

Request for Annexation Review

Wisconsin Department of Administration

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

Petitioner Information

Name: **KEITH FLETCHER**

Address: **99 & 101 HWY 35**

RIVER FALLS WI 54022

Email: **KEITHCLETCHER0118@GMAIL.XOM**

Office use only:

RECEIVED

April 6, 2023

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: **4**

5. Area (in acres) of the territory to be annexed: **4.04**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **040110250000;**
040110260000

Petitioners phone:

651-302-0025

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

\$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: 4-5-23

Payee: New Life Worship Center of River Falls

Check Number: 15203

Check Date: 2-15-23

Amount: \$950.00

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 TO ANNEX

This is a petition to detach from the Town of Troy, WI located in St. Croix County, and attach (annex) to the City of River Falls, WI located in St. Croix County.

Signed by:
New Life Worship Center of River Falls, Inc.



Keith Fletcher
Pastor
New Life Worship Center of River Falls, WI



Amy Eves
Secretary

**New Life Worship Center, Inc.
Board Members**



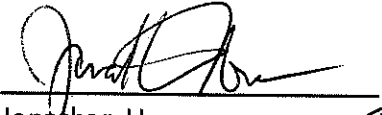
Jack Bowen



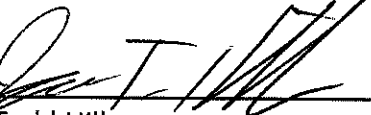
Dennis Bowen



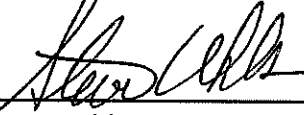
Eric Eves



Jonathan Hare

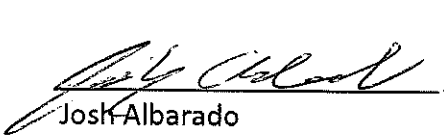


Todd Hillman

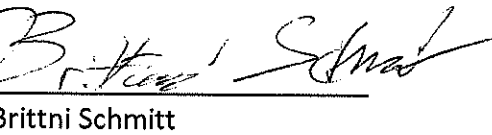


Steve Uhls

Electors Residing On Property



Josh Albarado



Brittini Schmitt

NARRATIVE DESCRIPTION OF REQUEST

The property is at 28N 19W – 25 running along Hwy 35 and very close to Hwy 65.

There are City of River Falls Water and sewage connections located on the west end of the property.

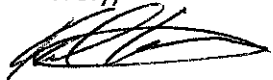
This land has been used for both commercial and residential use.

A pole barn and small stand-alone garage is used for commercial use. The larger building is currently leased out to a building contractor and the smaller garage is leased out to a tire retailer for storage. Once we have all filings in order, renovations of the two buildings for church and youth center use will begin. The house on the property will be turned into administration offices and to house traveling ministry in the near future in another phase of renovation.

Future phases of building will include a larger church sanctuary and family life center.

Currently site plans are in process and unavailable. As soon as we have architectural plans available, we will file those with the City of River Falls.

Sincerely,



Keith Fletcher

Pastor

New Life Worship Center of River Falls, Inc.

651.302.0025

Keithfletcher0118@gmail.com

EXHIBIT "A"
LEGAL DESCRIPTION

That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded in Volume 7 Certified Survey Maps, Page 1955, as Document No. 436411, more fully described as follows: Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and S 01 degrees 57 minutes 26 seconds W) a distance of 1,222.70 feet; thence N 88 degrees 00 minutes 36 seconds W, 46.15 feet (recorded as N 86 degrees 08 minutes 24 seconds W, 45.67 feet); thence S 02 degrees 54 minutes 36 seconds W, 213.62 feet (recorded as S 04 degrees 46 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described; thence continue S 02 degrees 54 minutes 36 seconds W 525.70 feet (recoded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 56 minutes 00 seconds W, 271.58 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 485.79 feet (recorded as N 13 degrees 59 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 56 minutes 00 seconds E, 104.38 feet (recorded as N 74 degrees 50 minutes 18 seconds E) on the North line of said Lot One (1); thence N 76 degrees 32 minutes 08 seconds E, 335.22 feet (recorded as N 76 degrees 26 minutes 26 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning. St. Croix County, Wisconsin.

MAP OF SURVEY

LOCATED IN PART OF THE SE 1/4 OF THE SE 1/4 OF SECTION 25, T28N, R19W, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN;
BEING A PART OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP VOLUME 7, PAGE 1955, DOC. #436411.

PROPERTY DESCRIPTION (Per Doc. #1162631)

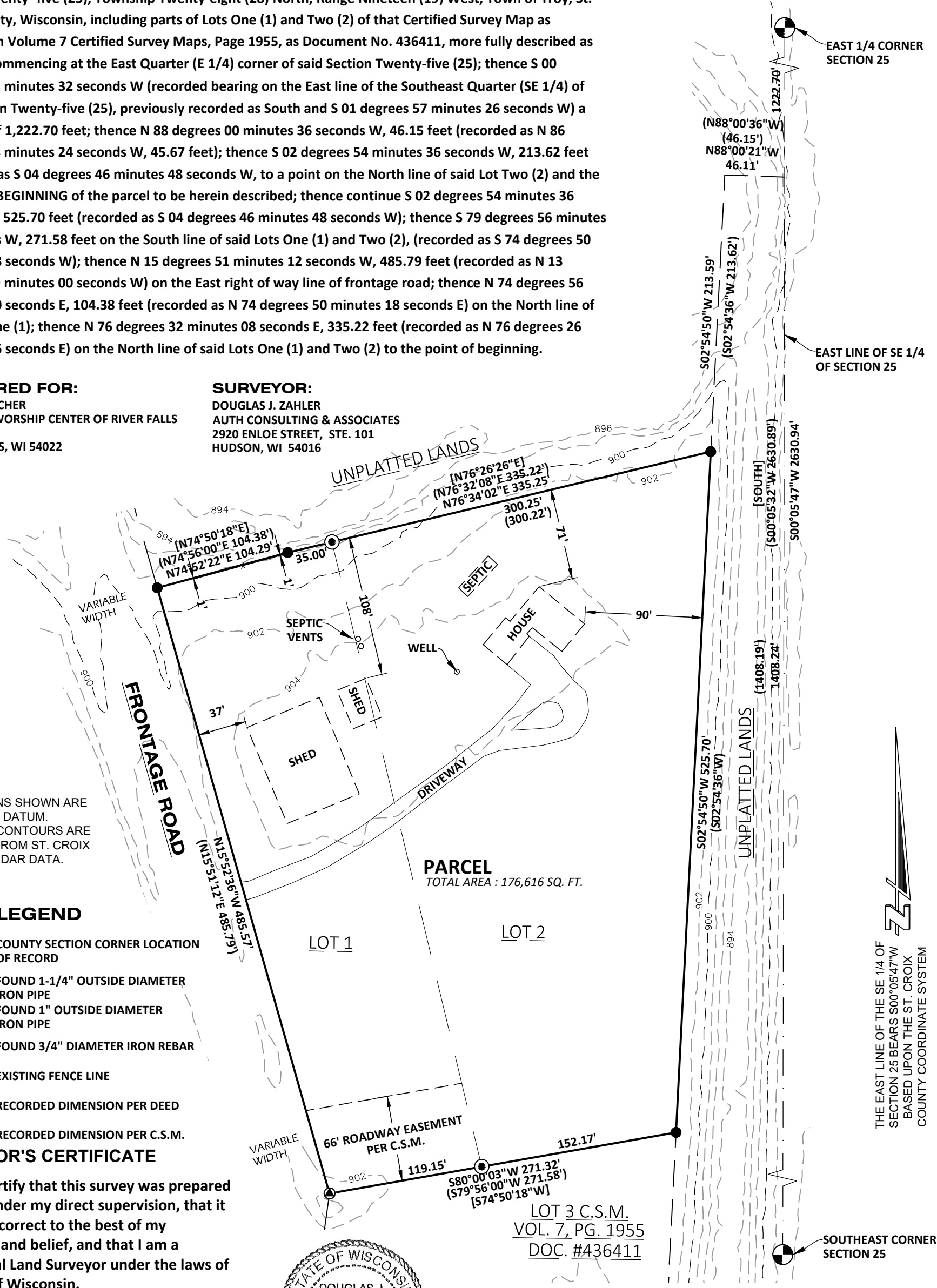
That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded in Volume 7 Certified Survey Maps, Page 1955, as Document No. 436411, more fully described as follows: Commencing at the East Quarter (E 1/4) corner of said Section Twenty-five (25); thence S 00 degrees 05 minutes 32 seconds W (recorded bearing on the East line of the Southeast Quarter (SE 1/4) of said Section Twenty-five (25), previously recorded as South and S 01 degrees 57 minutes 26 seconds W) a distance of 1,222.70 feet; thence N 88 degrees 00 minutes 36 seconds W, 46.15 feet (recorded as N 86 degrees 08 minutes 24 seconds W, 45.67 feet); thence S 02 degrees 54 minutes 36 seconds W, 213.62 feet (recorded as S 04 degrees 46 minutes 48 seconds W, to a point on the North line of said Lot Two (2) and the POINT OF BEGINNING of the parcel to be herein described; thence continue S 02 degrees 54 minutes 36 seconds W 525.70 feet (recorded as S 04 degrees 46 minutes 48 seconds W); thence S 79 degrees 56 minutes 00 seconds W, 271.58 feet on the South line of said Lots One (1) and Two (2), (recorded as S 74 degrees 50 minutes 18 seconds W); thence N 15 degrees 51 minutes 12 seconds W, 485.79 feet (recorded as N 13 degrees 59 minutes 00 seconds W) on the East right of way line of frontage road; thence N 74 degrees 56 minutes 00 seconds E, 104.38 feet (recorded as N 74 degrees 50 minutes 18 seconds E) on the North line of said Lot One (1); thence N 76 degrees 32 minutes 08 seconds E, 335.22 feet (recorded as N 76 degrees 26 minutes 26 seconds E) on the North line of said Lots One (1) and Two (2) to the point of beginning.

