

Village of Theresa
Regular Village Board Meeting Minutes
December 15, 2025 | 7:00 p.m.

1. Call to Order

President Steger called the Regular Village Board Meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Roll Call

Present: Chair Jody Steger, Trustee David Brandenburg; Trustee Joe Haak, Trustee Pat Bodden, Trustee Sandy Koenigs, Trustee Shawn Krapfl, Trustee Robin Billings

Staff Present: Chief Dan Markus, Clerk-Treasurer Becky Tellier, Director of Public Works Jason Jacobitz

Guests: Attorney Mike DeVitt

3. Public Comment

Brian Koll of 337 Menomonee St. stated the annexation process was satisfactory. He expressed concern regarding charges related to the special meeting for rezoning, noting he was not aware fees would apply. Administration noted the special meeting fee is \$460 plus publication costs per the Village fee schedule.

4. Recognition / Welcome

The Board welcomed Jason Jacobitz as Director of Public Works.

5. Approval of Minutes

Motion by Trustee Haak, seconded by Trustee Bodden, to approve the minutes of the November 17, 2025, Village Board Meeting. Motion carried unanimously.

6. Business Items

A. Land Lease Community / River View Hills

Motion by Chair Brandenburg, seconded by Trustee Haak, to approve the Manufactured Housing Community License Renewal and consult with the Village Attorney regarding appropriate fees. Motion carried 7-0.

B. Minor Land Division – Parcel 042-1217-1734-000

Motion by Trustee Billings, seconded by Trustee Krapfl, to approve the Minor Land Division. Motion carried 7-0.

C. Approval of 2026-2027 Election Inspectors

Motion by Trustee Bodden, seconded by Trustee Koenigs, to approve the 2026-2027 Election Inspectors. Motion carried unanimously.

7. Reports

Administrative Report – No questions.

Library Report – Discussion held; agreement tabled.

Motion by Chair Brandenburg, seconded by Trustee Haak, to table the Joint Library Agreement/Fiscal Agent decision until January 2026. Motion carried 7-0.

President Report – Decorative street lighting discussion with DOT.

Public Safety Committee – Fire Department report provided. Chris Giese mentioned the Fire Commission Bylaws are a mess. Giese has been unsuccessful obtaining necessary information from the Fire Department.

Public Works Committee – Training and staffing updates. MCO will continue training Jacobitz on water and wastewater operations. Public works infrastructure and capital equipment needs were discussed.

Parks Committee – Nothing to report.

Finance & Personnel Committee – Employee Manual changes.

Motion by Chair Brandenburg, seconded by Trustee Haak, to approve Employee Manual changes as listed. Motion carried 7-0.

- Page 7 - Change - Temporary/Seasonal Employee. Employee is hired to perform for a specific period of time up to forty hours per week but not exceeding 1040 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.
- Page 7 - Add – Library Employees. To qualify for village benefits, library employees must work at least 1040 hours 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 1040 hour threshold is met and does not apply retroactively.
- Page 17 Change – Retirement. The Village of Theresa enrolled in the Wisconsin Retirement System January 1, 2022. All employees working 1040 hours or more within a continuous 12-month period will be enrolled in Wisconsin Retirement System (WRS).

8. Financials

Bills and Wages – Motion by Trustee Haak, seconded by Trustee Krapfl, approving the bills for November in the amount of \$91,129.25 and wages in the amount of \$30,936.68. Motion carried 7-0.

Fund Summary Report – Motion by Chair Brandenburg, seconded by Trustee Haak, to approve the Budget to Actual report through November. Motion carried 7-0.

Treasurer's Report – Motion by Chair Brandenburg, seconded by President Steger, approving the Treasurer's Report showing bank account balances and loan amounts with payment due dates. Motion carried 7-0.

9. Closed Session

Motion by Trustee Brandenburg, seconded by Trustee Bodden, to convene into closed session at 8:12 pm pursuant to Wis. Stats. Section 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and or (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote was taken and all voted in favor. Motion carried.

Motion by Trustee Brandenburg, seconded by Trustee Billings to return to open session at 9:31 p.m.

10. Copier Purchase

Motion by Chair Brandenburg, seconded by Trustee Krapfl, to approve the purchase of a Canon copier in the amount of \$8,701.70 with monthly billed imageCARE Agreement. Motion carried unanimously.

11. Library Agreement Direction

Motion by Trustee Brandenburg, seconded by President Steger, to work with the Town to develop a Joint Library Agreement including fiscal agent provisions. Motion carried 7-0.

12. Adjournment

Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Becky Tellier, WCMC
Clerk-Treasurer