

Public Safety Committee Minutes

AUGUST 24, 2026 6:30pm

Attendance: Trustee Haak and Trustee Bodden. Trustee Krapfl

1. The meeting was called to order at 6:30pm.
2. **Motion made by Haak, Seconded by Bodden to approve July 20th, 2026 Public Safety Committee Minutes, with spelling correction. Motion carried.**
3. Re-Codification Update- We are waiting on the fine structure from our attorney.
4. Police Dept Report- See packet
Call volume was up and there has been an increase in activity. The 5k and Street fest went well.
 - a. Disorderly with a vehicle- Village attorney is working on it (FAI)
 - b. Looking at what signs are needed. Barriers were donated and we are looking at plastic water fillable ones for purchase.
 - c. 2027 175 Street closure update. FAI
 - d. 175 Speed limit- State is doing a traffic study. Hwy P to the village will be 30mph.
5. Fire Commission Report-
 - a. Radio update- The county reports it could be 2-5 years for the system to be updated. The Sheriff is looking at possibly leasing radios to departments. FAI
 - b. Bylaws- FAI
6. Fire Department Report-
 - a. Fire truck specs are out with corrections. It will get sent out for bids.
7. Ambulance Committee Report- October 22nd meeting at 6:30 at the firehouse
8. Mayville EMS Report- nothing to report
9. **Motion by Haak, seconded by Krapfl to approve Operator's License for Alexis Polster. Motion Carried.** *and Kelly Durand*
10. There were no other permit requests
11. Update on Ambulance Advisory Committee Meeting- Innovation Grant—Becky and Kris are doing the work to save us money.
12. E-bike- FAI
13. Future Agenda Items-
 - Disorderly Conduct with a Vehicle
 - Re-Codification fine structure
 - 2027 175 Street updates
 - Fire Department radio update
 - Fire Commission Bylaws update
 - Village Ordinance 172-9 Fees for Fire Department
14. **Motion to adjourn at 6:51pm by Trustee Haak, seconded by Trustee Bodden. Motion Carried.**

Respectfully submitted by Chair Haak



August 26, 2026

To our Dodge County Municipal and Law Enforcement Partners,

The Dodge County Humane Society remains committed to animal welfare by providing care and shelter to animals throughout Dodge County. Over the past year, DCHS has taken in nearly 300 animals through stray pick-up services and law enforcement seizure. In addition, suitable homes were found for all adoptable animals and over 100 lost pets were reunited with their owners.

Attached please find the stray animal services contract offering for 2027. As we work to encourage municipalities to provide help for more animals, you will notice that the fee per animal decreases as more animals are covered.

Choosing to contract with DCHS benefits your municipality with both time and cost savings. The following are a direct result of the services that we are able to provide:

- Local law officials can be relieved of most of the calls and subsequent duties related to stray animals.
- Area citizens need not be burdened with the health hazards and safety issues related to stray animals.
- Municipalities do not have to house and feed stray animals for five days in order to be in compliance with state statutes.
- Owners of lost pets have a consistent and safe place to contact to reclaim their pet.

As part of this contract, we make the following commitments to you and your municipality:

- We guarantee that all animals will be handled in a humane way.
- We will make shelter staff accessible to you at all times. This will include use of our call system and also personal cell phone numbers of our Executive Director and other shelter staff.
- We agree to be the responsible agency and quarantine facility for all domestic animal bite cases. This includes compliance with all state requirements.
- We agree to assist your officers with any neglect or abuse calls including both domestic animals and livestock.

The Dodge County Humane Society is also happy to work with municipalities that do not feel a contract is right for them. In an effort to provide services for as many animals as possible, we are offering a per animal option. We will accept animals from non-contracted areas at a cost of \$700 per animal, as space permits. This fee helps to offset the costs of any necessary medical care the animal may need.

We appreciate the opportunity to be of service to you and believe that the attached contract accurately summarizes the significant terms of our agreement. The attached contract reflects our best efforts to streamline our services and our strong desire to partner with your municipality. If you agree with the terms as described, please sign the contract and return it to us. If you have any questions, please feel free to contact me.

Kensington Drinkwine
Kensie Drinkwine, Executive Director
Dodge County Humane Society



2027 STRAY ANIMAL CONTRACT

WHEREAS, the Village of Theresa desires to enter into a contract ("the Annual Contract") with The Dodge County Humane Society, Inc. for the care of stray and domesticated animals; and

WHEREAS, the Dodge County Humane Society is willing to agree to contract with the Village of Theresa to provide such services for the term and subject to the terms and conditions described below;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Village of Theresa (hereafter referenced as "the municipality") hereby enters into the following agreement with The Dodge County Humane Society, Inc. (hereafter referenced as "the humane society"), a Wisconsin not-for-profit Corporation, organized under Chapter 181 of the Wisconsin Statutes, without stock, located at N6839 State Road 26, Juneau, WI 53039, for the care of stray and domesticated animals (referenced as "the services").

In consideration for the humane society's agreement to provide the services during the term of this agreement, the municipality shall pay to the Dodge County Humane Society one of the following:

Please choose one of the following contract options:

- ☐ A lump sum of \$2,000. Covers up to 5 domestic stray animals. Animals in excess of 5 will be charged \$450/animal over 5.
- ☐ A lump sum of \$3,200. Covers up to 10 domestic stray animals. Animals in excess of 10 will be charged \$400/animal over 10.
- ☐ A lump sum of \$4,300. Covers up to 20 domestic stray animals. Animals in excess of 20 will be charged \$350/animal over 20.
- ☐ A lump sum of \$5,800. Covers up to 40 domestic stray animals. Animals in excess of 40 will be charged \$250/animal over 40.

Please choose one of the following approval options:

- ☐ Humane society must have approval before accepting any animal. In the event that a municipal representative cannot be reached, **Village of Theresa** authorizes the Executive Director of DCHS to act on your behalf in emergency situations.
- ☐ Humane society must have approval for each animal after the contract term has been reached.
- ☐ No pre-approval is needed before accepting animals.

(Municipality must provide contact list to humane society by January 1, 2027.)

1. **Other Fees and Charges.** In addition to the municipality's agreement to pay the sum(s) specified above, the municipality also agrees to pay all other fees and charges that it may incur under the terms of this agreement, including but not limited to pick-up and/or drop-off fees, after-hours drop-off fees, and all charges and fees associated with quarantines as provided in this agreement. All such fees and charges shall be billed to the municipality monthly and will be due and payable to the humane society no later than 15 days after the date of the invoice.
2. **Drop-Off and Pick-Up of Animals: Days/Hours, Fees, and Manner of Delivery.**
 - a. **Normal Hours.** On days that are not legal holidays, the humane society agrees to accept stray and domesticated animals during the following hours, which are subject to change upon notice by the humane society:

Monday/Wednesday/Friday	8:00am – 1:00pm
Tuesday/Thursday	8:00am – 7:00pm
Saturday	8:00am – 4:00pm
 - b. **Delivery of Animals.** The animals must be either (1) brought to the humane society by an agent of the municipality at the humane society's address as listed above; or (2) picked up by humane society staff when staff members are available to respond to requests for pick up, subject to the terms set forth in paragraph 2.c. and 2.d., below.
 - c. **Pick-Up Fee Normal Hours.** The humane society may, at its sole discretion and if it has staff available, agree to pick up an animal, during the normal hours listed in paragraph 2.a., above, for a fee of \$100. Staff members may not be available to respond to requests for pick up during all of the hours during which the humane society accepts animals by drop off.

- d. After-Hours Pick-Up Fee. The humane society may, at its sole discretion and if it has staff available, agree to accept an animal or to pick up an animal outside of the normal hours listed in paragraph 2.a., above. Any pick-up of an animal outside of the normal hours listed in paragraph 2.a., above, shall constitute an after-hours pick-up and shall be subject to an “after-hours” pick-up fee of \$200. The after-hours pick-up fee shall apply if the pick-up occurs outside of normal hours regardless of whether municipality’s request for an after-hours pick-up was made during normal hours.
- e. Hours for Public Redemption of Strays. The humane society shelter building will be open to the public for stray animal redemption during the following hours, subject to change upon notice:

Tuesday	12:00 – 7:00pm
Thursday	12:00 – 7:00pm
Saturday	12:00 – 4:00pm

- f. Drop-Offs by Police Officers. At its sole discretion, the humane society may allow the municipality’s police officers to drop off animals from contracted areas outside normal pick-up and drop-off hours by special arrangement with the humane society, the terms are subject to change on notice at the sole discretion of the humane society.
- g. Canceled Pick-Ups. If an animal is reclaimed by its owner and a request for pick-up is canceled prior to the arrival of humane society staff, there will be no pick-up fee. If a humane society staff member arrives at the designated location to pick up the animal, the appropriate pick-up fee will apply even if the animal has been reclaimed by its owner prior to the staff member’s arrival.
3. Drop-Off and Pick-Up of Animals: Containment. Any stray domestic animal must be contained in some manner so as to be easily approached and apprehended. The humane society may, at its sole discretion, attempt to capture a stray animal that is running at large.
4. Care of Relinquished Animals. Upon acceptance of an animal, the humane society will have sole responsibility for the animal(s) and the sole right to determine the means of its care, relieving the municipality of any further care for the animal(s), subject to the municipality’s responsibility to pay all applicable fees owed under this contract. The humane society will furnish and maintain facilities and equipment adequate for the humane care and treatment of the animals in compliance with Wisconsin laws and regulations concerning the humane treatment of animals. The humane society will use reasonable care to employ competent persons to perform the necessary functions of its shelter.

5. Stray Holding Period. The parties understand that Wisconsin law requires that stray dogs must be held for four (4) days plus the day of impoundment prior to disposition (adoption or euthanasia) and that notice of a stray animal must be provided in the county in which the animal is apprehended. Stray cats will be held for a minimum of four (4) days plus the day of impoundment prior to disposition. The holding period may be waived if a licensed veterinarian determines that an animal is so ill or injured that housing it for the lawful period will only prolong its death.
6. Stray Redemption by Owner. If an animal is redeemed by an owner in accordance with the procedures prescribed by Wisconsin Statutes, the owner will be required to pay any and all expenses incurred and/or fees charged by the humane society, including, but not limited to, veterinary costs and daily boarding fees. If an animal is not rabies vaccinated or licensed, an owner must sign a contract agreeing to have the pet rabies vaccinated and licensed by the deadline stated in the contract. If the municipality requests, and provides the humane society with a fax number, the humane society will fax a copy of the contract to the municipality for follow-up.
7. Records. Upon request, the humane society will submit a record showing the date each animal entered the shelter, where it was originally found, and how and when the animal was disposed of.
8. Bite/Rabies Quarantine; Seizures.
 - a. Known Owner. If an animal that is subject to a bite or rabies quarantine has a known owner, the animal will be held only if space is available at the shelter. The owner will be primarily responsible for daily boarding fees, travel time, charges incurred for veterinary checks on the animal(s), and all other fees and costs for the animal's care, as described in Paragraph 2 of Exhibit A to this agreement; however, if the animal has a known owner and an officer of the municipality requires the animal to be quarantined at the humane society and the owner is unable to pay the daily boarding fees, travel time, charges incurred for veterinary checks, and all other fees and costs associated with the animal's care, the municipality will be responsible for payment of all such fees and charges directly to the humane society.
 - b. Owner Unknown/Unavailable. Animals that must be held for rabies or bite quarantine will be held by the humane society if the owner is unknown or unavailable, and if space is available. In the event the owner is unable to be found or identified, the humane society will request reimbursement from Dodge County for quarantine, travel time, and veterinary expenses pursuant to Wisconsin Statutes Section 95.21(8). Any amount not reimbursed by Dodge County will become the responsibility of the municipality.
 - c. Policies, Fees and Charges. The humane society's current rabies/bite policies and the amounts of fees and charges for quarantine are attached hereto as Exhibit A;

however, all policies are subject to change on notice at the humane society's sole discretion.

- d. Seizures. Animals that are seized by a law enforcement officer can be housed at the humane society if space is available. If the animal has a known owner and an officer of the municipality requires the animal to be quarantined at the humane society, the municipality will be responsible for payment directly to the humane society for the daily boarding fees, travel time, charges incurred for veterinary checks, and all other fees and costs for the animal's care.

9. General Provisions.

- a. Inspection. Any official of any contracted municipality shall have access to the humane society shelter building for the purposes of inspecting the conditions of the shelter. Any such visits shall be conducted during normal staffed hours as listed in paragraph 2a.
- b. Indemnification. Each party agrees to indemnify and save harmless the other from all suits, claims and demands and actions arising out of its own alleged actions or inactions and agrees that it is solely responsible for its own operations, employees and agents.
- c. Effect of Waiver. If the humane society waives any term of this contract at any time, it will not constitute a waiver of the same term for other instances in which it might apply, nor will it constitute a waiver of any of the other provisions of this contract.
- d. Effect of Invalidity of Provision. If any provision in this contract shall be declared invalid, the remaining provisions shall continue in full force and effect.
- e. Entire Agreement. This document contains the entire agreement between the parties and the municipality warrants and represents that there are no statements or representations by any humane society representatives which are contrary to or which would vary or add to the terms of this agreement.
- f. Limited to Stray and domesticated animals. The term "stray and domesticated animals for purposes of this agreement includes dogs, cats, rabbits, hamsters, and domesticated gerbils, mice, rats, certain snakes, and birds. It does not include any other animals, including but not limited to livestock, wild or exotic animals or birds of prey.

- 10. Additional Services. The humane society may, upon request by the municipality, and at the humane society's sole discretion, agree to perform additional or ancillary services or services in extraordinary circumstances beyond those contemplated as within the

normal scope of this agreement. The municipality will pay to the humane society a reasonable or hourly reasonable and customary fee in an amount determined by the humane society as appropriate for additional services under the circumstances of each such request.

11. Term; Binding Effect. The term of this agreement shall be for a period of twelve months, commencing January 1, 2027 and expiring December 31, 2027. Therefore, services provided by the humane society to the municipality will be governed by the terms of this agreement commencing January 1, 2027 and continuing through December 31, 2027. However, this agreement shall be binding upon the parties hereto as soon as it is legally executed by resolution and approved by the municipality and when executed by the humane society.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the dates indicated below:

Village of Theresa

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

The Dodge County Humane Society, Inc.

By: *Kensington Drinkwine* Title: Executive Director Date: 8/26/26

Exhibit A – Rabies/Bite Quarantine Policies, Fees and Charges*

1. Owned animal up to date on rabies vaccination, not vicious: Not required to be quarantined at a facility; owner can quarantine at home with the following provisions:
 - a. THREE veterinary checks are required: one within 24 hours of bite; a second check thereafter but before 10 days elapse from the date of the bite; and a third on 10th day after the bite. The owner is responsible for veterinary charges for all visits.
 - b. The animal must be kept separate from other animals and have minimal human contact. This means no playing in a yard that is not securely fenced, no walking a dog outside the yard, and no playing with other dogs or cats.
 - c. If there are multiple animals in the home, the animal must be kept in a separate room or crated.
2. Owned animal not up to date on rabies vaccination, not vicious: Must be quarantined off site (not at the home). If the animal will be quarantined at the humane society. Fee is \$400.00-600.00. Owner is responsible for the applicable fees at time of drop off.
3. Owned animal considered vicious (whether up to date on rabies or not): Bite euthanasia is an option. Animal can be immediately euthanized and the head sent in to the state for evaluation. Fee is \$900.00-1,200.00. Owner is responsible for the applicable fees at time of drop off.
4. Unknown owner: After applicable stray hold period is up, charges as listed in paragraphs 2-3 will apply; however, prior to billing the municipality for the charges, the humane society will attempt to bill the county, per state law. If the animal is injured or considered vicious, a veterinarian will be consulted as to whether the stray hold can be waived.

*If state statute or state or local health department directive requires a course of action inconsistent with these policies, they shall be deemed modified to the extent of such statutory or health department directive only, and all remaining portions of these policies, fees and charges shall remain in full force and effect.

Village of Theresa Board Presentation Packet

Proposed Residential Property Maintenance, Outdoor Storage, Parking, and Recreational Equipment Ordinance

Prepared for: Village of Theresa Board of Trustees

Prepared by: Joseph Geracie

Address: 250 Highlander Blvd., Theresa, WI 53091

Phone: 262-689-9097

Date: September 10, 2026

Executive Summary

Residents have expressed concerns regarding:

- Long-term outdoor storage of trailers and equipment.
- Parking of vehicles on lawn areas.
- Excessive accumulation of outdoor materials visible from public streets.
- Placement of large recreational structures in front yards.
- Preservation of neighborhood appearance and property values.

The Village currently regulates junked, wrecked, unlicensed, and inoperable vehicles and trailers. However, current code does not comprehensively address lawful but excessive outdoor storage, parking on lawns, or placement of large recreational structures in front yards.

[\[villageoftheresa.com\]](http://villageoftheresa.com)

This proposal establishes clear, objective standards while protecting ordinary family activities and existing installations.

Existing Village Ordinance

The Village currently prohibits storage of:

- Junked vehicles
- Wrecked vehicles
- Unlicensed vehicles
- Inoperable vehicles
- Disassembled vehicles

- Junked trailers
- Vehicle parts
- Tires
- Inoperable appliances

on residential property for more than ten (10) days. [\[villageoftheresa.com\]](http://villageoftheresa.com)

The ordinance provides enforcement authority through notice, citation, removal, and penalties. [\[villageoftheresa.com\]](http://villageoftheresa.com)

Purpose of Proposed Ordinance

The proposed ordinance seeks to:

1. Protect neighborhood character.
 2. Promote public safety.
 3. Maintain property values.
 4. Reduce visual clutter.
 5. Provide objective standards for enforcement.
 6. Apply equally to all residential properties.
-

Legal Authority

The Village may adopt regulations protecting public health, safety, welfare, and community appearance pursuant to municipal police powers under Wisconsin law.

This ordinance is intended to be adopted pursuant to:

- Wis. Stat. § 61.34 (Village Powers)
 - Wis. Stat. § 62.23 (Zoning Authority)
 - Wis. Stat. § 61.35 (Village Planning and Zoning Authority)
 - Wisconsin municipal police power authority
-

Discussion Draft for Attorney and Plan Commission Review

Draft Chapter Number to Be Assigned by Village Staff

Residential Property Maintenance, Outdoor Storage, Parking and Recreational Equipment

Section 1

Legislative Findings

The Village Board finds that excessive outdoor storage, parking on lawn areas, and placement of large recreational structures in front yards may:

- Reduce neighborhood appearance.
 - Create traffic visibility concerns.
 - Interfere with neighboring property enjoyment.
 - Negatively affect property values.
 - Create maintenance and nuisance concerns.
-

Section 2

Equal Application

This ordinance shall apply equally to:

- Owner-occupied properties
- Rental properties
- Seasonal residences
- All residential zoning districts

No distinction shall be made based upon ownership or tenancy status.

Section 3

Definitions

Approved Parking Surface

A surface consisting of:

- Asphalt

- Concrete
- Pavers
- Village-approved equivalent materials

Trailer

Any:

- Utility trailer
- Cargo trailer
- Camper
- Recreational vehicle
- Boat trailer
- Similar towable equipment

Recreational Equipment

Includes:

- Swing sets
 - Playsets
 - Trampolines
 - Above-ground pools
 - Portable pools exceeding 24 inches in depth
 - Playground structures
 - Climbing structures
-

Section 4

Vehicle and Trailer Parking

No motor vehicle, trailer, camper, recreational vehicle, or boat shall be parked on:

- Grass
- Lawn areas
- Landscaped areas
- Unimproved ground

for more than seventy-two (72) consecutive hours.

Permitted parking locations include:

- Driveways
- Approved parking pads
- Garages

Section 5

Front Yard Storage Restrictions

The following shall not be stored within the required front yard except on an approved driveway:

- Utility trailers
 - Cargo trailers
 - Boats
 - Campers
 - Recreational vehicles
 - Construction equipment
 - Machinery
 - Building materials
-

Section 6

Outdoor Storage Restrictions

The following items shall not be stored outdoors when visible from a public street:

- Vehicle parts
- Tires
- Scrap metal
- Pallets
- Appliances
- Indoor furniture
- Construction debris
- Demolition materials

Outdoor storage shall be considered excessive when:

- Occupying more than twenty percent (20%) of the required front yard; or
 - Exceeding six (6) feet in height; or
 - Remaining in place more than thirty (30) consecutive days without active residential use.
-

Section 7

Recreational Equipment Placement

The following structures shall not be located in a required front yard:

- Swing sets
- Permanent playsets
- Trampolines
- Above-ground pools
- Sports courts
- Climbing structures

Permitted locations shall be:

- Rear yards
- Side yards

Temporary children's equipment under four (4) feet in height shall be permitted.

Examples include:

- Small slides
 - Ride-on toys
 - Toddler play equipment
-

Section 8

Visibility Requirements

No structure, equipment, trailer, or storage area shall obstruct:

- Intersections
 - Sidewalks
 - Driveways
 - Public right-of-way visibility
-

Section 9

Existing Nonconforming Uses

Any recreational equipment, trailer placement, or storage arrangement legally existing before adoption of this ordinance shall be considered a lawful nonconforming use.

Such uses may remain until:

- Removed
 - Replaced
 - Relocated
 - Enlarged
 - Substantially altered
-

Section 10

Notice and Compliance

The Village shall provide:

1. Written notice.
2. Description of violation.
3. Twenty-one (21) days to correct.

Emergency hazards may be addressed immediately.

Section 11

Appeals and Hardship Relief

Property owners may appeal enforcement actions to the Village Board.

The Board may grant relief where strict application would create:

- Practical difficulty
- Exceptional circumstances
- Unnecessary hardship

provided the relief is consistent with public safety and welfare.

Benefits to the Village

Neighborhood Appearance

Provides consistent standards for residential properties.

Property Values

Reduces visual blight and excessive outdoor storage.

Fair Enforcement

Uses objective standards instead of subjective judgments.

Family Friendly

Allows normal family activities while regulating large structures.

Legal Defensibility

Applies equally to all residents and includes due-process protections.

Resident Request

I, Joseph Geracie, respectfully request that the Village Board consider this proposal for a Residential Property Maintenance, Outdoor Storage, Parking and Recreational Equipment Ordinance. The purpose of the proposal is to establish fair, objective, and enforceable standards that protect neighborhood character, public safety, and property values while preserving reasonable residential use of private property.

Requested Action

Motion Requested:

Direct the Village Attorney, Plan Commission, and Village Staff to review the attached ordinance proposal and prepare recommendations for consideration by the Village Board at a future public meeting.

Supporting Reference

- Village of Theresa Code, Article I, "Junked Vehicles and Appliances," already regulates junked, inoperable, wrecked, and unlicensed vehicles, trailers, vehicle parts, tires, and appliances stored on residential property. [\[villageoftheresa.com\]](http://villageoftheresa.com)

Submitted by

Signature: _____

Joseph Geracie

250 Highlander Blvd.

Theresa, WI 53091

Phone: 262-689-9097

Date signed: _____



Theresa Police Department Monthly Report

September 2026

Incidents: August 2026

INCIDENTS	Theresa PD	Sheriff's Office	Notes
Accident PDO / Deer			
Alarm			
Assist motorist	1		
Assist Agency	2	2	
Animal	1		
Bar Check	8	4	
Building/Park Checks	126		
Child Custody	1		
Civil Matter	1		
Death Investig	1		
DPW			
Domestic			
Emerg Detention			
EMS Request	1		
Family trouble			
Fireworks			
Fraud			
Found Item			
Hangup		2	
Harassment			
Information	1		
Intoxicated Driver/ Per	2		
Lost item	1		
Miscellaneous	4	2	
Mutual Aid			
Neighbor Dispute	3		
Noise Complaint			
Ordinance Viol	25		
Open records	1		
Parking	5		
Search warrant	1		
Sex Offense	1		
Suspicious person	1	1	
Violate RO			
Theft	1		
Theft of vehicle			
Traffic assign/direct	4		



Theresa Police Department Monthly Report

September 2026

Traffic Complaint			
Traffic Stop	7		
Violate RO			
Warrant Check			
Walk &Talk/Foot Patrol	22	1	
Welfare Check	1		
Total	234	14	

Theresa PD VIOLATIONS	CITATIONS	WRITTEN WARNINGS
Parking Violation	1	
Non-Traffic citations	7	
Vehicle Violation	6	

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. Training completed for the year
 - d. National night out
 - e. 5k run
 - f. Augtoberfest
 - g. Tractor pulling
2. The following tasks are in Progress:
 - a. Review of village incidents and approval of reports.
 - b. Camera System installation
 - c. Ordinances

Next projects:

- A. Future of the plans of Police Department building.
- B. Speed limits & School Zone on Milwaukee Ave

Theresa Fire Commission Meeting Minutes May 19, 2026

Meeting called to order at 6:02 by President, Karrie Isken

In Attendance: Karrie Isken, Rodney Justman, Roy Zastrow, Connie Schaumberg, Fire Department Representatives: Chief Warren Stanke, Scott Bernhard, Ryan Koll and Gene Koll.

Secretary Report: The minutes of the March 31st meeting were approved as read.

Treasurer's Report: The treasurer's report was not available due to the resignation of the treasurer Chris Giese effective May 5. A copy of Giese's resignation letter was shared with the group. The village is actively seeking a replacement for her. During the interim, Isken will sign checks for statements due, with Schaumberg cosigning. Isken will contact Theresa's Village Clerk-Treasurer Becky Tellier for status updates.

Old Business:

- A. Discussion of April 2026 Audit, selection of members needed, date and venue and selection of form to use per guidelines. Audit took place April 28, 2026 as planned.**
Committee members included a representative from the Fire Department, Village and Township of Theresa in the Fire Department meeting room.
- B. Review and discussion/approval of Bylaw changes and submit changes to Village and Town boards.**
Proposed changes approved and forwarded to village/township boards at March meeting. Awaiting approval prior to commission vote and use.
See attached.
- C. Discuss status of identifying duplicate billings found and actions to be taken or that been taken for corrections needed. Request update from Fire Department Secretary, Natalie Malicoat.**
Tabled. Awaiting specifics from Malicoat.
- D. New overhead garage doors are installed.** No discussion.

New Business:

- A. Review and discussion of the 2025 Audit conducted on 4/28/26 and approval of minutes. Send to Village once approved.**
Discussion of the April Audit was limited due to the absence of Andy Pike, the Fire Department representative. Additional committee members included, Dave Brandenburg, Village Trustee, and Peter Buske, 2nd Supervisor of Theresa Town Board. Giese provided a summary of the meeting, which she attended to assist in familiarizing the group with the new accounting system, and to answer questions. Others in attendance included Rodney Justmann and Stephanie Justman. See attached sheet for details. Specifics on how duplicate billings and overpayments will be handled by the department was delayed due to the fire department's secretary, Natalie Malicoat being out due to a health condition. Warren Stanke assured the group that once he has the details, it will be taken care of with the municipal entities.

B. Due to absence of board member (s) and resignation of Treasurer Giese, we will postpone voting of officer positions. No discussion.

C. Additional new business?

1. Lengthy discussion on major purchases not included in this year's budget led by Stanke, Bernhard, Gene and Ryan Koll.

A. Portable and Mobile Radio Replacement

- State grant available until 3/31/27
- Current equipment obsolete – Purchased in 2007
- Incompatible with digital interoperability
- Past bid almost \$300,000 (with grant \$121,151.60)
- Additional \$5,342.95 for Multi Band dual head mobile base unit
- Letter sent to Village and Township boards making official request 5/19/26

B. New fire truck

- Would replace Rescue 3455 and Pumper 3462
- Pumper 3462 requires constant costly repairs
- Prices will only keep going up – Current estimates \$1.5 million
- Once approved, price to our specifications, bids would go out to other firms
- Village and Township will be approached in the near future

Funding concerns were voiced. Fundraising would not be an available option.

Department consolidation? Municipal entities contracting with fire department?

The department would like to go forward with seriously researching the option.

2. Schaumberg commented on the aggressive manner that the Police Chief addressed/interrogated Giese while investigating the overpayments.

Some of the members were unaware of the way Giese was treated. Members who were aware of what was happening agreed the matter was handled very inappropriately.

Schaumberg will draft a letter from the board to approve and sign.

D. Meeting was adjourned 6:59 PM.

Minutes submitted by Connie Schaumberg, Secretary Fire Commission

Next meeting July 21, 2026 6:00 PM



August REPORT

TOTAL CALLS FOR 2026:

1023

Municipality	August	Year to Date
City of Mayville	81	588
Town of Leroy	5	36
Town of Lomira	6	51
Town of Theresa	6	47
Village of Iron Ridge	9	35
Village of Lomira	23	150
Village of Theresa	8	70
Mutual Aid	2	12
IFT	2	34

Unit	August	YTD
1 st	116	838
2 nd	22	159
3 rd	4	26
4 th	0	0

Contact Us: 920-387-7989 
www.mayvillecity.com 

Thank you for your
continued support!



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

Mayville EMS Monthly Update-August 2026

August Call Volume

During the month of August, Mayville EMS responded to 8 calls within the Village of Theresa, bringing our year-to-date call volume to 70 calls.

First Responder Vehicle – Unit 2958

We are excited to announce that our 2958 first responder vehicle is now completed and officially on the road.

This vehicle provides Mayville EMS with an additional resource to respond to critical calls. It allows additional EMS personnel to respond directly to the scene and provide support to the ambulance crew, particularly on calls where additional staffing is needed.

This added resource strengthens our ability to provide care quickly and efficiently throughout the communities we serve.

Quarterly Medical Control Training

Mayville EMS recently completed our Quarter 3 training with Medical Control. All staff were required to participate in skills training and complete hands-on skills review with Dr. CJ and AI.

These quarterly training sessions are an important part of maintaining our clinical readiness and ensuring that our providers remain proficient in the skills necessary to provide. Chief Markus and I have been discussing having the officers attend our training to keep them up on their skills.

We would also like to recognize Al, who has worked closely with Dr. CJ and our team, as he prepares for his retirement in November. We appreciate the time, knowledge, and support he has provided to Mayville EMS.

Al is currently working to identify and transition a new person into the position to help ensure continuity of our medical control training and support.

Growing Our EMS Team

Mayville EMS is also pleased to announce that we have hired another EMT who recently completed our EMS Training Center program.

He has started his training with Mayville EMS and will be riding on the ambulance as a student while completing his orientation and field training. We are proud to see our Training Center continue to help develop and prepare EMTs who are able to join our own EMS team and serve the communities in which we operate.

Looking Ahead

Mayville EMS continues to focus on strengthening staffing, expanding resources, and maintaining the highest standards of training and patient care. The updated first responder vehicle, continued medical control training, and growth of our EMS team are all important steps in ensuring we are prepared to respond when our communities need us.

Thank you to the Village of Theresa for your continued partnership and support of Mayville EMS. We are proud to serve the residents of Theresa and remain committed to providing reliable emergency medical services to the community.

Respectfully submitted,

Julie Staffin
Director
Mayville EMS

Public Works Committee Minutes

Aug 24, 2026, 6:30

Attendance: Trustees Brandenburg, Billings, Polster,

Notable Attendees: President Steger, DPW Director Jason Jacobitz,

1. Meeting was called to order at 6:30 pm by President Steger
 2. Motion by Billings, Second by Polster to approve the minutes from July 20, 2026 Meeting as presented. Motion Carried.
 3. Discussed daily DPW operations and work by MCO.
 4. Discussed chipsealing and line painting on Wisconsin and McArthur.
 5. Discussed the purchase and installation of a generator for well number 1.
 6. Update on 2027 Highway Milwaukee Street Construction Project.
 7. Discussion on Church Street Properties that have not replaced their sewer laterals yet after the road construction.
 8. Discussed Ordinance 2026-02 Private Well Abandonment
 9. Discussed the great looking brush pile and the work done there.
 10. Future agenda items included:
 - a. Generator for well 1
 - b. Public Works Garage Electrical and Plumbing
- Motion by Polster, Second by Billings to adjourn at 6:57pm.

Public Works Committee Minutes

Aug 31, 2026, 6:00

Attendance: Trustees Brandenburg, Billings, Polster

Notable Attendees: President Steger, DPW Director Jason Jacobitz,

1. Meeting was called to order at 6:00 pm
2. Discussed the 2026 and the preliminary 2027 budget.
 - a. Motion by Brandenburg, Second by Billings to recommend to the board the elimination of bulk pickup in 2027.
3. Motion by Polster, 2nd by Billings to enter into closed session. President Steger read the reason for the closed session (Employee Reviews)
4. Motion by Brandenburg, Second by Billings to leave closed session.
5. Motion by Steger, 2nd by Billings to adjourn at 7:50

meeting notes

From DPW Director <DPWDirector@villageoftheresawi.gov>

Date Thu 9/17/2026 12:21 PM

To C T <ct@villageoftheresawi.gov>

Public Works

Wisconsin and McArthur roads double chip sealed. Along with parts of Church st by the post office.

Crack filled east side of Rock River St. to prolong the life of the newer blacktop

Fix or straighten a bunch of road signs in the village.

Continuing maintenance on equipment and oil changes.

Water

Had a some water shutoffs early September that we could not find or physically shut off due to being buried in the ground for many years.

Well and Water Tower operating very good with no recent issues

Sewer

Clarifier #1 (original) we emptied out and took off line for now. Due to some exceeding limits of the DNR. Using one clarifier now and it seems to keep up and operating very well.

VILLAGE OF THERESA

VILLAGE BOARD MEETING MINUTES

August 24, 2026

The meeting was called to order by President Steger at 7 pm and the Pledge of Allegiance was recited. Roll call was taken and a quorum was present. President Steger reported that notice of the meeting was posted in accordance with the Open Meetings Law.

Motion by Trustee Brandenburg, second by Trustee Haak, approving the Regular Village Board Meeting Minutes from 7-20-2026 and the Special Village Board Meeting Minutes from 7-30-2026.

Community Development Block Grant (CDBG)

Tammy Hampton announced that the Village was awarded a \$1,000,000 CDBG grant for the Highway 175 project. The Village will begin drawing on the grant when construction begins; grant draws are typically permitted in 25% increments. The Village is still awaiting information regarding DNR funding and principal forgiveness and must provide a \$500,000 local match. If Safe Drinking Water and other eligible loan funding is awarded, those funds may be used toward the local match. Required documents are to be submitted by mid-October, with the project anticipated for October review and bidding tentatively planned for December.

Motion by Trustee Haak, second by Trustee Krapfl, to accept the \$1,000,000 CDBG award.

Motion carried, 7-0.

Dam Maintenance

Chuck Trauba met with Village Board Members on July 30 and discussed maintenance needs at the dam, including erosion and washout concerns near the south end and by the shed. Riprap and other stone may need to be placed or repositioned. The Board discussed whether material from the Highway 175 project could be reused for dam repairs. A maintenance plan will be developed for DNR review and approval, including work beneath the dam apron and shoreline stabilization. Old concrete would require removal of rebar before reuse. The washout on the north side may need to wait until completion of the Highway 175 project.

Motion by Trustee Brandenburg, second by Trustee Haak, to start the process for dam maintenance with the Department of Natural Resources. Motion carried, 7-0.

Other Business

Motion by Trustee Brandenburg, second by Trustee Bodden, to approve Resolution 2026-13: Authorizing a Loan from National Exchange Bank in the amount of \$140,000.00 for street improvements, security camera improvements, and electrical improvements. Motion carried, 7-0.

Brief discussion took place on Ordinance Chapter 167: Fee Schedule. *Motion by Trustee Brandenburg, second by Trustee Krapfl, approving the increases to the fee schedule as presented. Motion carried, 7-0.* The Board chose not to pursue a cat-registration requirement.

Library

The Library Board will meet September 8, 2026.

President's Report

The President relayed thanks from Joel Bernhard's family and thanked the Historical Society for Augtoberfest. The event was considered very successful and well run. The Police Department and Public Works assisted with the event. Approximately \$20,000 was raised for the Historical Society, and the location worked well.

Public Safety by Trustee Haak, Chair

Public Safety minutes were approved with a spelling correction. The municipal court fine structure is being reviewed by the attorney, with the goal of consistent fees for participating municipalities.

The 5K and Augtoberfest events went well, with strong attendance and no significant disturbances noted. Safety barricades were donated for the Augtoberfest event. Concrete barricades worked for the event but were difficult to move and delayed reopening the road. Water-filled plastic barricades and additional signage will be researched for future events. The Police Department and Village staff will review the inventory of barricades and signs and identify additional needs, including turn restrictions, business-direction signage and possible solar flashing lights.

Police call volume has increased from the 230s to approximately 299 calls, with both the number and duration of calls increasing. The department is also handling several significant cases.

The State will conduct a speed study on Highway 175 through the Village. A reduction to 30 mph from County Highway P into the Village along with a possible 25 mph limit in the downtown area.

The planned Highway 175 closure will require communication with affected businesses regarding detours, signage, parking and access. Angle parking or other options near businesses were discussed as possible ways to offset parking impacts.

Motion by Trustee Billings, second by Trustee Krapfl, to approve the Operator Licenses for Kelly Durand and Alexis Polster. Motion carried, 6-0 (abstain: Polster).

Fire Department

The Fire Department's portable radios are approximately 25 years old. Replacement parts are limited and several microphones have failed. Replacement costs and funding options will be discussed at the September joint budget meeting with the Town.

The County may purchase standardized radios and lease them to fire departments as part of the broader communications/tower project. The County has advised departments to hold off at this time. Karrie Isken asked whether County-purchased radios would support out-of-county

frequencies. The expectation is that the radios would handle all necessary frequencies, with the Fire Department controlling programming; Chief Markus will confirm.

Fire truck specifications are being corrected before being issued for bids. The estimated total cost discussed was approximately \$1.6 million.

Fire Commission bylaws remain under review. The Village will also look for an existing agreement defining financial and operational responsibilities among the Village, Town and Fire Department.

Ambulance Advisory Committee / EMS

No additional Ambulance Advisory Committee meeting has been scheduled regarding the Innovation Grant. Remaining donations and delayed billing revenue may require future Theresa Ambulance committee discussion.

Mayville EMS is expected to increase pricing as municipal rates and terms are brought into alignment.

Public Works by President Steger, Chair

MCO decided to take one clarifier out of service and operate the newer of the two clarifiers. Effluent levels were discussed.

The new hydrant and valve on Highland are complete. Skata-related issues were noted.

Scott Construction is expected back the first week of September to double-chip seal the small section of Church Street, Wisconsin Street and McArthur Street. A manhole on McArthur will require a riser. NR Asphalt will be contacted for line painting.

Work continues on a generator for Well No. 1 and electrical service to the building. Utilities will not use privately installed conduit for their facilities, although conduit could potentially be used for fiber optics or future purposes. Engineer JE Arthur is reviewing the possibility of conduit along the Highway 175/Milwaukee Street reconstruction project route and no cost is anticipated at this time. The consensus of the Board was to continue moving forward.

Businesses and others affected by the Highway 175 project should receive DOT communication regarding routes and other signage or access measures that may be implemented.

The private well ordinance was discussed. The DNR will be asked for a list of registered wells so the Village can identify active wells and contact owners regarding testing or abandonment requirements. *Motion by Trustee Haak, second by Trustee Billings, to approve the change to Ordinance 2026-02: Private Wells, changing the testing from every 10 years to every 5 years. Motion carried, 7-0.*

Entire trees are being brought to the brush pile. Staff will review how to regulate use of the brush pile and confirm that material is coming from Village residents.

Parks by Trustee Krapfl, Chair

The Board discussed whether to repair or remove the gazebo at Highlander Park. Repair would include joist and floor work and painting or staining. Removal was estimated at approximately

\$1,000 and was discussed as the least expensive option; the possibility of Fire Department assistance with removal was also raised.

The volleyball court is being used again now that the sand wasps have moved out. Prior extermination efforts were not effective, and chemical use was avoided because of bare-foot use of the area and the nearby sandbox. Sand-wasp traps were also discussed as ineffective.

The River's Edge Park pier needs attention. Jason will inspect the pier to determine whether it can be leveled and whether boards and railings can be replaced as maintenance of the existing structure. Pat McFadden will also be contacted regarding the prior Mayville class review.

Finance and Personnel by Trustee Bodden, Chair

Motion by Trustee Billings, second by Trustee Brandenburg, to approve the July bills in the amount of \$103,626.12 and payroll in the amount of \$24,999.52. Motion carried.

Motion by Trustee Polster, second by Trustee Billings, to approve the July budget-to-actual. Motion carried.

Motion by President Steger, second by Trustee Krapfl, to approve the July Treasurer's Report. Motion carried.

President Steger read the announcements.

Motion by Trustee Krapfl, second by Trustee Bodden, to convene in Closed Session at 8:12 pm, pursuant to Wis. Stat. § 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 Wis. Stat. § 19.85 (1)(c) to consider employment, compensation, and performance evaluation data of a public employee over which the Village Board exercises responsibility. Roll Call Vote: Brandenburg – Yes, Polster – Yes, Billings – Yes, Haak – Yes, Bodden – Yes, Steger – Yes, Krapfl – Yes. Motion carried, 7-0.

Adjournment

The meeting adjourned at approximately 9:15 p.m.

Respectfully submitted,

Becky Tellier, WCPC, MMC
Village Clerk-Treasurer

FIRST ADDENDUM TO SANITATION AND RECYCLING CONTRACT

Effective January 1, 2027

This First Addendum ("Addendum") is entered into by and between the Village of Theresa, Wisconsin ("Village"), and Harter's Lakeside Disposal, LLC ("Harter's").

WHEREAS, the Village and Harter's entered into a Sanitation and Recycling Contract dated August 16, 2022, for a term beginning January 1, 2023, and ending December 31, 2027 (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement regarding bulk-item pickup service and the related monthly charge;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Effective Date.** This Addendum shall take effect on January 1, 2027.
- 2. Discontinuation of Village-Provided Bulk Pickup.** Effective January 1, 2027, bulk-item pickup shall no longer be included in or provided through the Village's residential sanitation and recycling program under the Agreement.
- 3. Removal of Monthly Charge.** Effective January 1, 2027, the bulk-item pickup charge of \$1.18 per residential unit per month shall be removed from the amounts charged to and paid by the Village under the Agreement. Harter's shall not invoice the Village for this charge for service periods beginning on or after January 1, 2027.
- 4. Resident-Arranged Service.** Any resident seeking bulk-item pickup on or after January 1, 2027, shall be responsible for contacting and contracting directly with Harter's, or another provider permitted by applicable Village ordinance, and shall be solely responsible for all charges associated with that service. The Village shall have no responsibility for arranging, administering, or paying for such service.
- 5. Continuing Effect.** Except as expressly modified by this Addendum, all terms and conditions of the Agreement remain unchanged and in full force and effect. If this Addendum conflicts with the Agreement, this Addendum shall control.
- 6. Counterparts and Authority.** This Addendum may be executed in counterparts, each of which shall be deemed an original. Each signatory represents that they are authorized to execute this Addendum on behalf of the party identified below.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the dates written below.

HARTER'S LAKESIDE DISPOSAL, LLC

VILLAGE OF THERESA

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



FIRST ADDENDUM TO SANITATION AND RECYCLING CONTRACT

Effective January 1, 2027

This First Addendum ("Addendum") is entered into by and between the Village of Theresa, Wisconsin ("Village"), and Harter's Lakeside Disposal, LLC ("Harter's").

WHEREAS, the Village and Harter's entered into a Sanitation and Recycling Contract dated August 16, 2022, for a term beginning January 1, 2023, and ending December 31, 2027 (the "Agreement"); and

WHEREAS, the parties desire to extend the term of the Agreement and amend the Agreement regarding bulk-item pickup service and the related monthly charge;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. **Effective Date.** This Addendum shall take effect on January 1, 2027.
2. **Extension of Agreement.** The term of the Agreement is extended for five (5) additional years, beginning January 1, 2028, and continuing through December 31, 2032. The automatic continuation provisions contained in Section 3 of the Agreement remain otherwise unchanged and shall apply at the conclusion of this extended term.
3. **Discontinuation of Village-Provided Bulk Pickup.** Effective January 1, 2027, bulk-item pickup shall no longer be included in or provided through the Village's residential sanitation and recycling program under the Agreement.
4. **Removal of Monthly Charge.** Effective January 1, 2027, the bulk-item pickup charge of \$1.18 per residential unit per month shall be removed from the amounts charged to and paid by the Village under the Agreement. Harter's shall not invoice the Village for this charge for service periods beginning on or after January 1, 2027.
5. **Resident-Arranged Service.** Any resident seeking bulk-item pickup on or after January 1, 2027, shall be responsible for contacting and contracting directly with Harter's, or another provider permitted by applicable Village ordinance, and shall be solely responsible for all charges associated with that service. The Village shall have no responsibility for arranging, administering, or paying for such service.
6. **Continuing Effect.** Except as expressly modified by this Addendum, all terms and conditions of the Agreement remain unchanged and in full force and effect. If this Addendum conflicts with the Agreement, this Addendum shall control.
7. **Counterparts and Authority.** This Addendum may be executed in counterparts, each of which shall be deemed an original. Each signatory represents that they are authorized to execute this Addendum on behalf of the party identified below.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the dates written below.

HARTER'S LAKESIDE DISPOSAL, LLC

VILLAGE OF THERESA

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Amended and Restated
JOINT LIBRARY AGREEMENT

Theresa Village and Theresa Township approved to create, fund, and operate the Theresa Public Library jointly August 2, 1984 when the Joint Library Agreement was approved and signed. The 1982 Joint Agreement is an Intergovernmental Cooperation Agreement created with the intention to serve the needs of the public.

The Theresa Village and Township have mutually benefited, both financially and through the provision of services.

Theresa Village and Theresa Township have found it advisable to continue the operation and funding of the Theresa Public Library with the changes and amendments as set forth in this _____ date agreement.

This Amended 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 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. BOARD MEMBERSHIP

- a. The Board shall consist of seven (7) members, consistent with Wis. Stat. § 43.54, as amended.
- b. One liaison member of the Theresa Village Board shall be appointed by the Village of Theresa Village Board, subject to confirmation by the Village Board.
- c. One from the Township of Theresa members shall be appointed by the Town of Theresa Town Board, subject to confirmation by the Town Board.
- d. Two residents of the Village of Theresa appointed by the Village Board, such member shall be a resident of the Village of Theresa.
- e. Two residents of the Town of Theresa shall be appointed by the Town of Theresa Town Board, subject to confirmation by the Town Board, such members shall be a resident of the Township of Theresa.
- f. One member shall be the Superintendent of Lomira School District or a designated representative and subject to confirmation by the Village Board and Town Board.

2. 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.

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

Each Village and Town Board member will be contacted by the Municipality they represent every 3 years to renew or exit the position they hold on the Library Board.

3. GENERAL OPERATION OF THE BOARD

The Library Board's By-laws stating the following will be as follows:

1. The officers shall be President, Treasurer and Secretary, elected at the April meeting.
2. Officers shall serve a term of one year and may be re-elected.
3. The President will call and preside at meetings of the Board and execute duties authorized by the Board. If the President is absent, the President will appoint a voting member to preside. The Secretary will keep an accurate record of Board meetings and perform duties associated with the office. The Treasurer will deposit gift monies in the Theresa Public Library bank account and is responsible for library acquisitions selected by the Director. **The Fiscal Agent Representative, Town Chairman or Town Treasurer must sign Budget checks.** The Library Treasurer and Board President must sign Non budget checks. (Adopted July 2022)

Amended/approved March 2026

4. 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.
5. The Treasurer shall have maintenance of the special library funds and income outside the appropriations in charge of the village treasurer and shall sign checks on the account on the authorization of the Board.
6. 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.
7. 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.
8. No compensation shall be paid to the members of the Board, except as follows:
 - a. 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.
 - b. Members may receive per diem, mileage, and other necessary expenses incurred in performing their duties if authorized by the Board.

Conflicts of Interest.

- c. 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.
- d. 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
- e. May not receive anything of value that could reasonably be expected to influence the member's vote or other official action.

4. 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:
- b. Prepare and submit an annual budget to both governing bodies by October.
- c. 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 **Town of Theresa, who is the Fiscal Agent, for payroll, benefits, bills, paying insurance and other fiscal agent duties.**

5. OWNERSHIP OF ASSETS

On date August 11th, 1989 John and Ruth Burns donated nearly five acres of land, including the entry road to The Village with the purpose of building a library.

- a. The Theresa Library Board owns the Library Building. The current Library building was built in 1990. The Village of Theresa paid \$65,000, Town of Theresa paid \$65,000, the Theresa Public Library Board raised \$10,000, a patron bequeathed \$20,000, and the Library Board used \$12,000 from money set aside from donations and remaining dollars from past budgets. (possible addendum)

- b. All costs for maintenance and capital improvements, including building repairs, system upgrades, and renovations, shall be shared between the Village and the Town at agreed upon formula. Currently at 50/50.
- c. **The Village and Town of Theresa will provide the determined amount yearly towards the Theresa Public Library Capital Improvement fund. Currently \$700. Theresa Public Library will have total control of this fund which will be solely used for Capital Improvement projects.**
- d. **The Village of Theresa agrees to continue to provide maintenance assistance, Lawn mowing care, and snow removal, at no cost to the Theresa Public Library.**
- 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.
In the event of dissolution of the joint library system the building will be appraised and sold at the appraised value to either municipality or outside interest with the proceeds being divided equally by the Town of Theresa and Village of Theresa. The property that belonged to the Village of Theresa before the Joint board was formed shall be returned to the Village of Theresa, and the property that belonged to the Town of Theresa before the Joint board was formed will be returned to the Town of Theresa. All jointly held property that had been appropriated to the joint board after the formation of the joint library board shall be divided equally.

6. 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. The Annual Appropriation of funds shall at least be equal to the amount which the Town of Theresa would be required to pay toward the county library tax levy if the Town of Theresa were not exempted from such a levy by the terms of section 43.64(2) of the Wisconsin State Statutes.
- b. Annual contributions by the Village and Town of Theresa shall be paid according to the budget payment schedule, The annual contribution shall be paid to the Town of Theresa.
 - 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.

- c. The Library Board shall have exclusive control of the expenditures of all money collected or donated or appropriated for the library fund; exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to or otherwise acquired by the Village for the Library purpose.
- d. **The Village of Theresa will provide property and liability insurance with the library paying its proportional share of that premium.**

The Fiscal Agent (Town) will provide workers Comp insurance)

The history of this item is discussed in the addendum.

7. 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 Town's annual audit with the cost to be split 50/50 between the Town and Village of Theresa as part of their annual budget.
- b. **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.

Approved January 20th, 2026 Theresa Library Board, Town Board

Town of Theresa Approved February 2nd, 2026 Town of Theresa.

- c. The Theresa Public Library Board must approve the monthly bills. Payroll, utilities, and accounts that will incur interest or are deemed essential for operation will be paid each month without prior approval. Not to exceed the Budget.

8. 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. 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.

9. 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.**

Discussion... Will be reviewed every 5 years or at the request of participants of this agreement. Participants include Village of Theresa, Town of Theresa, Theresa Public Library Board.

Signature:

Village President
Date

Signature:

Town Chairperson
Date

Addendum Statements

It was suggested some of the possible changes to the agreement by the Library Board be added to the agreement as an addendum.

The Library Board feels it is important for the Boards to consider the items added to the draft joint agreement by the Library Board and to acknowledge past agreements.

Joint Agreement.

5.Ownership

On August 11th , 1989 John and Ruth Burns donated nearly five acres of land, including the entry road to The Village with the purpose of building a library. a. The Theresa Library Board owns the Library Building. The current Library building was built in 1990. The Village of Theresa paid \$65,000, Town of Theresa paid \$65,000, the Theresa Public Library Board raised \$10,000, a patron bequeathed \$20,000, and the Library Board used \$12,000 from money set aside from donations and remaining dollars from past budgets.

State Statute 43.58 Powers and duties.

(1) The library board shall have exclusive control of the expenditure of all money collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

Funding (d) History

In 2020, the Village of Theresa was granted permission to construct a new Village Hall attached to the Theresa Public Library. This approval was given by both the Library Board and the Town Board with specific stipulations: the Village's new building would maintain separate utilities, including its own water line, sewer line, internet service, and a dedicated parking lot.

However, the completed project did not fulfill those agreed-upon conditions.

The Village Hall does not have a separate water line, internet line, or parking lot. Notably, the Village's water line runs through the ceiling of the library

building.

Because of this shared infrastructure, the Library Board has concerns regarding liability and the feasibility of obtaining a completely separate property insurance policy. The physical connection created by the shared water line presents potential liability exposure and may complicate underwriting for separate coverage.

Currently, the Library's property, workers' compensation, and cyber liability insurance are combined with the Village's policy. Given the interconnected nature of the buildings and utilities—particularly the shared water line—it is our position that the most practical and protective course of action is to continue maintaining joint coverage under the Village's existing policy. The Library would continue to pay its proportional share of the premium.

This approach ensures continuous coverage, reduces liability gaps, and reflects the current structural realities of the connected facilities.

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.

[Remainder of Page Intentionally Left Blank]

Dated this _____ day of _____, 2025.

VILLAGE OF THERESA

By: _____
Jody Steger, President

Attest:

Becky Tellier, Clerk-Treasurer

[Remainder of Page Intentionally Left Blank]

Dated this _____ day of _____, 2025.

TOWN OF THERESA

By: _____
Lloyd Hilgendorf, Chairperson

Attest:

Christine Steger, Clerk

[Remainder of Page Intentionally Left Blank]



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

VILLAGE OF THERESA

DODGE COUNTY, WISCONSIN

RESOLUTION NO. 2026-14

A RESOLUTION ESTABLISHING COMPENSATION AND MILEAGE REIMBURSEMENT FOR THE VILLAGE PRESIDENT AND VILLAGE TRUSTEES

WHEREAS, § 96-7 of the Code of the Village of Theresa provides that the salaries of the Village President, members of the Village Board, and members of committees and commissions shall be established and fixed by resolution, unless otherwise provided and until changed pursuant to state law; and

WHEREAS, the current compensation for the Village President consists of annual compensation of \$1,000, compensation of \$75 for attendance at each Regular or Special Village Board meeting, and compensation of \$20 for attendance at committee meetings; and

WHEREAS, the current compensation for Village Trustees consists of annual compensation of \$600, compensation of \$65 for attendance at each Regular or Special Village Board meeting, and compensation of \$20 for attendance at committee meetings; and

WHEREAS, the Village President and Village Trustees may also be required to attend meetings and perform official duties on behalf of the Village outside of Regular or Special Village Board meetings, including meetings with engineers, consultants, grant writers, governmental agencies, attorneys, auditors, contractors, and other professional service providers; and

WHEREAS, the Village Board has reviewed the compensation provided to the Village President and Village Trustees and has determined that an adjustment in compensation is appropriate; and

WHEREAS, the Village Board desires to establish compensation for the Village President and Village Trustees in accordance with applicable Wisconsin law, including Wis. Stat. §§ 61.193 and 66.0505.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Theresa, Dodge County, Wisconsin, as follows:



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

1. Village President Compensation

The compensation for the office of Village President is hereby established as follows:

Annual Compensation: \$2400 per year

Regular or Special Village Board Meeting: \$100 per meeting attended

Committee Meeting: \$50 per meeting attended

Other Official Village Business Meeting: \$50 per meeting attended

The compensation established herein shall become effective upon commencement of the next term of office for Village President for which the compensation may lawfully take effect.

2. Village Trustee Compensation

The compensation for the office of Village Trustee is hereby established as follows:

Annual Compensation: \$1200 per year

Regular or Special Village Board Meeting: \$75 per meeting attended

Committee Meeting: \$50 per meeting attended

Other Official Village Business Meeting: \$50 per meeting attended

Because the terms of Village Trustees are staggered, the compensation established herein shall become effective for each Trustee upon commencement of the next term of the respective Trustee office for which the compensation may lawfully take effect.

Trustees beginning new terms in 2027 shall become eligible for the compensation established by this Resolution upon commencement of those terms. Trustees whose current terms continue into 2028 shall remain at their existing compensation until commencement of their respective new terms.

3. Other Official Village Business Meetings



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

For purposes of this Resolution, an “Other Official Village Business Meeting” means a meeting attended on behalf of the Village and in the discharge of official Village duties, including, but not limited to, meetings with:

- Village engineers or other engineering consultants;
- Grant writers or grant administrators;
- Representatives of the Wisconsin Department of Transportation or other federal, state, county, or local governmental agencies;
- Village attorneys or auditors;
- Contractors, consultants, or other professional service providers; or
- Other persons or organizations when attendance is reasonably necessary for the performance of official Village duties.

Compensation under this section shall not be paid for incidental conversations, telephone calls, routine correspondence, social events, or attendance at meetings or events unrelated to official Village duties.

4. Mileage Reimbursement

The Village President and Village Trustees shall be eligible for mileage reimbursement when use of a personal vehicle is reasonably necessary to attend an authorized meeting or conduct other official Village business **outside the corporate limits of the Village of Theresa.**

Mileage shall be reimbursed at the **then-current Internal Revenue Service standard business mileage rate** applicable on the date the travel occurs.

Reimbursable mileage shall be based upon the actual and reasonable miles traveled for Village business. Mileage reimbursement shall not be provided for travel to Regular or Special Village Board meetings, committee meetings, or other meetings occurring within the corporate limits of the Village of Theresa.

A mileage reimbursement request shall identify the date of travel, destination, purpose of the travel, and number of miles traveled and shall be submitted in accordance with the Village's normal reimbursement procedures.

5. No Duplicate Meeting Compensation



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

When a meeting qualifies for compensation under more than one category established by this Resolution, the Village President or Village Trustee shall receive only the single applicable meeting payment and shall not receive multiple meeting payments for the same meeting.

Mileage reimbursement, when applicable, is separate from meeting compensation and may be paid in addition to the applicable meeting payment.

6. Compensation During Existing Terms

Until the compensation established by this Resolution becomes effective for a particular elective office, the compensation currently applicable to that office shall remain in effect.

Nothing in this Resolution shall be construed to increase the compensation of an elected official during a term of office when such an increase is prohibited by Wisconsin law.

7. Effective Date

This Resolution shall take effect immediately upon adoption; provided, however, that any increase in compensation established herein shall become payable for each respective elective office only upon commencement of the applicable new term of office as provided by this Resolution and Wisconsin law.

Adopted this ____ day of _____, 2026.

Jody Steger, Village President

ATTEST:

Becky Tellier, Clerk-Treasurer

Vote:

Ayes: ____

Noes: ____

Abstain: ____

Absent: ____

**RESOLUTION APPROVING THE SALARIES AND COMPENSATION FOR VILLAGE BOARD MEMBERS
AND COMMITTEE MEMBERS**

Whereas, the Village President and Board of Trustees of the Village of Theresa, whether operating under general or special law may by a three-fourths vote of all the members of the Village Board determine that a salary be paid to the President, Trustees and Non-Village Board Members appointed or serving as representatives on committees, commissions or external boards.

Whereas, the salaries of the Village President and members of the Village Board shall not be increased or diminished during term of office.

Whereas, Non-Village Board Members serving on committees, commissions or external boards shall receive salaries on an annual basis, as declared below; effective January 1, 2012.

Whereas, the President, Trustees and Committee members shall not be compensated for attending committee meetings to which they are not appointed, unless they are invited to attend by a Committee Chairperson.

Whereas, the Village has the authority to pro-rate the annual base salary for the Village President and Trustees according to non-participation and/or unavailability.

Therefore Be It Resolved that the following elected officers and committee members shall be paid annually for their term of office as hereinafter provided in full compensation for their services.

- a. **Village President**. Commencing the third Tuesday in April 2013, the annual base salary for the Village President shall be \$1,250 per year plus an additional salary of \$75.00 for attendance at each meeting of the Village Board, plus \$20.00 per standing committee, commission or external board meeting (including any special committee created by the Village Board).
- b. **Trustees**. Commencing on the third Tuesday in April 2013, the annual base salary for Trustees shall be \$600 per year plus additional salary of \$65.00 for attendance at each meeting of the Village Board, plus \$20.00 per standing committee, commission, or external board meeting (including any special committee created by the Village Board).
- c. **Committees**. Members serving as "Village" representatives on any standing committee, commission or external board shall receive \$20.00 for attendance at each meeting (including any special committee created by the Village Board).

Passed and Adopted by the Village Board of the Village of Theresa, Dodge County, Wisconsin this 5th day of September 2012.

Signed:

George Marsh, Village President

Attest:

Pamela Koll, Village Clerk - Treasurer



Dodge County Land Resources and Parks Department

127 East Oak Street • Juneau, WI 53039
PHONE: (920) 386-3700 • EMAIL: landresources@co.dodge.wi.us
WEBSITE: co.dodge.wi.gov

DATE SENT TO VILLAGE:

SEPTEMBER 15, 2026

DEADLINE FOR VILLAGE RESPONSE:

OCTOBER 14, 2026

LETTER OF INTENT NOTIFICATION

Please find attached a copy of the minor subdivision letter of intent(s)
submitted to our department for approval.

NAME
MARIE RAUSCH-MAY

VILLAGE
THERESA
(TOWN OF THERESA)

ACTIVITY NUMBER
2026-0388

Please notify our department of your Village Board's position on the enclosed letter of intent. If your Village Board does not return the completed form by the above deadline or file a request that the County review be delayed until a date after which your Village Board has reviewed the proposal, we will assume that the Village Board is in favor of the land division request.

CONTACT: Land Resources & Parks Department
ATTN: Land Division
127 E. Oak Street
Juneau, WI 53039

Phone: (920) 386-3700 x2
E-mail: landresources@co.dodge.wi.us

VILLAGE RECOMMENDATION

APPROVE ☐

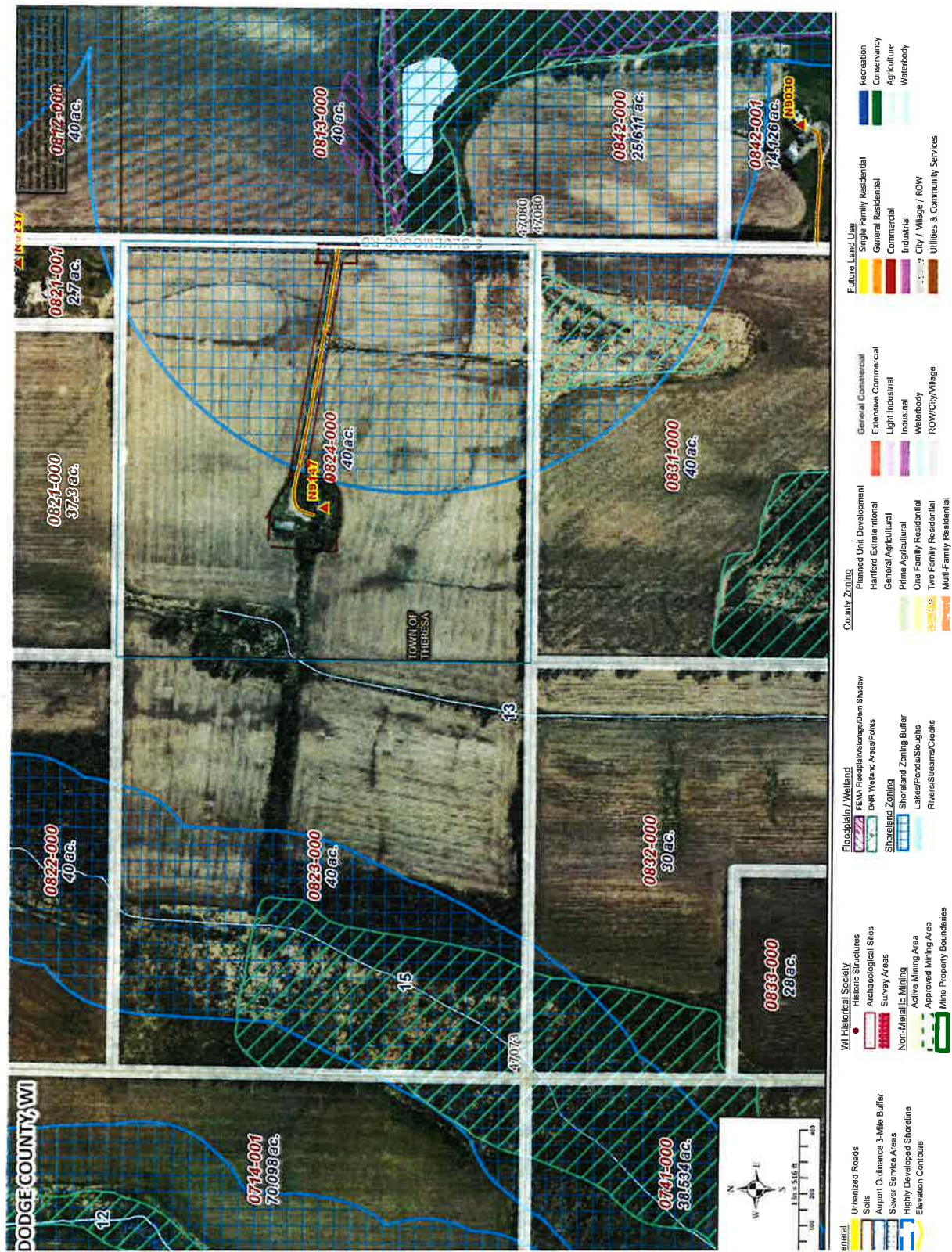
DENY ☐

NO RECOMMENDATION ☐

LAYOVER TO DATE: _____ ☐

COMMENTS: _____

VILLAGE REPRESENTATIVE





CERTIFIED SURVEY
MAP No. _____

WILLIAMSON SURVEYING AND ASSOCIATES, LLC
NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ,
PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE,
WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southeast 1/4 of
the Northwest 1/4 of Section 8, T12N, R17E,
Town of Theresa, Dodge County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of Dodge County, Town of Theresa and by the direction of the owners listed above, I have surveyed, divided, mapped, and monumented a correct representation of the exterior boundaries of the land surveyed and the division of that land, being located in part of the Southeast 1/4 of the Northwest 1/4 of Section 8, T12N, R17E, Town of Theresa, Dodge County, Wisconsin, more particularly described as follows:

Commencing at the North 1/4 Corner of said Section 8; thence S 00°01'22" E along the east line of the said Northwest 1/4, 1,951.30 feet to the point of beginning.

Thence continue S 00°01'22" E along said east line also being the centerline of S. Bluemound Road, 127.19 feet; thence N 79°22'59" W, 76.31 feet; thence N 00°01'22" W, 47.25 feet; thence N 79°47'10" W, 617.92 feet; thence S 08°51'37" W, 111.00 feet; thence S 68°17'22" W, 113.00 feet; thence N 82°14'00" W, 173.00 feet; thence N 08°31'14" E, 255.00 feet; thence S 82°00'19" E, 111.00 feet; thence S 61°20'33" E, 151.96 feet; thence S 79°47'10" E, 630.55 feet; thence N 00°01'22" W, 46.40 feet; thence S 79°22'59" E, 76.31 feet to the point of beginning. This parcel contains 91,314 sq. ft. or 2.096 acres and is subject to a public road right of way over the easterly 33 feet.

Williamson Surveying and Associates, LLC
by Noa T. Prieve // Chris W. Adams // Neil F. Bortz

Date _____

Noa T. Prieve S-2499
Professional Land Surveyor

PREPARED FOR:

MARIE RAUSCH
W156S7485 MARTIN COURT
MUSKEGO, WI 53150

SITE ADDRESS:
N9147 S. BLUEMOUNDS ROAD
MAYVILLE, WI 53050

NOTES:

1.) THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT FOR THE SUBJECT TRACT OR ADJOINERS AND IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND STATEMENT OF FACTS REVEALED BY EXAMINATION OF SUCH DOCUMENTS.

2.) WETLANDS AND FLOOD, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.

3.) NEW INGRESS & EGRESS EASEMENT RESERVING ONTO THE GRANTOR AN EASEMENT FOR INGRESS AND EGRESS FOR VEHICULAR AND FARMING IMPLEMENTATION.

SURVEYORS SEAL

Sheet 1 of 4

REVISION DATE: 9-3-2026 26W-269

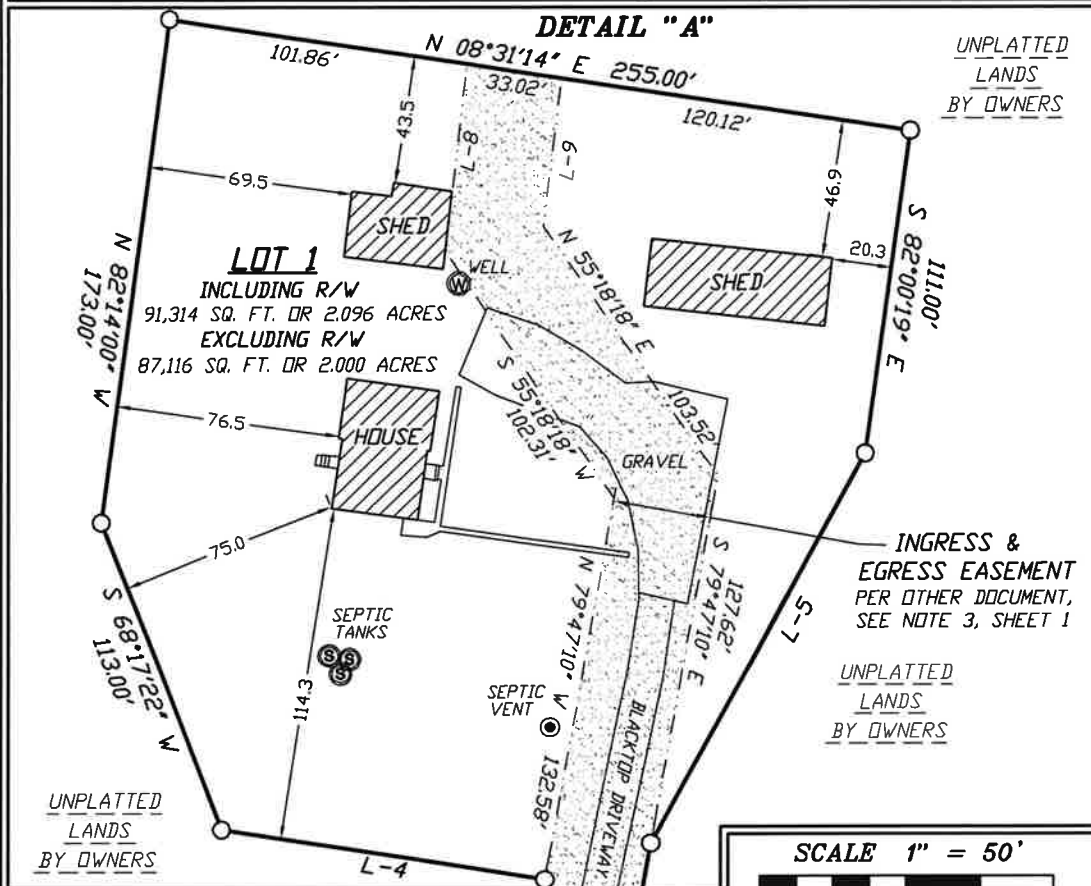


CERTIFIED SURVEY MAP

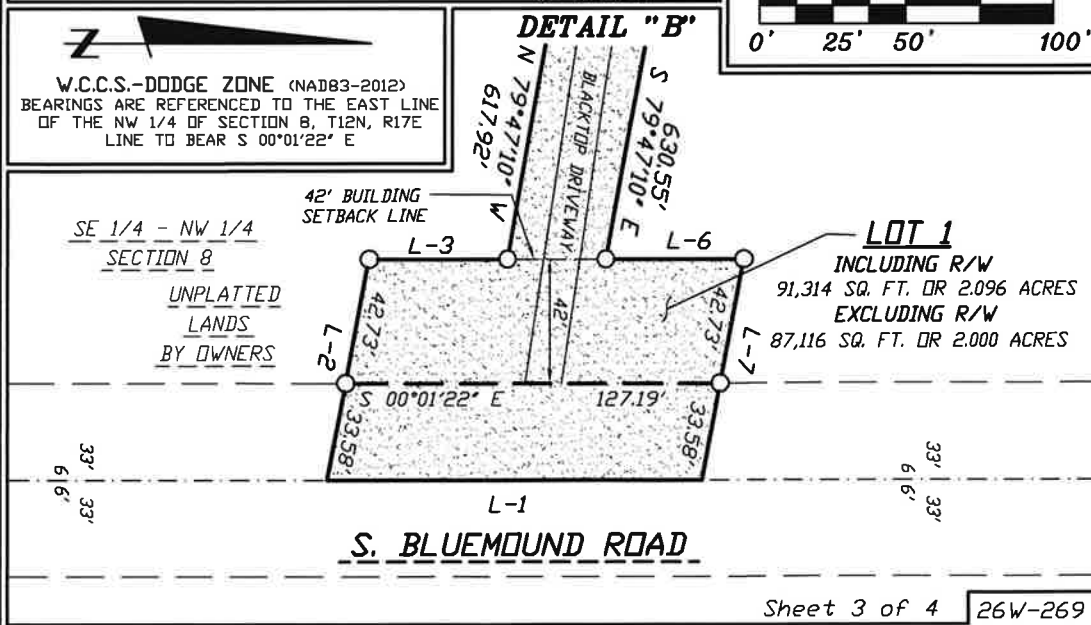
WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southeast 1/4 of the Northwest 1/4 of Section 8,
T12N, R17E, Town of Theresa, Dodge County, Wisconsin.



Z
W.C.C.S.-DODGE ZONE (NAD83-2012)
BEARINGS ARE REFERENCED TO THE EAST LINE
OF THE NW 1/4 OF SECTION 8, T12N, R17E
LINE TO BEAR S 00°01'22" E





CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southeast 1/4 of the Northwest 1/4 of Section 8,
T12N, R17E, Town of Theresa, Dodge County, Wisconsin.

VILLAGE OF THERESA APPROVAL

Resolved that this certified survey map located in the Town of Theresa is hereby
acknowledged and approved by the Village of Theresa on this _____ day
of _____, 20____.

Becky Tellier
Village Clerk

TOWN BOARD RESOLUTION

Resolved that this certified survey map is hereby acknowledged and approved by
the Town of Theresa on this _____ day
of _____, 20____.

Christine Steger
Town Clerk

DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT APPROVAL:

THIS LAND DIVISION IS HEREBY APPROVED BY DODGE COUNTY ON THIS
_____ DAY OF _____, 20____.

DODGE COUNTY LAND USE ADMINISTRATOR OR DESIGNEE-PRINT NAME

SIGNATURE



DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT

127 E OAK STREET • JUNEAU, WI 53039
 PHONE: (920) 386-3700 • FAX: (920) 386-3979
 E-MAIL: landresources@co.dodge.wi.us

MINOR LAND DIVISION LETTER OF INTENT FORM

THIS AREA FOR OFFICE USE ONLY	
Activity No.	Expiration Date
Application Date:	Receipt #:

Application Fee: \$75 (Non-Refundable)

NAMES & MAILING ADDRESSES *		PROPERTY DESCRIPTION			
Applicant (Agent) Williamson Surveying - Noa Prieve		Parcel Identification Number (PIN) * 042-1217-0824-000			
Street Address 104 A. West Main Street		Town Theresa	T 12 N	R 17 E	
City • State • ZipCode Waunakee, WI 53597		1/4 SE	1/4 NW	Section 8	Acreage of Parent Parcel * Acreage of Proposed Lot(s) 2
Property Owner (If different from applicant) Marie Rausch-May		Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)			
Street Address W156S7485 Martin Court		Site Address Of Property (DO NOT include City/State/ZipCode) *			
City • State • ZipCode Muskego, WI 53150		Is this property connected to public sewer? ☐ Yes ☒ No			
SURVEYOR INFO *					
Name and daytime phone number (include area code) of a surveyor we can contact if we have any questions about your application. Surveyor Name: <u>Noa Prieve</u> Daytime Phone (<u>608</u>) <u>255</u> <u>5705</u> Email: <u>noa@williamsonsurveying.com</u>					
CURRENT PROPERTY USE *			PROPOSED USE *		
☐ Vacant Property ☒ Single Family Residential ☐ Duplex (Two-Family Residential) ☐ Multi-Family Residential • Number of residential units: _____ ☐ Active Working Farm Operation ☐ Recreational / Wetlands / Wooded Parcel ☐ Business / Industrial / Commercial Use (Describe Below) ☐ Other (Describe Below) <u>They would like to separate the home from the Farm Land</u>			☒ Single Family Residential ☐ Duplex (Two-family Residential) ☐ Multi-Family Residential • Number of residential units: _____ ☐ Agricultural Use Only – No residential structures ☐ Open Space Recreational / Wetlands - No residential structures ☐ Business / Industrial / Commercial Use (Describe Below) ☐ Other (Describe Below)		
A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.					
CERTIFICATE *					
I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.					
Contact Person (Print) <u>Noa Prieve</u> Daytime Contact Phone (<u>608</u>) <u>255</u> <u>5705</u> Email: <u>noa@williamsonsurveying.com</u> Signature <u>Noa Prieve</u> Date <u>09-10-2026</u>					
OFFICE USE ONLY					
☐ CUP Required (App _____)		☐ REZONE Required (App _____)		☐ Restriction Release Required	
Notes:					
APPROVED ☐	DENIED ☐	LAND RESOURCES AND PARKS DEPARTMENT Date _____			

SKETCH MAP

INSTRUCTIONS

Sketch the proposed land division in the space provided below or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:

1. North arrow, date and scale;
2. Reference to a section corner or existing lot line;
3. The dimensions of the existing parcel;
4. The location and dimensions of the proposed lot(s);
5. The location of the existing and proposed lot lines;
6. The location and dimensions of any existing or proposed easements;
7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
9. The location of existing and proposed driveways;
10. Any other additional information pertinent to this land division;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)

Width _____

Rear property line OR Edge of water

(north arrow)

Length _____

Length _____

σ Right-of-Way Line of Road/Highway σ

Width _____

τ Center(line) of Road/Highway τ

Name Of Road/Highway _____

Minor Land Division Letter of Intent Application Instructions

An applicant may propose to divide land where the act of division creates not more than 4 parcels or buildings sites, including any remaining portion of the original parcel within a period of 5 years, whether done by the original owner or a successive owner, by use of the attached minor land division letter of intent form and a sketch map. If you intend to create more than 4 lots, the Major Subdivision Procedures must be followed. Please follow the instructions below to complete the minor land division letter of intent application form.

*** Indicates required field per Dodge County Land Use Code Section 2.3.9.B – Letter of Intent.**

1. Please use black or blue ink to complete this form;
2. Fill in the legal name and mailing address of the applicant and the person, firm, public organization or any other entity that owns the existing parcel;
3. Fill in the property description for the site and the parcel identification number (PIN). If the property contains more than one PIN, please list all of the numbers. The PIN is critical in the processing of this form, failure to provide the PIN will delay the review of this form. Your PIN can be found on your tax bill or you can contact our office for assistance in finding the PIN;
4. Fill in the "total acreage" of the existing parent parcel. The parent parcel would include all of the land that is owned by the owner at this location;
5. Fill in the acreage of the proposed lot(s). Use an additional sheet if necessary;
6. Fill in the Subdivision name and lot number or CSM # of the existing parcel, if applicable;
7. Fill in the Site Address of the existing parcel. If there is no site address at this time, please fill in the name of the road/highway that the proposed lot will have frontage on;
8. Answer the question regarding access to public sewer by checking the yes or no box;
9. Fill in the name, phone number, and email of the surveyor who will be performing the project. The surveyor should be the person completely familiar with the proposed land division;
10. Complete the "Current Property Use Section" – Check all that apply;
11. Complete the "Proposed Use" Section – Check all that apply. Use an additional sheet if necessary;
12. Complete the Certification Section, sign and date the application form and provide a telephone number where you can be reached;
13. **Sketch Map** – Complete the sketch map or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:
 1. North arrow, date and scale;
 2. Reference to a section corner or existing lot line;
 3. The dimensions of the existing parcel;
 4. The location and dimensions of the proposed lot(s);
 5. The location of the existing and proposed lot lines;
 6. The location and dimensions of any existing or proposed easements;
 7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
 8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
 9. The location of existing and proposed driveways;
 10. Any other additional information pertinent to this land division;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)

14. **Submit the application form, sketch map and the appropriate application fee (payable to Dodge County) to the address listed on the front of this form.**

Delinquent Taxes on Split Parcels - Should current or delinquent taxes be owed on parcels being split, Dodge County encourages property owners to make sure those taxes are paid before the split is processed and recorded. The original parcel "parent parcel" will most likely be deleted, and new parcels "child parcels" will replace the original. Any delinquent taxes owed on a deleted parent parcel will be transferred to the active child parcels by the Dodge County Treasurer's Office. Any questions on taxes, please contact the Dodge County Treasurer.

Additional information regarding the minor land division review and approval process can be found in the "Minor Land Division Information Sheet"

OTHER GOVERNMENTAL CONTACT INFORMATION

The following is a listing of town(ship) representatives and other governmental agencies you should contact for any permits that may be required from them — in addition to any Dodge County permits that may be required.

NOTE: This list has been provided as an aid and may not list all agencies with permitting authority regarding your proposed (construction) project. Property owners are responsible for obtaining all other permits that may be required from other governmental agencies.

TOWN CONTACT INFORMATION			
TOWN	WEBSITE	PHONE NUMBER	EMAIL
Ashippun	townofashippun.org	(920) 474-4781	townclerk@townofashippun.org
Beaver Dam	townofbeaverdam.org	(920) 887-0791	townclerk@bdtown.org
Burnett	townofburnett.com	(920) 689-2278	clerk@townofburnett.wi.gov
Calamus	townofcalamus.com	(920) 885-5718	clerk@tn.calamus.wi.gov
Chester	Not Available	(920) 318-9016	chester@townofchesterwi.gov
Clyman	townofclymanwi.gov	(920) 296-8749	clerk@townofclymanwi.gov
Elba	townofelba.com	(920) 728-0269	clerk@townofelba.wi.gov
Emmet	emmettownship.com	(920) 285-3459	clerk@emmettownship.com
Fox Lake	townoffoxlake.org	(920) 763-7910	clerk@townoffoxlake.wi.gov
Herman	townofherman-wi.gov	(920) 387-9322	clerk@townofherman-wi.gov
Hubbard	townofhubbard.com	(920) 349-3223	townofhubbard@gmail.com
Hustisford	townofhustisford.gov	(920) 349-8425	clerk@townofhustisford.gov
Lebanon	lebanondodgewi.gov	(920) 925-3522	clerk@lebanondodgewi.gov
Leroy	townleroy.com	(920) 583-4590	clerk@townofleroywi.gov
Lomira	townoflomira.gov	(920) 583-4011	clerk@townoflomira.gov
Lowell	townoflowell.com	(920) 927-5787	clerk@townoflowell.wi.gov
Oak Grove	Not Available	(920) 382-1927	clerk@tn.oakgrove.wi.gov
Portland	townofportlandwi.org	(920) 478-3724	portlandtownclerk@gmail.com
Rubicon	rubiconwi.gov	(262) 673-3413	clerk@rubiconwi.gov
Shields	townofshields.com	(920) 261-7154	clerk.townofshields@yahoo.com
Theresa	townoftheresawi.gov	(920) 488-4702	clerk@townoftheresawi.gov
Trenton	tn.trenton.wi.gov	(920) 763-4631	clerk@tn.trenton.wi.gov
Westford	townofwestfordwi.gov	(920) 285-0755	gail.white@townofwestfordwi.gov

OTHER CONTACTS		
AGENCY	CONTACT	PHONE No.
Wisconsin Department of Natural Resources	Waterways Call Intake	(608) 267-3125
U.S. Army Corps of Engineers	Brookfield Office	(651) 290-5732
U.S. Fish and Wildlife Service	Regional Office	(608) 742-7100
Dodge County Drainage Board	Charles Crave	(920) 285-3812
USDA – United States Dept of Agriculture	Farm Service Agency	(608) 662-4422

LOT 1 C.S.M.

A parcel of land located in part of the Southeast 1/4 of the Northwest 1/4 of Section 8, T12N, R17E, Town of Theresa, Dodge County, Wisconsin, more particularly described as follows:

Commencing at the North 1/4 Corner of said Section 8; thence S 00°01'22" E along the east line of the said Northwest 1/4, 1,951.30 feet to the point of beginning.

Thence continue S 00°01'22" E along said east line also being the centerline of S. Bluemound Road, 127.19 feet; thence N 79°22'59" W, 76.31 feet; thence N 00°01'22" W, 47.25 feet; thence N 79°47'10" W, 617.92 feet; thence S 08°51'37" W, 111.00 feet; thence S 68°17'22" W, 113.00 feet; thence N 82°14'00" W, 173.00 feet; thence N 08°31'14" E, 255.00 feet; thence S 82°00'19" E, 111.00 feet; thence S 61°20'33" E, 151.96 feet; thence S 79°47'10" E, 630.55 feet; thence N 00°01'22" W, 46.40 feet; thence S 79°22'59" E, 76.31 feet to the point of beginning. This parcel contains 91,314 sq. ft. or 2.096 acres and is subject to a public road right of way over the easterly 33 feet.

Village of Theresa
Clerk-Treasurer's Administrative Report
Meeting Month: August 2026
Prepared by: Becky Tellier, Clerk-Treasurer

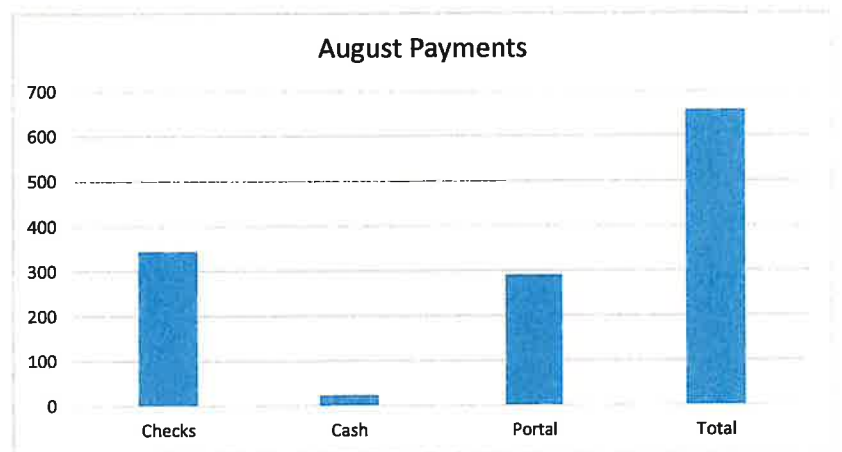
Regular Monthly Duties

- 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.
-

Projects & Notable Tasks – August

- **Ordinance Updates**
- **Administrative Research**
 - Research and provide Class 2 publication notices for 2 variance applications for Parcel: 1886-1217-1024-041
 - Notified 13 property owners of the public hearings on the variance applications
 - Post the agenda and notify all members of the Zoning Board of Appeals of the Public Hearings meeting date
- **CDBG**
 - Open new non-interest bearing bank account for use of CDBG Funds
- **Loan**
 - Notify National Exchange Bank of loan approval and send signed Resolution and draft Meeting Minutes
- **Technology Upgrades**
 - New Sonic Firewall Installed for continued security at Village Hall on August 17
 - New laptop for clerk-treasurer with improved access to VPN (files stored on server)
 - Setup new laptop for Trustee5
- **WEC Security Subgrant Approval**
 - \$2000 grant approved and will be used towards the Sonic Firewall and laptop
- **August 11 Partisan Primary Election**
 - 316 votes cast

Aug payments entered	
Checks	344
Cash	23
Portal	290
Total	657



Portal users	361
Auto Pay	161
Second notices	79
door hangers-discontinued	0
disconnections	2



Outlook

2026 WEC Security Subgrant Application Approved

From noreply@wi.accessgov.com <noreply@wi.accessgov.com>

Date Mon 8/31/2026 4:08 PM

To C T <ct@villageoftheresawi.gov>

Cc elections@wisconsin.gov <elections@wisconsin.gov>

 1 attachment (514 KB)

Village of Theresa, Dodge 8312026.pdf;

Dear Becky Tellier,

Congratulations, your security subgrant application has been approved and the Village of Theresa will receive \$2000.00 for use to improve election security within your municipality.

Please find an attached copy of your Memorandum of Understanding (MOU).

Beginning December 1st, 2026, funds will be disbursed through ACH or Check as indicated through your municipality's Department of Revenue 'DORS' account. You can review your DORS account [here](#).

Additionally, you will receive an email notification on December 1st, 2026 with instructions for completing the Appendix C form. Through this form you will be able to confirm that you have purchased the materials and/or subscriptions identified in your application. This form must be filled out and returned no later than January 15th, 2027.

Please retain any relevant documentation related to your purchase(s), as it may be requested during the disbursement process.

Regards,

Security Team