

VILLAGE OF THERESA – FINANCE & PERSONNEL COMMITTEE

Meeting Minutes

December 11, 2025, 8:30 a.m.

Call to Order

Chairperson David Brandenburg called the meeting to order at 8:30 a.m.

Roll Call

Committee Members Present:

- David Brandenburg, Chair
- Jody Steger
- Joe Haak

Committee Members Absent:

- Pat Bodden

Staff Present:

- Becky Tellier, Clerk-Treasurer
- Dan Markus, Police Chief

Guests:

- None

A quorum was confirmed.

Budget Review & Copier Replacement

The Village's main copier is near end-of-life after seven years and Tellier was notified the day after the budget was approved for 2026. Replacement options were discussed, with Canon being the less-expensive option. Decision: Forward copier proposal to the Village Board.

Ambulance Service Transition

A motion to disband the Ambulance Service was made; the motion failed for lack of a second. Lomira's agreement is ending soon and leadership remains uncertain. Payments continue as the service winds down.

Action Items:

- Coordinate with Kevin Baerwald regarding decommissioning and ambulance disposition.
- Ensure outstanding bills and contracts are finalized.

Library Fiscal Agent & Governance Issues

Committee discussed concerns with the joint library structure and lack of a signed fiscal agent agreement. State statute § 43.53 requires a written agreement. Concerns include workload, cost allocation, and compliance.

Decision: No resolution until a comprehensive agreement with the Town is completed.

Action Items:

- Continue negotiations with the Town using DPI templates.
- Track administrative time and costs.
- Consult DPI if necessary.

Fire Commission Audit & Oversight

The Fire Commission identified over \$18,000 in double billing. Resolution is slow due to infrequent meetings. A demand letter was sent requesting three years of audits.

Decision: Seek external auditor.

Action Items: Obtain required financial documents.

Policy & Procedure Manual Updates

Pg 7 Change: Temporary/Season Employee. An employee hired to perform for a specific period of time up to forty hours per week but not exceeding 1,040 hours within a continuous 12-month period or an employee hired to perform a specific task or complete a specific assignment of a known duration.

Add: Library Employees. To qualify for village benefits, library employees must work at least 1,040 during a continuous 12-month period. Employees who do not meet this minimum hour requirement are not eligible for village employee benefits. Eligibility starts once the 1,040 hour threshold is met and does not apply retroactively.

Pg 17 Retirement Change: The Village of Theresa enrolled in the Wisconsin Retirement System January 1, 2022. All employees working 1,040 hours or more within a continuous 12-month period will be enrolled into WRS.

Public Works Staffing

Jason Jacobitz was promoted to Public Works Director. Recruitment continues for an additional operator. Certification requirements were reviewed and extension of MCO wastewater support was discussed.

Action Items:

- Continue recruiting.
- Evaluate MCO contract extension.

Motion to move into Closed Session at 9:12 am made by Brandenburg, seconded by Haak. Roll call vote taken and all were in favor. Committee entered closed session under Wis. Stat. § 19.85.

Closed session only; no public motions.

Adjournment

Motion by Brandenburg, seconded by Haak, to adjourn the meeting at 9:44 am. Motion carried unanimously.

Respectfully submitted,

Becky Tellier
Clerk-Treasurer
Village of Theresa