

Town of Janesville

Annual Newsletter December 2023

REMINDER!!!

The most convenient way to pay your taxes is to mail them to, or drop them off at, the town hall. We have a secure, red, white and blue, drop box located in front (west end) of our town hall. At this time, the box cannot be used for ballots, but tax payments are fine. The box will be checked daily and is monitored and secure. Payments “in person” are ONLY accepted during the special collection hours listed on the back page of this newsletter. Please provide a phone number on your check in case there is a problem processing your payment.

The Clerk DOES NOT accept or receipt taxes at any time.

Town of Janesville Officials

Chairman	Bruce Schneider	608-751-1245	Clerk	Don Blakeney	608-754-1468
Supervisor	David Rebout	608-752-8253	Treasurer	Peggy Augustine	608-201-2391
Supervisor	Gary Fox	608-289-4452	Constable	David Henkelmann	262-427-6065
Supervisor	Janet Kassel	608-876-6311	Bldg. Inspect	David Geraths	608-697-7776
Supervisor	Lon Coplien	608-756-1065	Assessor	Associated Appraisal	800-721-4157 (Myles)

Town of Janesville website:

www.townofjanesville.org

Town of Janesville E-Mail:

clerk@townofjanesvillewi.gov or tnclerk@litewire.net

The Town Hall mailing address:

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

Emergency: Dial 911

Non-emergency fire/other: (608) 757-2244

John's Disposal Service: -1-262-473-4700

Town Hall: (608) 754-1468

Town Clerk Office Hours:

Monday-12 noon - 5:00 p.m.

Tuesday- Closed

Wednesday- 12 noon - 5:00 p.m.

Thursday- 9:00 a.m. - 2:00 p.m.

Friday- Closed

*****PLEASE NOTE:**

IF YOU SEE THE CLERK'S PICKUP IN THE PARKING LOT, OUTSIDE OF OFFICE HOURS, HE IS PROBABLY HERE--COME ON IN.

The Annual Meeting will be held on Tuesday, April 16th, 2024, at 7:30 P.M. at the town hall. This is a meeting of the town residents to read into record the results from the Spring election and general planning for 2024.

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 in January at the Town Hall. Anyone interested in running for these offices, 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 date for the next Town Caucus is Tuesday, January 9th, 2024, at 7:30 P.M at the town hall.

The Town Board usually meets the first Monday of each month at 7:30 p.m. at the Town Hall. Meetings may fall on another day of the week due to a Holiday or Election schedule. Please check the Town website for the exact date of all meetings. 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 may be posted on the town website only after final approval by the Town Board.

Mark your calendars: We are participating in an e-cycling event allowing you to bring in any electronic equipment to be recycled. The event will be held at our own Town Hall, 1628 N. Little Ct. Janesville, on June 15th, 2024 during the hours of 8:00 am – 11:00 am. 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, are required to be posted at the following locations: Station 51 – Hwy 14 (former Lions Quick Mart), Consolidated Elem School--Co Rd F, and the Town Hall.

Updates regarding agendas, minutes, notices, elections, zoning ordinance changes, etc., may be obtained by anonymously logging into our website: townofjanesville.org and selecting the “subscribe to updates” button.

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	290-5928	Dennis Thiele	751-3353
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

We are headed into a busy year for elections. The Town of Janesville is looking for poll workers, if you are interested, please contact the Town Clerk. Voter ID will be required for all elections in 2024. A driver's license is the most common form of ID, but many other documents are acceptable. The Town Clerk can answer 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 during regular office hours or at myvote.wi.gov. If you are new to the Town, or have a name/address change, you are encouraged to register with the Clerk ASAP to ensure that you are in the poll book on election day. Voters must be residents of the town for at least 28 days before an election. Visit myvote.wi.gov for useful voter information, register to vote or request an absentee ballot. Please wait until after 1/1/24 if requesting an absentee ballot.

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 or email our Building Inspector, David Geraths, at 608-697-7776 or Dgeraths@generalengineering.net for a building permit or if you have a question.

Town Ordinances: The Town of Janesville, along with many other municipalities in the state, does its own land zoning. We have ordinances, or laws, that govern the rules in our Township such as building set-back requirements, permitted uses in your zoning district, animal definitions and laws per zoning district, pool fencing requirements, etc. How your property is zoned, will dictate the rules or ordinances that you will be required to obey. For example, someone living in a single family-rural residential zoning will have different ordinances and permitted uses than someone living in an agricultural district. The Town of Janesville ordinances are posted on our town website, or you may request a copy of the ordinances at the town hall-- (copy charge is \$0.25 per page). It is the responsibility of the property owner to read and understand the ordinances as they apply to their property zoning. Because times and circumstances change, our ordinances evolve and change too. If you have a question regarding the ordinances, you may bring it up at any of the regularly scheduled Town Board meetings (usually held on the first Monday of the month) or contact our Town Clerk. It is important to note that the Town Board will not give you any legal advice, and you may need to consult with your attorney, if there is a question on legal issues involving the ordinances.

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 required 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 fuel source. 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, Don Blakeney, 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.

******* The WI-DNR website has important information regarding open burning, including the health risks of smoke, chemical contamination of soil and air, and alternatives to burning. Smoke from wet leaves can create a toxic environment for some people. Please think of your neighbors when burning any debris. We have had complaints of residents burning toxic material and/or allowing smoke to travel onto their neighbor's property causing concern for people with certain health conditions. If burning becomes a problem, please talk to your neighbors or call the Town Clerk.

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. We have joined a newly formed Town Consortium and the Rock River Storm Water Group as part of our initiative. More information about this topic, visit the RRSO website, or contact the Town Hall. Please protect this valuable resource.

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 North River Road/Hwy 14. Launch permits, whether daily or annual, may be purchased at the box on the launch or at the 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 vehicle or snowplow, you will be billed for the replacement.

Town Hall Rentals

The town hall may be rented 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 \$125.00 and a security deposit of \$125.00 will be required. If the hall is left in good order after your event, you will be refunded the deposit after the next regularly scheduled town board meeting. Please note that there are no alcoholic beverages or smoking allowed in or at the town hall or on any town property. You may contact the town clerk for availability and information. Rates are subject to change.

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 from the State of Wisconsin.

Driveways

Both the Rock Co Public Works Department and Town of Janesville, have ordinances that **do not allow cement** approaches for driveways. Where a driveway meets the road, there should be asphalt or gravel, **not cement**, 10 ft back from roadway.

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.

Property Fraud Alert

Property Fraud Alert (PFA) is a free service made available by the Rock County Register of Deeds Office. By subscribing to the PFA, the subscriber will be notified any time there is a document recorded with their name as a party. This is a proactive service that gives property owners a better position against fraudsters. The service will notify you if there is activity associated with their name, whether it be a fraudulent deed, a lien on their property, or a legitimate document. Subscribe to Property Fraud Alert online at www.PropertyFraudAlert.com or call 1-800-728-3858. Fraud is increasing!! Sign up for this free service to protect your assets.

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-see Town Clerk for details. 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** March 31st, 2024.

2024 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		

STATE OF WISCONSIN

OFFICIAL APPLICATION/ DOG LICENSE

YEAR: **2024**

COUNTY OF ROCK

MUNICIPALITY: **Town of Janesville**

FEE: _____ LATE FEE: _____

DATE ISSUED: _____

VACCINATION NUMBER: _____

LICENSE NUMBER: _____

VACCINATION DATE: _____

OWNER’S NAME: _____

NEXT VACCINATION DATE: _____

ADDRESS: _____

NAME: _____

CITY/STATE/ZIP: _____

BREED: _____ COLOR OF DOG: _____

PHONE NUMBER: _____

BIRTH YEAR: _____

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

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, along with the application above, must be included for the application to be processed.**

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 tax and personal property tax, is due by January 31st 2024. Payments may be mailed to the town hall address and must be postmarked by January 31st 2024 to be considered paid on time. To ensure timely delivery, payments should be mailed early due to changes at the US Postal Service.

Make checks payable to: Town of Janesville

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

The most convenient, and COVID safe, way to pay your taxes is to mail them to the town hall or use our new secure red, white, and blue drop box in front of the town hall. Please do not deposit ballots in this box. Payments are receipted by postmark or drop off date. If you are requesting a receipt, you must provide a self-addressed stamped envelope. Your payment history is available online at www.co.rock.wi.us (see below).

***Please provide a phone number on your check in case there is a problem processing your payment**

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

Saturday	12/23/23	9:00 a.m. - 2:00 p.m.	Saturday	01/20/24	9:00 a.m. - 2:00 p.m.
Wednesday	12/27/23	12:00 p.m. - 5:00 p.m.	Saturday	01/27/24	9:00 a.m. - 2:00 p.m.
Saturday	12/30/23	9:00 a.m. - 2:00 p.m.	Wednesday	01/31/24	12:00 p.m. - 5:00 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 enter all 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 \$5.00, 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 an NSF check notice from your financial institution, please contact the Town Treasurer ASAP, especially if you have an unlisted phone number. **Any** parcel with "past due" taxes **must** be taken to the courthouse for processing prior to coming to the town hall.

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 2024 garbage and recycling, then please send a separate check for the 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 or postmarked after January 31st, as well as any second installment payments paid in July, are to be paid to the Rock County Treasurer. The Rock County Treasurer's office hours are 8:00 a.m. - 5:00 p.m. Monday through Friday. The Rock County Courthouse and Treasurer's office will be closed on Monday December 25th, 2023, Tuesday December 26th, 2023, Monday January 1st, 2024, and Martin Luther King Day on Monday January 15th, 2024. 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.

Current assessed values are set for the 2023 tax bills and cannot be changed. Residents may contact our assessor, Associated Appraisal, anytime of the year regarding your 2024 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 request an appointment to attend our Board of Review, a time in which the assessor is present with the town board to hear any objections to your assessed value. Without a pre-scheduled appointment, you may 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 2023, 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 2023 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, 2024 to claim the credit on your 2023 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.