

Village of Theresa

Regular Village Board Meeting Minutes

March 23, 2026 | 7:00 p.m. (Rescheduled from March 16, 2026 due to storm)

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

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

3. Public Comment

Rick Steger, representing the Town of Theresa, commented that the Town has a bridge replacement project when weather permits on McArthur Road. It was noted the road should be closed at Bancroft. The start date is uncertain, but the project must be completed by September. The structure will be a one-piece box culvert.

4. Approval of Minutes

Motion made by Trustee Bodden, seconded by Trustee Koenigs, approving the minutes from February 16, 2026, as presented. Motion carried unanimously.

5. Business Items

CDBG / Income Survey Update – Tammy Hampton

Tammy Hampton reported the income survey has been approved, with Low-to-Moderate Income exceeding 51%. The Citizen Participation Plan (CPP) allows for community involvement. The committee should include trustees, with at least one Low-to-Moderate Income member. Individuals may self-certify without disclosing income.

Two public hearings are required: one prior to the start of the project and one at the conclusion. The first public hearing is scheduled for April 20, 2026, at 6:00 p.m. This hearing will include discussion on the Highway 175 project, additional projects, affordable housing, and funding opportunities. Tammy will provide agenda topics and guidance. Additional CDBG requirements will occur in April.

Motion made by Trustee Haak, seconded by Trustee Brandenburg, approving the Citizen Participation Plan for the Community Development Block Grant Program. Motion carried, 7-0.

Motion made by Trustee Haak, seconded by Trustee Krapfl, approving Resolution 2026-03: Resolution to Adopt a Citizen Participation Plan. Motion carried, 7-0. Note: the date of the resolution changed from March 16 to March 23, 2026.

River View Hills – Developer’s Agreement Exception

Motion by Trustee Brandenburg, seconded by Trustee Koenigs, to grant an exception for River View Hills to allow for a garage at 405 Martin Drive with a side yard setback of approximately 10-feet instead of the 12-foot minimum stated in the Developer’s Agreement. Motion carried unanimously.

Innovation Grant

Clerk-Treasurer Tellier participated in a Microsoft Teams meeting hosted by Julie Staffin of Mayville EMS regarding the Innovation Grant opportunity. Following the meeting, Tellier consulted with Tammy Hampton to clarify program requirements. Hampton confirmed there are no restrictions on the use of funds under this grant. It was also determined that there is no direct benefit to submitting a joint application with other municipalities, aside from the potential to share consulting costs associated with grant preparation services provided by Dana Sechler of Strategic Management & Consulting. Tellier indicated her willingness to prepare and submit the grant application on behalf of the Village of Theresa and to consult with Hampton as needed throughout the process. The application deadline is March 31, 2026. If awarded, the first reimbursement is anticipated on June 30, 2026, with the program extending through 2030.

Motion made by Haak, seconded by Brandenburg, to have Clerk-Treasurer Tellier apply for the Innovation Grant with oversight by Tammy Hampton if needed. Motion carried, 7-0.

Clerk-Treasurer Report

Clerk-Treasurer Tellier reported ongoing bank reconciliation issues, citing discrepancies between bank transactions and Caselle records. As an example, a Town resident submitted a tax payment through the Portal in error. The payment was identified and subsequently reversed. The bank statement reflects the original deposit in December and the corresponding withdrawal in January; however, neither transaction is reflected in Caselle. Tellier will continue to work with Caselle technicians and the bank to resolve these discrepancies.

Library Board Report

Motion by Trustee Brandenburg, seconded by Trustee Krapfl, to rescind the motion made on October 20, 2025, approving the 2026 Joint Library Agreement, including the provision designating the Village of Theresa as fiscal agent. Motion carried, 7-0.

At a prior meeting, the Village Board approved the 2026 Joint Library Agreement, which included a provision designating the Village of Theresa as fiscal agent, with costs shared equally between the Village and the Town of Theresa. Since that time, the agreement has not been executed by both municipalities, as the Town of Theresa has not approved or signed the agreement. As a result, the agreement is not in effect. Due to the lack of a fully executed agreement, the Village Board determined it necessary to rescind its prior approval to ensure that Village records accurately reflect the current status and to avoid

any confusion regarding financial or administrative responsibilities. At this time, no Joint Library Agreement has been executed by both municipalities.

7. Reports

Public Safety Committee

There is at least one officer on duty daily. Cameras have been installed at the Police Department. The Sheriff's Office continues to conduct building and park checks.

Fire Department

The Fire Department's budget operates on a fiscal year from November through October, with its annual meeting traditionally held in November. Ryan Koll will review the bylaws to determine whether the fiscal year can be changed to a calendar year to align with the Village and Town budgets, which appropriate funding for the Fire Department.

Ambulance Committee

The Ambulance Committee has not yet held a final meeting. A President must be appointed and a final meeting scheduled. It was reported that conflicting information was provided regarding the need for a meeting. Town representatives are prepared to meet at any time, stated Rick Steger. Trustee Brandenburg will contact Chris Giese. February call data from Mayville EMS has not yet been received.

Public Works Committee

Daily operations were discussed. Pump issues occurred due to snowmelt and rain, with flows reaching approximately 460 gallons per minutes at the lift station. Similar issues occurred again over the weekend.

Potholes were filled; however, snowplowing removed some of the patch material. The operator position has been advertised with no applicants. WE Energies has not responded regarding four light poles slated for relocation or replacement. New skid steer tires were installed. Silt fence and rolled mulch must remain in place and the erosion control ordinance followed. Director Jacobitz will follow up as needed.

Parks Committee

A new ball box for River's Edge Park was constructed by Rick Krapfl. Follow-up on a kayak pier project indicated no recent contact, and it is believed the Eagle Scout project may not proceed. Concerns were noted regarding park users not cleaning up after themselves.

Finance & Personnel Committee

Motion by Trustee Brandenburg, seconded by Trustee Haak, to approve the February 12, 2026, meeting minutes. Motion carried.

Motion by Trustee Brandenburg, seconded by Trustee Haak, to approve bills and wages as presented. Motion carried.

Motion by Trustee Brandenburg, seconded by Trustee Haak, to approve the Fund Summary Report. Motion carried. Tellier noted that there are issues with the headings in the report and they have been reported to Caselle.

Motion by Trustee Brandenburg, seconded by Trustee Haak, to approve Page 13(d) regarding police officer overtime calculation for 80 hours, retroactive to March 1, 2026. Motion carried.

Motion by Trustee Brandenburg, seconded by President Steger, to approve the Treasurer's Report. Motion carried.

9. Closed Session

Motion by Trustee Bodden, seconded by Trustee Brandenburg, to convene into closed session at 8:03 p.m. pursuant to Wis. Stat. §19.85(1)(g), for the purpose of conferring with legal counsel regarding strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Roll call vote was taken; all members voted in favor.

10. Return to Open Session

Motion by Trustee Koenigs, seconded by Trustee Bodden, to return to open session at 8:57 p.m. Motion carried.

12. Adjournment

President Steger declared the meeting adjourned at 8:57 p.m.

Respectfully submitted,

Becky Tellier - MMC, WCPC

Clerk-Treasurer