PREPARED FOR:

KEITH FLETCHER
NEW LIFE WORSHIP CENTER OF RIVER FALLS
PO BOX 23
RIVER FALLS, WI 54022

SURVEYOR:

DOUGLAS J. ZAHLER
AUTH CONSULTING & ASSOCIATES
2920 ENLOE STREET, STE. 101
HUDSON, WI 54016



ELEVATIONS SHOWN ARE NAVD 1988 DATUM.
EXISTING CONTOURS ARE DERIVED FROM ST. CROIX COUNTY LIDAR DATA.

LEGEND

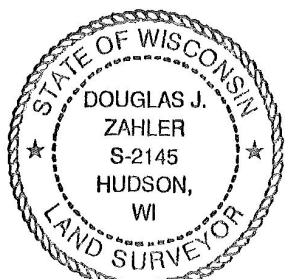
- COUNTY SECTION CORNER LOCATION OF RECORD
- FOUND 1-1/4" OUTSIDE DIAMETER IRON PIPE
- FOUND 1" OUTSIDE DIAMETER IRON PIPE
- FOUND 3/4" DIAMETER IRON REBAR
- EXISTING FENCE LINE
- (XXX) RECORDED DIMENSION PER DEED
- [XXX] RECORDED DIMENSION PER C.S.M.

SURVEYOR'S CERTIFICATE

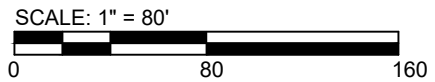
I hereby certify that this survey was prepared by me or under my direct supervision, that it is true and correct to the best of my knowledge and belief, and that I am a Professional Land Surveyor under the laws of the State of Wisconsin.

Douglas J. Zahler
Doug J. Zahler PLS No. 2145

Date 03/27/2023



LOT 3 C.S.M.
VOL. 7, PG. 1955
DOC. #436411



THE EAST LINE OF THE SE 1/4 OF SECTION 25 BEARS S00°05'47"W BASED UPON THE ST. CROIX COUNTY COORDINATE SYSTEM

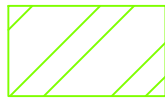
SHEET NO. 1 OF 1	PROJECT:	NEW LIFE WORSHIP CENTER OF RIVER FALLS MAP OF SURVEY	AUTH CONSULTING/ASSOCIATES 406 Technology Drive East, Suite A, Menomonee, WI 54751 Tel 715-232-9490 Fax 715-232-9492 mca@authconsulting.com	S&N LAND SURVEYING BRANCH OFFICE 2920 Enloe Street, Suite 101, Hudson, WI 54016 Tel 715-381-5277 Fax 715-381-5238 hudson@authconsulting.com	DRAWN BY:	MDM
	SE-SE, SEC. 25, T28N, R19W, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN	CHECKED BY:				
		DATE:			03/27/23	
		DWG FILE:			8246-001.MDS	
		REF FILE:				
	JOB NUMBER:	8246-001	REVISION DESCRIPTION:	NAME:	DATE:	

Annexation Description

That certain parcel of land located in the Southeast Quarter (SE 1/4) of the Southeast Quarter (SE 1/4) of Section Twenty-five (25), Township Twenty-eight (28) North, Range Nineteen (19) West, Town of Troy, St. Croix County, Wisconsin, including parts of Lots One (1) and Two (2) of that Certified Survey Map as recorded In Volume 7 Certified Survey Maps, Page 1955, as Document No. 436411, more fully described as follows:

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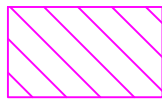
PART OF THE SE1/4 OF THE SE1/4, OF SECTION 25, TOWNSHIP 28 NORTH, RANGE 19 WEST, ST. CROIX COUNTY, WISCONSIN.



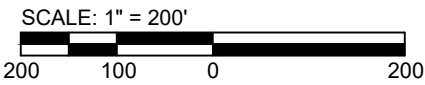
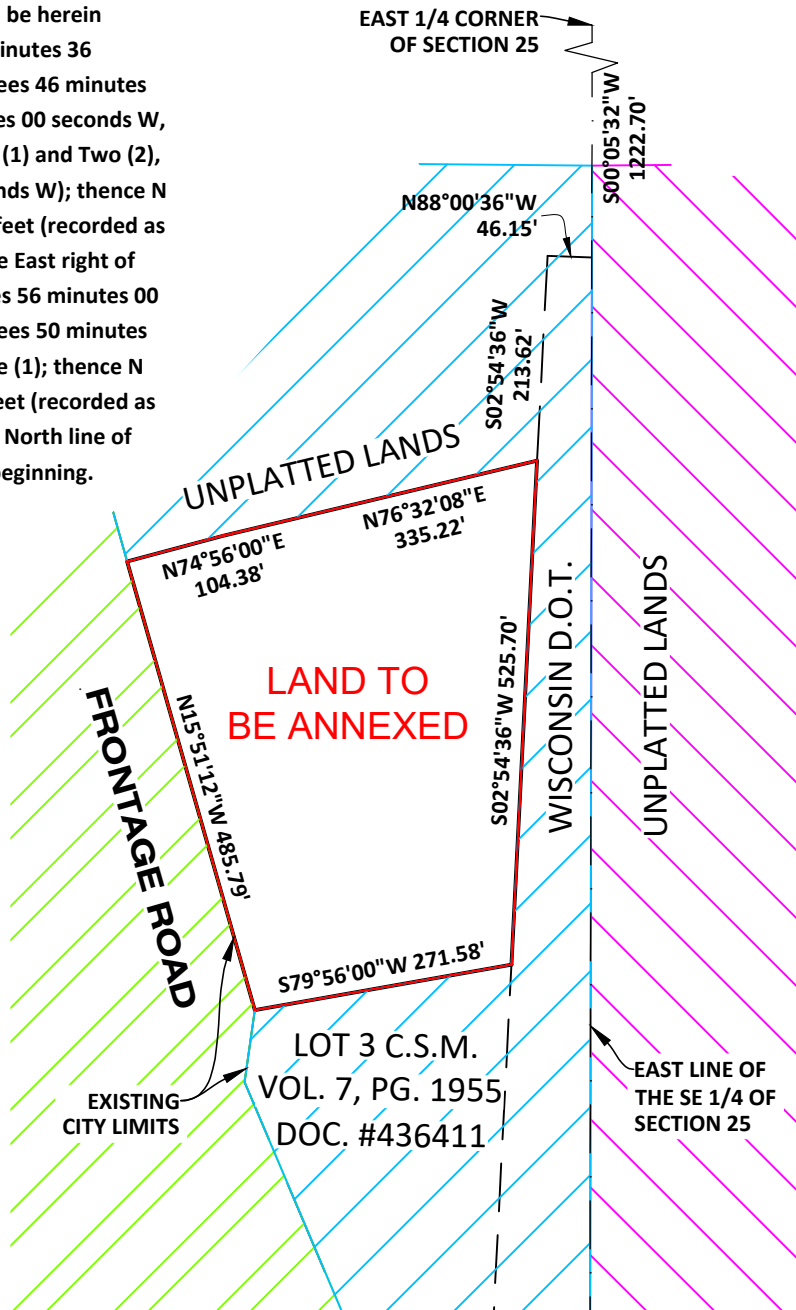
CITY OF RIVER FALLS



