

# 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: **ROLLING HILLS DEVELOPMENT**

Address: **555 Powell Avenue**

**RIVER FALLS WI 54022**

**Mary Fox, President**

Email: **EW HOMES, MARK SYLLA:**  
**HGS1661@GMAIL.COM**

Office use only:

**RECEIVED**

**March 12, 2025**

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: **3**

5. Area (in acres) of the territory to be annexed: **7.276**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **040-1141-80-000**  
**AND PART OF 040-1141-40-000 AND 040-1185-10-000**

Petitioners phone:

**715-760-1661**

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 DIRECTOR**  
**OF COMMUNITY DEVELOPMENT**

**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:  
**AUTH CONSULTING & ASSOCIATES**

**2920 ENLOE STREET STE 101**

**HUDSON, WI 54016**

Phone: **715-381-5277**

E-mail: **MATT HIEB:**  
**MHIEB@AUTHCONSULTING.COM**

## Required Items to be provided

(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

**\$600 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

**\$950 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: 3-12-25

Payee: City of River Falls

Check Number: 158856

Check Date: 2-28-25

Amount: \$950

## 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.]*

# PETITION FOR ANNEXATION

The undersigned constituting the owner, owning 100% of the following described real property, and the electors residing on the property located in the Town of Troy, St. Croix County, Wisconsin, lying contiguous to the City of River Falls, petition the Honorable Mayor and Common Council of said City to annex the real property described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of River Falls, St. Croix County, Wisconsin.

**Part of the Southeast Quarter of the    section 36, Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin; described as follows:**

Commencing at the Southwest Corner of said Section 36; thence S89°46'15"S along the south line of the Southwest Quarter of said Section 36 a distance of 1653.59 feet to the Point of Beginning; thence N00°19'23"E along the east right-of-way of East Woodridge Drive a distance of 232.43 feet to the north line of Lot 2 of Oak Ridge Acres; thence S89°46'04"E along the north line of Lot 2 and the North line of Lot 1 of Oak Ridge Acres a distance of 199.50 feet to the east line of said Oak Ridge Acres; thence N00°24'56"E along said east line a distance of 388.16 feet; thence S58°04'12"E a distance of 80.50 feet; thence N73°33'19"E a distance of 270.00 feet; thence N29°05'40"E a distance of 192.47 feet to the west line of Danate Park; thence S00°07'37"W along said west line a distance of 824.31 feet to the south line of said Southwest Quarter; thence N89°46'15"W along said south line a distance of 622.66 feet to the Point of Beginning.

**Containing 7.276 acres.**

**PINS: 040-1141-80-000 and part of 040-1141-40-000 and 040-1185-10-000**

**Rolling Hills Development, Inc.**

Mary Fox, its president  
(owner)

