

VILLAGE OF THERESA

IMPORTANT INFORMATION FOR RESIDENTS OF THE VILLAGE OF THERESA

- Property Tax Payment Options.** Personal Checks made payable to the *Village of Theresa*, escrow checks (please remember to sign the back of the check), money order, or cashier's check are acceptable. **No CASH, please.** All payments must be put into the payment dropbox by the entrance to Village Hall or mailed to Village of Theresa, PO Box 327, Theresa, WI 53091. **If you want a receipt, please include a stamped self-addressed envelope.** Escrow tax refund checks will be mailed to the taxpayer within 10 business days of receipt. You are eligible for a lottery credit if you lived in your home in the Village of Theresa as your PRIMARY RESIDENCE as of January 1, 2020. For more information, visit www.revenue.wi.gov/Pages/FAQS/slf-lottcr.aspx. Your tax bill includes four 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 Dodge County after January 31 every year.
- Dog and Cat Reminder.** All dogs and cats 5-months or older must be licensed annually by April 1. Forms can be found on the Village Website: www.villageoftheresa.com or from the folder on the Village Hall entry door. The cost is \$15 for each male/female and \$10 for neutered/spayed pets. **A \$25 late fee will be assessed for each animal not licensed by April 1.** Please include a current rabies certificate with completed form for each pet and the exact payment amount by cash or check made payable to the *Village of Theresa*. **Please include a stamped self-addressed envelope so pet registrations and tags can be mailed to you.**
- Election Information.** Please watch the Village Website for polling locations. Polls are open from 7 am – 8 pm. To register to vote or request an absentee ballot, visit www.myvote.wi.gov.
- Catch Basins.** If you have a catch basin near your home, please keep it clear of leaves, snow, ice and other debris. Your neighbors and the Department of Public Works greatly appreciate your effort.
- 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!
- Winter Parking Restrictions.** Parking permits are needed to park on any "Village" side street between November 1, 2020, and April 1, 2021. **There is NO overnight parking allowed on Milwaukee Street.** Permits can be obtained from the Village Website at www.villageoftheresa.com and the cost is \$35 per vehicle. **Failure to obtain a permit will cause citations to be issued.**
- Sewer and Water Utility Payments.** The dropbox near the entrance to Village Hall should be used for all utility payments. Please use the memo section to write your account number on the check. Online payments can be made from the Village Website, www.villageoftheresa.com, using a debit or credit card. A nonrefundable service fee will be applied to all online payments. **Our process for depositing checks has changed and we will no longer accept post-dated checks. So, please be aware that if you give us a check we will not be "holding" it to deposit on a future date.**
- Discharge of sump pump water on public sidewalks and streets is prohibited.** In accordance with Ordinance 132-11, sump pump water

UTILITY BILL DUE DATES

Beginning with the 4th Quarter 2020 billing, Utility bills will be due in-full on January 20th, 2021. This is necessary to comply with the Tariff the Village of Theresa has with the Public Service Commission of Wisconsin. Penalties will be added to all outstanding amounts at the rate of 1% per month.

Future Utility Bill Due Dates

- Quarter 1 Sent by March 31, Due April 20, 2021
- Quarter 2 Sent by June 30, Due July 20, 2021
- Quarter 3 Sent by September 30, Due October 20, 2021
- Quarter 4 Sent by December 31, Due January 20, 2022

shall either be discharged into an underground conduit leading to a drainage ditch, gutter, or dry well, or shall be discharged onto the ground surface not to create a nuisance or safety hazard.

9. **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). **It is unlawful to shovel, blow, or plow snow into ANY street within Village limits.** 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 and ice around the box and keep the sidewalk leading to the mailbox clear.
10. **Village Hall Hours.** In an effort to prevent illness, Village Hall will remain closed to the public. We are working our regular hours, so if there is something that needs to be handled in-person, please make an appointment by calling 920-488-5421. **We will not be accepting any payments in-person, so please use the dropbox or mail your payments to Village of Theresa, PO Box 327, Theresa, WI 53091.**
11. **Attention Snow Birds and Summer Vacationers – Please forward your mail through the Post Office. The Village of Theresa will no longer be sending utility and tax bills to addresses other than the primary addresses.**
12. **Important Contacts:**
 - Village Hall – 920-488-5421
 - Public Works – 920-488-4003
 - Police Department – 920-488-4444
 - Building Inspector, Doc Leonard – 262-364-9597
 - Garbage and Recycling Pickup Issues – 920-644-4640
13. **Garbage and Recycling Pickup 2021 Calendar.** BULK PICKUP 3rd Tuesday in April and October.

OBSERVED HOLIDAY							TRASH & RECYCLE																									
TRASH ONLY																																
January							April							July							October											
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