

Village of Theresa ~ Dodge County Wisconsin

Pamela Koll, Clerk-Treasurer – Susan Fink, Deputy Clerk
(920) 488-5421

Clerk - Treasurer HOLIDAY Office Hours

OPEN - Monday December 18th thru Thursday December 21st ~ 8am – 4pm
and Friday December 22nd ~ 8am - Noon

CLOSED - Monday December 25th & Tuesday December 26th

OPEN - Wednesday December 27th thru Friday December 29th ~ 8am – 4pm

CLOSED – Monday January 1st and Tuesday January 2nd

These hours are subject to change and will be posted accordingly on the front door at the Village Hall

TAX PAYMENTS

CASH 'PROPERTY TAX' PAYMENTS WILL NO LONGER BE ACCEPTED!

Payment Options; personal check, escrow check, money order or cashier's check - pay in person at the Theresa Village Hall - 202 S. Milwaukee Street ~ By mail - PO Box #327, Theresa, WI 53091 ~ or by placing your payment in the outside "Payment" box located next to the door of the Village Hall.

Tax payments postmarked 12/31/17 & payments received in the "Payment" box by 8:00am on Wednesday January 3, 2018 will be accepted as timely payments for 2017! Payments received in the "Payment" box after 8:00am on Wednesday January 3, 2018 will be received January 2018!

Escrow tax refund checks for over payment of property taxes will be mailed to the taxpayer within 10 business days from the date of receipt of payment.

Please remember to sign your escrow check before submitting your payment to the Village
WE WILL NO LONGER MAIL RECEIPTS WITHOUT A SELF ADDRESSED STAMPED ENVELOPE

Instructions on how to view your property tax payment and/or print a receipt.

1. After January 5th and after February 5th go the Dodge County website at www.co.dodge.wi.gov
2. Click on 'LAND INFORMATION SEARCH' at the very top of the homepage
3. Click on 'I ACCEPT' at the bottom of the page
4. Enter your first and last name or parcel number
5. Click 'SEARCH FOR PARCEL' at the bottom of the screen (left side)
6. Click on the 'TAXES' tab at the top of the search page – page defaults to most current tax year
7. Click on 'PROPERTY SUMMARY REPORT' on the bottom of the page (right side)
8. Click 'PRINT REPORT' - blue box in the upper right corner of the page

LOTTERY CREDIT

If you resided in the Village of Theresa as of January 1, 2017 and used your property as your primary property residence and the lottery credit has not been applied to your 2017/2018 taxes, please obtain a LOTTERY & GAMING APPLICATION from the Village Clerk. For more information regarding the Lottery Credit, please contact the Dodge County Treasurer's Office by calling (920) 386-3782.

VILLAGE OF THERESA WEBSITE

Looking for Village related information, including forms and applications? Check out the Village of Theresa website at www.villageoftheresa.com.

SEWER & WATER UTILITY ONLINE BILL PAY OPTION

Village of Theresa Sewer & Water Utility now has an easy and convenient online utility bill pay option. You can make your sewer & water utility payment online with a debit or credit card by visiting the Village website at www.villageoftheresa.com. Once you enter the site, scroll to the bottom of the home page and click on 'make your utility payments online' then click on the green GovPayNet box to start the process.

WHEN PAYING A SEWER & WATER UTILITY BILL BY CHECK, PLEASE WRITE YOUR ACCOUNT NUMBER ON THE CHECK

WASTE AND RECYCLING PICK UP

Waste & recycling pick up for the Village will take place on **Wednesday's** during the holidays.

ATTENTION SNOW BIRDS AND SUMMER VACATIONERS CHANGE of MAILING ADDRESS for SEWER & WATER UTILITY BILLING

Please remind us to change your mailing address before you leave for the winter or summer. You can notify us by calling (920) 488-5421 (feel free to leave a message), by stopping at the Village Hall (202 S. Milwaukee Street) during normal business hours, by mail at PO Box #327, or by placing a note in the 'payment' box located outside the door of the Village Hall. Thank you in advance for your cooperation.

DOG & CAT REMINDER

All dogs and cats 6 months of age or older must be licensed by April 1, 2018. Licenses can be obtained at the Village Hall. Proof of Rabies Vaccination is required. The cost of a license is \$15 for males and females and \$10 for spayed and neutered animals. A late fee in the amount of \$25 per animal will be assessed after April 1, 2018! ***Pet license applications are available on the Village website at www.villageoftheresa.com – reference the "FORMS" tab.***

WINTER PARKING RESTRICTIONS

Parking permits are needed to park on any "Village" side street between November 1, 2017 and April 1, 2018. Permits may be obtained for \$35.00 at the Village Hall, 202 S. Milwaukee Street, during normal business hours. Parking permit applications are available on the Village website at www.villageoftheresa.com. Failure to obtain a permit will cause citations to be issued.

FIRE HYDRANTS

Please keep the safety of your family and neighbors in mind by removing the snow surrounding any fire hydrant that is located on or near your property. The Theresa Fire Department would like to thank you in advance for your cooperation.

SNOW REMOVAL

The owner, occupant, or person in charge of every building, lot or part of a lot within the Village shall remove all snow and ice from said sidewalk within 24 hours from the time the snow ceases to fall. If the snow/ice is not removed the Village may clear the snow/ice from the sidewalk **"without"** written notice and return the cost to the property owner (\$100 per hour/\$100 minimum).

CLUSTER MAILBOXES

If you use a cluster mailbox or have a cluster mailbox located on or near your property, please take the time to remove the snow around the box and keep the sidewalk leading to the mailbox free from snow or ice.

UNLAWFUL DUMPING ON STREETS

It shall be unlawful for any person to deposit or cause to be deposited, dump, sort, scatter or leave any rubbish, stone, wire, earth, ashes, cinders, sawdust, hay, glass, manure, filth, paper, SNOW, ICE, dirt, grass, LEAVES, construction waste, garbage or other offensive or noxious material in any public street, sidewalk, or alley or upon any public property or upon any property of another, without the express permission of the owner or occupant thereof. Any person who violates the above-mentioned ordinance may be subject to forfeiture.

BUILDING PERMITS

If you're contemplating a building, remodeling, shed, fence, deck or any other construction project, be sure to check with the Building Inspector to find out what zoning requirements apply and/or to purchase a building permit. Zoning and building codes and building permit application can be found on the village website www.villageoftheresa.com. The Village Building Inspector can be reached by calling Doc at (262)364-9597. Failure to obtain a building permit in a timely manner could result in double fees being assessed.

VOTER PHOTO ID

PHOTO ID IS REQUIRED TO RECEIVE A BALLOT IN ALL ELECTIONS - Proof of residency is required to register to vote, however, if you're already registered all you'll need is photo ID. For a complete list of acceptable forms of photo ID and additional information regarding photo ID including how to obtain a free 'PHOTO ID' card visit: <http://www.bringitwisconsin.com/>.

Your tax bill includes four different taxing jurisdictions. The Village collects the taxes and pays the other taxing jurisdictions for the amount collected. The Village turns over all remaining tax collections to the county after January 31st of every year

Happy Holidays from the Village Clerk – Treasurer's Office