

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
101 E. Wilson Street, 9th Floor
Madison WI 53703
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview/>

Petitioner Information

Name: **DETRA FAMILY TRUST - TRUSTEES CARLA STEWARD AND RUSSEL DETRA**

Address: **343 5TH STREET**

NEENAH, WI 54956

Email: **CARLASTEWARD@ATT.NET**

Office use only:

RECEIVED

October 2, 2020

Municipal Boundary Review
Wisconsin Dept. of Admin.

1. Town where property is located: **NEENAH**

2. Petitioned City or Village: **NEENAH**

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: **0.74**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **010028401**

Petitioners phone:

(920) 886-6126

Town clerk's phone:

(920) 725-0916

City/Village clerk's phone:

(920) 886-6101

Contact Information if different than petitioner:

Representative's Name and Address:

BRAD SCHMIDT

211 WALNUT STREET

NEENAH WI 54956

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

E-mail: **BSCHMIDT@CI.NEENAH.WI.US**

Surveyor or Engineering Firm's Name & Address:

NA

NA

NA

NA

Phone: **NA**

E-mail: **NA**

Required Items to be provided with submission (to be completed by petitioner):

- ☒ 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 is included
- Indicate Statutory annexation method used:
 - ☒ Unanimous per s. 66.0217 (2), or,
OR
 - ☐ Direct by one-half approval per s. 66.0217 (3)
- ☒ Check or money order covering review fee [see next page for fee calculation]

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)

Attach check or money order here, payable to: **Department of Administration**

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

check Received: 9-29-2020
Payer: Neenah

check# 50772
check: 9-24-2020
\$40000

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 annexe (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 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 adjoiners 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).

☒ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]

**PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES**

We, the undersigned, constituting the assignee of the annexation rights of all owners and the owners' assignees of the real property in the following territory of the Town of Neenah, Winnebago County, Wisconsin, petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled map (Exhibit A) to the City of Neenah, Winnebago County, Wisconsin.

Part of the Southeast ¼ of the Southwest ¼ of Section 29, Town 20 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:

Beginning at the Northeast corner of the Southeast ¼ thence 874.0 feet West, thence 225.0 feet South 0°27'0"E, and thence 133.90 feet West to the point of beginning.

From the point of beginning North 90°0'0"W, 138.0 feet, thence South 6°50'0"E a distance of 265.9 feet to the centerline of State Trunk Highway "114" otherwise known as W. Winneconne Avenue, thence North 70°13'00"E a distance of 137.2 feet along said centerline, thence South 6°32'0"W a distance of 218.0 feet to the point of beginning. north

Containing 0.74 acres, more or less.

Parcel Number - 010028401

The current population of such territory is 0.

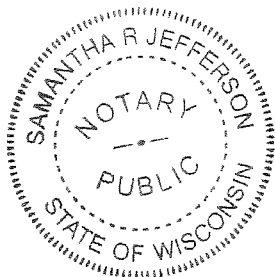
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Trustees	Petitioner Address
<u>Russel Detra</u>	<u>9-14-2020</u>	<u>Russel Detra</u>	<u>9675 RIVER PINES LA</u> <u>FREMONT WI 54940</u>
<u>Carla Steward</u>	<u>9-14-2020</u>	<u>Carla Steward</u>	<u>343 5TH ST.</u> <u>NEENAH, WI 54956</u>

Stephanie Cheslock, Clerk

STATE OF WISCONSIN)
) SS.
COUNTY OF WINNEBAGO)

This Instrument was signed and sealed before me this 14 day of September, 2020.



Samantha R. Jefferson, Notary Public
Winnebago County, Wisconsin.
My Commission Expires: 5/10/2021

EXHIBIT A MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 OF THE SW 1/4 OF SEC. 29, T.20N, R.17E, TOWN OF NEENAH, WINNEBAGO COUNTY

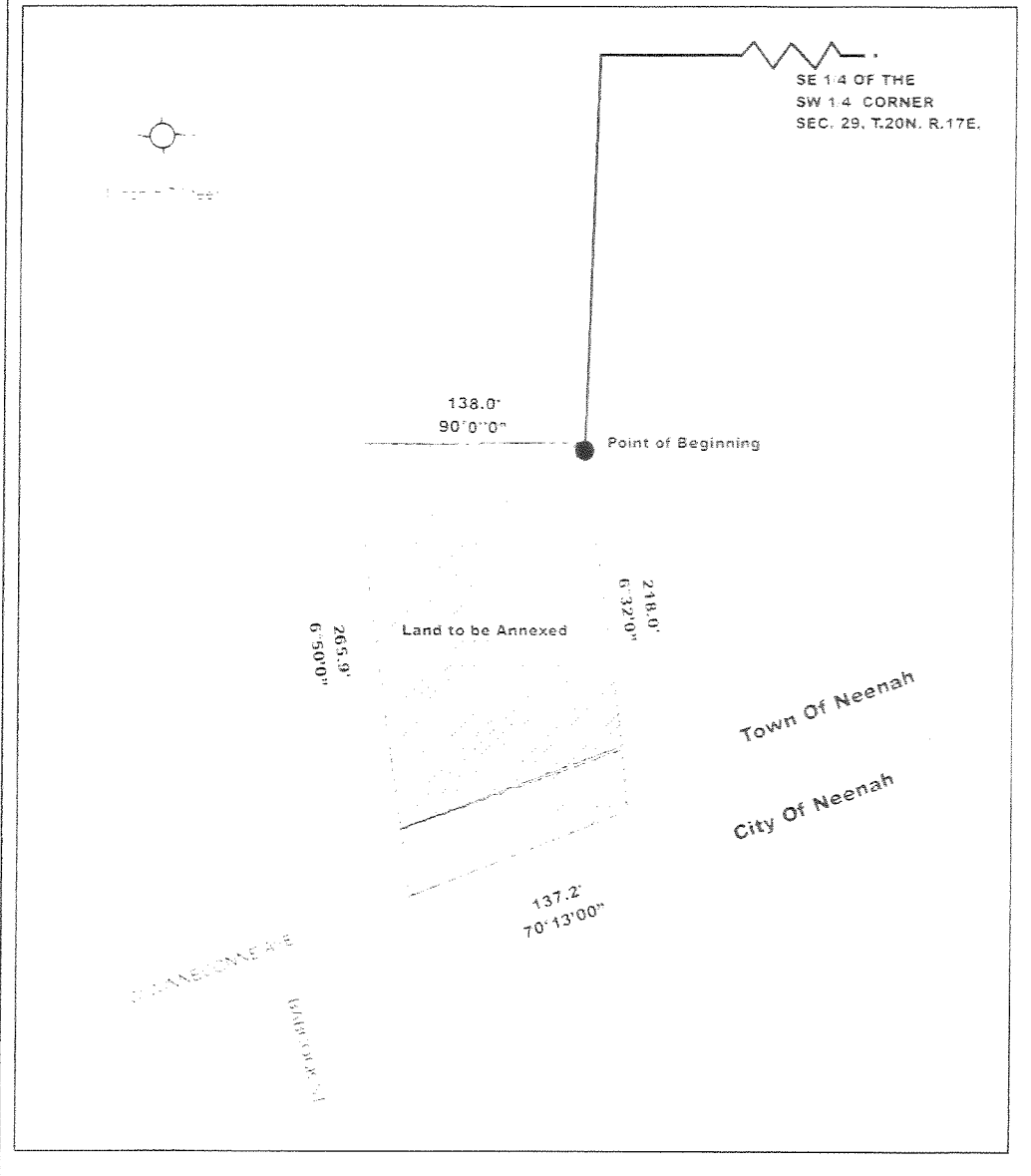
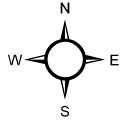


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1 inch = 71 feet

needs graphic scale

SE 1/4 OF THE
SW 1/4 CORNER
SEC. 29, T.20N, R.17E,

138.0'
90°0'0"

Point of Beginning

Land to be Annexed

265.9'
6°50'0"

218.0'
6°32'0"

Town Of Neenah

City Of Neenah

137.2'
70°13'00"

W WINNECONNE AVE

BABCOCK ST

REAL PROPERTY LISTERS ANNEXATION REVIEW

1. Territory to be annexed:	From Town of: Neenah	To City/Village of: Neenah
-----------------------------	-----------------------------	-----------------------------------

2. Checklist: (Y) Yes; (N) No; (NA) Not applicable; (NC) Not checked

Location and Position

☐ Y (1) Location description by government lot, recorded private claim, ¼ - ¼ section, section, township, range and county

☐ Y (2) Contiguous with existing village/city boundaries

☐ N (3) Creates an island area in Township (completely surrounded by city)

☐ N (4) Creates an island area in City (completely surrounded by town)

Petition and Map Information

☐ Y (1) Identify owner(s) of annexed land

☐ Y (2) Identify parcel ID numbers included in annexation.

☐ N (3) Identify parcel ID numbers being split by annexation **Missing parcel 01002830101 (part)**

☐ Y (4) North arrow

☐ N (5) Graphic Scale

☐ Y (6) Streets and Highways shown and identified

☐ N (7) Legend

☐ Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

- The application should also include parcel 01002830101 (part) which is the portion within the right-of-way.
- There are errors in the legal description as marked. Please see attached description.
- The exhibit map should be corrected to match the legal description. Please see attached map.

Prepared by: Diane Culver
 Title: GIS Specialist II
 Phone: (920) 232-3335
 Date: 10-05-2020

Please **RETURN PROMPTLY** to:
 Municipal Boundary Review
 PO Box 1645
 Madison WI 53701
 (608) 264-6102 **FAX** (608) 264-6104
wimunicipalboundaryreview@wi.gov

Request for Annexation Review

#14339

Wisconsin Department of Administration

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Municipal Boundary Review
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2. Petitioned City or Village: **NEENAH**

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: **0.74**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **010028401 and**

Petitioners phone:

(920) 886-6126

Town clerk's phone:

(920) 725-0916

City/Village clerk's phone:

(920) 886-6101

Contact Information if different than petitioner:

Representative's Name and Address:
BRAD SCHMIDT

211 WALNUT STREET

NEENAH WI 54956

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

E-mail: **BSCHMIDT@CI.NEENAH.WI.US**

Surveyor or Engineering Firm's Name & Address:
NA

NA

NA

NA

Phone: **NA**

E-mail: **NA**

Required Items to be provided with submission (to be completed by petitioner):

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 is included
4. Indicate Statutory annexation method used:
 - ☒ Unanimous per s. 66.0217 (2), or,
 - OR
 - ☐ Direct by one-half approval per s. 66.0217 (3)
5. ☒ Check or money order covering review fee [see next page for fee calculation]

**PETITION FOR DIRECT ANNEXATION
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Part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 29, Town 20 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:

Beginning at the Northeast corner of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, thence 874.0 feet West, thence 225.0 feet South $0^{\circ}27'0''$ E, and thence 133.90 feet West to the point of beginning.

From the point of beginning North $90^{\circ}0'0''$ W, 138.0 feet, thence South $6^{\circ}50'0''$ E a distance of 265.9 feet to the centerline of State Trunk Highway "114" otherwise known as W. Winneconne Avenue, thence North $70^{\circ}13'00''$ E a distance of 137.2 feet along said centerline, thence South $6^{\circ}32'0''$ W a distance of 218.0 feet to the point of beginning.

Containing 0.74 acres, more or less.

Parcel Number - 010028401 ~~E. 010-0283-01-01~~ (part)

The current population of such territory is 0.

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Trustees	Petitioner Address
<u>Russel Detra</u>	<u>9-14-2020</u>	<u>Russel Detra</u>	<u>9675 RIVER PINES Ln</u> <u>FREMONT WI 54940</u>
<u>Carla Steward</u>	<u>9-14-2020</u>	<u>Carla Steward</u>	<u>343 5TH ST.</u> <u>NEENAH, WI 54956</u>

Stephanie Cheslock, Clerk

STATE OF WISCONSIN)
) SS
COUNTY OF WINNEBAGO)

This Instrument was signed and sealed before me this 14 day of September, 2020



Samantha R. Jefferson, Notary Public
Winnebago County, Wisconsin.
My Commission Expires: 5/10/2021

EXHIBIT A

MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 OF THE SW 1/4 OF SEC. 29, T.20N, R.17E, TOWN OF NEENAH, WINNEBAGO COUNTY



1 inch = 71 feet

874.0' West
NORTHEAST CORNER
OF THE
SE 1/4 OF THE SW 1/4
SEC. 29, T.20N.,
R.17E.

225.0'
S 0° 27' 0" E

Point of Beginning

138.0'
N 90° 0' 0" W

133.90'
West

218.0'
N 6° 32' 0" W

Land to be Annexed

265.9'
S 6° 50' 0" E

Town of Neenah

City of Neenah

W WINNECONNE AVE

BABCOCK ST

137.2'
N 70° 13' 00" E



Search...

Maps & Data

Basic Tools

Locate & Identify

Draw & Measure



Additional Resources



Basic Tools



Point

Clear Selected

Identify



Query

Filter

Find Location

Find Address

Find Data



Coordinates



Plot Coordinates



WKID: 4326 Lat/Long ▲

Lat: 44.17109° N

Lon: 88.51140° W

Scale 1: 7,920



Go

[Terms of Use](#)

Township No 20 N. Range No 17 E. 4th Mer. Wis. Ter.



Meanders of Winnebago Lake and Little Butte des Morts Lake.

Posts	Courses	Chs. Lk.	Posts	Courses	Chs. Lk.
Beginning at post on West Margin of Lake Winnebago; on South Boundary; thence down lake, in sec 35					
17	N. 28 W.	2.46	17	N. 13 E.	5.00
	N. 15 W.	3.00	18	N. 64 W.	4.50
	N. 76 W.	11.00		N. 88 W.	3.50
	N. 62 W.	5.00		N. 64 W.	8.00
	N. 72 W.	7.00		N. 47 W.	13.50
	N. 29 E.	12.00		N. 29 E.	10.25
	N. 10 E.	18.25		N. 14 W.	5.00
	N. 55 W.	8.89		N. 55 E.	7.50
	N. 34 E.	5.00		N. 43 E.	15.50
	N. 16 E.	11.00		N. 10 E.	35.50
	N. 31 E.	9.45		N. 15 E.	5.00
	N. 72 W.	28.00		N. 15 E.	14.00
	N. 15 E.	10.25		N. 37 E.	10.25
	N. 16 E.	10.00		N. 40 E.	9.50
	N. 63 E.	6.60		N. 38 E.	5.50
	N. 62 E.	18.50		N. 55 E.	4.00
	N. 37 E.	8.00		N. 11 E.	15.50
	N. 23 E.	25.50		N. 19 E.	10.00
	N. 55 E.	12.00		N. 69 E.	4.09
	N. 62 E.	7.50		N. 62 E.	7.50
	N. 51 E.	6.65			

Total number of Acres.

Survey Designated	By whom Surveyed	Date of Contract	Cont. of Surveys	When Surveyed	When for sale in the Public Contract
Town Lines	Garret Velt	May 12, 1858	M. Ch. Lk. 58.75	Jan. 1859	2d. q. 1859
Subdivisions	Garret Velt				

The above Map of Township No 20 North, Range No 17 East, 4th Meridian, Wisconsin Territory, is strictly conformable to the field notes of the survey thereof on file in this office, which have been examined and approved.

Surveyor General's Office,
Dubuque April 20, 1859.

A. G. Ellis,
Assistant

Scale 40 Chains to an Inch

Meridian 6° 20' E.

17069.76



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>

October 20, 2020

PETITION FILE NO. 14339

STEPHANIE CHESLOCK, CLERK
CITY OF NEENAH
PO BOX 426
NEENAH, WI 54957-0426

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

Subject: DETRA FAMILY TRUST ANNEXATION

The proposed annexation submitted to our office on October 02, 2020, 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.

Note: The scale map and legal description of the territory to be annexed as provided with the petition and amendment to the petition do not meet the requirements of s. 66.0217 (1) (c) & (g), Wis. Stats., to wit:

-The metes and bounds description must commence from a monumented corner of the 1/4 Section (not 1/4-1/4 Section) in which the territory lies. It appears that the point of commencement of the legal description is the NE corner of the SE 1/4 of the SW 1/4, which is not a corner of the 1/4 Section. The point of commencement as shown on the scale map is in error (the SE 1/4 of the SW 1/4 corner?).

-The bearing of the 218.0' boundary course should be shown as North 6deg 32min 0sec W in the legal description.

-The scale map must include a graphic scale.

-As an 'accurate reflection' of the legal description, the scale map must show the bearings of the boundary of the territory and bearings and distances of the tie from the point of commencement to the point of beginning.

-Note that the boundary of the territory as described (with the above correction) and shown on the map has a 2.3' misclosure.

Note from the Winnebago County Property Lister: An annexation ordinance should also note that a part of parcel 01002830101, which is the portion within the right-of-way, is included with this annexation.

October 20, 2020

DETRA FAMILY TRUST ANNEXATION

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 14339 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=2413>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erich Schmidtke', with a stylized flourish at the end.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner