

Public Safety Committee Minutes

November 17 2025 6:30pm

Attendance: Trustee Haak, Trustee Koenigs, Absent Trustee Bodden

Notable attendees: Chief Markus, Mike

- A. The meeting was called to order at 6:30pm.
- B. No Minutes from October
- C. Police Department Report--The police continue with EMR training
 - i. There is a sex assault investigation ongoing
 - ii. Bitcoin scam investigation
 - iii. Executive board meeting with the Sheriff and Chiefs next week
 - iv. Police Department plans incoming shortly
- D. Fire Department Report—See Packet
- E. Ambulance Report-None
- F. No operator licenses
- G. No other license or permits before the committee
- H. Future Agenda Items—None
- I. **Motion to adjourn at 6:39pm by Trustee Haak, seconded by Trustee Bodden. Motion Carried.**

Respectfully submitted by Chair Haak



**THERESA FIRE DEPT.
MONTHLY UPDATE**

NOVEMBER 2025

<u>ACTIVITY</u>	<u>MAN-HOURS</u>
WORKNIGHT – 11/3/2025	51
FIRE PRACTICE – 11/10/2025	27
RESCUE PRACTICE – 11/24/2025	39
MEETING – 11/17/2025	N/A

FIRE / RESCUE CALLS

1. 11/01/25 W2182 CTY HWY Y, TOWN OF LOMIRA, STRUCTURE FIRE
2. 11/03/25 26 VALLEY ST, VILLAGE OF KEKOSKEE, CO ALARM
3. 11/12/25 W3005 DOWNER RD, TOWN OF HUBBARD, STRUCTURE FIRE
4. 11/15/25 245 PARK LN, VILLAGE OF LOMIRA, STRUCTURE FIRE
5. 11/16/25 537 RIVER CT, VILLAGE OF THERESA, TREE FIRE
6. 11/19/25 475 EAST AVE, VILLAGE OF LOMIRA, NATURAL GAS ODOR
7. 11/19/25 330 HIGHLAND BLVD, VILLAGE OF THERESA, NATURAL GAS SMELL
8. 11/20/25 W265 CTY HWY H, TOWN OF LOMIRA, FIRE ALARM

DEPARTMENT INFORMATION

11/10/25 ASSIST MARMIC WITH ANNUAL FIRE EXTINGUISHER
INS/MAINT.
11/17/25 ANNUAL GROUND LADDER TESTING (ALL LADDERS PASSED)

Public Works Committee Minutes

November 17, 2025, 6:30

Attendance: Trustee Brandenburg, Billings, Krapfl,

Notable Attendees: President Steger

- a. Meeting was called to order at 6:30 pm
- b. Motion by Billings, Second by Krapfl to approve the minutes of Oct 30, 2025, Meetings as presented. Motion Carried.
- c. The committee discussed putting up Holiday lights and consensus was to contact local contractors with a bucket truck to put up the lights and have staff work on the fixtures to check light bulbs etc.
- d. Discussed daily DPW operations. The part time staff has been doing a great job and MCO is keeping the plant operational.
- e. Future agenda items included additional interviews.

Motion by Brandenburg Second by Krapfl to adjourn at 6:55pm.

Public Works Committee Minutes

November 19, 2025, 5:00pm

Attendance: Trustee Brandenburg, Billings, Krapfl,

Notable Attendees: Chief Markus

- A. Meeting was called to order at 5pm
- C. Motion by Brandenburg, second by Billings to enter closed session to interview candidates and discuss open public works employee. The reason for the closed session was read and by roll call vote was approved.
- D. Motion by Brandenburg, 2nd by Krapfl to end the closed session. Motion approved.
- E. Future agenda items included additional interviews.
- F. Motion by Billings Second by Brandenburg to adjourn at 6:50pm.

VILLAGE OF THERESA
Regular Village Board Meeting Minutes
November 17, 2025 – 7:00 p.m.

The meeting was called to order by President Jody Steger at 7:00 p.m. The Pledge of Allegiance was recited. Roll call was taken with the following members present: Trustee Brandenburg, Trustee Krapfl, Trustee Billings, Trustee Haak, Trustee Koenigs, Trustee Bodden, and President Steger.

There was no public comment.

Consent Agenda

A motion was made by Trustee Haak, seconded by Trustee Krapfl, to approve the minutes from the October 20, 2025, meeting. Motion carried, 6-0, with Trustee Koenigs abstaining.

New Business

A motion was made by Trustee Brandenburg, seconded by Trustee Billings, to approve Ordinance 2025-04: Assigning a Zoning Classification to Newly Annexed Territory. Motion carried, 7-0.

