

Town of Janesville

Annual Newsletter December 2016

REMINDER!!!

The most convenient way to pay your taxes is to mail them to the town hall.

For in-person tax collection hours see the last page of this newsletter.

Please note that payments “in person” are only accepted during these special collection hours.

The Clerk does not accept or receipt taxes at any time.

Town of Janesville Officials

Chairman	Bruce Schneider	751-1245	Clerk	Linda Fewell	754-1468 or 757-1379
Supervisor	David Rebout	752-8253	Treasurer	Peggy Augustine	754-1468 or 201-2391
Supervisor	Gary Fox	752-5144	Constable	Archie Henkelmann	752-5474
Supervisor	Janet Kassel	876-6311	Bldg. Inspector	Chris Dodge	756-3154
Supervisor	Lon Coplien	756-1065	Assessor	Associated Appraisal	800-721-4157 (Luke)

The Town Hall mailing address:

Town of Janesville
1628 N. Little Court
Janesville, WI 53548

Clerk Office Hours:

Monday- 8:00 a.m. - 4:00 p.m.
Tuesday- Closed
Wednesday- 8:00 a.m. - 12:00 p.m.
Thursday- 2:00 p.m. - 5:00 p.m.
Friday- Closed

Emergency: Dial 911
Non-Emergency: 757-2244
Advanced Disposal: 1-800-248-2373 (ask for Lance)
Town Hall: 754-1468

Town of Janesville website:

www.townofjanesville.org

Town of Janesville Fax Number:

(608) 754-2515

Town of Janesville E-Mail:

tnclerk@litewire.net

The Annual Meeting

The Annual Meeting will be held on Tuesday, April 18th, 2017, at 7:00 P.M. at the town hall. This is planning session for 2017.

Town Board

The Town Board consists of five elected members. One member is elected as Town Chairman and the other four are elected as Supervisors. Each position is elected to a two-year term. Two Supervisors are elected in April of even numbered years, and two Supervisors and the Chairman are elected in April of odd numbered years. Nominations for elected offices, including Town Board, Clerk, Treasurer, and Constable, are made at the Town Caucus to be scheduled between the first and last Tuesday in January at the Town Hall. For 2017, the date for Town Caucus is 01/10/17 at 7:00 P.M. If anyone is interested in running for these offices, they will need to be nominated at the caucus in order to get their name on the ballot for the spring election. Please visit our website or contact the Town Clerk for information regarding the town caucus.

The Town Board meets the first Monday of each month at 7:30 p.m. at the Town Hall. One of the first items on the agenda is “Citizen Participation” which allows residents an opportunity to address the Town Board on any subject of concern that is **not** on the agenda. Any matter where Town Board **action is desired**, must appear on the posted agenda. Anyone who wishes to have an issue placed on the agenda should make their request, in writing, to the Town Clerk by the last Monday of the month. Minutes of the Town Board meeting are available for public review during regular office hours and are posted on the town website.

Mark your calendars: We are participating in an e-cycling program with the Town of Harmony. This program will allow you to bring in any electronic equipment to be recycled. The event will be held at the Town of Harmony town hall at 440 N Hwy 14, Janesville, WI. The date for this event has not been set yet. Please watch the Town website for the date of this event. If you have any questions, please contact our Town Hall at (608)754-1468 or visit our website for details.

Public Notices

Information concerning town meetings, agendas, or public notices is posted at the following locations, Lions Quick Mart on Hwy 14, the Consolidated School on County Road F, the Town Hall, and on the town website listed above.

Planning and Zoning Committee

The Planning and Zoning Committee consists of seven appointed members and one alternate member. One of the seven is also a member of the Town Board. The Town Chairman appoints members for a term of either one, two, or three years. Citizens interested in serving on the committee should contact the Town Chairman. Meetings, if necessary, are the first Monday of each month at 6:30 p.m. at the town hall. Current members of the committee are:

Doug Rebout, Chairman	758-2733	Dennis Thiele	752-0753
Julia Donahue, Secretary	752-5153	Edward Quaerna	752-1165
Janet Kassel	876-6311	Bill Curtis	756-1087
Lon Coplien	756-1065	David Henkelmann	752-5474

Snow Plowing

Per State Statute 346.94(5)--It is illegal to plow or blow any ice or snow from your driveway out into the roadway or into the road right of way including the ditch. We have had several complaints of residents pushing the snow from their driveway, across the road and into the ditch on the other side. Any person violating this statute may be fined \$50 per offense.

Elections

Voter ID will be required for all Elections in 2017. A Driver's license is the most common form of ID, but many other forms are also acceptable. Please contact the Town Clerk if you have questions about acceptable forms of ID. The Town Voting Place is the Town Hall. You may register to vote prior to the election at the Town Hall office during regular office hours or on the day of the election. If you are new to the Town or have a name/address change, you are encouraged to register with the Clerk ASAP. This will ensure that you are in the poll book on Election Day. Voters must be residents of the town for at least 10 days before an election. The Town of Janesville is looking for poll workers. If you are interested in a poll worker position, please contact the Town Clerk.

Building Permits

A building permit is required for new construction and for any structural alterations, remodeling, additions, deck or swimming pools. A permit is also required for razing or wrecking a structure. Please call Building Inspector Chris Dodge at 756-3154 to obtain a building permit.

Replacement Fire Numbers--****NEW FOR 2017****

Due to a change in the Rock County Ordinance regarding fire numbers, all Town residents who do not already have the new "flag style" fire number will have their fire number sign and post changed to the new style. The fee for this new sign and post will be placed on the 2017 tax bill, issued in December 2017, as a special assessment. Final details on the sign replacement price and scheduled are still being worked out through the Rock County Planning and Development Department, but we are hoping to get this done by mid-summer 2017. **We cannot stress enough**, that if your fire number is faded or damaged by the sun and weather, and **for your own safety**, you need to replace the sign **immediately** by calling 757-5587. Please do not wait until next summer if emergency personnel cannot read your number or find you in an emergency.

Fire Calls and the Town Burning Ordinance

The town contracts with the City of Janesville for fire protection and ambulance services.

****A burning permit is needed for an Outdoor Burning Area.** An Outdoor Burning Area means a fire which is intentionally set and which is intended to travel outwards to seek its source of fuel. An example of an outdoor area burn is the burning of grass, weeds and prairie grasses where it is intended that the fire will travel to such items to burn them. To obtain burning permits contact the Town Clerk, Linda Fewell, at the town hall during posted business hours. (Citizens **MUST** call the non-emergency number, 757-2244, before **and** after a burn). **Do not call the fire department or 911.**

****A burning permit is not required** when burning leaves, brush, wood, other vegetative debris, camp fires, or burns that are intended to take place in an area where the materials to be burned are brought to the location of the fire, such as a brush pile. (Citizens **MUST** call the non-emergency number, 757-2244, before and after a burn). By calling this number, you will let the fire department know that you have a "controlled burn" in case someone passing by sees smoke and calls "911" and protect yourself from getting a \$500 bill if the fire department is dispatched by mistake. Professional burning companies are not required to obtain a burning permit.

Rock County Towns Education and Outreach-Water Management

As a town on the Rock River, we are working with other townships along the river to promote beneficial storm water and clean water management practices. More information about this topic is available at the Town Hall.

Boat Launch Fees

The Town of Janesville enforces a boat launch fee of \$3.00/daily or \$20.00/annual at the town owned boat launch on N. River Road/Hwy 14. Launch permits, whether daily or annual, may be purchased at the box on the launch or at the Town Hall. If you have questions, please call Town Hall.

Garbage and Recycling Totes:

All Town residents will receive one tote each for garbage and recycling. Town residents who choose to leave their garbage and recycling bins out by the road may face problems this winter. If your tote is damaged by a snow plow, you will be billed for the replacement.

