

Public Safety Committee Minutes

December 15 2025 6:30pm

Attendance: Trustee Haak, Trustee Koenigs, Absent Trustee Bodden

Notable attendees: Chief Markus, Chris Giese

- A. The meeting was called to order at 6:30pm.
- B. Minutes from November were corrected with the following corrections- Trustee Bodden was in attendance and we removed "Mike" from notable attendees. Motion was made by Trustee Haak to approve Minutes as corrected.
Seconded by Trustee Bodden. Motion Carried.
- C. Police Department Report—See Packet
- D. Fire Department Report—See Packet Fire Commission Report by Chris Giese
 - a. Bylaws are a mess with dates from 2004,2008, and 2011
 - b. The Fire Department is ignoring Chris' requests for information
 - c. A required audit is being considered
- 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 6:52pm by Trustee Bodden, seconded by Trustee Koenigs.**
Motion Carried.

Respectfully submitted by Chair Haak



Theresa Police Department Monthly Report

January 2026



Incidents: December 2025

INCIDENTS	Theresa PD	Sheriff's Office	Notes
Accident PDO / Deer			
Abuse Neglect			
Alarm			
Assist Agency			
Animal	2		
Bar Check	3	4	
Building/Park Checks	115		
Child Custody		1	
Civil Matter			
Disorderly Con			
DPW			
Death Investigation			
Emerg Detention			
EMS Request	2	2	
Family trouble			
Firework Complaint			
Fraud			
Found Item			
Hangup		1	
Harassment			
Hit and Run	1		
Intoxicated Person	1		
Lockout			
Miscellaneous	4		
Mutual Aid			
Neighbor Dispute			
Noise Complaint		1	
Ordinance Viol	6		
Open records	3		
Parking	1		
Search warrant			
Sex Offense	1		
Suspicious			
Violate RO	1		
Theft			
Theft of vehicle			
Traffic assign/direct	1		
Traffic Complaint	1		
Traffic Stop	4	2	
Vandalism		1	
Walk & Talk/Foot Patrol	3		
Welfare Check	1	3	
Total	150	15	



Theresa Police Department Monthly Report

January 2026



Theresa PD VIOLATIONS	CITATIONS	WRITTEN WARNINGS
Parking Violation		
Non-Traffic citations	5	
Vehicle Violation	5	1

Administrative Activities:

1. The following tasks have been completed in the month:
 - a. Completed monthly reports for the state and Village
 - b. Evaluate operation, procedures and new policies
 - c. New Rifles/Equipment
 - d. Shop with a Cop – Officer Justman
 - e. Replacement of station telephone provider. This will save over the life of the new contract approximately \$3,960 USC.
 - f. Sold old equipment for \$250 USC. Check given to Village Cleark.
2. The following tasks are in Progress:
 - a. Review of village incidents and approval of reports.
 - b. Carfax Reporting training
 - c. Ordering Camera System Trial
 - d. Axon in squad camera system setup
 - e. Complete end of the year report ready for Feb meeting

Next projects:

- A. Future of the plans of Police Department building.
- B. Speed limits & School Zone on Milwaukee Ave
- C. Training setup DAAT, Firearms Recertification, EMR



**THERESA FIRE DEPT.
MONTHLY UPDATE**

DECEMBER 2025

<u>ACTIVITY</u>	<u>MAN-HOURS</u>
WORKNIGHT –12/1/2025	42
FIRE PRACTICE – 12/15/2025	39
RESCUE PRACTICE – 12/22/2025	39
MEETING – 12/18/2025	N/A

FIRE / RESCUE CALLS

1. 12/06/25 122 N. MILWAUKEE ST, VILLAGE OF THERESA, CO
ALARM
2. 12/06/25 INDUSTRIAL DR & SUPER DR, VILLAGE OF LOMIRA, ICE
RESCUE
3. 12/09/25 1500 TECHNOLOGY DR, VILLAGE OF LOMIRA, FIRE
ALARM
4. 12/17/25 N7419 CTY HWY V, VILLAGE OF KEKOSKEE, FIRE
ALARM
5. 12/17/25 307 E. LAKE ST, CITY OF HORICON, STRUCTURE FIRE
6. 12/18/25 N3030 KELLY RD, TOWN OF BYRON, CHIMNEY FIRE
7. 12/25/25 N10683 HWY 175, TOWN OF LOMIRA, BRUSH FIRE
8. 12/26/26 EAST AVE & INDUSTRIAL DR, VILLAGE OF LOMIRA,
UTV NEEDED FOR A MVA
9. 12/27/25 100 DEPOT RD, VILLAGE OF THERESA, INVESTIGATE
BURNING SMELL
10. 12/29/25 N5575 ST. KILLIAN RD, TOWN OF ASHFORD, STRUCTURE
FIRE

DEPARTMENT INFORMATION

12/01/25 REESEVILLE AFTER ACTION REVIEW FROM TRAIN
DERAILMENT
12/02/25 2 MEMBERS MET WITH MAYVILLE EMS LEADERSHIP



Monthly Update

From Julie Staffin <jstaffin@mayvillecitecity.com>

Date Tue 1/13/2026 11:42 AM

To C T <ct@villageoftheresawi.gov>

Good morning,

Hope you are well. Here is some information to pass on to the board with a few updates.

Here is an update from Mayville EMS .

We closed out 2025 with a total of 1,199 calls for service, with 43 of those calls serving the Village of Theresa. We continue to appreciate the partnership and support from the Village. As of the first of the year, we have hired two additional full-time employees to further support operations and coverage.

Our next EMT class will begin on February 10, and we currently have 18 students enrolled. This class reflects our continued commitment to training.

Finally, we are tentatively hosting an open house on February 11 , 2026, from 4:00 p.m. to 6:30 p.m. at the Village Hall. We plan to bring crew members, ambulances, and informational materials about the service. This will be a great opportunity for village officials, responders, and community members to learn more about Mayville EMS and meet the team.

Please let us know if you have any questions or if there is anything further you would like us to address.

Thank you again for your continued partnership.

Thank you,

Julie Staffin

EMS Assistant Director/AEMT

Mayville EMS

Phone: 920-387-7989

Fax: 920-212-1282 (Please note new fax number)

E-mail: mayvilleems@mayvillecitecity.com



RESOLUTION 2026-02

INTENTION TO JOIN THE STATEWIDE PUBLIC SAFETY INTEROPERABLE COMMUNICATION SYSTEM FOR THE VILLAGE OF THERESA

WHEREAS, Wisconsin Statute § 323.29(5) requires the Wisconsin Department of Military Affairs to provide grants to local units of government for public safety interoperable communication system upgrades; and

WHEREAS, the Wisconsin Department of Military Affairs refers to the statewide public safety interoperable communication system as WISCOM, and the upgraded 7/800 MHz system as WISCOM 800; and

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating its intent to join the replacement statewide public safety interoperable communication system when it becomes available; and

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 further requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating the local unit of government's intent to spend its own funds in an amount equal to 20 percent of the total grant awarded.

NOW, THEREFORE, BE IT RESOLVED by the Village of Theresa, that the Theresa Police Department is hereby committed to joining the replacement statewide public safety interoperable communication system as an interoperable user when it becomes available and will spend its own funds for 20 percent of the total of any grant awarded.

Adopted and approved by the Village of Theresa January 19, 2026.

President Jody Steger

ATTEST: _____

Clerk-Treasurer Becky Tellier

Public Works Committee Minutes

December 15, 2025, 6:15

Attendance: Trustee Brandenburg, Billings, Krapfl,

Notable Attendees: President Steger, DPW Director Jason Jacobitz,

1. Meeting was called to order at 6:30 pm
2. Motion by Krapfl, Second by Billings to approve the minutes of November 17 and 19 Meetings as presented. Motion Carried.
3. Discussed daily DPW operations. Director Jacobitz has been learning his way around the village and working with MCO to understand plant operations. MCO is going to continue to service the plant 2 days a week until we are fully staffed.
4. The committee discussed future main and lateral camera work, the replacement of a fire hydrant on the corner of Highland/Forest Ave and the regrading of the ditch on Bancroft/McArthur Road
5. The committee discussed the drainage ditch from Depot Road to Park Street at the request of David Schatzel and adjoining property owner. Per the village attorney although the village does have a drainage easement through the area, the adjoining property owners are responsible for maintaining the property as they have for years.
6. The committee discussed Public Works Staffing. Director Jacobitz is interviewing some candidates for the open operator position. The part-time staff have been valuable with snow removal. President Steger has also been helping in the interim.
7. The committee discussed public works infrastructure and capital equipment needs.
8. Future agenda items included

Motion by Brandenburg Second by Billings to adjourn at 6:45pm.

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

VILLAGE OF THERESA, DODGE COUNTY, WISCONSIN

ORDINANCE NO. 2026-01 (Revising 2025-03)

AN ORDINANCE ANNEXING TERRITORY FROM THE TOWN OF THERESA, DODGE COUNTY, WISCONSIN, TO THE VILLAGE OF THERESA, DODGE COUNTY, WISCONSIN

WHEREAS, a petition for direct annexation by unanimous approval was filed with the Village Clerk-Treasurer of the Village of Theresa by the property owner, Brian Koll, pursuant to the provisions of Section 66.0217, Wisconsin Statutes; and

WHEREAS, said petition for annexation has been reviewed and found to be in compliance with the applicable statutes; and

WHEREAS, the Village Board of the Village of Theresa has determined that the proposed annexation is in the best interests of the Village and its residents;

NOW, THEREFORE, the Village Board of the Village of Theresa, Dodge County, Wisconsin, does ordain as follows:

Section 1. Territory Annexed.

In accordance with Section 66.0217, Wisconsin Statutes, the following described territory in the Town of Theresa, Dodge County, Wisconsin, is hereby annexed to the Village of Theresa:

Beginning in the North 1/4 corner of Section 15; thence N89 degrees 48' 18" East along the north line of the northeast 1/4 line of Section 15, 136.48 feet; thence S 4 degrees 50' 12" W, 18.66 feet; thence S 20 degrees 31' 49" W, 163.07 feet; thence S 75 degrees 58' 44" W, 79.24 feet to the north-south 1/4 line of said Section 15; thence N 0 degrees 15' 09" W along said north-south 1/4 line, 190.04 feet to the point of beginning.

Section 2. Ward Assignment.

The above-described territory is hereby assigned to **Ward 4** of the Village of Theresa.

Section 3. Effective Date.

This ordinance shall take effect upon publication and recording with the Dodge County Register of Deeds.

Adopted by the Village Board of the Village of Theresa on this 19th day of January, 2026.

Jody Steger, Village President

Becky Tellier, Clerk-Treasurer

RE: Dodge County WI - Annexation - Supervisory Changes

From Grube, Greg G - ELECTIONS <Greg.Grube@wisconsin.gov>

Date Tue 1/6/2026 3:09 PM

To C T <ct@villageoftheresawi.gov>; Van Egtern, Danielle <dvanegtern@co.dodge.wi.us>

Hi Becky,

The ordinance would need to be amended as it lists ward 3 currently, which it cannot be because of the congressional district issues. It is a different ballot style, so would need to be a new ward (likely Ward 4).

You may also need to amend your ward plan that was passed after redistricting to include this area as well.

Thanks,

Greg Grube
GIS Elections Specialist
Wisconsin Elections Commission
608-261-2009
Greg.Grube@wi.gov

From: C T <ct@villageoftheresawi.gov>

Sent: Tuesday, January 6, 2026 2:43 PM

To: Grube, Greg G - ELECTIONS <Greg.Grube@wisconsin.gov>; Van Egtern, Danielle <dvanegtern@co.dodge.wi.us>

Subject: Re: Dodge County WI - Annexation - Supervisory Changes

CAUTION: This email originated from outside the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greg,

Is there something I need to do on my end or who takes care of this? Does this mean there will be a different ballot style for the new Ward? I have never been through this situation before and have little experience with annexations.

Thanks,

Becky Tellier - WPMC, MMC
Clerk-Treasurer
Village of Theresa
292 Mayville Street
Theresa, WI 53091

Village of Theresa
Clerk-Treasurer's Administrative Report
Month: December 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.
-

Projects & Notable Tasks – December

- **State & Regulatory Reporting (Wisconsin Department of Revenue)**
 - Submitted the 2025 Municipal Levy Limit Worksheet
 - Submitted the 2025 Statement of Taxes
- **Audit & Financial Prep**
 - Work through audit requests
- **Library**
 - Attend Library Board meeting 12/2/2025
- **Personnel / HR**
 - Posted DPW Operator position again with the Wisconsin League of Municipalities, WRWA, and WWOA
- **Taxes**
 - Collect and balance tax payments made in December
 - Stayed open Christmas Eve for tax collection
- **Year-End**
 - Process W2s and 1099s
 - Upload W2s to miPay online and print copies for auditors
 - File W2s and 1099s to Internal Revenue Service
 - File Quarter 4 2025 941 Taxes (Federal Withholding)
 - File Quarter 4 2025 Unemployment Tax and Wage Report
 - File W2s, WT7, and 1099s to Wisconsin Department of Revenue
- Process payroll year-end in Caselle program
- Process accounts payable year-end in Caselle program

RESOLUTION 2026-01

RESOLUTION RECOGNIZING VILLAGE PRESIDENT JODY STEGER FOR VOLUNTEER SERVICE IN THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, due to employee turnover, the Village of Theresa was without full-time employees in the Department of Public Works during the months of September, October, and November 2025; and

WHEREAS, during this period, essential public works services were required to continue without interruption for the safety, health, and welfare of Village residents; and

WHEREAS, Village President Jody Steger voluntarily contributed significant time and effort to assist in public works operations, including working with Midwest Contract Operations (MCO) on wastewater treatment plant operations, performing snow removal on Village properties, and leading efforts to install Village Christmas decorations; and

WHEREAS, these voluntary actions helped ensure the continuity of municipal services and reflected a strong commitment to the Village of Theresa and its residents;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Theresa hereby formally recognizes and expresses its sincere appreciation to Village President Jody Steger for his volunteer service and dedication during this staffing transition period; and

BE IT FURTHER RESOLVED, that this resolution shall be entered into the official records of the Village of Theresa as a permanent expression of gratitude.

Adopted and approved by the Village of Theresa January 19, 2026.

Finance and Personnel Chair David Brandenburg

ATTEST: _____

Clerk-Treasurer Becky Tellier

Publication Date: January 29, 2026