Grant and Income Survey – Tammy Hampton

Highway 175 Reconstruction - The Intent to Apply was submitted. The DNR will now develop a prioritization list. The full application is due June 30. CSD funds may be available for decorative light poles, planters, bridge stamping, and more. Work continues with Craig Hardy and Eric Otte on cost estimates. Total project cost is approximately \$1.7 million. Principal forgiveness may be available.

CDBG Income Survey - 634 surveys were mailed. 51% of returned surveys must meet low-income criteria in order to qualify for the grant. HUD may revise income standards; staff aim to complete the project before year-end. Survey tracking will begin, with an update provided in December.

LRIP – Local Road Improvement Program - Project: McArthur Road from Wisconsin St. to Tower St. Discussions included entitlement and discretionary funding, force main replacement, and a 2031 completion deadline.

Joint Library Agreement

The Town objected to the estimated \$10,000 Fiscal Agent cost and budgeted only \$2,000.

Clerk-Treasurer Tellier explained the request for two draft agreements (one for 50/50 split and the other based off equalized value) but the other information in the agreements came from information the attorneys had on file. Attorney Parmentier explained that now that there is a live dispute between the Town and Village on this, we have a conflict of interest since they do work for both parties.

Minutes from 2008 do not constitute a binding agreement.

Motion made by Trustee Brandenburg, seconded by Trustee Haak, to continue to negotiate with the Town on a Joint Library Agreement and to request a response from the Town Board by December 8 regarding whether they agree to the duties of the fiscal agent. Motion carried 7-0.

Next Library Board Meeting: December 2 at 4 p.m.

Village President's Report - Appreciation expressed for staff support. MCO may continue on a limited PT basis to maintain DNR compliance even after a Director of Public Works is hired.

Public Safety Committee – Chair Trustee Haak

Officers completed taser and VR training. EMR training is underway. Public Safety Building plans expected shortly. A historic 1920's restoration approach is being considered.

Public Works Committee – Chair Trustee Brandenburg

Part-time staff continue to be helpful. May hire an electrician for putting up holiday decorations. Interviews of qualified applicants will continue.

Finance and Personnel Committee – Chair Trustee Brandenburg

- **Motion by Trustee Brandenburg, seconded by President Steger, to approve the October bills in the amount of \$192,631.98 and wages in the amount of \$31,951.72. Motion carried, 7-0.**
- **Motion by Trustee Brandenburg, seconded by Trustee Haak, approving the Budget to Actual Report for October 2025. Motion carried, 7-0.**
- **Motion by Trustee Brandenburg, seconded by Trustee Bodden, approving the October 2025 Treasurer's Report. Motion carried, 7-0.**
- **Motion by Trustee Haak, seconded by Trustee Billings, approving Village Hall to be closed December 25 and 26. Motion carried, 7-0. *The Employee Policy and Procedures Manual says the these holidays should be taken December 24 and 25.***

Ambulance Service

Brief discussion took place regarding ambulance service for 2026. Chief Markus negotiated annual increase with Mayville EMS. The ambulance committee has a meeting scheduled for Thursday, November 20 at 6:30 pm.

- **Motion made by Trustee Haak, seconded by Trustee Billings, to approve Mayville EMS for ambulance service beginning January 1, 2026, for five years. Motion carried, 7-0.**
- **Motion was made by Trustee Brandenburg, seconded by Trustee Haak, to enter Closed Session at 8:18 p.m. Roll call vote was taken and all were in favor.**
- **A motion was made by Trustee Brandenburg, seconded by Trustee Sandy, to return to Open Session at 8:48 p.m.**

President Steger declared the meeting adjourned at 8:48 pm.

Respectfully submitted,

Becky Tellier – WCPC, MMC

2026-2027 Election Inspectors

Tami Vodak – Chief Inspector

Peggy Loehrke

Rick Krapfl

Rylee Krapfl

Lynn Steger

Jack Yuds

Kevin Siebert

Jennifer Banaszynski

Sandy Leonhard



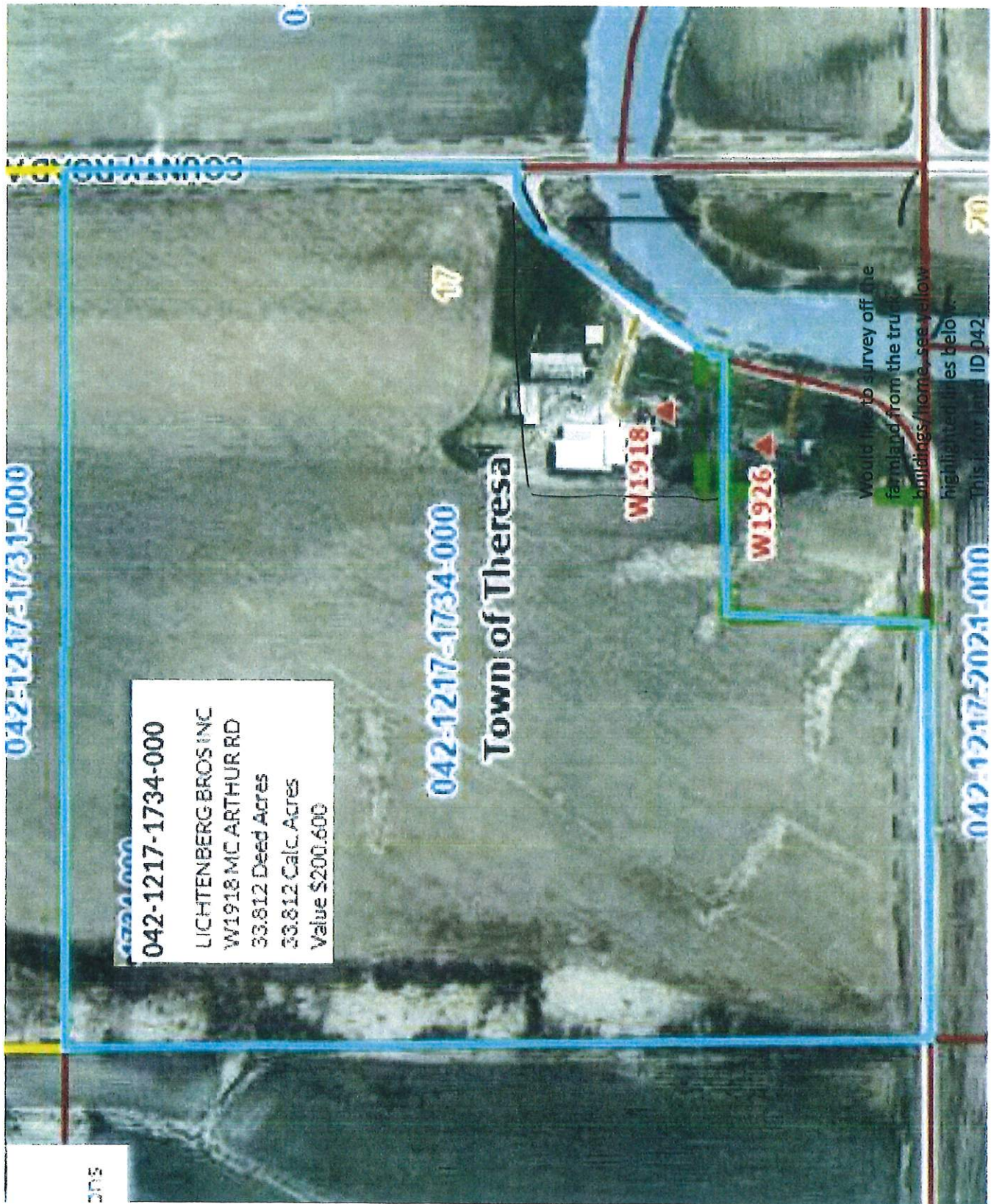
DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT
127 E OAK STREET • JUNEAU, WI 53039
PHONE: (920) 386-3700 • FAX: (920) 386-3979
E-MAIL: landresources@co.dodge.wi.us

MINOR LAND DIVISION LETTER OF INTENT FORM

THIS AREA FOR OFFICE USE ONLY	
Activity No. 251160	Expiration Date
Application Date: 12-3-2025	Receipt #: 12988-0011

Application Fee: \$75 (Non-Refundable)

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION			
Applicant (Agent) Gina Rosedahl		Parcel Identification Number (PIN) 042-1217-1734-000 / 1731			
Street Address PO Box 183, 859 North St		Town Theresa	T 12	N 17	R 17
City • State • ZipCode Brownsville, WI 53006		1/4 17	1/4 73.8	Section 17	Acreage of Proposed Lot(s) ± 4
Property Owner (if different from applicant) Lichtenberg Bros Inc.		Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)			
Street Address W1918 McArthur Rd		Site Address Of Property (DO NOT Include City/State/ZipCode) W1918 McArthur Road			
City • State • ZipCode Mayville, WI 53050		Is this property connected to public sewer? ☐ Yes ☒ No			
CONTACT PERSON					
Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.					
Name Gina Rosedahl		Daytime Phone (920) 539-0480			
CURRENT PROPERTY USE			PROPOSED USE		
☐ Vacant Property ☐ Single Family Residential ☐ Duplex (Two-Family Residential) ☐ Multi-Family Residential • Number of residential units: _____ ☒ Active Working Farm Operation ☐ Recreational / Wetlands / Wooded Parcel ☐ Business / Industrial / Commercial Use (Describe Below) ☐ Other (Describe Below)			☐ Single Family Residential ☐ Duplex (Two-family Residential) ☐ Multi-Family Residential • Number of residential units: _____ ☐ Agricultural Use Only – No residential structures ☐ Open Space Recreational / Wetlands - No residential structures ☒ Business / Industrial / Commercial Use (Describe Below) ☐ Other (Describe Below) Milk Truck Operation		
A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.					
CERTIFICATE					
I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.					
Contact Person (Print) _____		Daytime Contact Phone (_____) _____		Email: _____	
Signature Gina Rosedahl		Date 12-3-25			
OFFICE USE ONLY					
☐ CUP Required (App _____)		☐ REZONE Required (App _____)		☐ Restriction Release Required	
Notes:					
APPROVED ☐	DENIED ☐	LAND RESOURCES AND PARKS DEPARTMENT Date _____			



042-1217-1734-000

LICHTENBERG BROS INC
W1918 MC ARTHUR RD
33.812 Deed Acres
33.812 Calc. Acres
Value \$200,600

