Memorandum

TO: Common Council/Administration Committee
FROM: Greg Keil, CDD GK
DATE: June 14, 2012
RE: Annexation Procedure

There are two annexations to be considered at the June 18, 2012 Administration Committee. Section 13-1-124 of the Menasha Code of Ordinances provides that the Annexation Impact Reports prepared by Department Heads and other affected parties be considered by the Administration Committee. The Plan Commission is among the parties expected to provide input on the proposed annexations. The commission's recommendations are listed in the Common Council's consent agenda.

Upon consideration of the impact reports and other relevant information, the Administration Committee is to make a recommendation to the Common Council, and assuming that recommendation is favorable, an ordinance effectuating the annexation will be presented at the next Common Council meeting.

140 Main Street | Menasha, Wisconsin 54952-3151 | (920) 967-3650 | Fax (920) 967-5272
www.cityofmenasha-wi.gov

Menasha

MEMORANDUM

TO: Mayor Merkes, Council President Sevenich and the members of the City of Menasha Common Council

FROM: City Comptroller/Treasurer Stoffel trs

DATE: 06/12/2012

SUBJECT: Impact Report – FP One, LLC Annexation

Pursuant to City of Menasha Ordinance 13-1-123:

1. The Finance/Assessor's Department will not require any additional full-time personnel if the annexation is approved.

2. The Finance/Assessor's Department will not require any additional equipment if the annexation is approved.

3. The Finance/Assessor's Department will not require any additional buildings if the annexation is approved.

4. The Finance/Assessor's Department will not require any additional improvements if the annexation is approved.

5. The Finance/Assessor's Department will not incur any miscellaneous cost over and above those miscellaneous costs normally incurred in any annexation if the annexation is approved.

6. The Finance/Assessor's Department will not incur any costs over and above those costs normally incurred in any annexation if the annexation is approved.

7. Based upon an estimated equalized assessment of $61,000 for the land, at the City's current equalized tax rate of $9.68, the City would realize an increase in tax collections of approximately $590 annually when the annexation is approved.

8. The Comptroller/Treasurer would recommend that the Common Council vote to accept the annexation.

140 Main Street • Menasha, Wisconsin 54952-3151 • (920) 967-3630 • Fax (920) 967-5271
www.cityofmenasha-wi.gov

City of Menasha • Police Department
Police Chief Timothy J. Styka
tstyka@ci.menasha.wi.us

Menasha

To: Greg Keil, CDD

From: Tim Styka, Police Chief

Date: June 13, 2012

RE: Bowe Annexation and FP One, LLC Annexation

As with any annexation by the City, the service area for the Police Department does increase. However, I do not anticipate where these annexations would have an adverse impact requiring additional staffing or equipment above our current levels.

430 First Street • Menasha, Wisconsin 54952-3143 • Phone (920) 967-3500 • Fax (920) 967-5145
www.menashapolice.org

Menasha

MEMORANDUM

TO: Administration Committee

FROM: Greg Keil, CDD

DATE: June 11, 2012

RE: Annexation Impact Report – Bowe and FP One, LLC Annexations

The Department of Community Development has considered the potential impacts of the Bowe and FP One, LLC annexations as related to duties and functions of the department and as related to the growth and development of the community.

The total area of the Bowe annexation is about 2 acres. The Bowe property (Parcel A) is planned for eight single family dwelling units. Parcels B & C are part of a used car lot and a landscaping business, respectively.

The FP One, LLC property (Parcel A) is planned to be part of a commercial/retail center. Parcel B is a vacant commercial lot.

This annexation is consistent with the boundary agreements between the City and Town of Menasha and City of Menasha and Town of Harrison. Adding this territory will make a small amount of additional land available for residential and commercial development, and will result in increased tax base for the community. The Community Development Department supports this annexation as a logical extension of the city's boundary.

City of Menasha • Department of Public Works
www.cityofmenasha-wi.gov

Memorandum

DATE: June 13, 2012

TO: Debbie Galeazzi, City Clerk

FROM: Mark Radtke, Public Works Director MR

RE: Impact Report for Bowe Annexation and PF One LLC Annexation

There would only be minor street and storm related costs and minor recycling and refuse collection costs associated with servicing the Bowe annexation, and they are insignificant when compared to the added value. There are no significant costs in servicing the PF One LLC annexation

It is anticipated that no additional staffing will be needed to provide services for these fully developed annexation areas. I am in favor of the proposed annexations.

M:\word\Annexation report - Bowe and PF One LLC_6-13-12.doc

140 Main Street • Menasha, Wisconsin 54952-3190 • (920) 967-5102 • Fax (920) 967-5272

Debbie Galeazzi

From: AAuxier@nmfire.org
Sent: Tuesday, June 12, 2012 11:42 AM
To: Debbie Galeazzi
Subject: Impact Reports

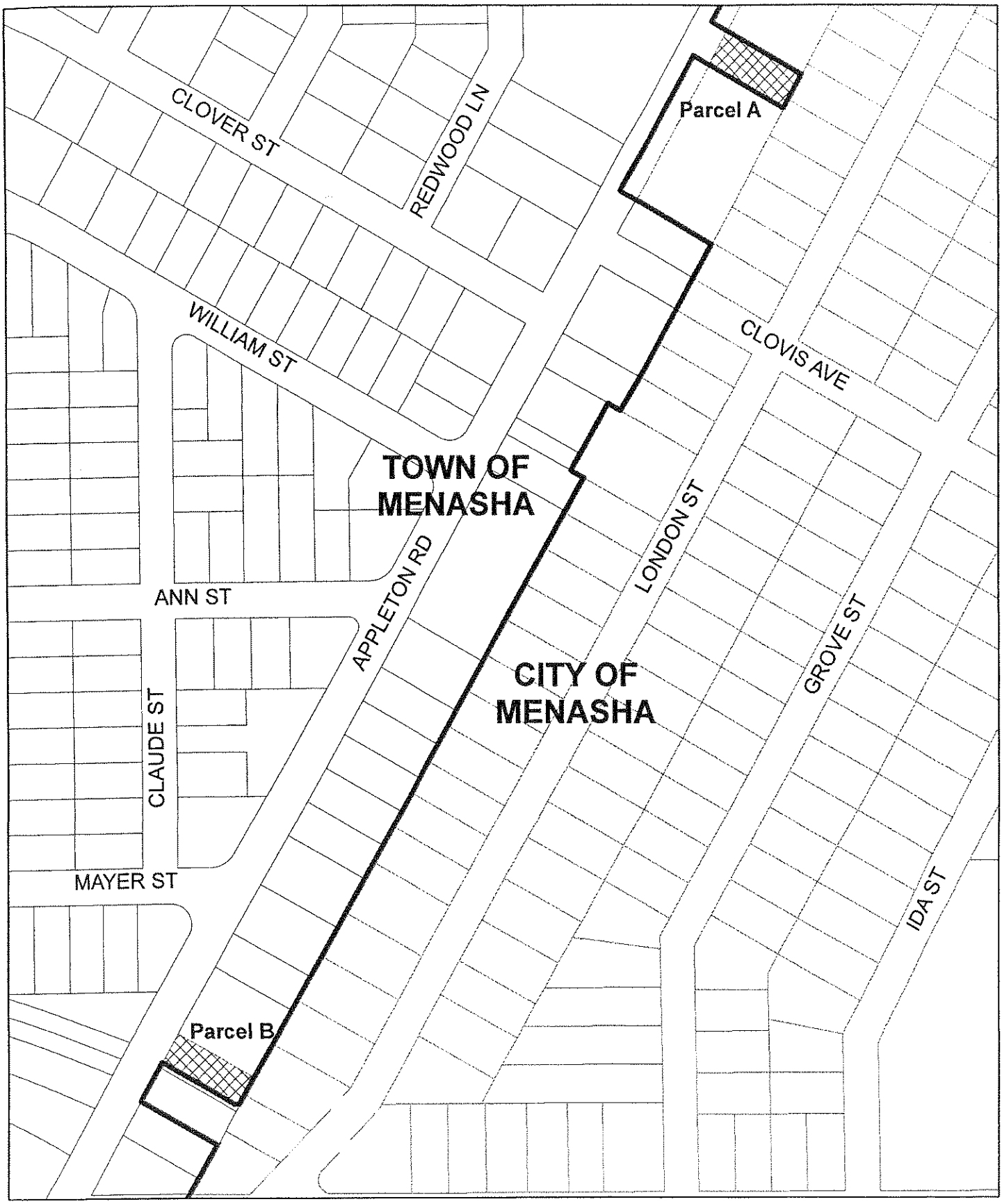
Debbie,

The Bowe Annexation does present the need for the Planning Commission to make sure that appropriate Fire Protection access is provided along with consideration to fire hydrant placement when the property comes in for review. Otherwise, there is no additional cost or service impact for Bowe Property Annexation (Parcel A).

There is no additional cost or service impact for the FP One, LLC Annexation (Parcels A & B).

Services to both the Bowe Property Annexation (Parcel A) and FP One, LLC Annexation (Parcels A & B) can be provided by Neenah-Menasha Fire Rescue with no additional cost or staffing increases.

Al Auxier
Fire Chief
Neenah-Menasha Fire Rescue
aauxier@nmfire.org
(920)886-6203, office
(920)209-9509, cell



Legend

- Municipal Boundary
- Proposed Annexation
- Parcel Lines

N

0 125 250 500 Feet

Menasha

MEMORANDUM

TO: Mayor Merkes, Council President Sevenich and the members of the City of Menasha Common Council

FROM: City Comptroller/Treasurer Stoffel tro

DATE: 06/12/2012

SUBJECT: Impact Report – Bowe Annexation

Pursuant to City of Menasha Ordinance 13-1-123:

1. The Finance/Assessor's Department will not require any additional full-time personnel if the annexation is approved.

2. The Finance/Assessor's Department will not require any additional equipment if the annexation is approved.

3. The Finance/Assessor's Department will not require any additional buildings if the annexation is approved.

4. The Finance/Assessor's Department will not require any additional improvements if the annexation is approved.

5. The Finance/Assessor's Department will not incur any miscellaneous cost over and above those miscellaneous costs normally incurred in any annexation if the annexation is approved.

6. The Finance/Assessor's Department will not incur any costs over and above those costs normally incurred in any annexation if the annexation is approved.

7. Based upon an estimated equalized assessment of $80,000 for the land, at the City's current equalized tax rate of $9.68, the City would realize an increase in tax collections of approximately $775 annually when the annexation is approved.

8. The Comptroller/Treasurer would recommend that the Common Council vote to accept the annexation.

Menasha

MEMORANDUM

TO: Administration Committee

FROM: Greg Keil, CDD

DATE: June 11, 2012

RE: Annexation Impact Report – Bowe and FP One, LLC Annexations

The Department of Community Development has considered the potential impacts of the Bowe and FP One, LLC annexations as related to duties and functions of the department and as related to the growth and development of the community.

The total area of the Bowe annexation is about 2 acres. The Bowe property (Parcel A) is planned for eight single family dwelling units. Parcels B & C are part of a used car lot and a landscaping business, respectively.

The FP One, LLC property (Parcel A) is planned to be part of a commercial/retail center. Parcel B is a vacant commercial lot.

This annexation is consistent with the boundary agreements between the City and Town of Menasha and City of Menasha and Town of Harrison. Adding this territory will make a small amount of additional land available for residential and commercial development, and will result in increased tax base for the community. The Community Development Department supports this annexation as a logical extension of the city's boundary.

City of Menasha • Department of Public Works
www.cityofmenasha-wi.gov

Memorandum

DATE: June 13, 2012

TO: Debbie Galeazzi, City Clerk

FROM: Mark Radtke, Public Works Director MR

RE: Impact Report for Bowe Annexation and PF One LLC Annexation

There would only be minor street and storm related costs and minor recycling and refuse collection costs associated with servicing the Bowe annexation, and they are insignificant when compared to the added value. There are no significant costs in servicing the PF One LLC annexation

It is anticipated that no additional staffing will be needed to provide services for these fully developed annexation areas. I am in favor of the proposed annexations.

M:\word\Annexation report - Bowe and PF One LLC_6-13-12.doc

140 Main Street • Menasha, Wisconsin 54952-3190 • (920) 967-5102 • Fax (920) 967-5272

City of Menasha • Police Department
Police Chief Timothy J. Styka
tstyka@ci.menasha.wi.us

Menasha

To: Greg Keil, CDD

From: Tim Styka, Police Chief

Date: June 13, 2012

RE: Bowe Annexation and FP One, LLC Annexation

As with any annexation by the City, the service area for the Police Department does increase. However, I do not anticipate where these annexations would have an adverse impact requiring additional staffing or equipment above our current levels.

430 First Street • Menasha, Wisconsin 54952-3143 • Phone (920) 967-3500 • Fax (920) 967-5145
www.menashapolice.org

Debbie Galeazzi

From: AAuxier@nmfire.org
Sent: Tuesday, June 12, 2012 11:42 AM
To: Debbie Galeazzi
Subject: Impact Reports

Debbie,

The Bowe Annexation does present the need for the Planning Commission to make sure that appropriate Fire Protection access is provided along with consideration to fire hydrant placement when the property comes in for review. Otherwise, there is no additional cost or service impact for Bowe Property Annexation (Parcel A).

There is no additional cost or service impact for the FP One, LLC Annexation (Parcels A & B).

Services to both the Bowe Property Annexation (Parcel A) and FP One, LLC Annexation (Parcels A & B) can be provided by Neenah-Menasha Fire Rescue with no additional cost or staffing increases.

Al Auxier
Fire Chief
Neenah-Menasha Fire Rescue
aauxier@nmfire.org
(920)886-6203, office
(920)209-9509, cell

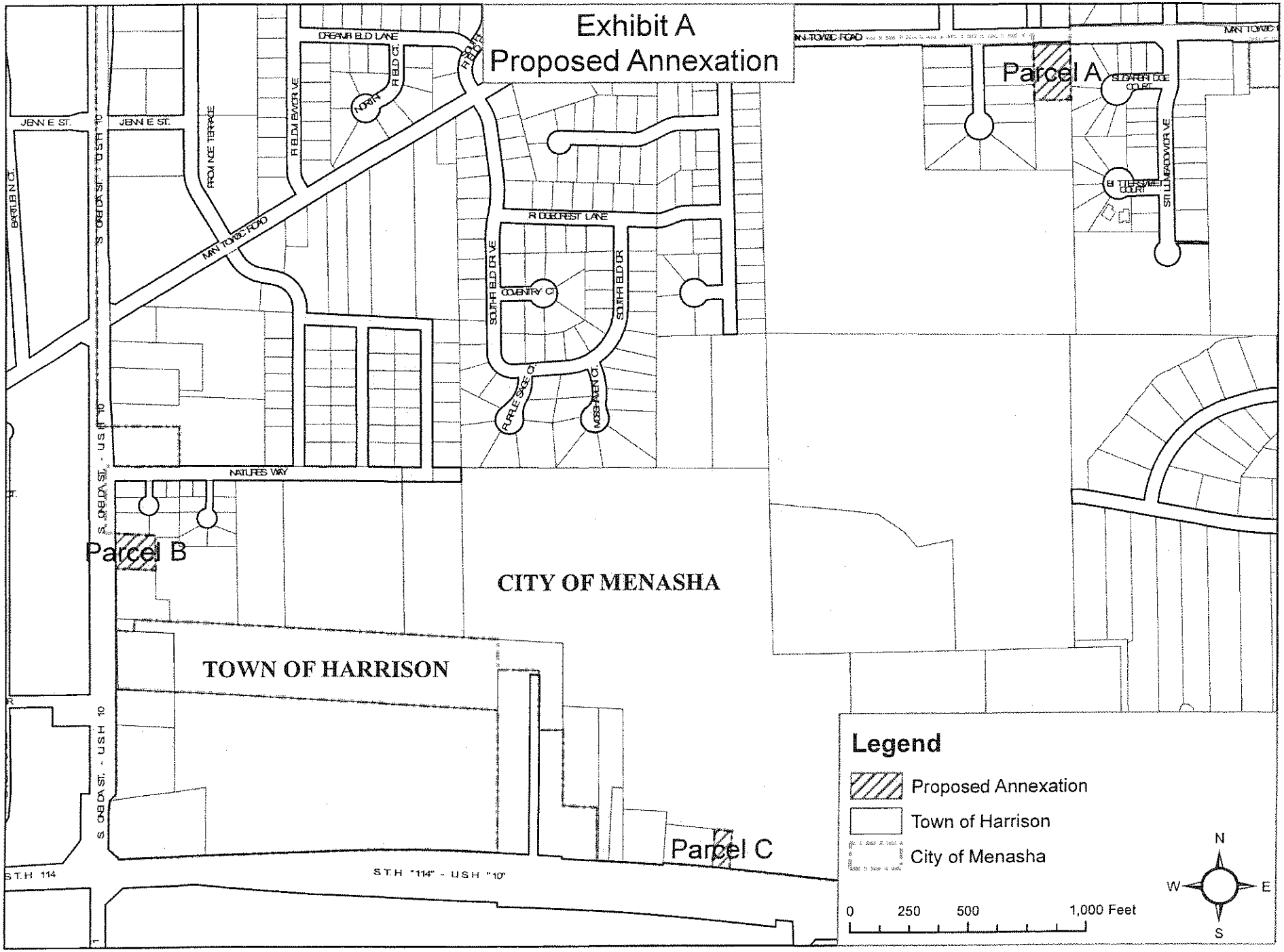



Exhibit A
Proposed Annexation