

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, December 29, 2025– 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from November 24, 2025 Regular Meeting (minutes can be found on the City's website)
3. Make Recommendation of Approval of the 2026 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing (Kasimor) (Attachment)
4. Make Recommendation to Accept the Petition for Annexation 239 of 1.80 Acres Located Along Dogwood Trail in the Town of Neenah (Rasmussen) (Attachment)
5. City Attorney Report (Rashid) (no report)
6. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6110 or e-mail clerk@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH
MINUTES OF THE
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 24, 2025 at 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

Call to Order.

The meeting was called to order at 5:30 PM by Chairman Steiner.

Present: Chairman Steiner, Vice-Chair Erickson, Aldermen Ellis, Director of Finance Rasmussen and City Clerk Nagel.

Also present: Mayor Lang, City Attorney Rashid, Director Schroeder, Director Nieforth, Deputy Director Schmidt, Assistant Planner Kasimor, Aldermen Lendrum and Pollnow, and Citizens Frank Cuthbert and Scott Becher.

Absent/Excused: Council President Borchardt and Alderman Bruno

1. Public Appearances.

- a. Alderman Pollnow asked for an update to the 412 Sherry Street home, the drug house. It is his understanding there may be another drug house on Sherry Street and he would like an update on that as well.
- b. Scott Becher, 1061 Green Acres Lane. Spoke on the Term Sheet with Eminent Development Corporation for the mixed-use development on within the 1300 block of South Commercial Street. He would like to know if there is a plan to acquire the Peckham Street property before December 5th WHED submittal date, and if so, what the contingencies.

2. Approval of Minutes from November 10, 2025 Regular Meeting (minutes can be found on the City's website)

Motion by Erickson, seconded by Ellis to approve the November 10, 2025 Meeting Minutes as presented. Motion carried unanimously.

3. Make Recommendation to approve the Term Sheet with Eminent Development Corporation to facilitate the construction of a mixed-use development consisting of workforce housing and commercial space on city-owned property within the 1300 block of South Commercial Street. (Nieforth) (Attachment)

Motion by Ellis, seconded by Erickson to approve the Term Sheet with Eminent Development Corporation to facilitate the construction of a mixed-use development consisting of workforce housing and commercial space on city-owned property within the 1300 block of South Commercial Street. Motion carried unanimously

The City Attorney advised that both items mentioned in public forum are potential litigation and should not be addressed except in closed session, which has not been noticed for tonight's meeting. If Chair Steiner would like to have discussion on those two items, a closed session can be notified for the next meeting. The

City Attorney cautioned Director Nieforth as she proceeded with the discussion on the item.

Director Nieforth went through her memo. The submitted site plan did not include 118 W. Peckham Street property because the city does not own that property. Eminent feels that without the W. Peckham Street property the project will score very well with the WHED grant. City staff have had many past conversations with the owner of the W. Peckham Street property. At the time of the Eminent proposal, the developer did not know of the possibility of including that property into the proposal. Since the option is available, Eminent would like to explore that option. No TIF funds would be used to acquire 118 W. Peckham Street. The funding would come from either the developer, CDBG funds, or a combination of both.

An updated unit number of was given to Director Nieforth today of 50 units instead of 45. The developer is comfortable submitting for WHED grants on December 5th with the plan as is. Should the development be chosen to move forward, a pre-application would be due on March 20th with a formal Development Agreement to follow once the project is approved.

Alderman Ellis asked both Director Nieforth and Attorney Rashid if any of the Facebook allegations are true. Director Nieforth took full responsibility for the error made in the term sheet template. Director Nieforth explained this project has been in the planning stage for quite a while. With the holiday week, the agenda was amended on Friday in compliance with the Open Meeting laws. Friday is usually the day the agenda is posted. Approve of the Term Sheet is the first step in many, with Council having final approval of the project.

There was discussion on this project being a forward-moving opportunity to add additional workforce housing in the city and to get the city owned property back on the tax roll.