2/11/25  
Date

Mark Linton, elector 2-13-25  
Date

Tim Lipke, elector 2/13/25  
Date

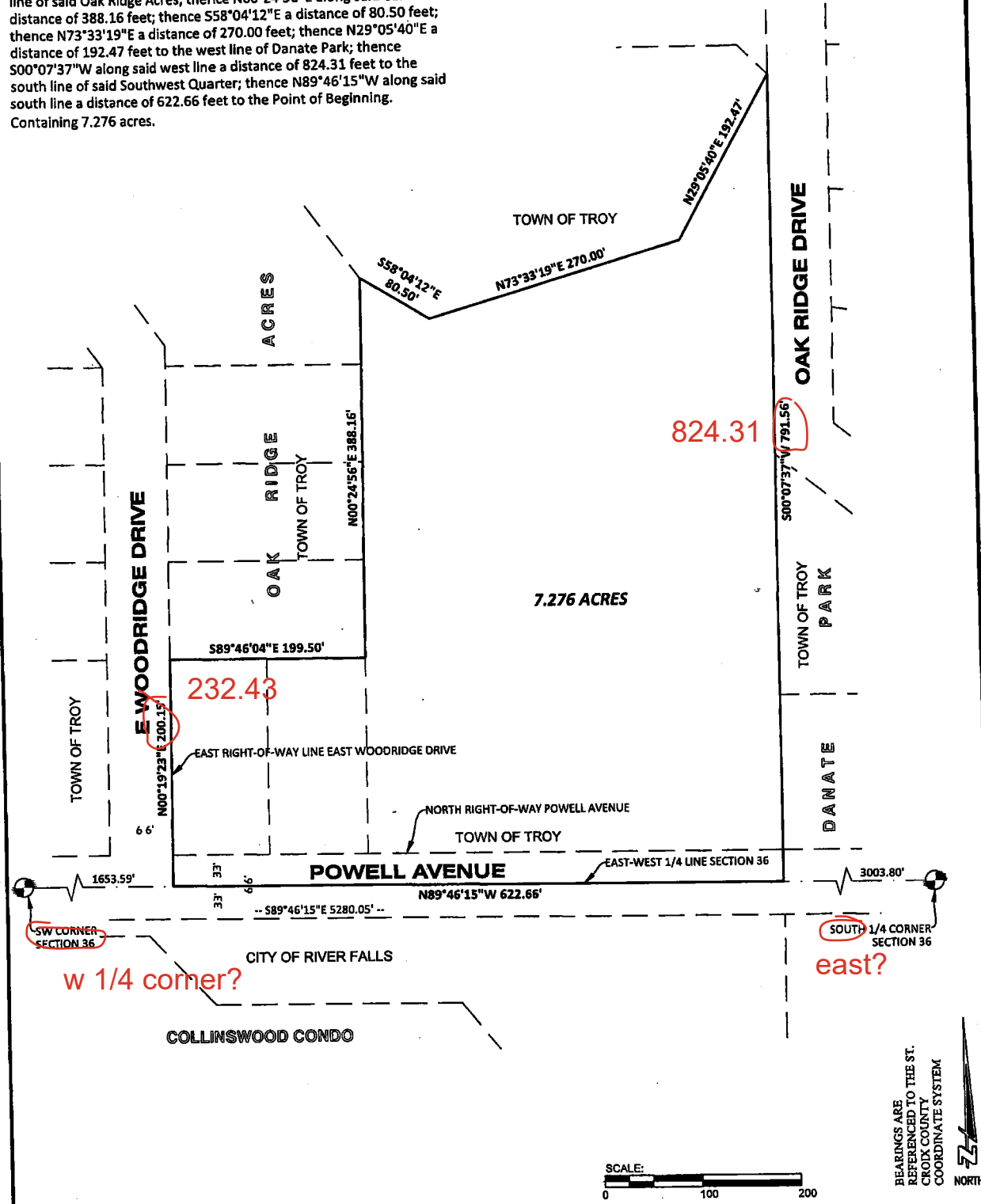
Marsha Millner 2/13/25  
Marsha Millner, elector Date  
MILLNER  
(WB)

# ANNEXATION DESCRIPTION

NW?

Part of the Southeast Quarter of the Southwest Quarter of Section 36, Township 28 North, Range 19 West, Town of Troy, St. Croix County, Wisconsin; described as follows:

Commencing at the Southwest Corner of said Section 36; thence S89°46'15"S along the south line of the Southwest Quarter of said Section 36 a distance of 1653.59 feet to the Point of Beginning; thence N00°19'23"E along the east right-of-way of East Woodridge Drive a distance of 232.43 feet to the north line of Lot 2 of Oak Ridge Acres; thence S89°46'04"E along the north line of Lot 2 and the North line of Lot 1 of Oak Ridge Acres a distance of 199.50 feet to the east line of said Oak Ridge Acres; thence N00°24'56"E along said east line a distance of 388.16 feet; thence S58°04'12"E a distance of 80.50 feet; thence N73°33'19"E a distance of 270.00 feet; thence N29°05'40"E a distance of 192.47 feet to the west line of Danate Park; thence S00°07'37"W along said west line a distance of 824.31 feet to the south line of said Southwest Quarter; thence N89°46'15"W along said south line a distance of 622.66 feet to the Point of Beginning. Containing 7.276 acres.



BEARINGS ARE  
REFERENCED TO THE ST.  
CROIX COUNTY  
COORDINATE SYSTEM



<b>FOX PROPERTY</b> <b>ANNEXATION MAP</b> SEC. 36, T28N, R19W, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN	 Auth-Consulting/associates S&N Land Surveying	DRAWN BY: MCM CHECKED BY: MCM DATE: 01/16/25 DWS FILE: 201412.Annex REF: FILE	REVIEW DESCRIPTION: _____ NAME: _____ DATE: _____
		PROJECT: _____ DATE: _____ BY: _____ FOR: _____	REVIEWED BY: _____ DATE: _____
		PROJECT: _____ DATE: _____ BY: _____ FOR: _____	REVIEWED BY: _____ DATE: _____
		PROJECT: _____ DATE: _____ BY: _____ FOR: _____	REVIEWED BY: _____ DATE: _____
		PROJECT: _____ DATE: _____ BY: _____ FOR: _____	REVIEWED BY: _____ DATE: _____

## ADDENDUM TO THE PETITION FOR ANNEXATION

The total population of the territory to be annexed consist of: Rolling Hills Development, Inc., the non-electors and owner of the property and Mark Linton, Tim Lipke and Marsha Millner, the electors and which are all of the electors of the territory to be annexed.