TOWN OF TROY



TOWN OF KINNICKINNIC



DRAWN BY: MD/M	CHECKED BY: DJZ	DATE: 03/28/23	DWG FILE: 8246-00-ANNEX	REF FILE:	JOB NUMBER: 8246-001	REVISION DESCRIPTION:	NAME:	DATE:
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S&N Land Surveying

BRANCH OFFICE
 2820 Zulu Street
 Suite 107
 Hudson, WI 54016
 Tel 715-381-5877
 Fax 715-381-5839
 hudson@sandconsulting.com

CORPORATE OFFICE
 606 Technology Drive East
 Suite 107
 Menomonie, WI 54751
 Tel 715-282-8400
 Fax 715-282-8402
 men@sandconsulting.com

Auth•Consulting/associates

PROJECT:
 KEITH FLETCHER
 NEW LIFE WORSHIP CENTER OF RIVER FALLS PROPERTY
 RIVER FALLS, ST. CROIX COUNTY, WISCONSIN

ANNEXATION MAP

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

Petitioner: **New Life Worship Center of River Falls**

Petition Number: **14584**

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

To **CITY OF RIVER FALLS**

2. Area (Acres): 4.04

3. Pick one: Property Tax Payments

OR Boundary Agreement

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

\$ 457.46

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$2,287.30

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: 2 Total: 4

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

Residential: 85 % Recreational: _____ % Commercial: 15 % Industrial: _____ %

Undeveloped: _____ %

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

Residential: _____ % 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?

Right-of-way

In the town?: Right-of-way; park and ride; vacant

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? Commercial

c. How will the land be zoned and used if annexed? B-3 Highway Commercial

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 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:

Property tax calculation based on 2022 information.

Prepared by: Town City Village

Name: Amy White

Email: awhite@rcity.org

Phone: 715 446 3408

Date: 4.10.23

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

REAL PROPERTY LISTERS ANNEXATION REVIEW

1. Territory to be annexed: 040-1102-60-000, 040-1102-50-000	From Town of: Troy	To City/Village of: City of River Falls
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2. Checklist: (Y) Yes; (N) No; (NA) Not applicable; (NC) Not checked

Location and Position

- Y (1) Location description by government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county
- Y (2) Contiguous with existing village/city boundaries
- N (3) Creates an island area in Township (completely surrounded by city)
- N (4) Creates an island area in City (completely surrounded by town)

Petition and Map Information

- Y (1) Identify owner(s) of annexed land
- Y (2) Identify parcel ID numbers included in annexation.
- NA (3) Identify parcel ID numbers being split by annexation
- Y (4) North arrow
- Y (5) Graphic Scale
- Y (6) Streets and Highways shown and identified
- Y (7) Legend
- Y (8) Total area/acreage of annexation