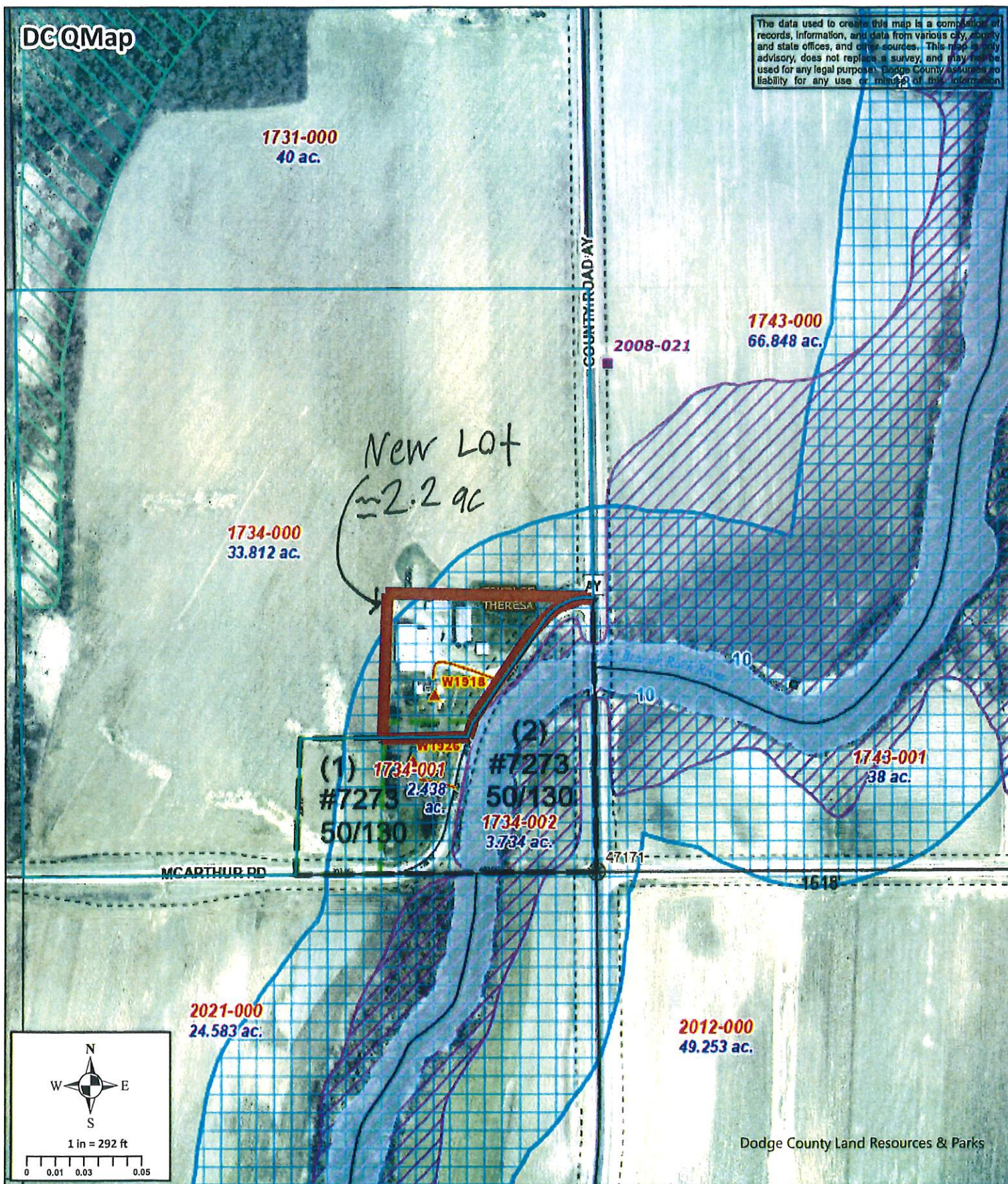
042-1217-1734-000

Town of Theresa

W1918

W1926

Would like to survey off the
farmland from the truck
buildings/home, see yellow
highlighted lines below.
This is for land ID 042-
1217-1734-000.



General Urbanized Roads Soils Airport Ordinance 3-Mile Buffer Sewer Service Areas Highly Developed Shoreline Elevation Contours	WI Historical Society Historic Structures Archaeological Sites Survey Areas Non-Metallic Mining Active Mining Area Approved Mining Area Mine Property Boundaries	Floodplain / Wetland FEMA Floodplain/Storage/Dam Shadow DNR Wetland Areas/Points Shoreland Zoning Shoreland Zoning Buffer Lakes/Ponds/Sloughs Rivers/Streams/Creeks	County Zoning Planned Unit Development Hartford Extraterritorial General Agricultural Prime Agricultural One Family Residential Two Family Residential Multi-Family Residential General Commercial Extensive Commercial Light Industrial Industrial Waterbody ROW/City/Village
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Village of Theresa
Clerk-Treasurer's Administrative Report
Month: November 2025
Prepared by: Becky Tellier, Clerk-Treasurer

Regular Monthly Duties

- Prepared agendas, packets, and minutes for Village Board and committee meetings.
 - Processed accounts payable and accounts receivable; coordinated check runs and electronic payments.
 - Processed payroll, payroll tax deposits, and benefit withholdings.
 - Completed routine bank deposits and continued work on monthly bank reconciliations.
 - Responded to resident, trustee, and staff inquiries by phone, email, and in person.
 - Processed utility payments and tracked delinquencies.
 - Maintained Village records, filing, and retention per statutory requirements.
 - Posted required public notices on the Village website, and outside Village Hall.
 - Provided administrative support to Public Works, Fire Commission, Ambulance Committee, Police, and Library.
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Projects & Notable Tasks – November

- **Income Surveys / Confidentiality**
 - Created numbered labels for the income surveys so results remain anonymous while still allowing tracking and data entry.
- **Assessor / Manufactured Home Fees**
 - Worked with the Assessor's office on manufactured home fees so River View Hills is no longer needs to create a separate worksheet each month.
 - Helped streamline the process for consistency and easier monthly reporting.
- **Annexation**
 - Drafted and created the annexation ordinance for the new territory.
 - Filed the annexation Ordinance and required cover sheet with the Dodge County Register of Deeds.
- **Insurance & Benefits**
 - Updated the Insurance Breakdown spreadsheet for the 2025 charges by department/fund.
 - Completed United Healthcare and Employee Benefits Corporation renewals, including reviewing plan options and confirming enrollments.
- **Infrastructure / Utilities**
 - Contacted Engineer **Eric Otte** for assistance with locating water and sewer laterals on a specific lot to support future work and property needs.
- **State & Regulatory Reporting**
 - Submitted the WISLR report as required.
- **Audit & Financial Prep**
 - Completed pre-audit work and participated in a phone call with the auditor to review timelines, documentation needs, and any anticipated issues.

- Ran detailed ledger reports for the auditors in preparation for year-end work.
- Continued to complete journal entries and work on outstanding bank reconciliations.
- **Library / Legal**
 - Discussed **Wis. Stat. § 43.53** (joint library governance) with the Village Attorney for clarification on roles, responsibilities, and fiscal agent questions.
- **Personnel / HR**
 - Posted Public Works positions on Indeed and coordinated related communication and documentation.
 - Continued work on the PTO Policy, including structure, accruals, and conversion from previous leave categories.
- **Taxes**
 - Completed all required forms and documents for tax billing and settlement and sent them to the Dodge County Treasurer's Office.