Town Hall Rentals

Any person living in the Town of Janesville may rent our town hall for personal events. The hall has a refrigerator and microwave in the kitchen as well as a few tables and chairs that may be used. The rental fee is \$100.00 and a security deposit of \$125.00 would be required. If the hall is left in good order after your event, you will be refunded the deposit at the next regularly scheduled town board meeting. Please note that there are no alcoholic beverages allowed in or at the town hall or on any town property. You may contact the town clerk for availability and information.

Primary Residence

If your primary residence is in the Town of Janesville, your driver’s license, vehicle registration and your Wisconsin Income Tax Return should say “County of Rock” and “Town of Janesville” to ensure that the town receives its full amount of the Shared Revenue taxes from the State of Wisconsin.

Driveways

The Rock County Public Works Department and The Town of Janesville both have ordinances that do not allow cement approaches for driveways. Where a driveway meets the road, there should be asphalt or gravel, not cement.

Weeds and Brush

It is mandatory for all property owners, adjacent to town roads, to cut or trim to ground level, clear and remove all brush, shrubbery and trees within 10 feet of the edge of the pavement of any town road. This requirement includes the trimming of overhanging brush to a height of 16’ and removing any debris, rocks or other obstacles within 10’ from the edge of the pavement. If the ordinance requirements are not met within 30 days of receiving notice, the Town will cut and trim, as required, at the expense of the property owner. A property owner may request an exemption of specific trees/shrubs. Please keep in mind that the town right-of-way is 33 ft. --measured straight from center of road. This area may be trimmed by the County when they are cutting the roadside weeds in the spring and fall.

Dogs and Dog Licenses

The number of dogs allowed, per home, in the town, is dependent upon the zoning district. Parcels zoned Rural Residential or zoned Single Family Rural Residential may have two dogs. Three dogs are allowed only on parcels zoned Agriculture, whether it is A-1, A-2 or A-3. More than three dogs require a kennel license **and** kennel permit. A kennel permit requires a parcel greater than 10 acres with Agriculture zoning and also requires a conditional use permit. State Statute prohibit dogs from running at large and require every dog over five months old must be licensed annually and have a rabies vaccination. Proof of rabies vaccination, not an invoice, must accompany the license application and will be returned to you with the dog license(s) and tag(s). There is a \$5.00 late payment penalty for dog licenses issued after April 1st 2017.

2017 Dog Fees are as follows:

Unaltered male/female	\$8.00	Puppies-five months old after July 1 st	\$4.00
Neutered male/spayed female	\$3.00	Neutered puppies-five months old	
Kennel Licenses	\$35.00	after July 1 st	\$1.50
Kennel Permit	\$100.00		

Please mail the correct amount, proof of vaccination-not an invoice from the veterinarian, and proof of spay/neuter to the Town Treasurer. **A telephone number & self-addressed stamped envelope must be included for the application to be processed.**

STATE OF WISCONSIN

OFFICIAL APPLICATION/ DOG LICENSE

YEAR: 2017

COUNTY OF ROCK

MUNICIPALITY: Town of Janesville

DATE ISSUED: _____

LICENSE NUMBER: _____

OWNER’S NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

MUNICIPAL TREASURER SIGNATURE: Peggy Augustine

FEE: _____ LATE FEE: _____

VACCINATION NUMBER: _____

VACCINATION DATE: _____

NEXT VACCINATION DATE: _____

NAME OF DOG: _____

BREED OF DOG: _____

COLOR OF DOG: _____

BIRTH YEAR: _____

Male _____ Female _____ Neutered/spayed _____ Puppy _____ New Resident _____

Tax Collection

The tax bills provided and printed by Rock County, are a laser print, single copy form. The top portion tears off to become a coupon to send with your payment. The first installment or payment in full, of real estate taxes and all personal property taxes is due by January 31st 2017. Payments may be mailed to the town hall address and must be postmarked by January 31st 2017 to be considered paid on time. If you would like a receipt, please include a self-addressed stamped envelope with your payment or access the Rock County website below.

Make checks payable to: Town of Janesville, Treasurer
Mail your payments to: Town of Janesville Treasurer, Peggy Augustine
1628 N. Little Court
Janesville, WI 53548

The most convenient way to pay your taxes is to mail them to the town hall. Payments must be post marked by the due date. If you are requesting a receipt, please provide a self-addressed stamped envelope. Your payment history is available online at www.co.rock.wi.us –see info below.

To pay in person: The Town Treasurer will collect at the Town Hall, 1628 N. Little Court, at these times ONLY:

Saturday December 17th	9:00 a.m. – 3:00 p.m.	Saturday January 28th	9:00 a.m. - 3:00 p.m.
Saturday December 31st	9:00 a.m. - 3:00 p.m.	Tuesday January 31st	9:00 a.m. - 3:00 p.m.

Payments in person will not be accepted or processed at any other time except for those listed above. The Town Clerk does not receipt or accept tax payments.

Receipts for taxes paid may be printed at www.co.rock.wi.us. Click on the tax database search and enter your tax ID or parcel ID-making sure to hit enter spaces- or you may enter all/part of your address. You can then view your complete payment history, parcel details or print a copy of your tax bill. Please allow 3-5 days for payments to post.

Please make your payments for the exact amount as no cash is on hand and no change will be given. Refunds will be authorized at the next month's Town Board meeting. If a refund is less than \$2.00, the town **will not** issue a check or mail a refund unless a written request for the refund is received. If your escrow check is made out to you, or to you and the town, please endorse the check. There is a \$25.00 fee for all returned checks. The town does not redeposit NSF checks. If you receive a NSF check notice from your financial institution, please contact the Town Treasurer, especially if you have an unlisted phone number. Any parcel with "past due" taxes **must** be taken to the courthouse for processing.

All Personal Property tax bills, whether paid timely or delinquent, should be paid to the Town Treasurer. At no time are personal property tax bills paid to the Rock County Treasurer. For Personal Property (**improvements on leased land only**) we cannot process both the taxes and garbage charges that are paid together on one check. If you own Personal Property and have received a separate billing for your 2017 garbage and recycling, then please send a separate check for these garbage charges. If your garbage is on your tax bill, then one check for both tax and garbage is fine.

All Real Estate tax bill payments paid after January 31st or any second installment payments are to be paid to the Rock County Treasurer. Notify the Town or County Treasurer of any address changes or changes in a tax parcel such as a split. Notification must be received by November 1st for any changes to take effect on the current tax bill. The Rock County Treasurer's office hours are 8:00 a.m. - 5:00 p.m. Monday through Friday. The Rock County courthouse will be closed on December 23rd, 26th and January 2nd.

Residents may contact our assessor, Associated Appraisal, anytime of the year regarding your assessed value. The phone number is 1-800-721-4157. There are several ways to question your assessed value. You may contact the assessor directly or attend Open Book, which is an opportunity to see every parcel's assessed value. The next step in the process is to make an appointment for our Board of Review, a time in which the assessor is present with the town board to hear any objections. Without a pre-scheduled appointment, you will not be heard at Board of Review. Both Open Book and Board of Review may be scheduled as early as May. Please watch our website for exact dates or contact the clerk.

Lottery and Gaming Credit

Please check your tax bill for the lottery credit. If you owned your home and used it as your **primary residence** as of January 1st 2016, you are entitled to a Lottery Tax Credit on your real estate tax bill. Vacation homes, rental properties or business properties do not qualify for this credit. Homeowners are required to sign a credit application form to initially receive the credit on their tax bill. If you qualify, and the Lottery Credit is not listed on your 2016 tax bill, you will need to come to the town office during the tax collection hours listed above or visit the Rock County Treasurer website to obtain a credit form. You have until January 31st, 2017 to claim the credit on your 2016 tax bill. **Please do not pay your property taxes in full prior to claiming the Lottery Tax Credit if you are entitled to the credit.** After filling out the application, your tax amount will be recalculated and the Lottery Credit applied to your tax amount due.