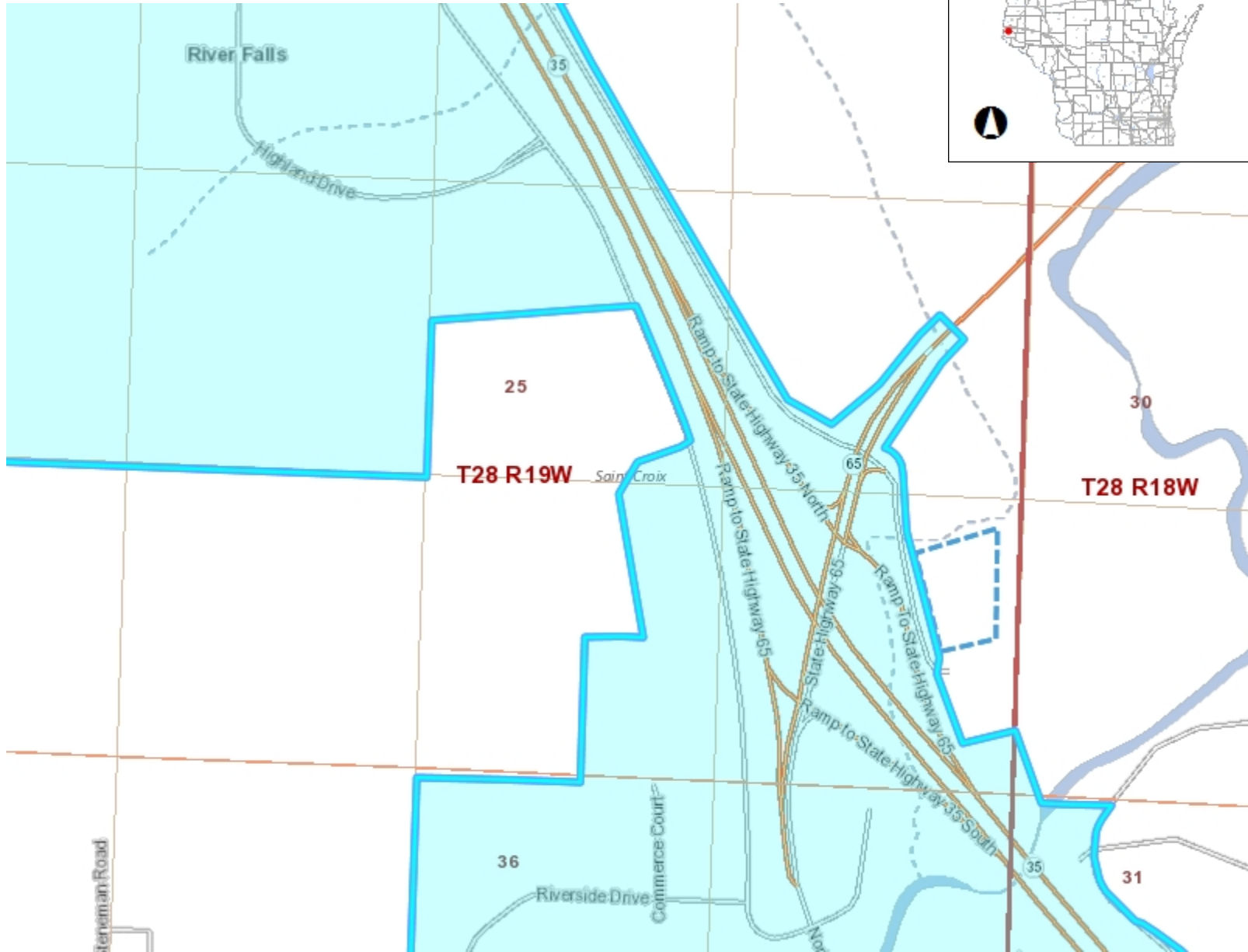
3. Other relevant information and comments:

No other comments.

Prepared by: <u>Brett Budrow</u>	Please RETURN PROMPTLY to:
Title: <u>Planning & Land Info Admin</u>	Municipal Boundary Review
Phone: <u>715-386-4678</u>	PO Box 1645
Date: <u>04/10/23</u>	Madison WI 53701
	(608) 264-6102 FAX (608) 264-6104
	wimunicipalboundaryreview@wi.gov



Surface Water Data Viewer Map



- Legend**
- Township
 - Section
 - Quarter-Quarter
 - County Boundary
 - Cities, Towns & Villages**
 - City
 - Village
 - Civil Town
 - Municipality
 - State Boundaries
 - County Boundaries
 - Major Roads**
 - Interstate Highway
 - State Highway
 - US Highway
 - County and Local Roads**
 - County HWY
 - Local Road
 - Railroads
 - Tribal Lands
 - Rivers and Streams
 - Intermittent Streams
 - Lakes and Open water



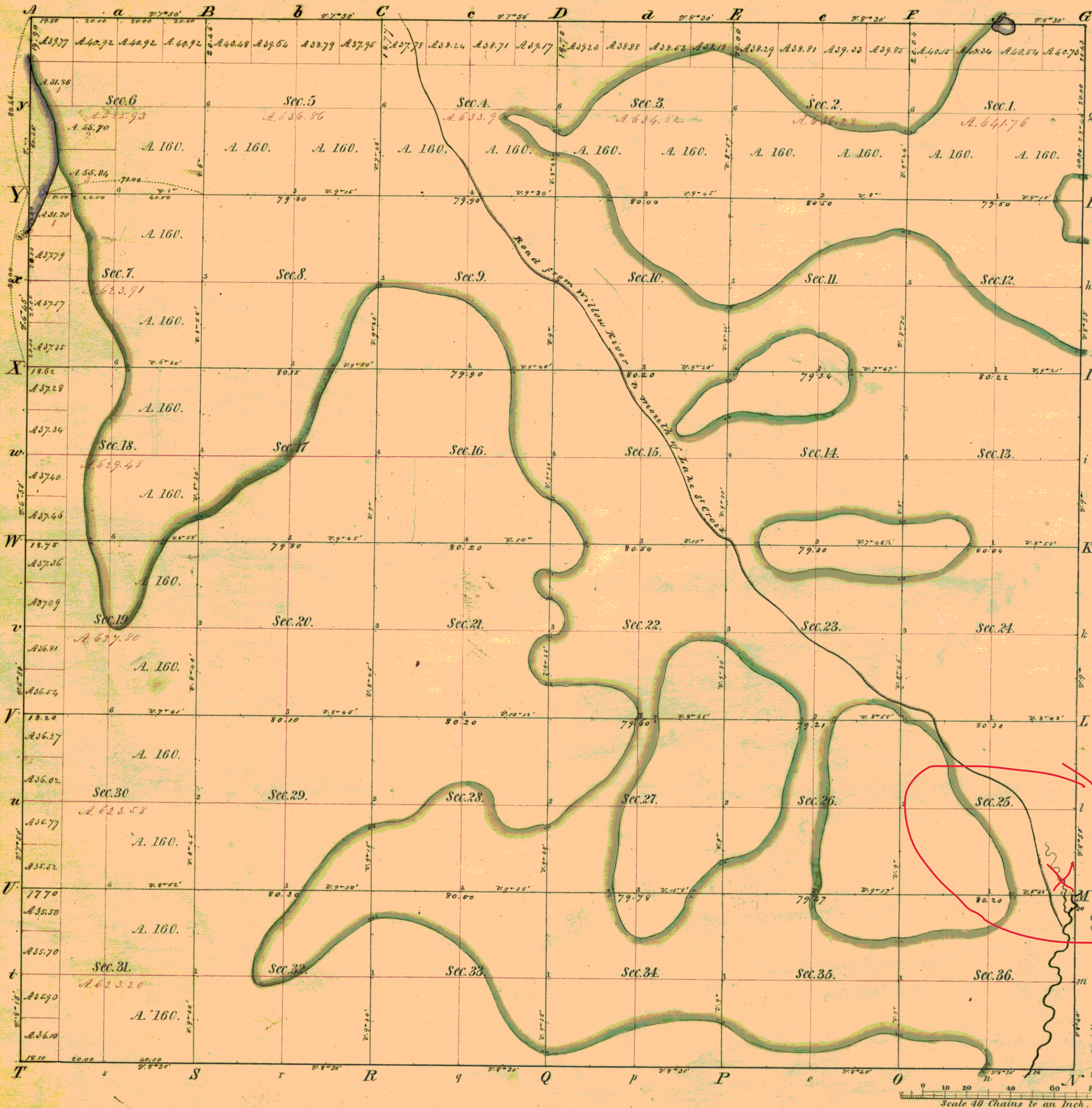
NAD_1983_HARN_Wisconsin_TM

1: 7,920

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

Notes

Township N^o 28 N., Range N^o 19 West, 4th Mer.



Total number of Acres. 23,397.52

Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p ^d for and ch. ^d in the Sur. Gen. ^{ls} acc?
Township lines	James M. Maish	May 22 ^d 1847	M. Ch. ^s Lks. 23.75.49	October 1847	
Subdivisions	William A. Jones	July 15 th 1848	60. 62. 25	November 1848	

The above Map of Township N^o 28 North of Range N^o 19 West, 4th 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 20th 1848

Wm. A. Jones Sur. Gen.

2382 N. 19 W. 4th Mer. Wm. A. Jones

Meanders of Lake St. Croix											
Posts	Courses	Ch. ^s	Lks.	Posts	Courses	Ch. ^s	Lks.	Posts	Courses	Ch. ^s	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 05° 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

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

April 26, 2023

PETITION FILE NO. 14584

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

JENNIFER CLARK, CLERK
TOWN OF TROY
654 N GLOVER ROAD
HUDSON, WI 54016-8201

Subject: NEW LIFE WORSHIP CENTER OF RIVER FALLS ANNEXATION

The proposed annexation submitted to our office on April 06, 2023, 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.

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 14584 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2658>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner