

# Request for Annexation Review

Wisconsin Department of Administration

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

## Petitioner Information

Name: **SOUTH METRO CENTERS**

Address: **212 PAULSON ROAD**

**RIVER FALLS WI 54022**

**Estate of Jeanette Jensen**

Email: **JON@METROESTCRE.COM**

Office use only:

**RECEIVED**

**December 9, 2024**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

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

2. Petitioned City or Village: **RIVER FALLS**

3. County where property is located: **ST CROIX**

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **26.82**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **040109380100;  
040109110065**

Petitioners phone:

**651-351-5130**

Town clerk's phone:

**715-425-2665**

City/Village clerk's phone:

**715-426-3408**

## Contact Information if different than petitioner:

Representative's Name and Address:

**EMILY SHIVELY, ASSISTANT  
DEVELOPMENT DIRECTION**

**CITY OF RIVER FALLS**

**222 LEWIS STREET**

**RIVER FALLS WI 54022**

Phone: **715-426-3437**

E-mail: **eshively@RFCITY.ORG**

Surveyor or Engineering Firm's Name & Address:

Phone:

E-mail:

## 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

**\$350 Initial Filing Fee** (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

**\$800 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

**\$1150 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**

Shaded Area for Office Use Only

Date fee received: 12-9-24

Payee: City of Cirer Falls

Check Number: 158462

Check Date: 11-29-24

Amount: \$1150

## 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).
  
- 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.]*



# Planning and Zoning Application

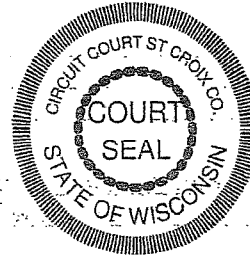
<b>APPLICANT NAME</b> South Metro Centers XVI, LLC			
<b>APPLICANT EMAIL</b> JON@MetroEastcare.com	<b>APPLICANT PHONE</b> 651-351-5130		
<b>PROJECT LOCATION/ADDRESS</b> 212 Paulson Road, River Falls			
<b>APPLICANT AGENT NAME (CONTRACTOR/CONSULTANT/ETC.)</b> Jon Whitcomb			
<b>PROPERTY OWNER NAME, ADDRESS, EMAIL, PHONE, and OWNER'S SIGNATURE (REQUIRED)</b> Estate of Jeannette Jensen <i>Power Personal Rep.</i> 1715-245-0953			
<b>REQUEST FOR</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Appeal  <input checked="" type="checkbox"/> Annexation  <input type="checkbox"/> Certified Survey Map (CSM)  <input type="checkbox"/> Preliminary Plat  <input type="checkbox"/> Final Plat  <input type="checkbox"/> Replat  <input checked="" type="checkbox"/> Rezoning (Zoning Map Amendment)  <input type="checkbox"/> Plan Amendments         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Development Review  <input checked="" type="checkbox"/> PUD General Development Plan  <input type="checkbox"/> PUD Specific Implementation Plan  <input type="checkbox"/> Parking Lot / Driveway  <input type="checkbox"/> Right-of-Way Vacation  <input type="checkbox"/> Special Use Permit  <input type="checkbox"/> Variance         </td> </tr> </table>		<input type="checkbox"/> Appeal <input checked="" type="checkbox"/> Annexation <input type="checkbox"/> Certified Survey Map (CSM) <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Replat <input checked="" type="checkbox"/> Rezoning (Zoning Map Amendment) <input type="checkbox"/> Plan Amendments	<input type="checkbox"/> Development Review <input checked="" type="checkbox"/> PUD General Development Plan <input type="checkbox"/> PUD Specific Implementation Plan <input type="checkbox"/> Parking Lot / Driveway <input type="checkbox"/> Right-of-Way Vacation <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Variance
<input type="checkbox"/> Appeal <input checked="" type="checkbox"/> Annexation <input type="checkbox"/> Certified Survey Map (CSM) <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Replat <input checked="" type="checkbox"/> Rezoning (Zoning Map Amendment) <input type="checkbox"/> Plan Amendments	<input type="checkbox"/> Development Review <input checked="" type="checkbox"/> PUD General Development Plan <input type="checkbox"/> PUD Specific Implementation Plan <input type="checkbox"/> Parking Lot / Driveway <input type="checkbox"/> Right-of-Way Vacation <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Variance		
<b>ATTACH LEGAL DESCRIPTION OF PROPERTY</b> Required for all annexations, CSMs, rezoning, right-of-way vacation. <i>See Attached 'A'</i>			
<b>NARRATIVE DESCRIPTION OF REQUEST (ATTACH AS SEPARATE SHEET)</b> <i>See Attached 'B'</i>			
<b>APPLICANT SIGNATURE</b> <i>Jon Whitcomb</i>	<b>FOR INTERNAL USE ONLY</b>		
PRINT <i>Jon Whitcomb</i>	CHECK# _____		
SIGN <i>Jon Whitcomb</i>	RECEIPT# _____		
DATE 10-2-24			

FILED  
12-28-2023  
Circuit Court  
St. Croix County, WI  
2023PR000107

LETTERS ISSUED BY:

DATE SIGNED: December 27, 2023

Electronically signed by Rebecca S. Rohan  
Probate Registrar



STATE OF WISCONSIN, CIRCUIT COURT, ST. CROIX COUNTY

IN THE MATTER OF THE ESTATE OF

Amended

Jeanette L. Jensen  
Name

Domiciliary Letters

Date of Death: November 4, 2023

Informal Administration  
 Formal Administration

Case No. 23 PR 107

To: Joseph H. Casey  
1423 Wood Duck Lane  
New Richmond, WI 54017

The decedent, with date of birth June 23, 1934 and date of death November 4, 2023, was domiciled in St. Croix County, State of Wisconsin.

You are granted domiciliary letters with general powers and duties of a personal representative.

You are authorized to administer the estate as required by law.

Other: \_\_\_\_\_

Form completed by: (Name) Heywood, Cari & Anderson S.C., Samuel R. Cari	
Address 816 Dominion Drive, Ste. 100 Hudson, WI 54016	
Telephone Number 715-386-5551	Bar Number (if any) 1016909

State of Wisconsin  
County of St. Croix  
I hereby certify that this document has been compared by me; that it is a full, true and correct copy of the original on file and of record in my office; and that it is still in full force and effect.

Attest 12-28 20 23  
Rebecca S. Rohan  
Register in Probate

**ALTA COMMITMENT FOR TITLE INSURANCE (07-01-2021)  
SCHEDULE A**

**ISSUED BY  
Old Republic National Title Insurance Company**

File Number: 697551

**EXHIBIT A**

Parcel 1:

A parcel of land located in the Southeast Quarter of the Southeast Quarter of Section 23 and the Southwest Quarter of the Southwest Quarter of Section 24, all in Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin, further described as follows: Beginning at the Southeast corner of said Section 23, thence West along the South line of said Section 23 a distance of 118.0 feet, thence North 15°10' West a distance of 160.8 feet, thence North 42°03' East a distance of 145.0 feet, thence South 52°44' East a distance of 432.8 feet to the South line of Section 24, thence West along the South line of said Section 24 a distance of 366.0 feet to point of beginning.

Parcel 2:

All of the East Half of the Southeast Quarter of Section 23 and the West Half of the Southwest Quarter of Section 24 lying Southwesterly of the right of way of State Trunk Highway "35", all in Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin;

EXCEPT part of the East Half of the Southeast Quarter of Section 23, Township 28 North, Range 19 West, described as follows: Commencing on the West line of said East Half of the Southeast Quarter at the Southerly right of way line of the Railroad; thence S52°32'E on said Southerly right of way line 293.80 feet; thence Southwesterly at right angle to said right of way line 153.2 feet; thence West 140 feet to said West line of the East Half of the Southeast Quarter; thence North on said West line 300 feet to the place of beginning; together with a 100 feet wide parcel lying North of and adjacent to the above describe exception, said 100 feet wide parcel being the same hereinabove referenced right of way of the Railroad;

EXCEPT a parcel of land located in the Southeast Quarter of the Southeast Quarter of Section 23 and the Southwest Quarter of the Southwest Quarter of Section 24, all in Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin, further described as follows: Beginning at the Southeast corner of said Section 23, thence West along the South line of said Section 23 a distance of 118.0 feet, thence North 15°10' West a distance of 160.8 feet, thence North 42°03' East a distance of 145.0 feet, thence South 52°44' East a distance of 432.8 feet to the South line of Section 24, thence West along the South line of said Section 24 a distance of 366.0 feet to point of beginning;

EXCEPT that Certified Survey Map in Volume 6 of Certified Survey Maps, Page 1717, as Document Number 417662, and Certified Survey Map in Volume 28 of Certified Survey Maps, Page 6465, as Document Number 1062272, said maps now known as Certified Survey Map in Volume 32 of Certified Survey Maps, Page 7148, as Document Number 1156775;

*This page is only a part of a 2021 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a countersignature by the Company or its issuing agent that may be in electronic form.*

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LT File No. 697551

ALTA Commitment for Title Insurance (07-01-2021)

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AND EXCEPT to State of Wisconsin, Department of Transportation in Volume 912, Pages 202-203, as Document Number 472578 and in Volume 1157, Pages 41-43, as Document Number 538335 and in Document Number 974346.

*This page is only a part of a 2021 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a countersignature by the Company or its issuing agent that may be in electronic form.*

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LT File No. 697551

ALTA Commitment for Title Insurance (07-01-2021)

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AMERICAN  
LAND TITLE  
ASSOCIATION







## EXHIBIT 'B'

### Annexation Documents 212 Paulson Road, River Falls

The applicant is requesting the City of River Falls annex into its legal boundaries the herein described 26.82 acres commonly known as 212 Paulson Road.

There are currently two separate PID numbers for this parcel: #040-1093-80-100

#040-1091-10-065

The current use is as a residential home with outbuilding on acreage.

The proposed use will be to have it zoned as R-3 High Density residential for use as Senior housing, residential apartments and similar uses. The approximate 13.1 acres of R-3 is being projected into 2 or 3 buildings with a total density within those buildings of approximately 320 units. Fully developed, those buildings construction value is estimated to be \$40,000,000 to \$45,000,000

The applicant is requesting that the "Outlot" that will be created as a part of the PUD application be allowed to be used as a single family residence, as an interim use until such time as development from the South or as an attachment to the current Kilkarney Hills golf course becomes available.

There will be two proposed pads for either senior or market rate apartments. Access will be off Paulson Road.

Utilities will be connected to City water and Sewer for both parcels. The Outlot shall allowed to be utilize private utilizes until development becomes available from the South.



35

CHAPMAN

CASEY ST

SUTHERLAND AVE

CAMBRIDGE PL

NEWCASTLE DR

DUNDEE AVE

KINGSTON ST

THOMPSON DR

PAULSON RD

35

RADIO

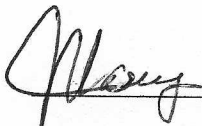
PRAIRIE DR



PETITION OF PROPERTY OWNER  
FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL  
UNDER 66.0217(2) WIS. STATS.

We, the undersigned, constituting the duly authorized offers of the owner of the real property located in the Town of Troy, St Croix County, Wisconsin, lying contiguous to the City of River Falls, respectfully petition the Common Council of the City of River Falls to annex to the City of River Falls, St Croix County, Wisconsin, the territory described on Exhibit A of this petition and shown on the attached map as Exhibit B.

The population of this territory is zero (0).



Personal Representative

Estate of Jeanette Jensen

# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **South Metro Centers**

Petition Number: **14727**

1. Territory to be annexed: From **TOWN OF TROY** To **CITY OF RIVER FALLS**

2. Area (Acres): 26.82

3. Pick one:  Property Tax Payments

OR  Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$ 411.20

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$2,056.00

c. Participating jurisdictions \_\_\_\_\_

d. Statutory authority (pick one)

c. Paid by:  Petitioner  City  Village

s.66.0307  s.66.0225  s.66.0301

Other: \_\_\_\_\_

4. Resident Population: Electors: 0 Total: 0

5. Approximate **present land use** of territory:

Residential: 100 % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Undeveloped: \_\_\_\_\_ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: 100 % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Other: \_\_\_\_\_ %

Comments: \_\_\_\_\_

7. Has a  preliminary or  final plat been submitted to the Plan Commission:  Yes  No

Plat Name: \_\_\_\_\_

8. What is the **nature of land use adjacent** to this territory in the city or village?

Residential, industrial

In the town?: Recreational (golf course)

9. What are the **basic service needs** that precipitated the request for annexation?

Sanitary sewer  Water supply  Storm sewers

Police/Fire protection  EMS  Zoning

Other \_\_\_\_\_

---

10. Is the city/village or town capable of providing needed utility services?

City/Village  Yes  No                      Town  Yes  No

If yes, approximate timetable for providing service:                      City/Village                      Town

Sanitary Sewers immediately                                              
or, write in number of years.                      \_\_\_\_\_                      \_\_\_\_\_

Water Supply immediately                                              
or, write in number of years.                      \_\_\_\_\_                      \_\_\_\_\_

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

Yes  No

If yes, identify the nature of the anticipated improvements and their probable costs: \_\_\_\_\_

---

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town?                       Yes  No

Is this annexation consistent with your comprehensive plan?                       Yes  No

b. How is the annexation territory now zoned? Agricultural \_\_\_\_\_

c. How will the land be zoned and used if annexed? R-3 Multiple Family (High Density) Residence District \_\_\_\_\_

---

12. Elections:  New ward or  Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, [elections@wi.gov](mailto:elections@wi.gov) or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

---

13. Other relevant information and comments bearing upon the public interest in the annexation:

---

Prepared by:  Town  City  Village

Name: Emily Shively

Email: [eshively@rfcity.org](mailto:eshively@rfcity.org)

Phone: 715-426-3437

Date: 12/30/2024

(March 2018)

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Please **RETURN PROMPTLY** to:

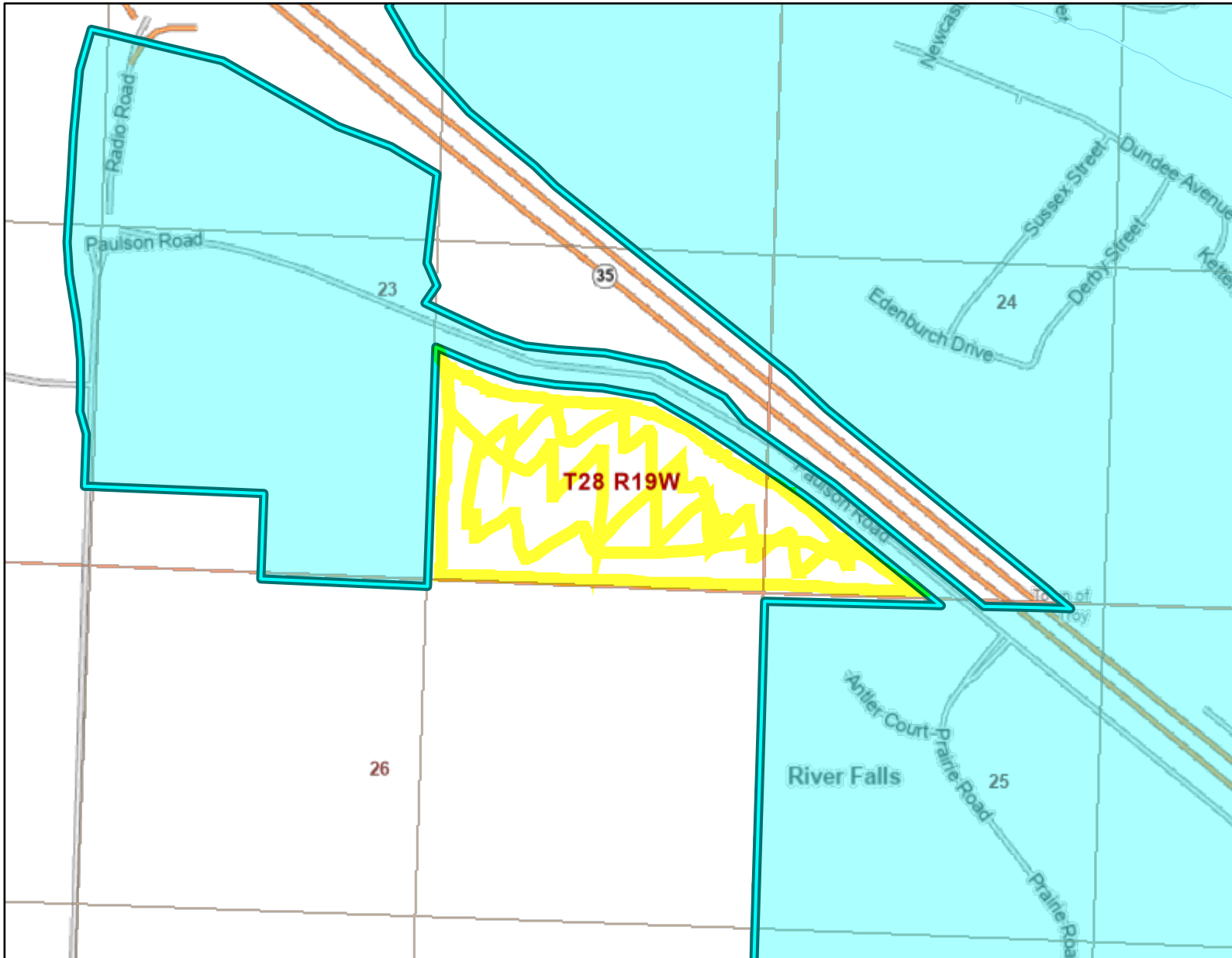
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review





PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

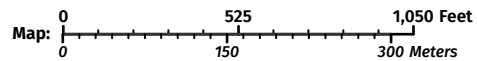
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**Legend:** (some map layers may not be displayed)

-  24K Streams and Rivers
-  24K Intermittent Streams
-  Township
-  Section
-  Quarter-Quarter
- Cities, Towns & Villages
-  City
-  Civil Town
-  City or Village
-  County Boundaries
- Major Roads
-  State Highway
- County and Local Roads
-  Local Road

**Notes:**



Service Layer Credits:  
EN Basic Basemap WTM Ext: , Cadastral:

Map projection: NAD 1983 HARN Wisconsin TM

**This map is a product generated by a DNR web mapping application.**

This map is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. The user is solely responsible for verifying the accuracy of information before using for any purpose. By using this product for any purpose user agrees to be bound by all disclaimers found here: <https://dnr.wisconsin.gov/legal>

Date Printed: 1/19/2025 8:58 AM

Township N<sup>o</sup> 28 N., Range N<sup>o</sup> 19 West, 4<sup>th</sup> Mer.



Total number of Acres. 23,897.52

Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p <sup>d</sup> for and ch. <sup>d</sup> in the Sur. Gen. <sup>ls</sup> acc?
Township lines	James M. Maish	May 22 <sup>d</sup> 1847	M. Ch. <sup>s</sup> 23.75 Lks. 49	October, 1847	
Subdivisions	William A. Jones	July 18 <sup>th</sup> 1848	60 <sup>n</sup> 62 <sup>n</sup> 25	November, 1848	

The above Map of Township N<sup>o</sup> 28 North of Range N<sup>o</sup> 19 West, 4<sup>th</sup> Principal Meridian Wisconsin 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, December 20<sup>th</sup> 1848

Wm. A. Jones Sur. Gen.

1848 W. A. Jones

Meanders of Lake St. Croix											
Posts	Courses	Ch. <sup>s</sup>	Lks.	Posts	Courses	Ch. <sup>s</sup>	Lks.	Posts	Courses	Ch. <sup>s</sup>	Lks.
Left bank of Lake											
1	S 79° 16'	6	5.50								
2	S 26° 6'	25	30								
3	S 6° 6'	16	30								
4	S 22° 7'	17	40								
5	S 65° 7'	17	00								
Total		1	01	50							



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>

January 19, 2025

PETITION FILE NO. 14727

AMY WHITE, CLERK  
CITY OF RIVER FALLS  
222 LEWIS ST  
RIVER FALLS, WI 54022-2127

APRIL FREDRICK, CLERK  
TOWN OF TROY  
654 N GLOVER RD  
HUDSON, WI 54016-8201

Subject: SOUTH METRO CENTERS ANNEXATION

The proposed annexation submitted to our office on December 19, 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 River Falls, which is able to provide needed municipal services.

Note: Pursuant to s. 66.0217 (1) (c) & (f) Wis. Stats., the territory to be annexed must be described by metes and bounds commencing from a monumented corner of a 1/4 Section in which the territory lies. The scale map of the territory must clearly show and identify the existing City of River Falls municipal boundary in relation to the territory.

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 14727 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=2801> Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner