

Public Safety Committee Minutes

February 16th, 2026 6:30pm

Attendance: Trustee Haak, Trustee Koenigs, Trustee Bodden

Notable attendees: Chief Markus

1. The meeting was called to order at 6:30pm.
2. **Motion made by Haak, Seconded by Koenigs to approve January Minutes with the following corrections—Bodden was present, and adjourned at 6:58. Motion carried.**
3. Police Department Report—See Packet
 1. Snow removal issues were/are being dealt with
 2. Chief Markus attended the Chief's Conference last week
 3. Looking for ideas on the PD building now that there isn't an in-house ambulance service
4. Fire Commission Report-
 1. Reinhardt overpayment has been re-imbursed to the Village and Township
 2. \$14,700 double billing re-imburement is being blamed on a Quickbooks error.
 3. There was a substantial increase in heat/water/electric bills at the fire station the last month.
5. Ambulance Report-None
6. Mayville Ambulance Report-See packet
7. No operator licenses
8. No other license or permits before the committee
9. Future Agenda Items—None
10. **Motion to adjourn at 6:44pm by Trustee Bodden, seconded by Trustee Koenigs. Motion Carried.**

Respectfully submitted by Chair Haak



Theresa Police Department Monthly Report

March 2026



Incidents: February 2025

INCIDENTS	Theresa PD	Sheriff's Office	Notes
Accident PDO / Deer			
Abuse Neglect			
Assist motorist	1		
Assist Agency			
Animal			
Bar Check	4		
Building/Park Checks	184	4	
Child Custody		1	
Civil Matter			
Death Invest		2	
DPW			
Domestic			
Emerg Detention			
EMS Request	1		
Family trouble			
Fire alarm			
Fraud			
Found Item			
Hangup		1	
Harassment			
Intox Driver		1	
Information	1		
Lost Item	1		
Miscellaneous	1		
Mutual Aid			
Neighbor Dispute			
Noise Complaint			
Ordinance Viol	7	1	
Open records			
Parking			
Search warrant			
Sex Offense			
Suspicious			
Violate RO			
Theft	1		
Threat	1		
Traffic assign/direct	4		
Traffic Complaint	1	1	
Traffic Stop	20	1	
Violate RO			
Vandalism			
Walk &Talk/Foot Patrol	12		
Welfare Check	1	1	



Theresa Police Department Monthly Report

March 2026

Total	244	14	
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Theresa PD VIOLATIONS	CITATIONS	WRITTEN WARNINGS
Parking Violation		
Non-Traffic citations		1
Vehicle Violation	14	8

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. Test new cameras installed / testing on going
 - d. New equipment fielded
2. The following tasks are in Progress:
 - a. Review of village incidents and approval of reports.
 - b. Ordinance recodification
 - c. EMR program
 - d. New policies
 - e. New schedules

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

Public Works Committee Minutes

February 16, 2026, 6:30

Attendance: Trustees 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 Krapfl to approve the minutes of January 19, 2026 Meeting as presented. Motion Carried.
3. Discussed daily DPW operations and work by MCO. Cross Connection reports and Hydrant Flushing reports are being updated, one major water leak, new furnace in the public works garage, working with Beacon Program.
4. The committee discussed public works staffing. Advertising the open positions continues.
5. The committee discussed Public Works Infrastructure and Equipment
 - a. Director Jacobitz will get quotes for a generator at Well 1, electrical upgrades at the garage and Rivers Edge Park.
 - b. Replacement of the John Deere Tractor and implements was discussed.
6. President Steger gave an update on the 175 project.
7. Future agenda items included:
 - a. Generator for well 1
 - b. Public Works Garage Electrical and Plumbing
 - c. New Valve and Hydrant for Hyland and Forest

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



Board Meeting notes

From DPW Director <DPWDirector@villageoftheresawi.gov>

Date Thu 3/12/2026 6:52 AM

To C T <ct@villageoftheresawi.gov>

Public Works

Started patching pot holes on McArthur rd and a few on Wisconsin street on the warmer days.

Talked to chief last week on March 4th for a location on power he wanted at the hill for movie night. Will get in contact with a couple electricians for quotes on multiple things.

Paint in the back corner office

Plan cabinets and countertops that we received from Dodge County are installed in back office and plans are filed away in them.

Started looking at sidewalks with dangerous trip hazards or all cracked up badly. Our ordinance is does not say much on how we go about implementing this for a timeline for fixing.

Sewer and Water

Contacted Lee from Town and Country for another quote for the hydrant on Highland and Forest.

Ras pump #2 had problems on February 23rd. We were able to pull the pump and find a hard piece of plastic wedged in the impellor.

Having polymer pump issues to thicken our sludge coming from the plant. MCO borrowed us a pump while we rebuilt it but something is still going wrong.

Submitted the Cross Connection report to the DNR

Submitted the Water Pipe Material Inventory to the DNR

Maxwell plumbing fixed a hose bib at the wastewater plant that was broke. They also installed Bacteria sample tap at Village Hall in the furnace room.

On March 6th and 7th, the 1.5" of heavy rain created some issues and the main lift station. Pump #1 went into overload at 1:30am Saturday morning. I figure at 2am roughly 480 gallons every 30secs was coming into the lift station and the pump overheated. Both pumps ran constant while I was there. Again at 10:30am it went into overload. Now groundwater and public wastewater were combining and it could not keep up. Lots of groundwater infiltration.



We Energies
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com

December 16, 2025

Village of Theresa
PO Box 327
Theresa, WI 53091

Subject: Lighting at N Milwaukee St.

Dear Village of Theresa:

This letter details work for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$1,302.00, and does not include site restoration. Net monthly charges will initially decrease by \$0.00, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin. Your next steps are:

1. Review the following prior to providing authorization and payment:

- Luminaires are controlled to provide dusk to dawn operation.
- Customer must contact us for lighting maintenance.
- Fixtures are warranted until removed.
- Non-standard poles and conductors are warranted for 15 years.
- Customer must locate private underground facilities and grant or obtain, without expense to us, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
- Termination or change requests after installation and prior to conclusion of the initial term will result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
- All applicable lighting tariff terms and conditions are available at www.we-energies.com.
- We do not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

2. Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.

- Personal check.
- Online by visiting www.we-energies.com/payconstructionbill.
- By phone at 855-570-0998.

3. Sign and return the enclosed documents to:

We Energies
Essential Services A299
PO Box 2046
Milwaukee, WI 53201-9627

If returning via email send to Night-Aura-Outdoor-Ltg@wecenergygroup.com.

Billing Name	Village of Theresa			
Billing Address	PQ Box 327 Theresa			
C/T/V	State	Wt	Zip	53091
Service Address, if different than Billing Address				
Name	Village of Theresa			
Address	N MILWAUKEE ST Theresa			
C/T/V	State	Wt	Zip	53091

Open c/s CONTRACT#	Install	Remove
Open c/s Premise#	0701538068-00001	
	385513689	
	☐ Yes	
New Account?	Governmental (MS3/GL1/ LE5)	
Customer / Rate Options	5044165	
Work Request #	Related Work Request #	
Page #/ of #	1 OF 1	

[illegible]

Authorization:

Date _____

leases credits	\$ 1,302.00	Total Install Charges	\$0.00	Total monthly charges, or net change, before taxes
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* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

WEDNESDAY OUTLET TRANSFER.

Village of Theresa
Regular Village Board Meeting Minutes
February 16, 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: Police Chief Dan Markus, Director of Public Works Jason Jacobitz (Absent: Clerk-Treasurer Becky Tellier)

3. Public Comment

None

4. Approval of Minutes

Motion by Trustee Brandenburg, seconded by Trustee Koenigs, to approve the minutes of January 19, 2026, Village Board Meeting. Motion carried unanimously.

5. Business Items

Tammy Hampton with Kunkel Engineering provided an update on funding for the 2027 Highway 175/Milwaukee Street Project. Income survey was submitted about 2 weeks ago. Low-to-Moderate Income was showing at 42.50% and after the survey was conducted, we show it's at 63.56%, so quite a bit of difference. CDBG takes about 30 days to review the information and data so we are now waiting for them to certify the income survey and once they do that, it will give us the go ahead to apply for the grant with applications due by May 14, 2026. Grants are awarded in August. The maximum grant is \$1,000,000.00. So, for every \$2 received from CDBG, the Village would need to match \$1. We can use DNR Funds as match. We will need to hold a public hearing as part of the application process, probably in April of this year. We are also applying for DNR loans that do a point scoring system. There is an Asset Management Plan that Jacobitz will work on to submit by June 30, which could help with future DNR funding. The Safe Drinking Water application is due June 30, and the Clean Water application isn't due until September 30. As soon as we get approval of the Engineer's Report (Eric Otte with JE Arthur is working on) from the DNR, Tammy will submit the Clean Water Fund application. Tammy will continue looking for opportunities to apply for grants and keep us up to date.

The Department of Transportation is asking to use Menomonee Street as a light detour street during the Highway 175 Project so that half of the street over the bridge can be closed at a time. We requested half of the bridge be open during the project for EMS and Fire service needs.

Motion by Trustee Brandenburg, seconded by Trustee Billings, to allow use of Menomonee Street during the Highway 175 Project. All were in favor.

The date available for a blood drive doesn't work for the Theresa Historical Society so it will be considered for next year.

7. Reports

Administrative Report

Library Report – Meeting was held Tuesday, January 20 at 4 pm. There was paperwork included in the board packet about the Town of Theresa being the Library Fiscal Agent effective April 1, 2026. They hired a part-time person on the staff. The overdue checkouts have increased but still haven't returned to pre-Covid numbers. There still needs to be a Joint Library Agreement signed with the Town of Theresa and Trustee Brandenburg made some changes and is waiting to hear back from the Town.

President's Report – We received a thank you from the family of Evangeline Koll for the floral tribute sent for her service. Evangeline was a very active person in our community. The plans for the Highway 175 Project are at 90% finalized and there is still some research that needs to be done. The electrical plan was submitted, and the poles were laid out with WE Energies. There will be a public hearing in late September or early October. There will also be a meeting later in the year for the businesses in hopes of avoiding as much disruption as possible.

Public Safety Committee, Chair Haak – The minutes were approved with minor adjustments. The police department report was in the packet. Chief Markus was able to attend the Chief's Conference last week. Citations were issued for parking during snow events. The public safety building design and layout are still being considered. Chris Giese reported that the overpayment that was made to Reinhart's for the fire truck repair has been refunded to both the Village and the Town. The Fire Commission presented information to the Fire Department on the overpayments that were provided. The Fire Department is willing to pay the funds back to the Commission (estimated at \$14,700.00). There have been some high utility bills at the Fire Department. There was a toilet running in the woman's restroom. The heat and electricity bills will continue to be monitored. The Mayville EMS report was in the packet. Response times have been quicker than anticipated. The Theresa Ambulance Commission will try to gather for a final meeting before the commission is dissolved.

Public Works Committee, Chair Brandenburg – The minutes were approved and daily operations discussed. The street in front of Confections is sinking after the water main repairs and estimates will be requested to patch the road. A furnace in the DPW Shop was replaced. We still have not received experienced candidates for our operator position. The position will again be advertised. A generator quote is needed for Well 1. A new hydrant and valve are needed on Highland and Forest. The electrical panel in the shop needs to be updated and replaced.

Parks Committee, Chair Krapfl – A quote will be requested for electrical service at River's Edge Park.

Finance & Personnel Committee, Chair Brandenburg

Motion by Trustee Haak, seconded by Trustee Krapfl, approving the January bills as presented in the amount of \$479,252.52 and wages in the amount of \$21,747.82. Motion carried unanimously.

Motion by Trustee Brandenburg, seconded by Haak, approving the Fund Summary/Budget-to-Actual for January 2026. Motion carried, 7-0.

Motion by President Steger, seconded by Haak, approving the January 2026 Treasurer's Report as presented. Motion carried unanimously.

Motion by Trustee Brandenburg, seconded by Trustee Billings, approving the 2027 Budget Schedule as presented. Motion carried unanimously.

9. Closed Session

Motion by Trustee Brandenburg, seconded by Trustee Haak, to convene into closed session at 7:45 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 by Trustee Brandenburg, seconded by Trustee Koenigs to return to open session at 8:22 p.m.

12. Adjournment

President Steger declared the meeting adjourned at 8:23 p.m.

Respectfully submitted,

Becky Tellier, WCMC
Clerk-Treasurer



292 Mayville Street
Theresa, WI 53091
920-488-5421

Village of Theresa, Dodge County, Wisconsin

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program Adopted March 16, 2026

PURPOSE

In order for the CDBG Program to operate effectively and to address the needs of the citizens of the Village of Theresa, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Village of Theresa shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Village of Theresa's Village Board. This Committee shall be responsible for the implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The Village of Theresa Village President shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To ensure responsiveness to the needs of its citizens, the Village of Theresa shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low-to-moderate income (LMI).

CITIZEN PARTICIPATION

1. The Village of Theresa shall establish a committee composed of persons representative of the Village of Theresa demographics. This committee must include at least one LMI person.

The Committee members should also include representatives from the local government, real estate, banking, and labor communities whenever possible. This Committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All Committee members must be residents of the Village of Theresa.

NOTICE OF HEARINGS

1. Official notice of hearing will be by public notice in the Dodge County Pioneer as a Class 2 notice prior to the hearing date. In addition, the public notice shall be posted at the Village of Theresa Village Hall. These notices will include the time, place, and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities, and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped and, if needed, for non-English-speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program, including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation have begun and are in progress.

5. The Village of Theresa will attempt to have at least one of the public hearings in the service area.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Village of Theresa staff in the Village Clerk's office. A Village of Theresa staff member will meet with citizens on request.
2. The Village of Theresa will maintain, in the Village of Theresa Village Hall, a record of all citizen participation efforts, including meeting minutes, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes. Village of Theresa staff will respond to all such requests within 15 days after the Village of Theresa Citizen Participation Committee has met to discuss the request.

COMPLAINTS

The Village of Theresa will handle citizen complaints about the program in a timely manner. By federal regulation, the Village of Theresa will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be recorded in a complaint log. The first point of contact for complaints should be made to the Village of Theresa Clerk.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

1. The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grant (ESG), etc.;
2. The event resulting in the complaint;
3. The dates, details, and reason for the complaint; and
4. The complainant's name, address, and telephone number.

ACCOMMODATIONS

The Village of Theresa will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws, and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH-SPEAKING PERSONS

The Village of Theresa will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons, and will take steps to assure them equal opportunity in the citizen participation process.

ADOPTION

This Citizen Participation Plan was adopted by the Village of Theresa Village Board on March 16, 2026.



292 Mayville Street
Theresa, WI 53091
920-488-5421

**Village of Theresa, Dodge County, Wisconsin
Resolution to Adopt a Citizen Participation Plan
Resolution No. 2026-03**

WHEREAS, the Village of Theresa intends to apply for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) requires recipients of CDBG monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low and moderate income (LMI)), provide citizens with reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the Village of Theresa has prepared and publicly reviewed the Citizen Participation Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Theresa officially adopts the Citizen Participation Plan.

ADOPTED on this 16th day of March, 2026.

The governing body of the Village of Theresa has authorized Resolution No. 2026-03 dated March 16, 2026.

Chief Elected Official's Signature:

Jody Steger, Village President

ATTEST:

Becky Tellier, Village Clerk-Treasurer

100 Kelly Blvd

Theresa, WI 53091

March 9, 2026

Theresa Village Board Members,

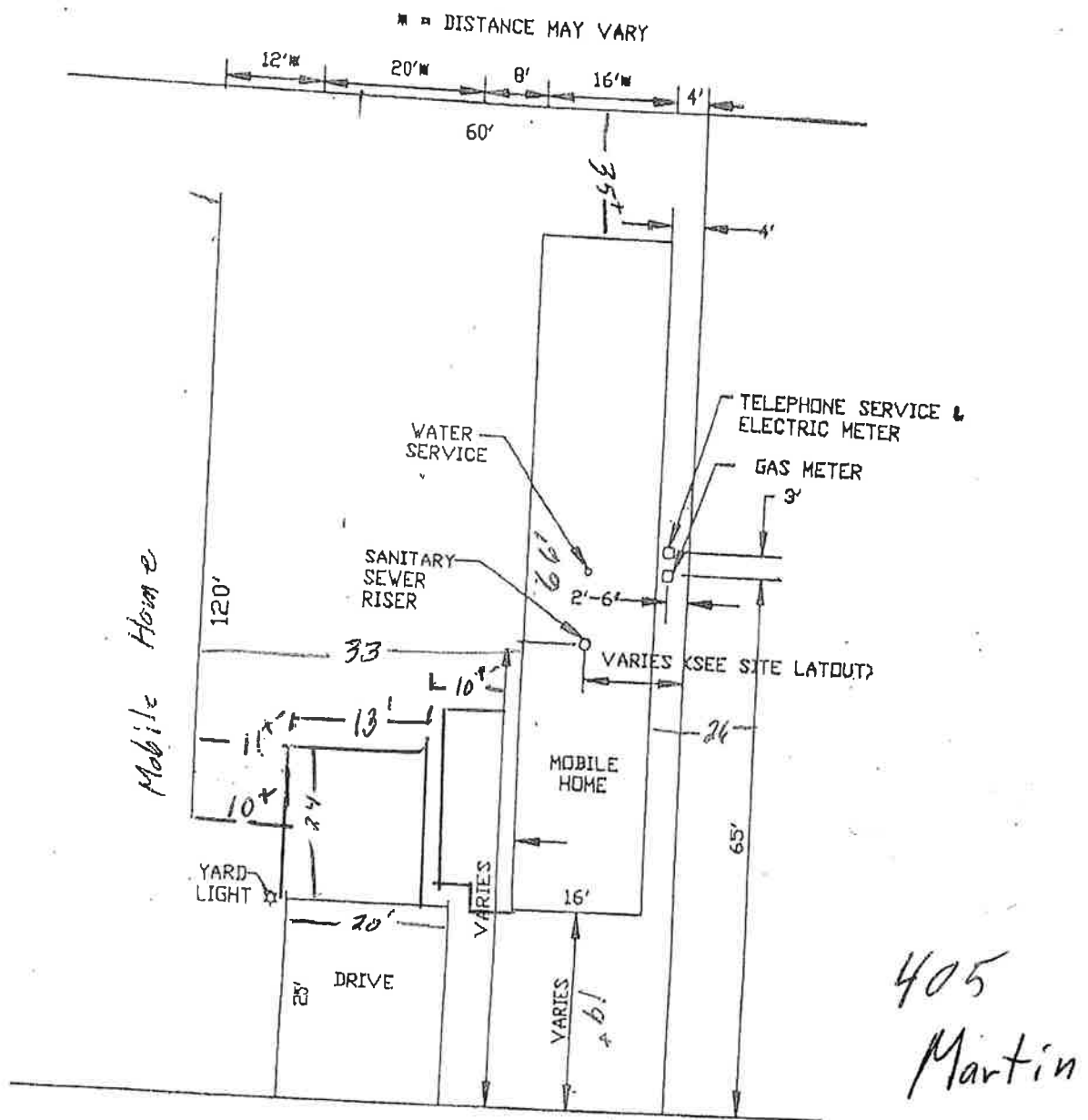
I am asking for a variance to the developers agreement for a garage at 405 Martin Drive. The left side of garage and to the neighbors home at the narrowest point is 10 plus feet wide which states 12 ft minimum in the developers agreement.

If it does comply to and meets and exceeds Village ordinances and state statutes. This was received by director of utilities, Jason Jacobitz, to confirm.

Respectfully submitted,

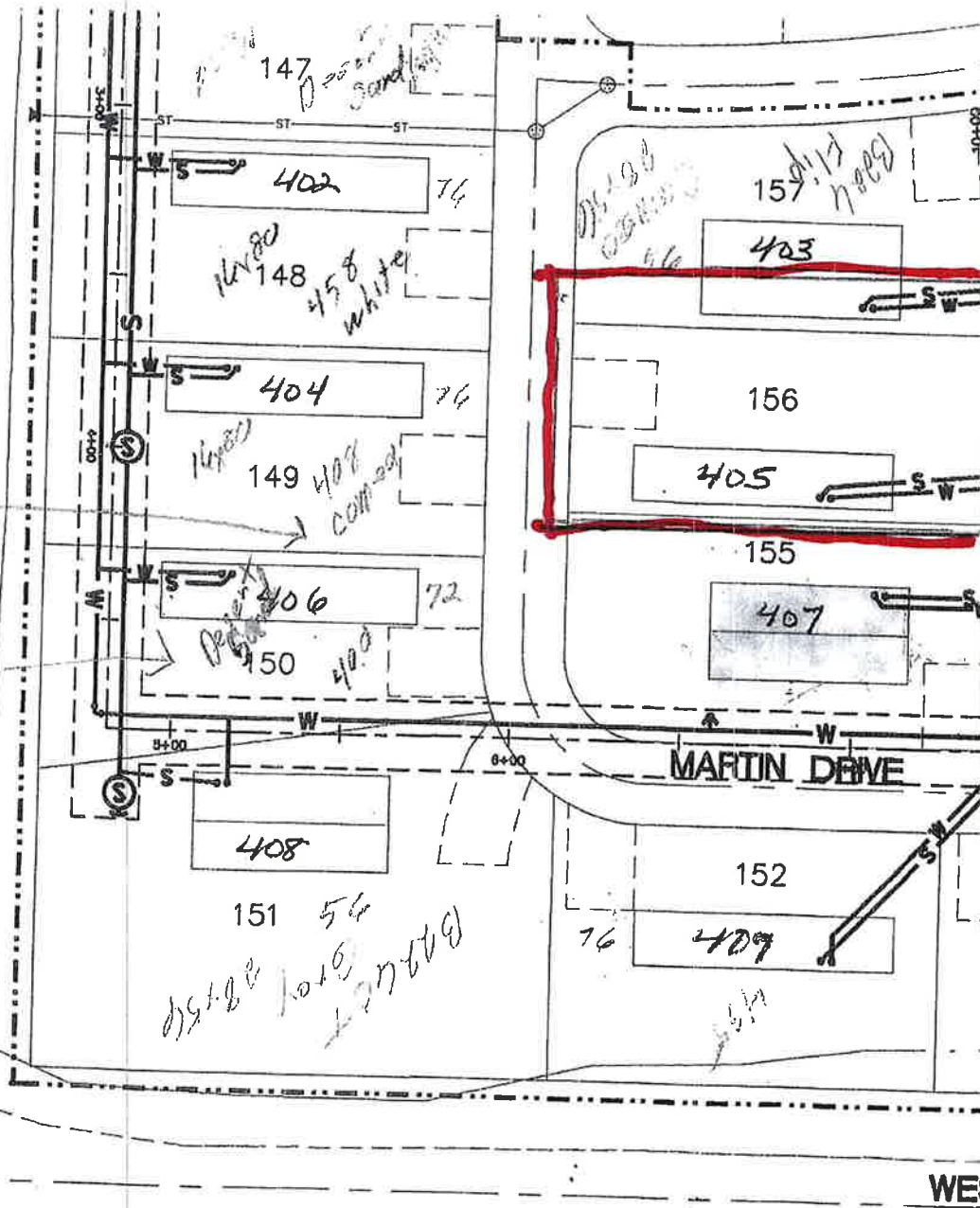
River View Hills, LLC





TYPICAL SITE LAYOUT
 SCHNITZLER MOBILE HOME PARK
 SCALE: 1" = 20'

From Gas	100%
7%	



DEVELOPER'S AGREEMENT

WHEREAS, Mr. Andrew M. Schnitzler, Jr., hereinafter referred to as "Owner", desires to develop a tract of land in the Village of Theresa, Dodge County, Wisconsin, hereinafter referred to as "Village"; and

WHEREAS, the purpose of said development shall be to construct the River View Mobile Home Park, hereinafter referred to as "Park" or "Mobile Home Park"; and

WHEREAS, both parties desire certain terms and conditions to govern the construction and operation of said Park;

IT IS HEREBY AGREED that this Developer's Agreement, hereinafter referred to as "Agreement", shall constitute the entire understanding between the undersigned parties concerning said Park, and shall supercede all previous agreements and understandings, whether written, verbal or implied. This Agreement shall be binding upon both parties, their heirs, successors and assigns, and may only be modified or canceled in writing and signed by both parties.

THE FOLLOWING TERMS AND CONDITIONS are hereby agreed to by both parties and shall govern all aspects of the River View Mobile Home Park.

1. LICENSE AND PRELIMINARY DEVELOPMENT PLAN:

License to be granted by Village to Owner, upon satisfaction of all terms and conditions of this Agreement, for a mobile home park located on McArthur Road as shown on the River View Mobile Home Park Preliminary Development Plan, dated August 28, 1987, which shall become a part of this Agreement as though fully set forth herein.

2. SIZE:

The proposed park will accommodate a maximum of 132 units on a 29.1 acre parcel.

3. ORDINANCES:

The mobile home park will comply with the requirements set forth in the Village Ordinance, in Section 17.24.010 through 17.24.060. Section 17.24.070 regarding laundry requirements is waived. The Park, however, in lieu of complying with Section 17.24.070 will comply with all current requirements of the Wisconsin Administrative Code and, in addition, laundry hookups will be required in each mobile home unit.

4. DETAILED PLANS:

Upon the issuing of the mobile home park license by the Village, the Owner shall submit, for the Board's review and approval, detailed plans for the initial phase of 6 residential and approximately 12 mobile home sites. The detailed plans will include sanitary sewer mains and laterals, watermains and laterals, road improvements, and a drainage plan. All plans will be prepared at Owner's expense. Detailed plans for each subsequent phase will be prepared and submitted just prior to the development of that phase.

A timetable for construction and development of each phase shall be submitted for Village approval prior to commencement. Owner shall notify Village 60 days in advance of the commencement of any phase of construction or development. Construction plans shall be provided within 45 days prior to construction. No development of any phase of the Park shall commence until all plans for construction have been approved by the Village Board.

5. FENCING AND SCREENING:

The Owner shall construct a decorative fence along the north boundary of the Park. It is anticipated that this fence shall be of an approximate height of four feet. The owner will provide adequate screening of four to five feet high conifers and/or berms between the residential lots and the mobile home sites, from the main entrance to the point where McArthur Road bends to the South. A three-wire fence will be constructed along the entire East boundary of the development. The fencing will be completed within one year after the commencement of the development of the Park.

6. PARK UTILITIES:

A. Water line from East Property Line of Mobile Home Park to North West Corner of Owner's Barn.

This watermain will be constructed by the Owner's Contractor. The cost of the engineering for said water line shall be paid by the Owner. The construction cost of said water line shall be paid initially by the Owner with the Village paying the Owner within thirty (30) days the cost of said watermain not to exceed \$10,000.00. Owner agrees to pay the full cost of the construction of said water line to the Village as follows: The construction cost shall be paid in full by the Owner as soon as one or more mobile homes are connected to the line or within three years after the completion of the construction of the water line,

whichever occurs first. The cost of the construction of said watermain shall be deemed a special assessment on the property of the owner pursuant to Section 66.60. Owner waives all notices and hearings required by Section 66.60 Wis. Stats. for the levying of said assessment. No interest shall be charged.

B. Other Sanitary Sewer and Watermains and Laterals.

The remaining sanitary sewer and watermains and laterals will be constructed and paid for by the Owner. The cost of engineering said sewer, watermains and laterals, shall be paid by the Owner. It is the intent of the parties that Owner will employ the engineering firm of J. E. Arthur to complete the engineering drawings and specifications. The construction of all sanitary sewer, watermain and laterals will be subject to the inspection and approval of the Village. Owners shall permit the Village and its agents to inspect the construction of the watermains and laterals at all reasonable times.

C. Transfer of Ownership of All Sewer and Watermains.

After construction of the sewer and watermains and after final approval of said sewer and watermains by the Village, the ownership and maintenance of the sewer and watermains shall be transferred to the Village. Owner shall also transfer to the Village all necessary easements for sewer and watermains.

D. Laterals.

All sewer and water laterals shall remain the responsibility of the Owner.

E. Engineering Costs.

All engineering costs for utilities within the Park shall be paid by the Owner.

F. Sanitary Sewer and Manhole on the East Side of McArthur Road.

The Village shall provide at its expense, a sanitary sewer manhole on the east side of McArthur Road, directly across from the north side of the Wastewater Treatment Facility Service Building. Owner shall provide all park sanitary sewers to this point and shall provide calculations of ultimate park sewage contributions to Village prior to construction.

G. Other Utilities.

Village shall pay the cost of extension of the gas, electric and phone utilities to the property line of the Park.

H. Watermain Extensions.

The Village shall provide watermain extensions from existing mains to the Northwest corner of the Park, and also near the Northeast corner of the Park. Calculations of ultimate park water usage shall be provided by Owner for Village approval and shall include watermain sizing for desired fire flow and pressure. Village will provide adequate water pressure to the Park and shall provide, at its expense, any necessary pressure pump or water tower.

I. Easements.

Sanitary sewer and watermain shall be placed in 20 foot wide easements. One easement shall abut the West boundary of the Gieger property so that the Village may extend sewer and water service. Village shall be responsible for restoration in easements following necessary excavation for repairs by Village.

J. Utility Meters and Bills.

The Village will provide separate water meters for each unit site, and shall bill the tenants individually. There will be a meter for each unit. All homes must be hooked up by a licensed plumber. Meters will be installed under mobile homes. All damaged meters will be replaced by a licensed plumber. Minimum ground clearance for meter access will be 24". All meters will be equipped with a remote reader to be purchased by Owner. (Owner agrees to guarantee payment on all utility bills including penalties which are over two months delinquent. Owner agrees to pay said delinquent bills promptly.) The Village shall cooperate with the Owner in disconnecting service to any tenant who has failed to pay utility bills. Any disconnection shall be done in accordance with the rules and regulations of the Village utility.

K. Drainage.

Storm drainage from the Park shall be the responsibility of the Owner within the Park and shall take into consideration all runoff from higher elevations. Storm drainage outside of the Park shall be the responsibility of the Village.

7. ROADWAYS:

The Owner will be responsible for the construction and maintenance of all roadways within the mobile home park, including snowplowing. All roadways shall be paved to a width of 24 feet within one year after the use of

roadway begins. A single entrance from McArthur Road into the Park shall be provided near the Northeast corner of the Park. In the event that the acreage which lies South of the present Village limits is developed and annexed to the Village, a right-of-way shall be provided on the South boundary of said acreage to be developed by the Village, at the Village's option and expense, to provide an East-West throughway to Highway 175.

8. MCARTHUR ROAD:

To facilitate utility construction, the Owner will, upon request of the Village, provide an easement consisting of a 10 foot strip of land lying South of the South right-of-way line of McArthur Road abutting the 6 residential lots.

9. MISCELLANEOUS:

Need Exhibit "A"
Need Exhibit "B"
A. Attached hereto and marked Exhibit "A" is a copy of the Contract that will be required of Park tenants. Attached hereto and marked Exhibit "B" is a copy of the community rules and regulations. These documents are approved by the Village and shall not be modified without the approval of the Village. Failure of the Owner to enforce the community rules and regulations shall be deemed a violation of this Agreement and shall subject the Owner to revocation of its license under Section 17.24.010 of the Therese Code.

B. Garbage Pickup.

Garbage pickup shall be provided by the Village within the Park in accordance with its rules and regulations throughout the Village for garbage pickup.

C. Prohibition Against Renting.

No homes in the park may be rented. All homes shall be Owner occupied in accordance with the community rules and regulations, except that a maximum of two homes may be rented by Owner to employees or groundskeepers of Owner.

D. Age and Roof of Mobile Homes.

No homes older than five years shall be moved into the Park at any time. All home roofs in the Park shall be shingled roofs.

E. Vehicles in Park.

No unlicensed vehicles shall be allowed in the Park. No unrepaired/unused vehicles may remain in the Park. Parking shall be permitted only in designated areas.

No vehicles greater than one-ton class allowed in the Park except in the parking and storage area or unless said vehicle is in the Park for park business.

F. Parking Permit Fee.

Owner shall be responsible for collection of the monthly parking permit fee under Section 66.058(3) and shall be paid by the Owner to the Village on or before the tenth of each month pursuant to Section 66.058 Wis. Stats.

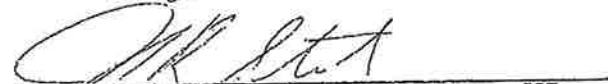
10. A violation of any of the terms of this Agreement by Owner shall subject Owner to termination of the license issued to Owner under Chapter 17.24 of the Theresa Code.

IN WITNESS WHEREOF, each party has executed this Agreement on the date set forth after each party's name.

Dated this 1st day of November, 1987.


Andrew M. Schnitzler, Jr., OWNER

Subscribed and sworn to before me this 6th day of November, 1987.

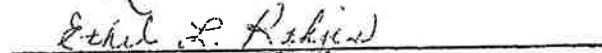

Notary Public, Dodge County, WI.
My Commission permanently

Dated this 6th day of November, 1987.

VILLAGE OF THERESA

By:


Martin Koll, President


Ethel Rahjes, Clerk

Subscribed and sworn to before me this 6th day of November, 1987, the above named Martin Koll and Ethel Rahjes to me known to be the President and Clerk of the Village of Theresa.


Notary Public, Dodge County, WI.
My Commission permanently

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

- **2025 Housing Survey (Wisconsin Department of Administration)**
 - 24 new homes
 - 2 new mobile homes
- **2025 Manufactured/Mobile Home Lottery and Gaming Credit Report LC-664**
 - 208 homes claimed the credit (\$39,341.12)
- **Audit & Financial Prep**
 - Issue with bank reconciliations has halted the audit
 - Working with Empeople, Zift, and Caselle to balance out year end and portal payments
- **Fire Department**
 - Submit certification for 2% Fire Dues
- **Ambulance**
 - We received \$153,750 for the sale of the new ambulance. Loan was paid-in-full and proceeds were \$15,108.70
- **Personnel / HR**
 - Work through Wisconsin Retirement System Annual Reconciliation
- **Taxes**
 - Collect and balance tax payments made in January for February Settlement
- **Workers Compensation Audit (2025)**
 - Provided W2s for Village, Library, and Ambulance employees
 - Provided 1099s issued by the Village
 - Provided copies of Village quarterly 941 tax forms

JOINT LIBRARY AGREEMENT

This Joint Library Agreement (“Agreement”) is entered into by and between the Village of Theresa (“Village”) and the Town of Theresa (“Town”) (together, “the Municipalities”) pursuant to Wis. Stat. §§ 43.53 and 66.0301 for the purpose of establishing and operating a joint public library.

WHEREAS, Wis. Stat. § 43.53 authorizes two or more municipalities to jointly establish, maintain, and operate a public library through a joint library agreement; and

WHEREAS, Wis. Stat. § 66.0301 permits municipalities to enter into intergovernmental agreements to cooperatively exercise their powers and provide municipal services; and

WHEREAS, the Municipalities desire to provide efficient, cost-effective, and high-quality library services to their residents by establishing a Joint Library; and

WHEREAS, the Municipalities find it in the public interest to share in the governance, funding, and operation of such a Joint Library;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Municipalities agree as follows:

1. ESTABLISHMENT OF JOINT LIBRARY BOARD. The Municipalities hereby create a Joint Library Board (“Board”) to operate the Joint Library. Except as otherwise provided in this Agreement, the Board shall operate under Wis. Stat. § 43.58, as amended, and the provisions of this Agreement.

2. MEMBERSHIP.

- a. The Board shall consist of seven (7) members, consistent with Wis. Stat. § 43.54, as amended.
- b. 3 members shall be appointed by the Village of Theresa Village Board, subject to confirmation by the Village Board.
- c. 3 members shall be appointed by the Town of Theresa Town Board, subject to confirmation by the Town Board.
- d. One member shall be nominated by the Superintendent of Lomira School District and subject to confirmation by the Village Board and Town Board.

- e. No more than one appointee from each municipality may be an elected official.

3. TERMS OF JOINT LIBRARY BOARD

- a. Initial Term. Initial citizen appointees shall serve three-year terms beginning May 1 of the year of appointment, staggered as required by Wis. Stat. § 43.54(1)(b).
- b. Subsequent Terms. Follow the initial appointments, the terms of all Joint Board Members shall be for 3 years from May 1 of the year of appointment.
- c. Vacancies. Vacancies on the Board shall be filled by appointment for any unexpired term by the appointing authority in the same manner as the original appointments are made.

4. GENERAL OPERATION OF THE BOARD

- a. The Board members shall elect a President, Treasurer, and Secretary for a one-year term annually in the month of May. Officers will serve for one year and may be re-nominated and re-elected, but may not serve more than two consecutive 1-year terms. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.
- b. The President shall preside at all meetings, appoint all committees, sign documents, call special meetings, decide all points of order and generally perform the duties of the presiding officer.
- c. The Treasurer shall have maintenance of the special library funds and income outside the appropriations in the charge of the village treasurer, and shall sign checks on the account on the authorization of the Board.
- d. The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall have custody of the minutes and other records of the Board; and shall notify the appointing body of vacancies on the Board.
- e. The Board shall keep a written record of its proceedings, including all actions taken, a copy of which shall be provided to the Village Clerk and the Town Clerk.
- f. No compensation shall be paid to the members of the Board, except as follows:

- i. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the Town and the Village if authorized by the Board.
 - ii. Members may receive per diem, mileage, and other necessary expenses incurred in performing their duties if authorized by the Board.
- g. Conflicts of Interest.
 - i. Board Members may not in the private capacity negotiate, bid for, or enter into a contract with the Board in which they have a direct or indirect financial interest.
 - ii. Board Members shall withdraw from Board discussion, deliberation, and vote on any matter in which the Library Board member, an immediate family member, or an organization with which the Library Board member is associated has substantial financial interest
 - iii. May not receive anything of value that could reasonably be expected to influence the member's vote or other official action.

5. DUTIES AND RESPONSIBILITIES OF THE BOARD

- a. The Board shall operate under the authority of Wis. Stat. § 43.58, as amended, and shall have all the powers and duties set forth in that statute. The Board shall plan for, implement and manage all library services, programs and activities, including the following:
 - i. Prepare and submit an annual budget to both governing bodies by October.
 - ii. Enter contracts within the scope of the approved budget.
 - iii. The Board shall supervise the administration of the Joint Library and shall appoint a librarian (the "Library Director"), who shall appoint such other assistants and employees as the Library Board deems necessary and prescribe their duties and compensation. The Library Board shall approve general job descriptions and wages of the Library Director and employees. Library employees shall be employees of the Village, who is the Fiscal Agent, for payroll and benefits.

- iv. The Board may receive, manage and dispose of gifts and donations as provided in Wis. Stat. § 43.58(7), as amended.
- b. Within ninety (90) days of its organization, the Library Board shall prepare and adopt a set of bylaws governing the operations and procedures of the Board.

6. OWNERSHIP OF ASSETS

- a. The library building shall be owned by the Village, with operational access granted to the Library Board for purposes of administration, programming, and day-to-day use.
- b. All costs for maintenance and capital improvements, including building repairs, system upgrades, and renovations, shall be shared between the Village and the Town in proportion to each municipality's equalized property valuation as of October 1 of the preceding year.
- c. The Library Board shall identify and include anticipated capital projects in the annual budget submitted to both municipalities. Any major capital project shall require prior written approval from both governing bodies.
- d. Notwithstanding the funding formula above, each municipality shall contribute not less than ten percent (10%) toward the cost of any capital improvement project exceeding \$10,000, unless otherwise agreed to in writing by both parties.
- e. In accordance with Wis. Stat. § 43.53(2)(b), if this agreement is discontinued, the Library Board shall ensure an orderly transition of services and disposition of property and assets.

7. FUNDING

- a. The Village and Town shall each contribute fifty percent (50%) of the total annual Library Budget Expenditures. All operating costs, capital expenses, and other approved expenditures of the Joint Library shall be funded on an equal basis, with each municipality responsible for one-half of the total amount.
- b. Annual contributions by the Town shall be paid according to the budget payment schedule, payable to the fiscal agent:
 - i. 50% of adopted Library budget Due January 10 every year.
 - ii. 20% of adopted Library budget Due April 1 every year

iii. 15% of adopted Library budget Due July 1 every year

iv. 15% of adopted Library budget Due October 1 every year.

8. FISCAL AGENT

- a. The Town shall act as the fiscal agent for the Joint Library, unless another entity mutually agreeable to the Village Board and Town Board is approved to act as fiscal agent. The Joint Board shall annually provide the Village and Town with an audited financial statement for the prior year's budget. This audit shall be completed concurrently with the Village's annual audit with the cost to be borne by the Joint Library as part of its annual budget.
- b. Fiscal agent responsibilities include, but may not be limited to, payroll and bill processing, benefit and financial administration, and insurance matters. The Town shall annually submit a budgeted amount to be included in the Joint Library's budget equal to the estimated actual cost of performing these duties. This amount shall be included in the Joint Library budget to be paid to the Town as reimbursement for performing the fiscal agent responsibilities.

9. MISCELLANEOUS PROVISIONS

- a. All notices, requests, consents, claims, demands, waivers, and other communications hereunder shall be in writing and addressed to the applicable clerk at the office of the Town and the Village.
- b. This Agreement may be amended only by mutual written consent of both governing bodies. Any amendment shall be approved by resolution of each municipality and executed by their authorized representatives.
- c. No oral statements or prior understandings shall have any force or effect. All modifications to this Agreement must be in writing and duly adopted by both parties to be valid and enforceable.
- d. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. If any provision is deemed invalid, illegal, or unenforceable, the Library Board shall negotiate to modify the Agreement while reflecting the original intent of all the parties.

10. TERM AND TERMINATION

- a. This Agreement shall remain in effect until terminated by mutual written consent of both parties, or by either party upon not less than one year's written notice to the other.

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Dated this _____ day of _____, 2025.

VILLAGE OF THERESA

By: _____
Jody Steger, President

Attest:

Becky Tellier, Clerk-Treasurer

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Dated this _____ day of _____, 2025.

TOWN OF THERESA

By: _____
Lloyd Hilgendorf, Chairperson

Attest:

Christine Steger, Clerk

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Finance & Personnel Committee Minutes

February 12, 2026, 8:30

Attendance: Trustees Brandenburg, Haack, Bodden, President Steger

Notable Attendees: Clerk Tellier, Chief Markus, Fire Commission Treasurer Giese

1. Meeting was called to order at 8:30am
2. Discussed Ambulance Committee and Service and Distribution of Equipment.
Brandenburg reported the committee was planning to meet to start closing the service and the TFD is looking over the inventory list for things they can use soon.
3. Discussed Library Board and joint agreement. Brandenburg reported the town had recently voted to be the fiscal agent going forward and they are still looking at the draft joint agreement.
4. Discuss Fire Commission updated. Commission Treasurer Giese gave an update on 2024 and 2025 financial numbers and plans for future tracking of expenses. There was not any update on the \$18,000+ in double billing.
5. Discuss changes to the Policy and Procedure Manual. Any changes to the sick leave policy and terminology will be brought back later in the year for the implementation on Jan 1, 2027.
6. Discussed administrative role progress.
7. Discussed current policies for submission of payroll, receipts and agendas with related reports.
8. Discussed full and part time staffing.
9. Discussed pending and future capital purchases and needs.
10. Discussed 2025 year-end carryovers. The year-end audit is still ongoing and we will come back to this after it is complete.
11. After reading of the reason for a closed session, Motion by Brandenburg 2nd by Haack to enter closed session. A roll call vote was taken.
12. Motion by Haack 2nd by Bodden to return to open session, motion passed.
13. Future agenda items:
 - a. 2025-year end budget and carryovers
 - b. Part time employee wage scale
14. Motion by Brandenburg 2nd by Haack to adjourn, motion passed.