4. Make Recommendation of Adoption of Resolution 2025-17, Approving the Neenah Central City Business Improvement District 2026 Operating Plan (Schmidt) (Attachment)

Motion by Ellis, seconded by Erickson to recommend Council adopt Resolution 2025-17, approving the Neenah Central City Business Improvement District 2026 Operating Plan. Motion carried unanimously.

The plan was reviewed and adopted by the BID last week. Due to the demolition of the Remley Sensenbrenner building, the BID assessment value did decrease slightly. The BID is proposing a carry forward of \$27,000 of unspent assessment from the prior year, with the total budget for 2026 is \$185,713. The budget is broken down by Centralized Management, Public Relations, Retention and Recruitment, and Maintenance categories. The complete operating plan is included in the packet.

There was discussion on BID auditing practices. Due to changes in state law, a financial review is done every year with a full audit every 3-5 years. The BID is also reported on the city financials as a component unit.

5. Make Recommendation to Upgrade Servers and Storage, not to exceed \$285,000 (Schroeder) (Attachment)

Motion by Ellis, seconded by Erickson to recommend Council approve the purchase equipment, software, and services from Heartland Business Systems and Camera Corner Connecting Point, to upgrade servers and storage at our primary and disaster recovery datacenters at a cost not to exceed \$285,000, with funding coming from the Information Systems capital equipment budget, the Information Systems fund balance, and the Capital Equipment fund balance. Motion carried unanimously.

Director Schroeder went through his memo. This project has been in the works for some time now. Due to project load and a major department retirement, this project has been pushed back. Now that our licensing is up for renewal, the time is right to expand the scope from just storage to the entire infrastructure as a whole to see where improvements are needed and potentially some cost savings. Since this infrastructure update affects all departments, staff felt the use of the Capital Equipment fund balance was an appropriate use of those dollars.

6. Fiscal Matters: October 2025 Vouchers (Rasmussen) (Attachments)

Motion by Ellis, seconded by Erickson to receive and place on file. Motion carried unanimously.

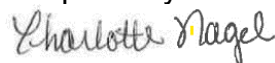
7. City Attorney Report (Rashid) (no report)

Attorney Rashid advised all Walmart assessment appeal cases are now consolidated under one judge. A closed session will be on the next agenda.

8. Adjournment.

Motion to adjourn by Ellis, seconded by Erickson to adjourn. Motion carried unanimously. Meeting adjourned at 5:53 PM.

Respectfully submitted,



Charlotte Nagel
City Clerk

Report



MEMORANDUM

TO: Chairman Steiner and members of the Finance and Personnel Committee

FROM: Carol Kasimor, Assistant Planner

DATE: December 22, 2025

SUBJ: 2026 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride Cost Sharing

The attached intermunicipal agreement with the City of Appleton allows the use of State and Federal funds received by Valley Transit for Dial-A-Ride program costs for residents of the Cities of Neenah and Menasha.

The City of Neenah has administered the program for our community and the City of Menasha since the inception of the service in the late 1970s. The program provides lower-cost van transportation for residents aged 60 and older, and serves to support needs such as medical appointments, grocery shopping, and exercise and social activities. Riders participate by first obtaining a certification at City Hall, the Neenah Public Library or online, and then may travel throughout most of the Fox Cities by calling for a trip reservation a day or more ahead. The cost of one-way trip to the rider is \$3.50. Passenger surveys indicate that the program provides an important service for older adults and their families and helps them maintain or improve their independence. More than 100 residents typically use the service on an annual basis.

The City of Neenah budgeted program revenues of \$56,000 for 2026, which may include funds from the two Cities, Winnebago County, and United Way Fox Cities. Valley Transit has now estimated the local share of the cost for the program in the Cities of Neenah and Menasha to be \$31,205 based on a ridership of 4,700. The 2026 agreement is otherwise similar to the 2025 agreement.

The Department recommends approval of the 2026 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing.

**2026 INTERMUNICIPAL AGREEMENT PURSUANT TO WIS. STAT. § 66.0301
BETWEEN THE CITY OF APPLETON AND THE CITY OF NEENAH
TO PROVIDE FOR COST-SHARING OF TRANSIT SERVICES FOR THE ELDERLY**

I. THE PARTIES

The City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, Wisconsin 54911-4799 ("Appleton").

The City of Neenah, a Wisconsin municipal corporation, doing business at 211 Walnut Street, Neenah, Wisconsin 54956 ("Neenah").

Together, the municipalities may be jointly referred to as "the Parties".

II. THE RECITALS

WHEREAS, the City of Appleton, the owner of Valley Transit, assumes responsibility for and direction of its operations, and

WHEREAS, the City of Neenah operates Northern Winnebago Dial-A-Ride, a transportation program (hereinafter referred to as "DIAL-A-RIDE") for the benefit of the elderly of the Cities of Neenah and Menasha, and

WHEREAS, the City of Appleton and the City of Neenah wish to coordinate services to maximize outside revenue sources.

III. THE AGREEMENT

NOW, THEREFORE, the City of Appleton and the City of Neenah by their respective representatives, do hereby agree as follows:

1. **COST-SHARING AGREEMENT.**

Expenses for the Dial-A-Ride program will be shared based on the following formula:

Dial-A-Ride x Contract Cost
- Federal Share
- State Share
- Farebox Revenues
+ Administrative Charge
= City of Neenah Estimated Contribution

Valley Transit and the City of Neenah estimate that there will be 4,700 rides in 2026. Cost estimates are as follows:

| | |
|--|----------|
| Cost for Dial-A-Ride (4,700 X \$19.50) | \$91,650 |
| Federal Share | (26,580) |
| State Share | (26,580) |
| Fares (4,700 X \$3.50) | (16,450) |

| | |
|--|--------------|
| Administrative Charge | <u>9,165</u> |
| The City of Neenah Estimated Contribution* | \$31,205 |

Actual costs will be based on actual ridership, federal share, state share, and fares in 2026.

*This cost figure is illustrative given that the amounts used in the formula are estimates.

2. **METHOD OF PAYMENT.** Payment by Valley Transit to the contractor will be made monthly based on ridership information provided by the City of Neenah to Valley Transit. Valley Transit will invoice the City of Neenah for its contribution on a monthly basis.
3. **LENGTH OF AGREEMENT.** This agreement shall be for the calendar year 2026. Renewal shall occur upon mutual agreement by the parties 30 days prior to the termination date of this contract.
4. **PROGRAM ADMINISTRATION AND REPORTING.** Valley Transit and the City of Neenah shall be responsible for administration of the Dial-A-Ride Program.
5. **INSPECTION.** Both parties agree to allow inspection of each other's records and books so far as permitted by law. Record inspection shall be allowed upon reasonable notice in order to confirm compliance with the terms and conditions of this agreement.
6. **AUDIT.** Any audits required for Dial-A-Ride services will be added to the total cost of those services, and the City of Neenah's cost impact will be as described in Section 1 above. Valley Transit shall establish and maintain accounts for the specialized transportation services receiving funding under this agreement. The accounts shall distinguish the costs of this transportation service from any other service.
7. **INDEMNIFICATION.** Each party to this agreement agrees to indemnify, save harmless and defend the other party from and against all liability, loss, damage, costs or expenses which a signing party may sustain, incur or be required to pay by reason of the other party's acts, errors or omissions.
8. **INSURANCE.** The City of Appleton and the City of Neenah agree at all times during the existence of this Agreement to keep in force the following insurance coverages:

| <u>Coverage</u> | <u>Limit</u> |
|---------------------------------|-----------------------------|
| Worker's Compensation | Statutory Limit |
| Comprehensive General Liability | \$1,000,000 Each Occurrence |
| Auto Liability | \$1,000,000 CSL |

9. **DISCRIMINATION.** In connection with the performance of work under this agreement, the City of Appleton and the City of Neenah agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, development disability as defined in §5101 (5), Wis. Stats., national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States

or this State. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other form of compensation; and section for training, including apprenticeship. Valley Transit further agrees to take affirmative action to ensure equal employment opportunities.

10. **CONDITIONS**. This agreement is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same affecting relevant funding, or authority of the City of Appleton and the City of Neenah shall serve to terminate this agreement.

11. **MODIFICATION/TERMINATION**. Failure to comply with any material part of this agreement may be considered cause for revision, suspension, or termination.

Revision or modification of this agreement must be agreed to by all parties involved by a written addendum signed by the authorized representatives of each party.

12. **ELECTRONIC SIGNATURES**. This Agreement may be executed in counterparts, either by original signature or verified electronic signature, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. The headings in this Agreement are inserted for convenience of reference only and shall not constitute a part hereof.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on this ____ day of _____, 2025.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

CITY OF APPLETON

By: _____
JACOB A. WOODFORD, MAYOR

By: _____
AMY MOLITOR, CITY CLERK

PROVISION HAS BEEN MADE TO PAY THE LIABILITY,
WHICH WILL ACCRUE UNDER THE CONTRACT.

APPROVED AS TO FORM:

JERI A. OHMAN, FINANCE DIRECTOR

CHRISTOPHER R. BEHRENS, CITY ATTORNEY

CITY OF NEENAH

BY: _____ _____
JANE B. LANG, MAYOR DATE

BY: _____ _____
CHARLOTTE K. NAGEL, CITY CLERK DATE

APPROVED AS TO FORM:

DAVID C. RASHID, CITY ATTORNEY



Department of Finance
 211 Walnut St. • Neenah WI, 54956
 Phone: 920-886-6141 • Fax: 920-886-6150
 Email: vrasmussen@neenahwi.gov

M E M O R A N D U M

TO: Chairman Steiner and Members of the Finance and Personnel Committee

FROM: Vicky Rasmussen, Director of Finance

DATE: December 29, 2025

RE: Annexation Impact Report – Annexation #239 (Dogwood Trail – Town of Neenah) – 1.8036 Acres

In accordance with Section 26.29(3) of the City of Neenah Municipal Code, the following information summarizes the anticipated impact of the above referenced annexation being proposed. All detailed impact reports are attached.

| | | | |
|---|--|-----------|---------------------|
| <u>A. Public Improvement - Estimated Costs</u> | | | |
| 1. City | | \$ - | |
| 2. Water Utility (net of current special assessments) | | 340.00 | |
| <i>Total Estimated Costs</i> | | | \$ 340.00 |
| <u>B. Estimated Revenues</u> | | | |
| <u>Current</u> | | | |
| 1. <u>City Fees</u> | | | |
| a. City and State Review Fees | | \$ - | |
| b. Oversized sanitary sewer interceptor fee - 1.8036 acres @ \$1,000/acre | | 1,803.60 | |
| c. Storm Sewer fee - 1.8036 acres @ \$9,000/acre | | 16,232.40 | |
| <i>Total Current City Fees</i> | | | 18,036.00 |
| 2. <u>Water Utility</u> | | | |
| a. Water Main/Service Laterals/Meter Equipment | | 460.00 | |
| <i>Total Current Water Utility Fees</i> | | | 460.00 |
| <u>Future</u> | | | |
| 1. <u>Water Utility</u> | | | |
| a. Rate Revenue Annually Upon Annexation | | 780.00 | |
| <i>Total Future Water Utility Fees</i> | | | 780.00 |
| <u>Deferred Assessments</u> | | | |
| 1. <u>City</u> | | | |
| a. Sanitary Sewer Main | | - | |
| b. Sanitary Sewer Lateral (main to property line) | | - | |
| c. Storm Sewer Lateral | | - | |
| d. Engineering/Inspection/Contract Administration | | - | |
| <i>Total City Deferred Assessments</i> | | | - |
| 2. <u>Water Utility</u> | | | |
| a. Watermain | | - | |
| <i>Total Water Utility Deferred Assessments</i> | | | - |
| <i>Total Estimated Revenues</i> | | | \$ 19,276.00 |

C. Personnel, Equipment, Buildings

No department reported the immediate need for any additional personnel, equipment or buildings as a result of the proposed annexation

D. Recommendations

The following departments have expressed an opinion all recommend approval of or do not object to the proposed annexation: Community Development, Public Works, Water, Police, Fire/Rescue, Parks and Finance



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
e-mail cnagel@neenahwi.gov
CHAR NAGEL, CITY CLERK

MEMORANDUM

DATE: December 5, 2025

TO: Board of Education
Director of Finance Rasmussen
Director of Public Works Kaiser
Dir. of Water Utility Mach
Dir. of Comm. Dev. & Assessment Nieforth
City Plan Commission
Park and Recreation Commission
Police Chief Olson
Fire Chief Teesch
City Attorney Rashid
Town of Neenah Clerk

FROM: Char Nagel, City Clerk

RE: Annexation 239, Dogwood Trail, Town of Neenah

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The annexation land has a population of (0) zero. In accordance with Section 26-29 of the Municipal Code.

**Please submit your report to Lorie Raddatz in the Finance Office
no later than 12:00pm on Tuesday, December 23, 2025.**

Committee and Council consideration of this annexation will be as follows:

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting December 29, 2025

Plan Commission meeting December 30, 2025

Final Council Approval:

Council meeting January 7, 2026

Attached is a copy of the map showing the area proposed to be annexed.

cc: Lorie Raddatz, Finance

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

I (WE), THE UNDERSIGNED, CONSTITUTING ALL OF THE OWNER(S) AND ELECTOR(S) 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 BELOW AND SHOWN ON THE ATTACHED SCALED MAP TO THE CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

TERRITORY TO BE ANNEXED:

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.

I (WE), 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.

DJW INVESTMENTS, LLC

BY:


David J. Winkel, Sole Member

STATE OF WISCONSIN)

)SS

WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME THIS 4th DAY OF December, 2025, THE ABOVE-NAMED PERSON(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.



Valerie A. Woodrow
Notary Public, State of Wisconsin
My Commission expires 2/11/2026.

VALERIE A. WOODROW
Notary Public
State of Wisconsin

ANNEXATION MAP

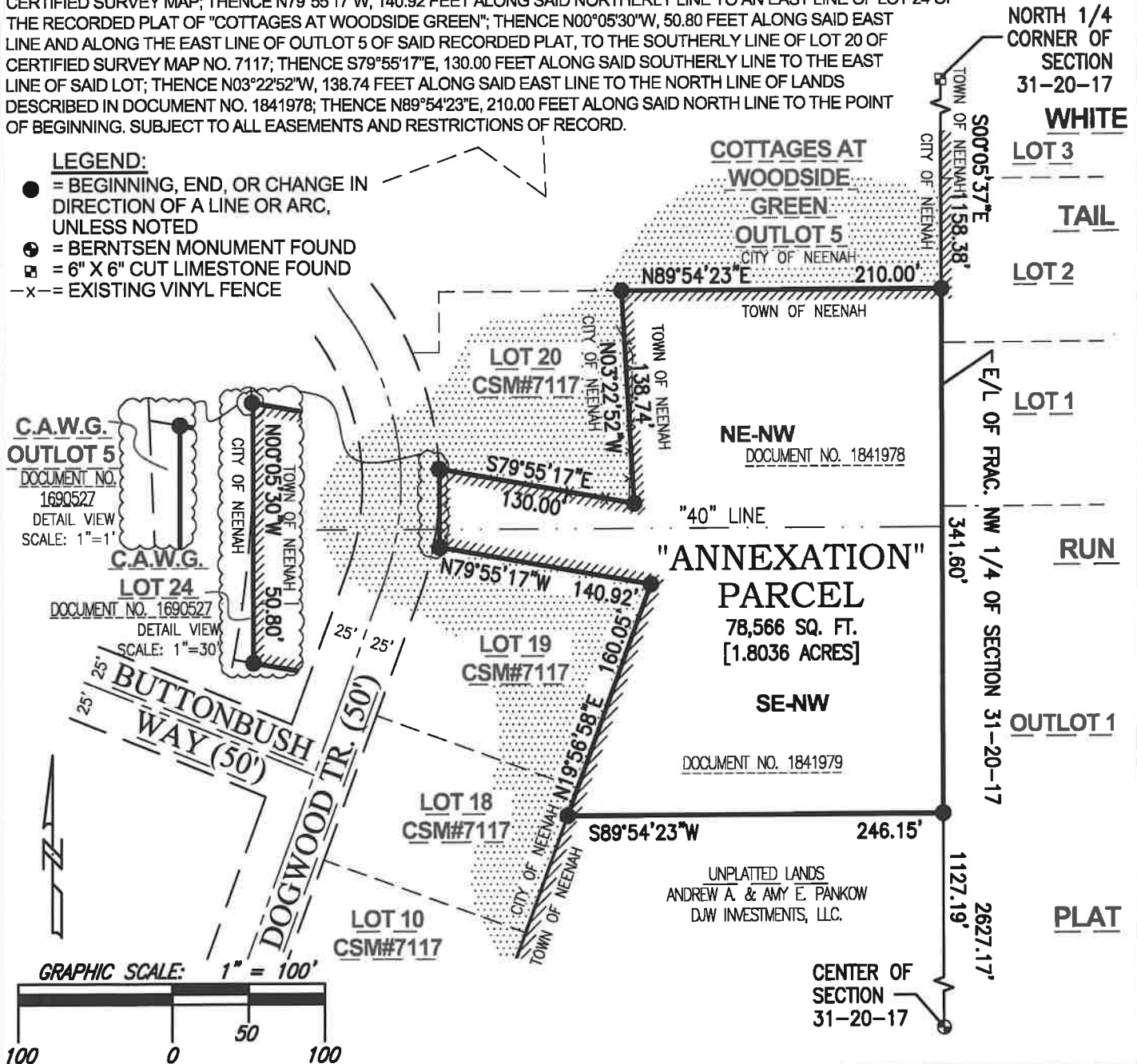
BEING PART OF THE NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

"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 |



DATE: December 29, 2025
TO: Mayor Lang, Finance Committee and Common Council
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Annexation #239 (Dogwood Trail – T. of Neenah) – 1.80 Acres

In accordance with Section 26-29 of the Zoning Code, I am submitting the following comments relative to the proposed annexation.

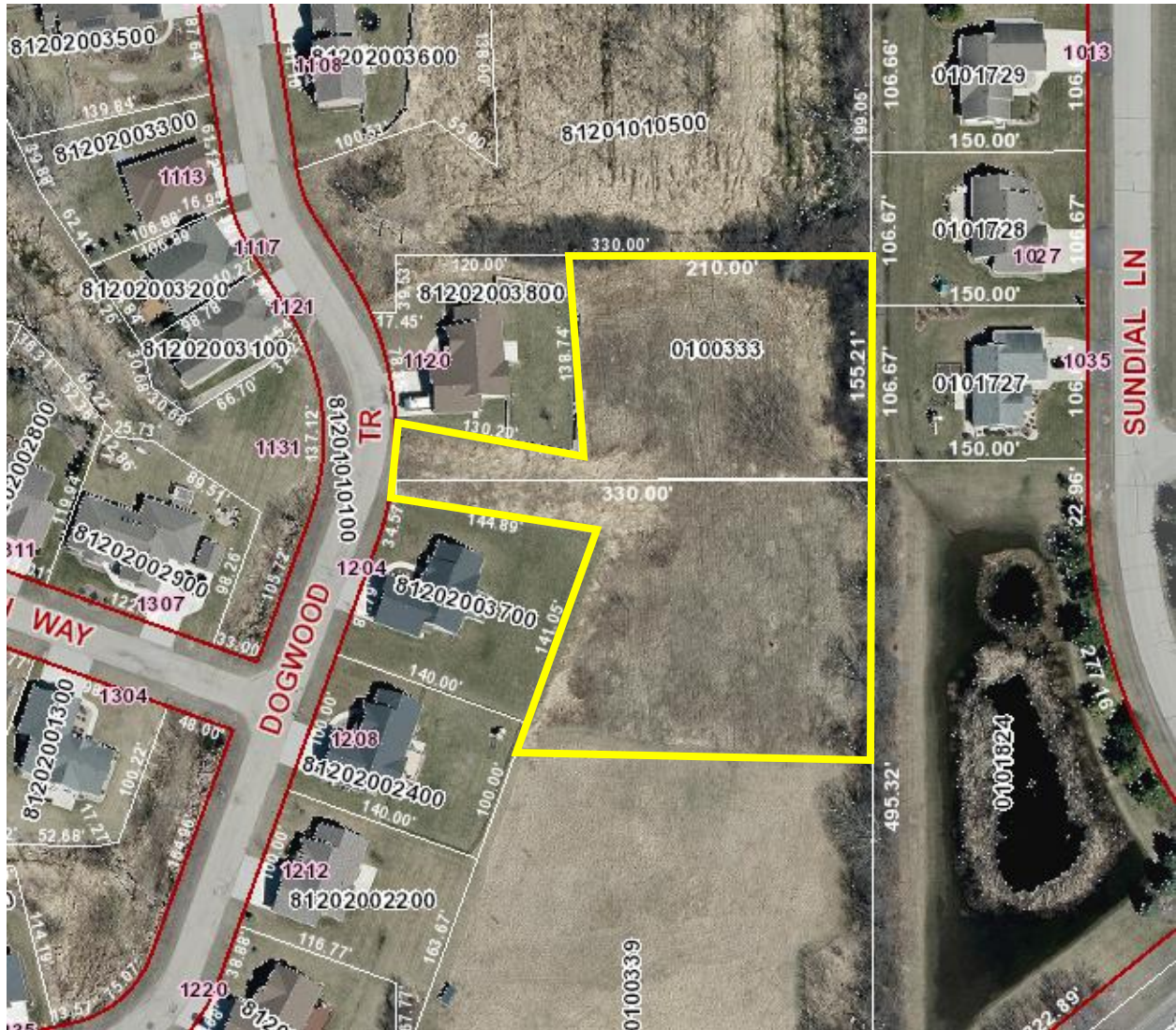
- Revenues will be generated from development review fees, plan reviews and construction permits.
- The proposed annexation includes approximately 1.80 acres of land along Dogwood Trail in the Town of Neenah.
- The purpose of the annexation is create two buildable single-family lots.
- Upon annexation, the Zoning Classification will be R-1, Single-Family Residence District.
- The proposed annexation will not have any significant impact on operations of the Community Development and Assessment Department.
- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.
- The City's Comprehensive Plan identifies this area as Residential Neighborhood Investment Area. The proposed use and zoning are consistent with the City's Comprehensive Plan.

Recommendation

The Department of Community Development and Assessments recommends the petition for annexation of 1.80 acres located along Dogwood Trail in the Town of Neenah be accepted.

CITY OF NEENAH
Dept. of Community Development

December 29, 2025





Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 8, 2025

TO: Hon. Mayor Lang, Chairperson Erickson, and Members of the Finance and Personnel Committee

FROM: Anthony L. Mach

RE: Annexation 239 – Town of Neenah Parcel Document Nos. 1841978 and 1841979. (Commonly known as Dogwood Trail Annexation)

In accordance with Section 26-29 (3) of the City of Neenah Municipal Code, the following information summarizes the anticipated impact upon the Water Utility of the proposed annexation of 1.8036 acres of property currently located in the Town of Neenah.

1. Adding additional properties to the system will require additional personnel in the future.
2. Upon establishment of Water Utility service, two (2) 5/8" water meter units will be installed at an estimated cost of \$460. This cost will be recovered through quarterly base meter charges.
3. No additional buildings will be required.
4. The water main for this property is already installed. Installation of services will be the responsibility of the builder or developer.
5. The estimated annual cost to treat and deliver water to these properties is \$220. The user will be billed for water usage through the quarterly utility bill.
6. The estimated direct Water Utility cost is \$460 for the purchase of the meters and endpoints.
7. The estimated annual Water Utility revenue is \$460 for water, \$160 for meter base charges, and \$160 for fire protection, for a total revenue of \$780 per year. Sewer and storm water revenues are not included in these estimates. In addition to establishment of City water service, if the property owner decides to keep their existing well, the well must be tested per Neenah Water Utility requirements and a \$50 licensing fee per well will be due to the Water Utility.
8. We recommend approving this annexation.



Memorandum

To: Lorie Raddatz
From: Fire Chief Travis Teesch *TT*
Date: December 8, 2025

Subject: Annexation 239 for a parcel off Dogwood Trail

This memo is reference to the proposed annexation for a parcel off Dogwood Trail in the Town of Neenah

This annexation, by itself, does not create an immediate impact on NMFR operations. However, as more annexations of this nature accumulate over time, their combined effect will gradually stretch current response times and protection capabilities, ultimately influencing overall service demand and operational workload.

If you have any questions or concerns, please let me know.



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To: Neenah City Council and Mayor Jane Lang

From: Chief Aaron L. Olson

CC: City Clerk, Char Nagel and Finance Assistant, Lorie Raddatz

Date: 12/8/2025

Re: Annexation 239, Dogwood Trail, Town of Neenah

The Neenah Police Department has received a copy of the petition for Annexation 239, Dogwood Trail, Town of Neenah, WI, Winnebago County, Wisconsin.

We review annexation requests based on the following criteria:

- Size of proposed annexation
- Anticipated use of property
- Accessibility to emergency vehicles
- 5-year history of law enforcement response to the property
- Impact on safe traffic movement

In this case, the property has no significant history. The key factors for police are size, anticipated use, and traffic concerns.

Size: The size of this annexation does not present a police concern in its present use.

Anticipated Use: No known law enforcement concerns currently.

Five-year history of law enforcement: No known law enforcement concerns.

Traffic Concerns: Given the size and location of this parcel, there is little concern for increased traffic problems and or accessibility to emergency vehicles.

Recommendation: The police department offers no objection to the proposed annexation.



*Department of
Parks & Recreation*

DATE: 23 December 2025

TO: Members of the Finance and Personnel Committee
Members of the Plans Commission

FROM: Michael T. Kading, Director of Parks & Recreation

RE: ANNEXATION IMPACT REPORT
Annexation 239, Dogwood Trail, Town of Neenah

We have reviewed the annexation petition and have the following comments:

Service Radius – City of Neenah residents should have access to a suitable public park within .5 miles from their homes that is walkable and/or bikeable, uninterrupted by non-residential roads and other physical barriers.

This property falls within an area that is served by Memorial Community Park.

Additional Personnel – No future consideration.

Additional Equipment – No future consideration.

Additional Improvements – No new improvements proposed at this time

The annexation is recommended.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
email: emccoy@ci.neenah.wi.us



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@neenahwi.gov
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: December 26, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Annexation 239 - Dogwood Trail, Town of Neenah

In response to City Clerk Nagel's note of June 12, 2025, relative to the above annexation, I submit the following in accordance with Section 26-29, City of Neenah Code of Ordinances.

- A. Additional Personnel: Although this annexation by itself will not require additional personnel, please be advised that the aggregate effect of several small annexations such as this one will eventually require additional personnel to maintain streets and infrastructure, collect garbage and recyclables, and continue to provide the current level of service.
- B. Additional Equipment: No additional equipment will be required.
- C. New Buildings: No new buildings would be required.
- D. Additional Public Improvements and Costs:\$0
- E. Miscellaneous Costs:\$0
- F. Estimated Revenues:\$18,036.00
 - 1. Fees
 - a. Oversized existing sanitary sewer interceptor fee at \$1,000/acre \$1,803.60
Est. Actual size = 1.8036 acres
Use Actual Size since lot can be subdivided.
 - b. Storm Sewer Fee at \$9,000/acre \$16,232.40
Est. Actual size = 1.8036 acres
 - 2. Deferred Assessments:\$ 0
- G. Recommendation: This annexation is recommended.