This petition for annexation is by unanimous consent pursuant to Wis. Stat. Sec. 66.0217(2)



# 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: **Rolling Hills Development**

Petition Number: **14748**

1. Territory to be annexed: From **TOWN OF TROY**

To **CITY OF RIVER FALLS**

2. Area (Acres): 7.28

3. Pick one: ☒ Property Tax Payments

OR

☐ Boundary Agreement

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

\$ \_\_\_\_\_

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \_\_\_\_\_

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

c. Paid by: ☐ Petitioner ☒ City ☐ Village

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

☐ Other: \_\_\_\_\_

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

4. Resident Population: Electors: 3 Total: 3

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

Residential: 80 % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Undeveloped: 20 %

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?

Low density residential on the north side of Powell. Medium density

In the town?: \_\_\_\_\_ on the south side.

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? UAB - ETZ Single Family

c. How will the land be zoned and used if annexed? R2 - medium density residential

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: Harley mehlhorn

Email: h.mehlhorn@city.org

Phone: 715-426-3466

Date: 04/01/25

(March 2018)

Please **RETURN PROMPTLY** to:

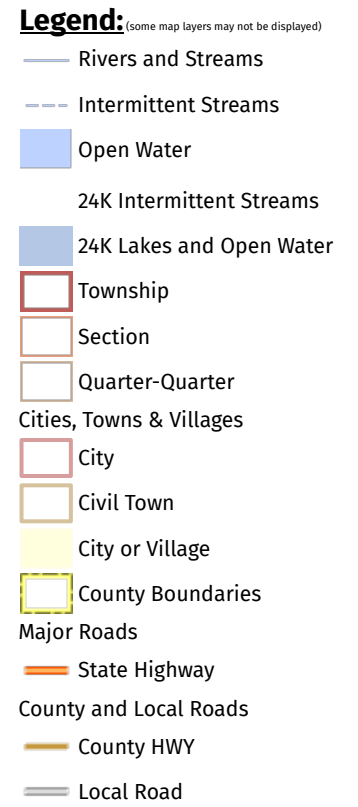
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review

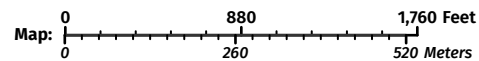
PO Box 1645, Madison WI 53701

Fax: (608) 264-6104





**Notes:**



Service Layer Credits:  
Cadastral: , Cities, Roads & Boundaries: , Surface Water (Cached): WiDNR, USGS, and other data

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: 3/31/2025 3:25 PM



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



Meanders of Lake St Croix				Posts Courses Ch <sup>o</sup> Lk <sup>s</sup>			Posts Courses Ch <sup>o</sup> Lk <sup>s</sup>		
Left bank of Lake									
1	S. 9° E.	5.50							
	S. 26° E.	25.30							
	N. 6° E.	16.30							
2	S. 22° W.	17.40							
3	S. 25° W.	17.00							
Total		1	01	50					

Total number of Acres. 22,897.52					
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. <sup>g</sup> Gen. <sup>ls</sup> acc. <sup>t</sup>
Township lines	James M. Marsh	May 22 <sup>d</sup> . 1847	M. Ch. <sup>s</sup> Lks. 23 - 78 - 49	October, 1847	
Subdivisions	William A. Jones	July 18 <sup>th</sup> . 1848	60 n 62 n 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> 1825)

Geo. W. Jones Sur. Gen.





TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

**Municipal Boundary Review**

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

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

Web: <http://doa.wi.gov/municipalboundaryreview>

April 1, 2025

PETITION FILE NO. 14748

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: ROLLING HILLS DEVELOPMENT ANNEXATION

The proposed annexation submitted to our office on March 12, 2025, 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: Lengths shown on the scale map for the east and west boundaries of the territory to be annexed should be revised to agree with the legal description of the territory. It appears that the territory lies in the SE 1/4 of the NW 1/4 of Section 36; please verify and revise the scale map and legal description as needed.

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 14748 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=2822>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner