



## TAX INSTRUCTIONS AND TOWN INFORMATION

### TOWN OFFICERS:

<u>Joe Atwood, Chairman</u>	<u>715-764-2948</u>
<u>Todd Maloney, Supervisor</u>	<u>608-343-2892</u>
<u>Lori Richter, Supervisor</u>	<u>715-205-8231</u>
<u>Megan Giles, Clerk/Treasurer</u>	<u>715-924-2580</u>

www.townofprairielake.com

715-924-2580

796 21<sup>st</sup> Street, Chetek WI 54728

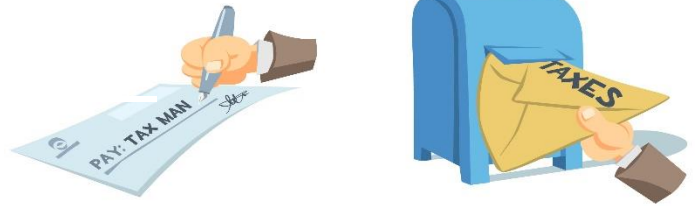
## TAX PAYMENT INFORMATION & INSTRUCTIONS:

**RECEIPTS WILL NOT BE AUTOMATICALLY MAILED OUT TO RESIDENTS.** If you wish to have a receipt mailed to you, you must include a self-addressed, stamped envelope with the envelope size being a #10 (or similar). Additional postage may be required if the envelope is more than ¼" in thickness or weighs more than an ounce.

### HOW TO PAY:

- Make checks payable to the Town of Prairie Lake & send to:

**Town of Prairie Lake**  
**Attn: Treasurer**  
**796 21st Street**  
**Chetek, WI 54728-9723.**



- **Payment in full or the 1st installment must be post-marked by January 31. The Town does not collect real estate taxes after January 31st.** If paying by installment, the 2nd payment is due July 31, to the Barron County Treasurer, 335 E Monroe Ave., Room 2412, Barron, WI 54812, phone 715-537-6280. You will receive a post card in the mail around July 1st if you have a balance due on July 31st.
- **Mail-in or drop-off payments at the Town Hall.** There is a secure drop-box available for payments made at any time, located in the front office door. This is checked daily and is locked inside the building.
- Do not pay by cash. **Check, money order and credit cards will be accepted.**
- **Credit card payments** are accepted online at [www.townofprairielake.com](http://www.townofprairielake.com) or in the clerk's office.
- Send **payment stub(s)** from your tax statement(s) with your payment to ensure proper payment allocation.
- **ONE CHECK can be made out for multiple parcels.** You can **re-print your tax bills** on the Barron County website at <https://www.barroncountywi.gov/>.
- If you want to make your payment in the current year, it must reach the Treasurer on or before December 29<sup>th</sup>. Please plan ahead and allow for ample processing time for year-end payments. We are not responsible for mailing delays.

## QUESTIONS?

If you have questions regarding your property values, please contact Kleven Property Assessment at 715-828-9779.

Please contact the Barron County Real Property Lister – Chasta Udelhofen (715-537-6313) if changes need to be made to the mailing address on your tax bill.

All other questions, please contact the clerk/treasurer at 715-924-2580 or email [prlakeclerk@gmail.com](mailto:prlakeclerk@gmail.com).

## **ELECTIONS & ABSENTEE VOTING**

Wisconsin requires that you have a photo ID in order to vote. The state website for elections is [myvote.wi.gov](http://myvote.wi.gov) and has information on all aspects of voting, absentee voting & registering online to vote. **If you are interested in becoming an election worker**, you can call the town clerk at 715-924-2580 or email [prlakeclerk@gmail.com](mailto:prlakeclerk@gmail.com) for more information. Election workers are paid hourly.



## **BUILDING PERMITS**

A building permit is required under certain specifications found in Ordinance 2020-4 which can be found on our website. Permits are \$100, additional fees will apply if you do not get a building permit before starting construction. More information about fees can be obtained by calling our Building Inspector, Scott Schiefelbein at 715-354-3963.

## **BURNING PERMITS**

The town falls into two areas for burning regulations. Any property located east of "SS" is under DNR regulations and property located west of "SS" is subject to the Town of Prairie Lake *Open Burning, Outside Burning, and Refuse Burning Ordinance* (See website for full text). Any burning done in the DNR area must be permitted by a fire warden authorized to issue permits. In the area under the town regulations, permits may be obtained at no cost at the town office. No permit is required while there is snow cover.



## **DRIVEWAY PERMITS**

Any new driveway requires a permit. A full copy of the Driveway Ordinance can be found on the Town's website (Government > Ordinances > 2001-3). The charge for a permit is \$50. Call our Road Patrolman, Ron Pavick at 715-642-0190 to obtain a permit, or for more information.

## **RECYCLING**

There is a bin for all types of recycling including paper and cardboard located in the **City of Chetek** near the waste water treatment plant (by the dam). **There is no accommodation for yard waste or brush.** There will be an annual spring clean-up day for recycling white goods, electronics, and tires as well as general refuse materials. This typically takes place in May, watch for an update on the website or in the newspaper.



## **HOUSE/FIRE # SIGNS**

New larger, two-sided, and reflective signs are available, at a cost of \$75 which includes installation by the Town of Prairie Lake.

## **ROAD BANS**

Every early spring, weight restrictions will be placed upon the town's roads. Effective date is dependent on weather conditions and can go on any time from early February to mid-March and are usually in place for 4 to 8 weeks. Please plan accordingly, no exceptions will be made and citations will be issued.

## **WINTER/SNOW REMOVAL REMINDERS**

Please note that snow blowing or plowing snow across roadways is prohibited. (Leaving any debris, which includes snow, on the roadway is subject to a fine under §346.94(5)(7)

Wis. Stats. If the plow truck/grader physically hits a mailbox that is placed according to post office standards, the Town of Prairie Lake will replace it. However, if snow rolling off the plow hits a mailbox that is not secured properly or is attached to an unstable post and knocks it over, the town is not liable for damage. We recommend a break away arm on your mailbox to avoid issues.



## **ATV/UTV – SNOWMOBILE ROUTES**

Please be respectful to the property owners and trails. **All Town roads are open to ATV/UTV traffic unless otherwise posted. Please obey the ATV/UTV traffic laws.** Additionally, the trails are marked within the Town limits, follow signs accordingly.

