

Public Safety Committee Minutes

January 19, 2026 6:30pm

Attendance: Trustee Haak, Trustee Koenigs, Absent Trustee Bodden

Notable attendees: Sgt Bhirdo, Fire Chief Warren Stanke, Fire Commission Rep. Chris Giese

1. The meeting was called to order at 6:30pm.
2. Minutes from December were Approved. Motion was made by Trustee Bodden to approve Minutes as corrected. Seconded by Trustee Koenigs. Motion Carried.
3. Police Department Report—See Packet
 1. Officer Justman- Shop with a cop
 2. New rifles
 3. Trial run of cameras in and on Police Building
 4. Working with Carfax
4. Fire Commission Report- Commission Report by Chris Giese
 1. Bylaws are still a mess
 2. Theresa Fire Department Commission Report was handed in along with some accounting statements from Rennert's Fire Equipment Service, Inc.
5. Ambulance Report-None
6. **A motion was made by Trustee Haak to Approve Resolution 2026-02—Intent to Join the Statewide Public Safety Interoperable Communications System. Seconded by Trustee Koenigs. Motion Carried**
7. No operator licenses
8. No other license or permits before the committee
9. Future Agenda Items—Include FD on agenda if needed
10. **Motion to adjourn at 6:5pm by Trustee Haak, seconded by Trustee Bodden. Motion Carried.**

Respectfully submitted by Chair Haak



Theresa Police Department Monthly Report

February 2026



Incidents: January 2025

INCIDENTS	Theresa PD	Sheriff's Office	Notes
Accident PDO / Deer		1	
Abuse Neglect			
Assist motorist	1		
Assist Agency		1	
Animal	2	1	
Bar Check	3		
Building/Park Checks	173	4	
Child Custody	1		
Civil Matter	1		
Direct traffic	1		
DPW	1		
Domestic		1	
Emerg Detention			
EMS Request	1		
Family trouble			
Fire alarm		1	
Fraud			
Found Item			
Hangup		1	
Harassment			
Hit and Run			
Intoxicated Person			
Lockout	1		
Miscellaneous	6		
Mutual Aid			
Neighbor Dispute			
Noise Complaint			
Ordinance Viol	1		
Open records			
Parking	3		
Search warrant			
Sex Offense			
Suspicious	1		
Violate RO			
Theft			
Theft of vehicle			
Traffic assign/direct	6		
Traffic Complaint			
Traffic Stop	17	1	
Violate RO		1	
Vandalism	1		
Walk &Talk/Foot Patrol	13		
Welfare Check		2	



Theresa Police Department Monthly Report

February 2026



Total	231	15	
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Theresa PD VIOLATIONS	CITATIONS	WRITTEN WARNINGS
Parking Violation		
Non-Traffic citations	1	
Vehicle Violation	9	2

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. Officer Sies Weapons training free
2. The following tasks are in Progress:
 - a. Review of village incidents and approval of reports.
 - b. Ordering Camera System Trial

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 DEPARTMENT COMMISSION

Village of Theresa • Town of Theresa • Dodge County, Wisconsin

Chris Giese – TFDC Treasurer, chrisgiese@charter.net, 920-488-3404

2/11/2026

Update on Fire Commission Status.

1. Budget report will be given monthly to Boards via letter or verbal report.
2. Monthly reconciliation done with expenditures.
3. Receipts have been received for all bills submitted
4. Communication lines with Fire Department have improved.
5. Commission Bylaws are being worked on with revisions. After review by Commission the Bylaws will be presented to the Boards for final review.
6. Need for Audit in 2026 will be determined.

Christine Giese
TFDC Treasurer

THERESA FIRE DEPARTMENT COMMISSION

Village of Theresa • Town of Theresa • Dodge County, Wisconsin

Chris Giese – TFDC Treasurer, chrisgiese@charter.net, 920-488-3404

January 19th, 2026

Update from the TFDC (Presented at Board meeting Committee Public Satey)

- I. On 9/9/25 The Village and township was approached regarding need for additional funding to repair truck 3462. The board agreed to provide the funds.
- II. Receiving (see invoice) 14,237.25, \$8,859.59 and \$8,929.69 (Total \$32,026.53)
- III. On Statement after completion of work. The amount of borrowed money of \$8,859.59 was not spent.
- IV. Need to return unspent money to Village and Township. Advice on how to proceed?

Other:

- I. Review of 2025 Budget will be presented to the TFDC meeting on 1/20 With points of interest and recommendations.
- II. TFDC Bylaws will be reinforced as to follow procedure for Commission responsibilities.
- III. All Bills are being presented with a receipt at this time.

Respectfully submitted Chris Giese Treasurer TFDC

Rennert's Fire Equipment Service, Inc.
WI 53946-8555

Statement

Date
12/31/2025

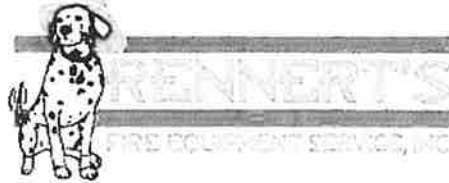
To:
Theresa Fire Department 302 Depot Rd. Theresa, WI 53091

					Amount Due	Amount Enc:
					\$0.00	
Date	Transaction				Amount	Balance
12/31/2024	Balance forward					235.88
01/28/2025	PMT #7138. ID:101023425				-235.88	0.00
04/30/2025	INV #4089. Due 05/30/2025.				1,068.31	1,068.31
05/16/2025	PMT #7167. ID:101757234				-1,068.31	0.00
05/30/2025	INV #4297. Due 06/29/2025. SO: 4853; Unit: 3461; Unit Type: Fire Truck; VIN: 1NPTHU8X29D792780; Year/Make/Model: 2009 Custom Peterbilt; Chassis: 15,796 Miles;				511.50	511.50
05/30/2025	INV #4298. Due 06/29/2025. SO: 4854; Unit: 3462; Unit Type: Fire Truck; VIN: 1XPCHR8X4TN403206; Year/Make/Model: 1996 Custom Peterbilt; Chassis: 33,224 Miles;				275.00	786.50
06/30/2025	PMT #3097. ID:102058233				-786.50	0.00
07/15/2025	INV #4516. Due 08/14/2025. SO: 5087; Unit: 3462; Unit Type: Fire Truck; VIN: 1XPCHR8X4TN403206; Year/Make/Model: 1996 Custom Peterbilt; Chassis: 33,328 Miles;				8,929.69	8,929.69
09/09/2025	INV #4849. Due 10/09/2025. SO: 5264; Unit: 3462; Unit Type: Fire Truck; VIN: 1XPCHR8X4TN403206; Year/Make/Model: 1996 Custom Peterbilt; Chassis: 33,526 Miles;				14,237.25	23,166.94
09/15/2025	PMT #3104. ID:102587576				-8,929.69	14,237.25
09/22/2025	PMT #3110. ID:102636556				-14,237.25	0.00
CURRENT		1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00		0.00	0.00	0.00	0.00	\$0.00

Pay to: 1140
100-589820-000

**Rennert's Fire Equipment
Service**

615 E John St
Markesan, WI 53946
service@rennerts.com
920-398-1033



Invoice: **4849**

Date: **9/9/2025**

Bill To
Theresa Fire Department
302 Depot Rd.
Theresa, WI 53091

Remit Payment To
Rennert's Fire Equipment Service
615 E John St
Markesan, WI 53946

Service Order	Terms	Due Date	Authorizer	Customer PO	Unit #
5264	Net 30	10/9/2025			3462

Item	Description	Quantity	Rate	Amount
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Complaint: Front and rear leaf spring replacement. Springs are recurved and rust jacked. Need to be replaced asap.

Cause: Customer request

Labor	Correction:	37.90000	\$165.00	\$6,253.50
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Chassis / Chassis / Set unit on stands. Removed front and rear passenger side wheels. Started with rear spring pack and removed rebound pins. track bar bolt and air brake lines for lowering clearance. Removed U-bolts. Lowered axle and removed spring pack.

Went to front spring. Removed rebound pin in front of pack. Removed pin clamp bolts and then removed pins. Removed U-bolts. Lowered axle and removed spring pack. Removed pin bracket from spring. Obtained new springs.

Installed right rear spring pack with forklift. Installed rebound pins and track bar bolt. Installed and torqued new U-bolts.

Installed front pin bracket on new right front spring. Set spring pack on axle. Lifted axle and installed front pin. Installed new shackles and installed rear end of spring pack. Axle had to be realigned with come-a-long to align axle pin and wedges once pin was set. Installed and torqued new U-bolts.

Process was repeated with left front spring with pin alignment taking significantly longer. Left rear process was the same and right rear.

*Due to corrosion, it took additional time to remove and prep.

Reinstalled wheels. Drove appropriate distance and retorqued axle U-bolts and wheel nuts.

Parts	Front Peterbilt Spring - 75-78 S	2.00000	\$1,390.04	\$2,780.08
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Parts	Leaf Spring - 83-175	2.00000	\$1,124.65	\$2,249.30
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Parts	Reyco EQ/HGR Roller - R231	4.00000	\$62.99	\$251.96
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Parts	Bent U-Bolt 3R - T8-7/8X42	4.00000	\$34.88	\$139.52
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Parts	7/8 Deep Nut - DN5	8.00000	\$3.80	\$30.40
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Parts	7/8 U-Bolt Washer - UBW80	8.00000	\$1.94	\$15.52
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Parts	Bent U-Bolt 4SR Peterbilt - T8-3/4X24	4.00000	\$22.50	\$90.00
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Parts	3/4 Deep Nut - DN4	8.00000	\$2.54	\$20.32
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Parts	3/4 U Bolt Washer - UBW75	8.00000	\$1.57	\$12.56
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Item	Description	Quantity	Rate	Amount
Cause: Customer request				
(Inspection)				
Labor	Correction: Brakes / Brake Shoes & Drums / Wheels of unit were already off on passenger side for spring replacement. Removed drum, axle, and wheel hub. Found leaking oil seal. Obtained axle seals were wrong. Contacted distributor and after conversation different seals were shipped. Removed old brake shoes. Pressed out old pivot bushings. Cleaned s-cam and pivot areas. Installed new pivot bushings in pivot bracket. New shoes came with new pivot bushing installed. Set and aligned new shoes. Installed pins. Installed new axle seal. Pre-lubed bearings and reinstalled wheel hub. Set bearing free play and torqued axle fasteners. Installed new drum. Removed driver side wheels. Removed drum. Found shoes on this side extremely oil saturated from bad wheel seal. Removed axle and wheel hub. Removed old shoes and pressed out pivot bushings. Cleaned s-cam and pivot areas. Installed new bushings in bracket. Bushings in this set of shoes were found to be too tight for pins right out of the box. Pressed out shoe bushings and found that rust had been left in bushing holes during rebuild process. Cleaned out bushing holes on shoes and installed new bushings. Set and aligned new shoes. Installed pins. Replaced seal on hub. Pre-lubed bearings and reinstalled hub. Set bearing free play and torqued axle fasteners. Installed new drum. Adjusted brake slack adjusters. Wheel install and torquing documented with spring replacement. Top off rear differential fluid.	2.40000	\$165.00	\$2,046.00
			Subtotal	\$2,046.00
Refueling		1.00	\$57.51	\$57.51
Unit: 3462 VIN: 1XPCHR8X4TN403206			Labor	\$8,299.50
1996 Custom Peterbilt			Parts	\$5,730.24
Chassis: 33,525 Miles			Shop Supplies	\$150.00
			Pre-Charge Subtotal	\$14,179.74
			Refueling	\$57.51
			Local (5.5% of \$0.00)	\$0.00
			Total	\$14,237.25
			Payments & Credits	\$0.00
			Balance Due	\$14,237.25

A monthly finance charge of 1.5% will be added to all balances over 30 days. This amounts to 18% interest per year.
 A 4% fee of the transaction account will be charged on all credit card payments.

Rennert's Fire Equipment Service

615 E John St
Markesan, WI 53946
service@rennerts.com
920-398-1033



Invoice: **4516**

Date: **7/15/2025**

Bill To

Theresa Fire Department
302 Depot Rd.
Theresa, WI 53091

Remit Payment To

Rennert's Fire Equipment Service
615 E John St
Markesan, WI 53946

Service Order	Terms	Due Date	Authorizer	Customer PO	Unit #
5087	Net 30	8/14/2025			3462

Item	Description	Quantity	Rate	Amount
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Complaint: Unable to verify vacuum leaks due to rapid vacuum loss. This unit will need to come into the shop for further diagnosis before the repair can be quoted.

Cause: Customer request

Labor	Correction:	32.00000	\$165.00	\$5,280.00
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Fire Pump / General / Perform vacuum test and could not find vacuum leak. Pressurized the pump and found that both mechanical seals were leaking. Got approval to repair mechanical seals. Pulled from bearing off of pump shaft and replaced front mechanical seal. Removed drive shafts, master drain, and primer. Removed pump transmission and replaced rear mechanical seal. While pump transmission was out of the way we removed the prime valves and rebuilt them due to the prime valves sticking.

Re assembled pump and tested for leaks.

Follow up vacuum test after prime valve rebuilds failed. Found tank fill valve leaking and one drain connection on drivers main inlet leaking. Replaced push connect on inlet drain. Removed fill valve plumbing and linkage. Installed valve flange on pump side plumbing and hung valve. Found bad u-joint on linkage. Modified new u-joint to be able to fit valve stem and linkage rod. Manufactured custom valve stem components to be able to use existing control linkage on truck.

Installed new plumbing on tank side of valve due to corrosion. Reinstalled line to tank.

After those repairs, pump passed follow up vacuum test with primer pulling 22" Hg, and loosing 1" over five minutes.

Parts	Die-Cast U-Joint 1/2" - 6445K4	1.00000	\$30.47	\$30.47
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Parts	P1-S. 1.5" NPT Female Adapter for a 1 1/2" Valve - 104979	2.00000	\$61.29	\$122.58
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Parts	1 1/2" Heavy Duty "Self Locking" Swing-Out Valve - Fushion CF (Body Sub Assembly Only) - 8915	1.00000	\$263.10	\$263.10
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Parts	1 1/2"-90° Threaded SS 304 - T490E112	1.00000	\$15.58	\$15.58
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Parts	DOT Male Elbow 90°-Swivel 3/8 x 1/4 - P00053	1.00000	\$26.85	\$26.85
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Parts	1-1/2 x 2 Nipple NPT SS 304L 40S Welded - N44BW112X2	1.00000	\$3.64	\$3.64
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Parts	Die-Cast Universal Joint, 5/16" - 6445K2	1.00000	\$14.37	\$14.37
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Parts	Outboard End Mechanical Seal Replacement Kit CM/CS - K 788	1.00000	\$511.01	\$511.01
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Item	Description	Quantity	Rate	Amount
Cause: Customer request				
Labor	Correction: Fire Pump / Gauges / Removed and replaced discharge gauges. New gauges did not all fit in panel holes. Had to cut relief areas to allow screws on side of gauges to pass through the panel. Checked for alignment. Cleaned glycerin from panel.	2.00000	\$165.00	\$330.00
Parts	2" Noshok -30-400 - 3010108-20102	4.00000	\$164.87	\$659.48
			Subtotal	\$989.48

Complaint: Check prime valves.

Cause: Customer request

(Inspection)

Labor	Correction: Fire Pump / Valves / Rebuilt both prime valves after they had been removed. Valves now functioning properly.	5.30000	\$165.00	\$874.50
Parts	Priming Valve Repair Kit - K 523	2.00000	\$133.00	\$266.00
			Subtotal	\$1,140.50
Refueling		1.00	\$70.10	\$70.10

Unit: 3462 VIN: 1XPCHR8X4TN403206
1996 Custom Peterbilt
Chassis: 33,328 Miles

Labor	\$6,484.50
Parts	\$2,355.09
Shop Supplies	\$20.00
Pre-Charge Subtotal	\$8,859.59
Refueling	\$70.10
Local	\$0.00
(5.5% of \$0.00)	\$0.00
Total	\$8,929.69
Payments & Credits	\$0.00
Balance Due	\$8,929.69

A monthly finance charge of 1.5% will be added to all balances over 30 days. This amounts to 18% interest per year.
A 4% fee of the transaction account will be charged on all credit card payments.



102 Mill Pl | Mayville, WI | 53050
Station: (920)387.7989
Fax: (920)212.1282
mayvilleems@mayvillecity.com

Village of Theresa – Board Update

January is off to a great start for the Village of Theresa. To date, we have responded to nine calls within the village, and activity levels remain steady as we continue to serve our community.

We will be hosting an Open House this Wednesday at the Village Hall from 4:00 p.m. to 6:30 p.m. The event will feature one of our ambulances, several crew members, and representatives from our medical control, giving residents an opportunity to learn more about our operations and meet the team.

Operationally, we are excited to report that our fourth ambulance has now been fully outfitted with a Power Load cot. With this addition, all our Ambulances are now equipped with Power Load systems, improving both provider safety and patient care.

Looking ahead, our next EMT class begins on Tuesday, supporting continued training and staffing efforts. Overall, we remain busy and focused on maintaining high-quality emergency medical services for the Village of Theresa.

If there are any questions, please feel free to contact me.

Julie Staffin
Director

Public Works Committee Minutes

January 19, 2026, 6:30

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 Brandenburg, Second by Billings to approve the minutes of Dec 15, 2025 Meeting as presented. Motion Carried.
3. Discussed daily DPW operations. Director Jacobitz reported everything is going well and MCO continues to work at the plant on Mondays and Thursdays this year.
 - a. Regular snows have added to snow removal time.
 - b. When time allows cleaning up the shop areas. He was able to get most of the flammable materials in the proper cabinet.
 - c. Working on hydrant flushing reports for 2023, 2024 and 2025.
4. The committee discussed Public Works Staffing. Director Jacobitz is interviewing some candidates for the open operator position. The committee hopes staff can be brought on to start training and learning the village and spread the workload.
5. The committee discussed public works infrastructure and capital equipment needs. The recent light snows have highlighted the need for a brush for the John Deere tractor.
6. Future agenda items included:
 - a. Generator for wellhouse 1.

Motion by Krapfl Second by Billings to adjourn at 6:58pm.

Village of Theresa
Regular Village Board Meeting Minutes
January 19, 2026 | 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: Sergeant Holly Bhirdo, Clerk-Treasurer Becky Tellier, Director of Public Works Jason Jacobitz

3. Public Comment

None

4. Approval of Minutes

Motion by Trustee Haak, seconded by Trustee Brandenburg, to approve the minutes of the December 15, 2025, Village Board Meeting. Motion carried unanimously.

5. Business Items

Motion by Trustee Brandenburg, seconded by Trustee Krapfl, approving Ordinance 2026-01: Creating Election Ward 4 in the Village of Theresa due to Congressional Districts (this is a revision to 2025-03). Motion carried unanimously.

Motion by Brandenburg, seconded by Trustee Koenigs, to approve Resolution 2026-02: Intent to Join the Statewide Public Safety Interoperable Communications System (WISCOM). Motion carried 7-0. Currently, each agency has its own radio system → couldn't talk directly → messages relayed by dispatch → delays and confusion. With WISCOM everyone can switch to the same talkgroup and communicate in real time.

7. Reports

Administrative Report – No questions. Clerk-Treasurer Tellier mentioned less than half of the utility customers are using the Theresa Community Connect portal and 129 accounts are using auto-pay.

Library Report – Meeting Tuesday, January 20 at 4 pm

President Report – Steger is waiting to hear back from Wisconsin DOT.

Public Safety Committee, Chair Haak – Sergeant Bhirdo mentioned that Officer Justmann participated in Shop with a Cop. The department sold some old equipment and also changed phone providers for a cost savings. The PD is also participating in a trial run with a camera system in- and out-side of the building. Chris Giese provided information on the fire truck repairs that were part of a Village loan in 2025. Not all of the repairs were completed, so there may be a refund to both municipalities. The update from Mayville EMS were included in the packet and they will be holding an Open House here on February 11 from 4 – 6:30 pm.

Public Works Committee, Chair Brandenburg – Daily operations are going well. Director Jacobitz is getting used to the routine and testing schedule. MCO comes in Mondays and Thursdays. Lucas Franck is now the operator in charge until Jacobitz gets his certifications. The Public Works Garage is getting cleaned up and organized. The operator position has been posted again and we're hoping to receive experienced applicants. A swivel brush on front of the John Deere will be considered. Wisconsin DOT will schedule a Public Hearing when they have plans ready for the Highway 175/Milwaukee Street Project.

Parks Committee, Chair Krapfl – Nothing to report.

Finance & Personnel Committee, Chair Brandenburg

Motion by Trustee Brandenburg, seconded by Trustee Haak, approving the December bills as presented in the amount of \$232,521.13 and wages in the amount of \$22,797.72. Motion carried unanimously.

Motion by Trustee Brandenburg, seconded by Haak, approving the Fund Summary/Budget-to-Actual for December 2025. Motion carried, 7-0. Tellier mentioned that there could be changes after the audit is complete.

Motion by President Steger, seconded by Haak, approving the December 2025 Treasurer's Report as presented. Motion carried unanimously.

Motion by Trustee Brandenburg, seconded by Trustee Krapfl, approving Resolution 2026-01: Recognizing Village President Jody Steger for Volunteer Service in the Department of Public Works. Motion carried unanimously.

Motion by Trustee Brandenburg, seconded by President Steger, approving Maxwell Plumbing to install a water softener in the mechanical room at Village Hall. Motion carried, 7-0.

9. Closed Session

Motion by Trustee Brandenburg, seconded by Trustee Bodden, to convene into closed session at 7:37 pm pursuant to Wis. Stats. Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and/or (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive 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 Koenigs to return to open session at 8:33 p.m.

Motion by Trustee Brandenburg, seconded by Trustee Billings, to correct the historical over-time misclassification in the Clerk-Treasurer's office and pay all back pay and retirement owed. Motion carried, 7-0.

Motion by Trustee Brandenburg, seconded by Trustee Haak, to approve the ambulance sale in the amount of \$307,000.00. Motion carried, 7-0. Any proceeds on this sale would be split evenly between the Village of Theresa and the Town of Theresa.

12. Adjournment

President Steger declared the meeting adjourned at 8:37 p.m.

Respectfully submitted,

Becky Tellier, WCMC
Clerk-Treasurer

Village of Theresa
Clerk-Treasurer's Administrative Report
Meeting Month: February 2026
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 – January

- **Audit & Financial Prep**
 - Work with auditors week of February 2
 - Complete December 2025 bank reconciliation
- **DOT Highway 175/Milwaukee Street Project**
 - Worked with Tammy Hampton on income survey results
- **Elections**
 - Submit ballot candidate information to Dodge County Clerk for April 7 Election
 - Update Badger Books in preparation of elections
- **Personnel / HR**
 - Posted DPW Operator position again with the Wisconsin League of Municipalities, WRWA, and WWOA
 - Not receiving any applications
- **Taxes**
 - Collect and balance tax payments made in January
 - Register dogs
- **Utilities**
 - Process 2nd notices, disconnection door hangers, and month-end utility bills
 - Monitor and document leaks detected and water temperature warnings due to cold temperatures
- **Village Hall**
 - Work with Maxwell Plumbing to have new faucets installed in bathrooms
 - Schedule installation of a water softener
 - Take delivery of new copy machine (January 20)

01/20/2026

Theresa Town agrees to act as the fiscal agent for Theresa Public Library. The Theresa Town Clerk will handle the payroll and benefit administration for library staff, pay library insurance costs, and handle library financial recordkeeping and auditing. Documented costs for providing these services will be provided to the Village of Theresa and this cost will be divided 50/50 by the Town and Village of Theresa. The Theresa Library Board approves this change and accepts that the cost will not exceed \$2400 per year unless documentation of doing this job requires it. The Town will begin Fiscal Agent duties starting on April 1st, 2026.

Diane D'Agostino 1/20/26
Library Board President Date

[Signature] 2/2/26
Town Chairperson Date



THERESA PUBLIC LIBRARY

290 Mayville Street Theresa, WI 53091 Phone: (920) 488-2342
Website: www.theresa.lib.wi.us

2/4/2026
Dear Village Board Members,

The Town Board, Library Board President, and Library Director of Theresa reviewed the possibility of the Town becoming the fiscal agent for the Theresa Public Library. After careful consideration, all parties concluded that the Town of Theresa would be a better fit and could provide these services at a reasonable cost.

On January 5, 2026, the Theresa Town Board agreed to become the fiscal agent for the Theresa Public Library.

On January 20, 2026, the Library Board approved changing the fiscal agent to the Town of Theresa.
On February 2, 2026, the Town of Theresa approved the following statement:

"The Town of Theresa agrees to act as the fiscal agent for the Theresa Public Library. The Theresa Town Clerk will handle payroll and benefit administration for library staff, pay library insurance costs, and manage library financial recordkeeping and auditing. Documented costs for providing these services will be provided to the Village of Theresa and divided 50/50 between the Town and Village of Theresa. The Theresa Library Board approves this change and accepts that the cost will not exceed \$2,400 per year unless documentation demonstrates that additional costs are required."

The Town will begin fiscal agent duties on April 1, 2026.

The Monarch Library System has advised us that we are within our rights to make this change and that the agreement approved by the Theresa Town Board and Library Board meets DPI requirements, allowing us to proceed with making the Town Clerk the fiscal agent effective April 1, 2026.

Accordingly, we hereby release the Village of Theresa from its duties as fiscal agent for the Theresa Public Library effective March 31, 2026.

We appreciate your past service in this role and look forward to continuing our collaborative efforts to provide quality library services to the citizens of both the Town and Village of Theresa.
Sincerely,

Name *Diane Stige* 2/4/26

Theresa Public Library Board President

Name *Shirley M. Stige* 2/4/26
Town Chairperson