

# 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](mailto:wimunicipalboundaryreview@wi.gov)  
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/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: **Timothy and Julie Bertram, Harold Harding, Michael and Patricia Bouressa (Co-Trustees of the Bouressa Trust), and Clifton and Linda Tayer (Clifton J and Linda M Taylor Revocable Trust)**

Phone: **920 213-4812**

Email: **timbetram@betramdental.com**

**RECEIVED**

**March 13, 2024**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

## Contact Information if different than petitioner:

Representative's Name: **Brad Schmidt**

Phone: **(920) 886-6126**

E-mail: **BSchmidt@NeenahWi.gov**

1. Town(s) where property is located: **Neenah**

2. Petitioned City or Village: **Neenah (City)**

3. County where property is located: **Winnebago**

4. Population of the territory to be annexed: **20**

5. Area (in acres) of the territory to be annexed: **1.351**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
**PART OF 010045904, PART OF 0100459, AND 010045907**

## Include these required items with this form:

- 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 [see attached annexation guide]
- Check or money order covering review fee [see next page for fee calculation]

(November 2022)

# 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

**\$200 Initial Filing Fee** (required with the first submittal of all petitions)  
\$200 – 2 acres or less  
\$350 – 2.01 acres or more

**\$200 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

**\$400 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**

Date fee & form received: 3-13-24 Shaded Area for Office Use Only

Payer: Nearah Wisconsin

Check Number: 58229

Check Date: 3-7-24

Amount: \$400.00

## 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 \(4\)](#).



PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES, WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

THE UNDERSIGNED, CONSTITUTING ALL OF THE OWNERS AND ELECTORS OF THE REAL PROPERTY WHICH RESIDES IN THE TERRITORY OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, LYING CONTIGUOUS TO THE CITY OF NEENAH, PETITION THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF NEENAH TO ANNEX THE TERRITORY DESCRIBED ON THE EXHIBIT "A" DRAWING ATTACHED.

THE UNDERSIGNED, ELECT THAT THIS ANNEXATION SHALL TAKE EFFECT TO THE FULL EXTENT CONSISTENT WITH THE OUTSTANDING PRIORITIES OF OTHER ANNEXATIONS, INCORPORATIONS OF CONSOLIDATION PROCEEDINGS, IF ANY.

Timothy W. Bertram <sup>2/28/24</sup> Julie M. Bertram <sup>2.28.24</sup>  
Timothy W. Bertram - Petitioner Date Julie M. Bertram - Petitioner Date

Michael J. Bouressa <sup>2-28-24</sup> Patricia A. Bouressa <sup>2-29-24</sup>  
Michael J. Bouressa - Petitioner Date Patricia A. Bouressa - Petitioner Date  
Co-Trustees of the Bouressa Trust

Clifton J. Taylor <sup>2/28/24</sup> Linda M. Taylor <sup>2/28/24</sup>  
Clifton J. Taylor - Petitioner Date Linda M. Taylor - Petitioner Date  
Clifton J. & Linda M. Taylor Revocable Trust Dated July 3, 2019

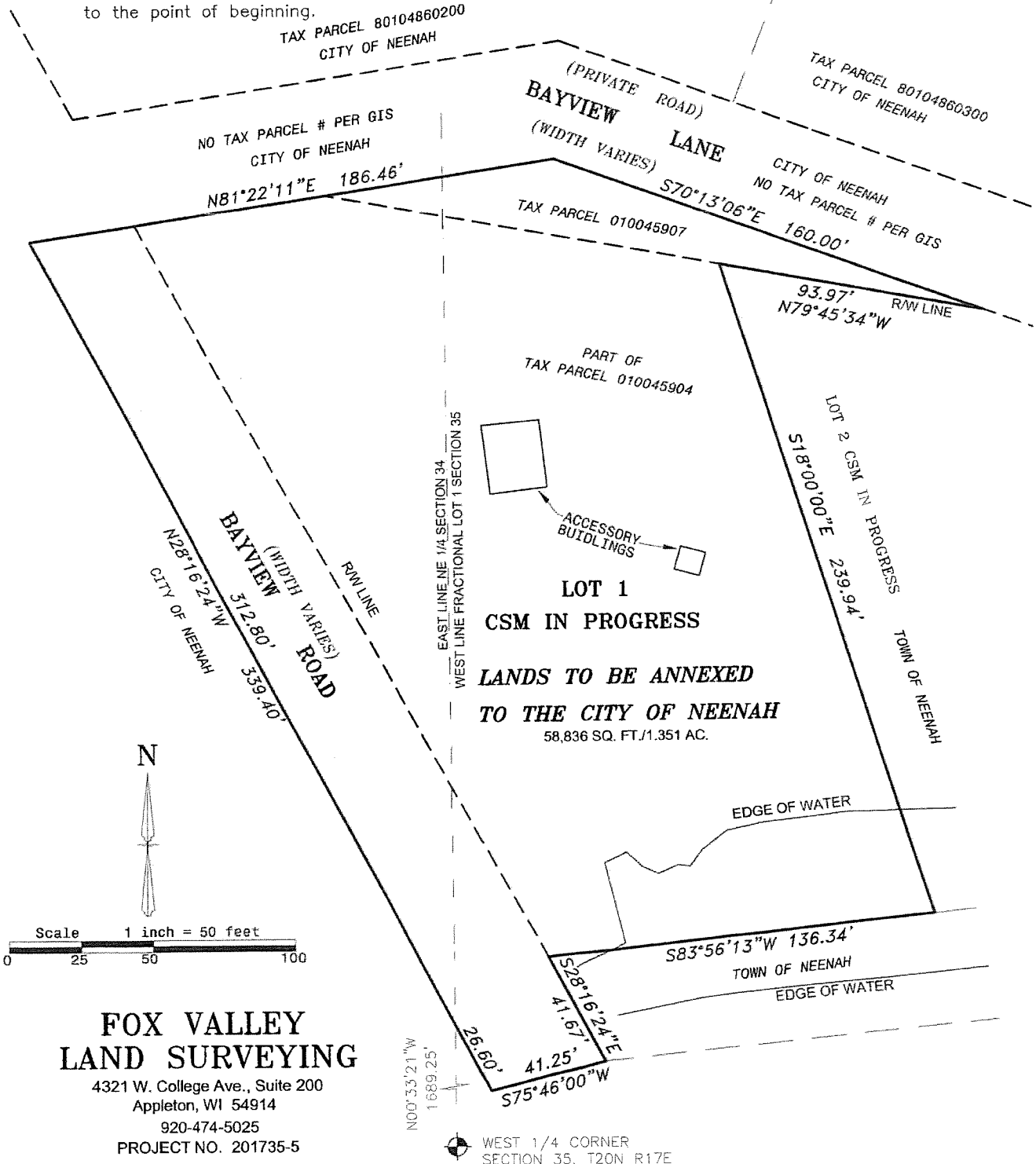
Harold W. Harding  
Harold W. Harding Date

# EXHIBIT "A" DRAWING

## LEGAL DESCRIPTION FOR LANDS TO BE ANNEXED FROM THE TOWN OF NEENAH TO THE CITY OF NEENAH

PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, AND PART OF FRACTIONAL LOT 1 OF SECTION 35, ALL IN TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

Commencing at the West 1/4 corner of said Section 35; thence North 00 degrees 33 minutes 21 seconds West 1689.25 feet, along the West line of said Fractional Lot 1 of Section 35, to the point of beginning; thence North 28 degrees 16 minutes 24 seconds West 312.80 feet; thence North 81 degrees 22 minutes 11 seconds East 186.46 feet; thence South 70 degrees 13 minutes 06 seconds East 160.00 feet; thence North 79 degrees 45 minutes 34 seconds West 93.97 feet; thence South 18 degrees 00 minutes 00 seconds East 239.94 feet; thence South 83 degrees 56 minutes 13 seconds West 136.34 feet; thence South 28 degrees 16 minutes 24 seconds East 41.67 feet; thence South 75 degrees 46 minutes 00 seconds West 41.25 feet; thence North 28 degrees 16 minutes 24 seconds West 26.60 feet, to the point of beginning.



**FOX VALLEY  
LAND SURVEYING**

4321 W. College Ave., Suite 200  
Appleton, WI 54914  
920-474-5025  
PROJECT NO. 201735-5



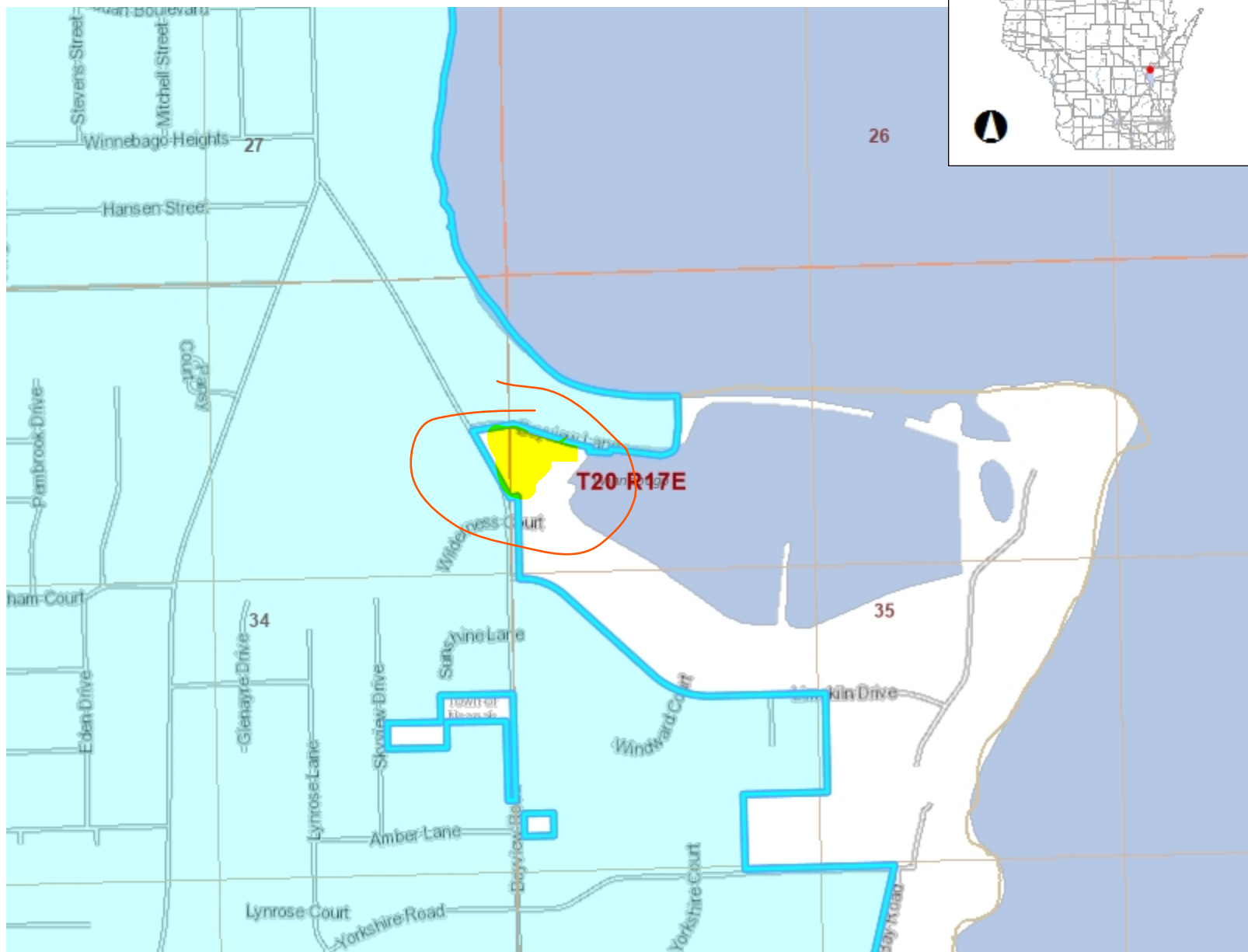


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# Surface Water Data Viewer Map



- 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



NAD\_1983\_HARN\_Wisconsin\_TM

1: 7,920

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/>

## Notes



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>

April 02, 2024

PETITION FILE NO. 14655

CHARLOTTE NAGEL, CLERK  
CITY OF NEENAH  
211 WALNUT STREET  
NEENAH, WI 54956-3026

ELLEN SKERKE, CLERK  
TOWN OF NEENAH  
1600 BREEZEWOOD LN  
NEENAH, WI 54956-4410

Subject: BOURESSA AND TAYLOR TRUSTS ANNEXATION

The proposed annexation submitted to our office on March 13, 2024, 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 Neenah, 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 14655 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=2729>

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

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner