current Zoning Residential R-1A, Agriculture A-2, General Agriculture A-2,

Requested Zoning Upon Annexation: R-1A Residential

Proposed Development / Future Land Use: Singlefamily residential



VILLAGE OF WINNECONNE
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APPROVAL

Pursuant to Wis. Stat. §66.0217(2)

3. Population of Territory

Current population residing within the territory proposed for annexation:

0

_____ persons

4. Legal Description

Attach a legal description of the territory proposed for annexation meeting the requirements of Wis. Stat. §66.0217(1)(c).

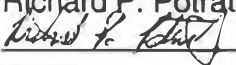
☒ Exhibit A – Legal Description

5. Annexation Map

Attach a map accurately reflecting the legal description and meeting the requirements of Wis. Stat. §66.0217(1)(g).

☒ Exhibit B – Annexation Map / Certified Survey Map

6. Signatures of Landowners and Electors

Printed Name	Address	Date	Status (Owner/Elector/Both)
Richard P. Potratz 	4409 Eureka Rd. Omro, WI 54963		Landowner

VILLAGE OF WINNECONNE
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APPROVAL

Pursuant to Wis. Stat. §66.0217(2)

AFFIDAVIT OF OWNERSHIP AND RESIDENCY

STATE OF WISCONSIN)

) SS

COUNTY OF Winnebago)

Richard P. Potratz, being first duly sworn on oath, deposes
and says:

1. That he/she is one of the petitioners who signed the Petition for Direct Annexation of the territory described herein.
2. That this Petition is submitted pursuant to Wis. Stat. §66.0217(2) for direct annexation by unanimous approval.
3. That all electors residing within the territory and all landowners within the territory have signed the petition.
4. That to the best knowledge of the undersigned, no additional ownership interests exist within the territory proposed for annexation.

Petitioner Signature: *Richard P. Potratz*

Address: 4409 Eureka Rd Omro, WI 54963

Phone Number(s): (920) 379-2511

Subscribed and sworn before me this 29 day of May 2026.

Melissa Diedrich

Notary Public, State of Wisconsin

My Commission Expires: 8/29/29



VILLAGE OF WINNECONNE
PETITION FOR DIRECT ANNEXATION BY UNANIMOUS
APPROVAL

Pursuant to Wis. Stat. §66.0217(2)

AFFIDAVIT OF FILING

STATE OF WISCONSIN)

) SS

COUNTY OF Winnebago)

Richard P. Patratz, being first duly sworn on oath, deposes and says that on the 29 day of may, 2026, he/she filed a duplicate copy of the Petition for Direct Annexation by Unanimous Approval with the Clerk of the Town of Winneconne, Wisconsin.

Petitioner Signature: _____

Subscribed and sworn before me this 29 day of may, 2026

Melissa Duedae

Notary Public, State of Wisconsin

My Commission Expires: _____

8/29/29



**VILLAGE OF WINNECONNE
PETITION FOR DIRECT ANNEXATION BY UNANIMOUS
APPROVAL**

Pursuant to Wis. Stat. §66.0217(2)

AFFIDAVIT OF FILING

STATE OF WISCONSIN)

) SS

COUNTY OF Winnebago)

Tom McHugh, being first duly sworn on oath, deposes
and says that on the 24 day of May, 2026, he/she filed a
duplicate copy of the Petition for Direct Annexation by Unanimous Approval with the
Clerk of the Town of Winneconne, Wisconsin.

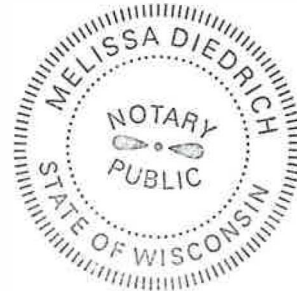
Petitioner Signature: _____

Subscribed and sworn before me this 29 day of May, 2026.

Melissa Diedrich

Notary Public, State of Wisconsin

My Commission Expires: 8/29/29



VILLAGE OF WINNECONNE
PETITION FOR DIRECT ANNEXATION BY UNANIMOUS
APPROVAL

Pursuant to Wis. Stat. §66.0217(2)

AFFIDAVIT OF OWNERSHIP AND RESIDENCY

STATE OF WISCONSIN)

) SS

COUNTY OF Winnebago)

Tom McHugh

_____, being first duly sworn on oath, deposes
and says:

1. That he/she is one of the petitioners who signed the Petition for Direct Annexation of the territory described herein.
2. That this Petition is submitted pursuant to Wis. Stat. §66.0217(2) for direct annexation by unanimous approval.
3. That all electors residing within the territory and all landowners within the territory have signed the petition.
4. That to the best knowledge of the undersigned, no additional ownership interests exist within the territory proposed for annexation.

Petitioner Signature: _____

Address: 2910 Tempest Court Appleton, WI 54913

Phone Number(s): (920) 475-2236

Subscribed and sworn before me this 29 day of may, 2026.

Melissa Diedrich

Notary Public, State of Wisconsin

My Commission Expires: 8/29/29

