Public Safety Committee Minutes

September 21, 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 Krapfl, Seconded by Bodden to approve August 24, 2026, 2026 Public Safety Committee Minutes. Motion carried.**
3. Consensus of the Committee to move forward with a stray animal contract and bring it to the full board.
4. Consensus of the Committee to move the proposed Residential Property Maintenance Ordinance forward to the full board for review. We would need to have our Village Attorney review and give the Board suggestions on moving forward
5. Police Dept Report- See packet
   Kim Bonak will be stepping down at the end of the year.
   The PD should start sending out Dog License letters. We should start this in 2027.
6. 175 Update- There is a business owners meeting at the Town Hall on October 22nd.
7. Fire Commission Report-
   a. See Packet. Karrie was voted in as Treasurer
   b. Dodge County is looking at a contract with Motorolla for radios but as of now there is no cost figure. The County is possibly considering leasing radios to fire departments. This is to be determined.
   There is a 2-5 year timeframe to have the county wide infrastructure updated to support the new radio systems.
8. Mayville EMS Report- See Packet
9. Fire Department Updates- nothing to report
10. No Operator Licenses
11. There were no other permit requests
12. E-bike and Disorderly with a Motor Vehicle- Pending our Village attorney
13. Future Agenda Items-
    -Parking on 175 Side Streets
    -Chestnut and Valley Drives—Stop sign, or Yield sign
    -How long do residents have to finish sidewalks and driveway approaches that are adjacent to village streets
14. **Motion to adjourn at 6:57pm by Trustee Bodden, seconded by Trustee Krapfl. Motion Carried.**

Respectfully submitted by Chair Haak

Theresa Police Department Monthly Report

October 2026

Incidents: September 2026

INCIDENTS	Theresa PD	Sheriff's Office	Notes
Accident PDO / Deer			
Alarm			
Assist motorist			
Assist Agency		2	
Animal	1	1	
Bar Check	8		
Building/Park Checks	144	2	
Child Custody	1		
Civil Matter			
Death Ingestion			
DPW	3		
Domestic			
Emerg Detention			
EMS Request		1	
Family trouble			
Fireworks			
Fraud			
Found Item	2		
Hangup		1	
Harassment			
Information			
Intoxicated Driver/ Per			
Lost item			
Miscellaneous	4		
Mutual Aid			
Neighbor Dispute		1	
Noise Complaint			
Ordinance Viol	7		
Open records			
Parking	2		
Search warrant			
Sex Offense			
Suspicious person			
Violate RO			
Theft			
Theft of vehicle			
Traffic assign/direct	11		

Theresa Police Department Monthly Report

October 2026

Traffic Complaint	1	3	
Traffic Stop	13	1	
Vandalism	1		
Warrant Check			
Walk &Talk/Foot Patrol	52		
Welfare Check	1	2	
Total	253	20	Special Detail 1 Paper service 3

Theresa PD VIOLATIONS	CITATIONS	WRITTEN WARNINGS	YTD 2025	YTG 2026
Parking Violation				
Non-Traffic citations	7			
Vehicle Violation	9	3	156	146

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
    d. National night out
    e. protest

2. The following tasks are in Progress:
    a. Review of village incidents and approval of reports.
    b. Camera System installation
    c. Ordinances
    d. Sidewalk project
    e. Property development
    f. Grants
    g. Dog Letters
    h. Welcome letters



MAYVILLE EMERGENCY MEDICAL SERVICES

September REPORT

TOTAL CALLS FOR 2026:

1166

Municipality	September	Year to Date
City of Mayville	83	672
Town of Leroy	2	38
Town of Lomira	11	62
Town of Theresa	3	50
Village of Iron Ridge	4	39
Village of Lomira	33	183
Village of Theresa	4	74
Mutual Aid	1	13
Mutual Aid Received	1	1
IFT	1	35

Unit	Sep	YTD
1st	114	952
2nd	26	185
3rd	2	28
4th	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-Village of Theresa

Monthly Update-September 2026

Calls for Service

During the month of September, Mayville EMS responded to 3 calls for service in the Village of Theresa, bringing our YTD total to 50 calls.

New EMS Facility

We continue to move forward with plans for our new EMS/Training Center facility. We have officially signed a contract with our architect and are continuing to work through the next steps of the project.

Staffing

I have requested an additional full-time AEMT position to help address our continued call volume and staffing needs. The request has been forwarded to the City Council for approval. My goal is to have the position approved and the new employee hired by the end of the year.

Training Center

Our EMT and AEMT students have now been released for their clinical skills. As a result, you will begin seeing students riding on our ambulances and gaining hands-on experience with our crews.

Monthly Training

September's training focused on protocol review, critical thinking, and teamwork. Crews worked through patient scenarios where they had to identify different clues and work together to determine what was happening with the patient and how best to treat them.

Brave Like Bryn Blood Drive

We will be hosting the Brave Like Bryn Blood Drive on October 14 at the TAG Center. Our goal is to collect 100 units of blood.

We encourage everyone who is eligible to donate to consider participating. Blood donations directly help patients in our communities.

Respectfully submitted,

Julie Staffin
Director
Mayville EMS

Outlook

Board meeting

From DPW Director <DPWDirector@villageoftheresawi.gov>
Date Wed 10/14/2026 11:07 AM
To C T <ct@villageoftheresawi.gov>

Notes for the Public Works Committee.

1- Sabel mechanical scheduled in November to do the PM's on all pumps and clean wet wells. The cost of this work is $9,500. And will go under Maintenance of Sewage Collection System.
2- Alliant is scheduling to do half of the Village's main gas line. This is part of the 175 project. Came across my email a couple weeks back. They will be installing almost 10,000ft of new main line gas line. With multiple openings in private and public right of ways, including streets and or sidewalks. Ordinance 303-5 subpart A states no openings between Nov 15- April 1st. How do we permit this work to be done? They want to start in November and take multiple months to complete.
3- NR Asphalt to line paint the week of Oct 19-23.
4- Flushed hydrants a couple weeks back and we had 2 hydrants not open. One is in the 175 project, so that we will leave. Second one is by the Waste Water Plant. I will get an estimate for fixing it.

Jason

Total Energy Systems

Job Name: Village of Theresa
Quote Number:0027372305
Quote Submitted: 10-02-2026
Valid Through: 11-01-2026
Version 1.00
Page: 1

With the uncertainty of the economy and the changes in commodities costs, this proposal is valid for 30-Days. Meaning equipment on this proposal needs to be released for production by 10/31/26 to maintain pricing.

Please note this project is subject to possible tariff surcharges, see section two (2) of our terms & conditions.

"Proven Provider of Critical Power Solutions"

To: **Village of Theresa - Well No. 1** From: Total Energy Systems, LLC

Generator

Rehlko Model: 50REOZK
This diesel generator set equipped with a 4P8X alternator operating at 120/240 volts is rated for 50kW/62 kVA. Output amperage: 150

Qty	Description	
	50REOZK Generator System	
1	50REOZK Generator Set	
	Includes the following:	
	Literature Languages	English
	Approvals and Listings	UL2200 Listing
	Engine	50REOZK, 12V, 60Hz, KDI3404TM
	Nameplate Rating	Standby 130C Rise
	Voltage	60Hz, 120/240V, Delta, 3Ph, 4W
	Alternator	4P8X
	Cooling System	Unit Mounted Radiator, 50C
	Skid and Mounting	Skid/Tank
	Air Intake	Heavy Duty
	Controller	APM402
	Enclosure Type	Sound
	Enclosure Material	Steel
	Enclosure Silencer	Internal Silencer
	Fuel Tank Type	State
	Fuel Runtime (Approx.)	24 Hours
	Subbase Fuel Tank Capacity	142 Gallons
	Fill Pipe/Spill Fill Options	5 GalSpillContain,6"FromBottom
	High Fuel Switch	High Fuel Switch
	Starting Aids, Installed	1000W,110-120V
	Electrical Accy.,Installed	Battery, 1/12V, Wet

	Electrical Accy.,Installed	Battery Charger, 10A
	Electrical Accy.,Installed	Run Relay
	Electrical Accy.,Installed	2 Input/5 OutputModule
	Electrical Accy.,Installed	Governor, Electronic
	Electrical Accy.,Installed	Generator Heater
	Rating, LCB 1	100% Rated
	Amps, LCB 1	150
	Trip Type, LCB 1	Thermal Magnetic
	Interrupt Rating LCB 1	18kA at 480V
	Fuel Lines, Installed	Flexible Fuel Lines
	Miscellaneous Accy,Installed	Air Cleaner Restriction Ind.
	Miscellaneous Accy,Installed	Coolant in Genset
	Miscellaneous Accy,Installed	Rodent Guards
	Miscellaneous Accy,Installed	Oil in Genset
	Warranty	Standard
	Testing, Additional	Power Factor Test,0.8,3Ph Only
	Total unit length in inches	120
	Total unit width in inches	43
	Total unit height in inches	81
	Total unit weight (lbs)	3,771
	Weight/Dimensions Disclaimer *	Estimates-Not for Construction
1	Lit Kit, Production, 50REOZK	

Automatic Transfer Switch

QTY 1:
3 Pole, 4 Wire, Solid Neutral, 225 amp, Programmed Transition, automatic transfer switch, rated 240V, 60 Hz complete with all standard equipment and housed in a NEMA Type 1 enclosure.

DISTRIBUTOR STARTUP

1. Startup must be scheduled for a minimum of 2 -3 weeks prior to requested startup date. Email your startup checklist to the Total Energy Systems team at Sales@totalenergysystems.com or call us at 1.888.548.1400 with questions.

SERVICE ITEMS INCLUDED WITH THIS PROPOSAL:
Lubricating Oil
Antifreeze - 50/50 Mix
Battery
Startup Service
One (1) day reserved, during normal business hours, for inspection, engine prep work, initial engine startup and training.
Load Bank Test at Site

Two (2) Hours are Included using a portable resistive load bank
Training session to be completed same day as startup. If not, return trip and PO is required

2. Contractor shall coordinate and schedule startup and shall be responsible for **ADDITIONAL field service costs** if startup cannot be completed in time allowed as a result of incomplete installation.

* Normal business hours are M-F 8:00AM to 4:30PM.
After hours Startups are available for an additional charge. Standard published rates apply.

CLARIFICATIONS

1. **As of January 2026, the Rehlko tariff surcharge is included in the equipment price.**
2. **Storage, off-loading, installation, etc. of all associated equipment is not included, unless otherwise stated.**
3. The generator will need to be filled with #2 winter blend diesel prior to startup. Fuel, fuel piping plans, installation and permitting of tanks or piping, if required, is not included.
4. No Seismic, Local IBC building codes or Unique Local Emissions regulations are included within the pricing.
5. Recording of the training or recorded versions of training are not provided due to liability reasons.
6. Federally funded or procured projects with domestic preferences will be evaluated on a case-by-case basis through Rehlko and 3rd party vendors upon receipt of purchase order. A waiver may be required.
7. No specifications or drawings were provided for the project prior to providing the above equipment.
8. Sizing information is based on information provided by the customer. Information in Rehlko's size software represents data available at the time of print. Total Energy Systems is not responsible for sizing publication data and the products represented can change without notice and without any obligation.
9. All pricing is Subject to change / based on any scope or BOM changes.
10. **Included Startup is based on unit being in a readily accessible location. The site information is unknown**. Startup must occur within 12 months of delivery from the factory. Extra charges may apply if more time is required due to restricted access to the unit or if a 3rd party commissioning agency oversees our testing and requests additional testing; additional charges may apply.
11. Standard Electronic O&M Manuals provided, custom manuals and/or additional copies available at an additional charge.
12. System coordination studies and/or relay setting studies are by others. Protective relay calibration and settings, NETA testing by others.

Temporary Generators are available at Total Energy Systems.
Contact Rental Sales Team at (248) 840-6428 or rental@totalenergysystems.com for details.
A rental generator is not included in this proposal but is available at an additional charge.

OPTIONS

Adder: Remote Annunciator (NFPA110) is: $1,235.00

_____ (Please initial to accept)

Adder: Remote E-Stop (NFPA110), Rehlko NEC Lock Out/Tag Out Remote E-Stop is: $365.00

_____ (Please initial to accept)

EQUIPMENT PRICE WITHOUT OPTIONS: $42,377.00

+ FREIGHT ESTIMATED TO JOBSITE: $ 3,000.00

The proposal is firm for 30 days.
Estimated Current Lead Time: 16 to 20 weeks after approved submittals.
Freight & Tariff Surcharge will be billed at current market rates at the time of shipment.
Please note section two (2) of the Terms & Conditions of Sale.
Price does not include any applicable taxes or installation.

OFFER ACCEPTANCE

I hereby authorize Total Energy Systems, LLC to use this form as a bona fide purchase order of the equipment shown on Offer Number: 0027372305, which clearly establishes definite price and specifications of material ordered. The person signing is doing so according to the terms and conditions.

Accepted by:

Company: _____
Print Name: _____
Title: _____
Signature: _____
Date: _____
PO Number: _____

Delivery Address:

Street: _____
_____
City, State, Zip: _____
Site Contact: _____
_____
Special Note: _____

Please initial Submittal Preference:

_____ Order released to Production; Submittals needed for Record Only

_____ Submittal required, and submittal approval needed to release to Production.

TELOCIN GROUP, INC. TERMS AND CONDITIONS OF SALE

1. Agreement. These terms and conditions of sale (these "Terms") apply to and are the only terms that govern the sale and supply of products ("Products") and services ("Services") and/or the lease of equipment ("Equipment") described in any proposal, quote, order acknowledgement, invoice or other documentation to which these Terms are attached ("Order") by Telocin Group, Inc. or its subsidiaries, Total Energy Systems, LLC or Total Industrial Air, LLC (each, a "Company") to the buyer named on the Order ("Customer"). The Order and these Terms (together, the "Agreement") comprise the entire agreement between the parties and supersede all prior or contemporaneous communications, understandings, or agreements between the parties, whether verbal or written. If any provision in these Terms conflicts, or is otherwise inconsistent with, any provision in the Order, then the provisions set forth in these Terms will govern and control (unless the parties have expressly provided in such Order that a specific provision of these Terms is amended, in which case these Terms will be amended but only with respect to that specific Order). Company's obligations under any Order are expressly conditioned upon Customer's acceptance of these Terms, which acceptance may be express or implied, and Customer's delivery of payment or receipt of Services shall constitute acceptance of these Terms. COMPANY EXPRESSLY OBJECTS TO, AND IS NOT BOUND BY, ANY TERMS OR CONDITIONS SET FORTH IN ANY REQUEST (RFQ/RFP), PROPOSAL, PURCHASE ORDER, CONFIRMATION OR OTHER SIMILAR DOCUMENTATION THAT ATTEMPT TO IMPOSE UPON COMPANY TERMS AND CONDITIONS THAT DIFFER FROM OR ARE IN ADDITION TO THE TERMS AND CONDITIONS SET FORTH HEREIN. NO SUCH ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS WILL BE OF ANY FORCE OR EFFECT. COMPANY'S PERFORMANCE OR FAILURE TO OBJECT TO PROVISIONS CONTAINED IN ANY CUSTOMER DOCUMENTATION SHALL NOT BE DEEMED TO WAIVE ANY PROVISION OF THESE TERMS, OR CONSTITUTE ASSENT TO ANY SUCH ADDITIONAL, DIFFERENT, OR INCONSISTENT TERMS. These Terms apply in lieu of any course of dealing between the parties or usage of trade in the industry.

2. Price; Payment Terms. Customer shall purchase Products and Services and lease Equipment from Company at the prices set forth in the Agreement. All prices are subject to adjustment on account of specifications, quantities, raw materials, cost of production, shipment arrangements, timing delays, Tariffs, surcharges or other terms and conditions that are not part of Company's original Without limiting the generality of the foregoing sentence, in the event that any tariff, duty, tax, surcharge, or other governmental-imposed fee (collectively, "Tariff") is imposed, modified, or increased by the United States government or any other governmental authority after the date of the Agreement, and such Tariff directly or indirectly increases Company's cost of sourcing, providing or delivering the Products, Services or Equipment, Company shall have the right to adjust the pricing for the Products, Services or Equipment to fully offset the increased costs incurred by Company due to such Tariff. Unless otherwise confirmed in writing by Company, all prices are exclusive of sales, use, and excise taxes and any other similar taxes, duties, and charges of any kind imposed by any governmental authority on any amounts payable by Customer, and Customer is responsible to pay all such charges, costs, and taxes. With respect to Products or Services, Customer shall pay all invoiced amounts within thirty (30) days of the date of the invoice, unless otherwise agreed to in writing by the parties. With respect to leased Equipment, Customer shall pay the fee specified in the Agreement on or before the first day of each calendar month during the Term (which amount will be prorated for any partial months), commencing on the first day of the Term. NOTE: Customer will incur an additional 3% processing fee if it elects to submit payment via credit card. This notice serves as the required communication per the requirements of Visa, MasterCard, American Express, and Discover for rules to display a notice of surcharge at the point of sale. Outstanding balances not paid when due are subject to late charges accruing from the date of the invoice at the rate of the lesser of one and a half percent (1.5%) per month or the highest rate permissible under applicable law. Customer shall reimburse Company for any costs incurred to collect late payments, including attorneys' and collection agencies' fees. Company's receipt of any partial payment shall not constitute a waiver by Company of any of its rights under the Agreement. If Customer fails to pay any amounts when due under the Agreement, Company may, without limiting its other rights or remedies, suspend the performance of Services or the delivery of Products or take action to repossess Equipment, without notice, legal process, prior judicial hearing, or other liability for other damage arising from such actions. Customer will not withhold payment of any amounts due and payable by reason of any set-off of any claim or dispute with Company. Until full payment of all invoiced amounts due Company for any Products, and as collateral security for the payment of all such amounts, Customer hereby grants to Company a lien on and security interest in and to all of the rights, title, and interest of Customer in, to, and under the Products, wherever located, and whether now existing or hereafter arising or acquired from time to time, and in all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. The security interest granted under this provision constitutes a purchase money security interest under the Wisconsin Uniform Commercial Code ("UCC").

3. Credit Approval. Delivery and/or performance under these Terms are subject to the approval of Company's credit department. Company may at any time decline to deliver Products/Equipment or perform Services or any part

thereof except upon receipt of payment in advance or upon such other payment terms as are acceptable to Company's credit department, including, without limitation, receipt of a minimum down payment or advance payment.

4. Delivery; Performance. Equipment and Products will be delivered within a reasonable time after Company's receipt and acceptance of Customer's purchase order. Company will use commercially reasonable efforts to meet the estimated delivery date, but Company does not guarantee delivery dates and will not be liable for any delay, loss, or damage in transit. Products and Equipment shall be delivered FOB Company's designated shipping point identified in the Order (the "Delivery Point"), using Company's standard methods for packaging and shipping, unless otherwise specified in the Order. Title and risk of loss shift to Customer upon delivery to the designated carrier at the Delivery Point. Customer is responsible for all costs and expenses relating to shipment of Products/Equipment (including loading, freight, and insurance) and shall provide equipment and labor reasonably suited for receipt of Products/Equipment at the Delivery Point. Customer shall be responsible for all costs and expenses, including storage and re-delivery costs, relating to the delay in shipment or delivery of Products due to any act or omission of Customer. Company may make partial shipments of Products to Customer. Each shipment will constitute a separate sale, and Customer shall pay for the units shipped whether such shipment is in whole or partial fulfillment of Customer's order. Company shall not be liable for any non-delivery of Products unless Customer gives written notice to Company of the non-delivery within ten (10) days of the date when the Products would in the ordinary course of events have been received. Company shall use reasonable efforts to meet any performance dates to render the Services specified in the Order, and any such dates are estimates only. With respect to Services, Customer shall (a) cooperate with Company in all matters relating to the Services, (b) respond promptly to any of Company's requests to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Company to perform the Services in accordance with the requirements of the Agreement, and (c) provide materials or information as Company may request to carry out the Services in a timely manner and ensure that such materials or information are complete and accurate in all material respects.

5. Inspection; Acceptance. Customer shall inspect Products/Equipment within ten (10) days of delivery (the "Inspection Period"). Customer will be deemed to have irrevocably accepted Products/Equipment unless it notifies Company in writing of any alleged shortage, error in delivery, or defective or non-conforming Products/Equipment ("Nonconforming Products") during the Inspection Period and provides Company with pictures, samples or other evidence documenting the alleged nonconformance as may be required by Company. If Customer timely notifies Company of any Nonconforming Products, Company shall, in its sole discretion and at its sole option, (a) replace the Nonconforming Products or (b) credit or refund to Customer the price of the Nonconforming Products. Customer acknowledges that the remedies set forth in this Section are Customer's exclusive remedies for the delivery of Nonconforming Products.

6. Leased Equipment. Company grants to Customer a non-exclusive, non- transferrable, non-sublicensable lease to use of any leased Equipment for the period set forth in the Order (the "Term"), unless sooner terminated pursuant to the Agreement. Title to Equipment shall at all times remain vested in Company, and Customer shall have no right, title, interest, or claim in or to the Equipment, or any part thereof, except for a leasehold interest as expressly provided in the Company may file UCC "notice filings" as it determines necessary to evidence its title to the Equipment. Notwithstanding Company's ownership of Equipment, Customer shall bear the entire risk of loss, theft, damage, or destruction of the Equipment ("Damage") during the Term from any cause whatsoever, whether or not insured. Customer shall immediately report any Damage and no Damage shall relieve Customer of the obligations under the Agreement. Customer shall keep the Equipment free and clear from all liens and encumbrances, and shall not sublet, mortgage, pledge, sell, dispose of any interest in the Equipment or otherwise allow any third party to use the Equipment, without Company's prior written consent. Customer shall: (a) use Equipment solely for its intended purpose and take all actions necessary to deter any abuse or misuse of the Equipment, (b) permit the Equipment to be operated only by trained, experienced, competent, and qualified personnel, each of whom shall use reasonable care in operating and using the Equipment, and (c) at Customer's sole expense, keep and maintain the Equipment in good and safe repair, condition, and working order, and supply, fill, and install all consumable fluids, replacement wear parts, and accessories required to maintain the Equipment in good and safe working order. Customer shall keep and store the Equipment at the location expressly permitted by Company and will not remove the Equipment from said location without Company's prior written consent (d) promptly notify Company of each accident involving the Equipment, including time, place, nature of accident or damage and such other

information as available; advise Company of all correspondence, notices, or documents received; aid in the investigation and defense of all such claims; and assist in the recovery of damages from liable third parties. Company may at any time inspect the Equipment or observe its use upon prior notice to Customer. Customer shall maintain complete and accurate records relating to the maintenance of the Equipment and allow Company to inspect and make copies of such records, provided that such inspection takes place during Customer's regular business hours. Company may repossess the Equipment or require Customer promptly redeliver the Equipment at any time upon prior notice to Customer, including after expiration or termination of the Term. Customer is solely responsible for securing and maintaining in full force and effect any licenses or approvals that may be required for use of the Equipment. Customer may not alter the Equipment or make additions, modifications, subtractions, or improvements to the Equipment without the prior written consent of Company. Any approved alterations, modifications, additions, subtractions, or improvements must be performed by persons authorized by Company and shall become the property of Company and be deemed to be a part of the Equipment. Upon expiration or termination of the Term, Customer shall return the Equipment to Company, at Customer's sole expense, in the same condition as Customer received the Equipment, normal wear and tear excepted, and free and clear of all encumbrances. **ALL EQUIPMENT IS LEASED FROM COMPANY IN ITS "AS IS, WHERE IS" CONDITION AND COMPANY MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE EQUIPMENT, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, BY OPERATION OF LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE.**

Customer shall, at its own expense, maintain and carry insurance in full force and effect with financially sound, reputable, and duly qualified insurers for the total replacement cost of the Equipment and commercial general liability insurance (including bodily injury, death, property damage, and contractual liability) in an amount of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate. Customer shall provide Company with a certificate of insurance evidencing the insurance coverage specified in the Agreement. The certificate of insurance shall name Company as an additional insured. Customer shall provide Company with thirty (30) days advance written notice in the event of a cancellation or material change in Customer's insurance policy. Except where prohibited by applicable law, Customer shall require its insurer to waive all rights of subrogation against Company's insurers and Company. The proceeds of such insurance, at the option of Company, will be applied toward the replacement, restoration, or repair of the Equipment, or toward payment of Customer's obligations hereunder.

7. **Customer's Acts or Omissions**. If Company's performance of its obligations under the Agreement is prevented or delayed by any act or omission of Customer or its agents, subcontractors, consultants, or employees, Company shall not be deemed in breach of its obligations under the Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Customer, in each case, to the extent arising directly or indirectly from such prevention or delay.

8. **No Product Warranty**. Customer acknowledges that Company is not the manufacturer of the Products and that all warranties are provided directly by the manufacturer of the Products ("OEM"). To the extent transferable, Company will assign and/or pass-through to Customer any applicable Product warranties, indemnities, and remedies provided with respect to the Product by the OEM. **COMPANY MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE PRODUCTS, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY, WHETHER ORAL OR WRITTEN, EXPRESS, OR IMPLIED, BY OPERATION OF LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. NOTWITHSTANDING ANYTHING CONTAINED IN THE AGREEMENT TO THE CONTRARY, CUSTOMER'S SOLE AND EXCLUSIVE REMEDY RELATING TO THE PRODUCTS SHALL BE THE REMEDY AFFORDED TO SUCH PARTIES BY THE OEM'S PRODUCT WARRANTY.** Customer acknowledges and agrees that: (a) any pre-owned Products/Equipment are used and have been used by persons other than Company; (b) Products/Equipment may contain Hazardous Materials that may be or may become directly or indirectly hazardous to life, health, or property (by reason of toxicity, flammability, explosiveness, or otherwise during use, handling, cleaning, reconditioning, disposal, or at any other time); and (c) Products/Equipment may be dangerous if improperly used, and Customer should obtain directly from the OEM the most current installation, operation and maintenance manuals and other information to ensure the safe operation of the

Products/Equipment. For purposes hereof, "Hazardous Materials" means: (i) any biologically or chemically active or other toxic or hazardous wastes, pollutants, or substances, including, without limitation, asbestos, PCBs, petroleum products and by- products, substances defined or listed as "hazardous substances" or "toxic substances" or similarly identified in or pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §9601, et seq., and as hazardous wastes under the Resource Conservation and Recovery Act, 42 U.S.C. §6901, et seq.; (b) any chemical substance or mixture regulated under the Toxic Substance Control Act of 1976, as amended, 15 U.S.C. §2601, et seq.; (c) any "toxic pollutant" under the Clean Water Act, 33 U.S.C. §1251, et seq., as amended; (d) any hazardous air pollutant under the Clean Air Act, 42 U.S.C. §7401 et seq.; (e) any hazardous materials identified in or pursuant to the Hazardous Materials Transportation Act, 49 U.S.C. §5101, et seq.; and (f) any hazardous or toxic substances or pollutant regulated under any other requirements. Without limiting the generality of the foregoing Section 8, except for damages or other losses arising out of Company's negligence or willful misconduct, Customer acknowledges and agrees that Company shall not be responsible for defects, damage, downtime, product failure or other issues with the Products that are discovered during the services performed by Company pursuant to a Planned Maintenance Agreement or similar agreement (whether such services involve annual, semi-annual, quarterly or custom service or load bank testing). Customer shall be responsible for the cost of (i) any repairs to Products on a time and materials basis and (ii) the cost of renting replacement Products while an existing Product is being repaired.

9. **Limited Service Warranty**. Company warrants that it will perform any Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services. Company shall not be liable for an alleged breach of the warranties set forth in this Section unless Customer notifies Company in writing of the defective Services at least ten (10) days after Customer discovers or reasonably should have discovered the defect. Any service warranty claim shall be deemed waived by Customer if not made in writing within such ten (10) day period. **TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, CUSTOMER ACKNOWLEDGES AND AGREES THAT THE LIMITED WARRANTY SET FORTH ABOVE IS THE EXCLUSIVE WARRANTY GIVEN BY COMPANY WITH RESPECT TO THE SERVICES AND COMPANY MAKES NO OTHER WARRANTIES WHATSOEVER WITH RESPECT TO THE SERVICES, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, BY OPERATION OF LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. CUSTOMER'S SOLE AND EXCLUSIVE REMEDY UNDER THIS LIMITED SERVICE WARRANTY IS RE-PERFORMANCE OF THE APPLICABLE SERVICES.**

10. **Limitation of Liability**. **IN NO EVENT WILL COMPANY BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY LOSS OF USE, LOSS OF REVENUE/PROFIT, DAMAGE TO REPUTATION OR GOODWILL, DIMINUTION OR DEPRECIATION IN VALUE, DELAY OR IDLE TIME FOR LABOR AND EQUIPMENT, OR FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. COMPANY SHALL NOT BE LIABLE UNDER THIS AGREEMENT FOR ANY AMOUNT IN EXCESS OF THE TOTAL AMOUNTS PAID BY CUSTOMER FOR THE PRODUCTS, EQUIPMENT OR SERVICES GIVING RISE TO THE CLAIM.**

11. **Indemnification**. To the fullest extent permitted by applicable law, Customer shall indemnify and defend and hold harmless Company (and its directors, officers, managers, equity holders, employees, representatives, agents, successors and assigns) from and against any losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses (including reasonable attorneys' fees) incurred by Company, relating to, arising out of or resulting from any claim against Company alleging: (a) a breach or nonfulfillment of any of Customer's covenants set forth in this Agreement; (b) any negligent or more culpable act or omission of Customer (including recklessness or willful misconduct); (c) any bodily injury, death of any person or damage to property caused by the acts or omissions of Customer, including, without limitation, arising out of the shipment, handling, use, operation, storage or maintenance of the Products/Equipment in any manner that does not conform to industry standards or any specific usage instructions, guidelines or specifications provided by Company or the OEM; or (d) any failure by Customer

to comply with any applicable laws, rules or regulations. Company's remedies are cumulative and in addition to any other remedies available at law, in equity, by contract or otherwise. No purported limitation on Company's remedies contained in any other Customer form or document shall operate to reduce this indemnification obligation.

12. **Confidential Information**. All non-public, confidential, or proprietary information of Company, including, without limitation, information relating to its products, specifications, technology, designs, processes, machinery, equipment, plans, policies, procedures, employees, assets, discoveries, know-how, trademarks, patents, copyrights, trade secrets, prices, marketing, expenses, business plans, financial statements, customers and suppliers, and any other proprietary business and technical information, documents, or data disclosed by Company to Customer, whether disclosed orally or in writing or electronic or other form or media, and whether or not marked, designated, or otherwise identified as confidential in connection with the Agreement is confidential, solely for the use of performing the Agreement, and may not be disclosed or copied unless Customer receives advance written authorization from Company. Upon Company's request, Customer shall promptly return all documents and other materials received from Company. This Section does not apply to information that (a) is publicly available or becomes publicly available through no fault of Customer, (b) is already known to Customer at the time of disclosure, or (c) is rightfully obtained by Customer from a third party that is not obligated by an existing duty of confidentiality with respect to the information. Company shall be entitled to injunctive relief for any violation of this Section.

13. **Force Majeure**. Company will not be liable to Customer or any third party, or be deemed to have defaulted under or breached the Agreement, for any failure or delay in fulfilling or performing any term of the Agreement caused by or resulting from acts or circumstances beyond its direct and reasonable control, including, without limitation (a) acts of God, (b) flood, fire, earthquake, epidemic, or explosion, (c) war, invasion, hostilities, terrorist threats or acts, riots, or other civil unrest, (d) acts or omissions of any governmental authority, (e) national or regional emergencies, (f) strikes, labor disputes or shortages, or nonperformance by a third party, (g) restraints or delays affecting carriers, or (h) inability or delay in obtaining supplies of adequate or suitable materials, essential equipment or telecommunication breakdown, or power outage. If delay is caused by any such circumstances, Company may terminate all or any portion of the Agreement or extend any date upon which performance is due, without liability to Customer.

14. **Relationship of Parties**. The relationship between Customer and Company is that of independent contractors. Nothing contained in the Agreement shall be construed as creating an agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party will have authority to contract for or bind the other party in any manner The Agreement is for the sole benefit of the parties to the Agreement and their respective successors and permitted assigns, and nothing in the Agreement, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms.

15. **Termination**. Customer may not cancel or defer any Order following acceptance by Company. Company may terminate any Order (and if applicable, discontinue performance of Services thereunder) immediately upon written notice to Customer if Customer: (a) fails to pay any amount when due under this Agreement (or any other agreement between the parties); (b) has not otherwise performed or complied, in whole or in part, with any of the terms or conditions of this Agreement; or (c) becomes insolvent, files a petition for bankruptcy, or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization, or assignment for the benefit of creditors. Customer will pay Company for Services completed prior to the termination or expiration of any Order. Customer shall pay all costs and expenses, including, without limitation, reasonable attorneys' fees, incurred by Company in connection with enforcing this Agreement.

16. **Compliance with Laws**. Customer shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations and all Company rules, regulations, and policies of which Customer has been made aware. Customer shall maintain in effect all licenses, permissions, authorizations, consents, and permits that are necessary to carry out its obligations under the Agreement.

17. **Miscellaneous**. The Agreement may not be modified or amended unless in writing and signed by both parties. Customer may not assign any of its rights or delegate any of its obligations under the Agreement without the prior written consent of Company. Any purported assignment or delegation in violation of this Section is null and void. All matters

arising out of or relating to the Agreement are governed by and construed in accordance with the laws of the State of Wisconsin, without giving effect to any conflicts of laws provisions. Any legal suit, action, or proceeding arising out of or relating to the Agreement shall be instituted in the federal or state courts located within Wisconsin, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action or proceeding. No waiver by Company of any of the provisions of the Agreement is effective unless explicitly set forth in writing and signed by Company. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from the Agreement shall be construed as a waiver thereof. No single or partial exercise of any right, remedy, power, or privilege under the Agreement precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege. If any term or provision of the Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of the Agreement or invalidate or render unenforceable the term or provision in any other jurisdiction. Provisions of these Terms that by their nature should apply beyond their terms will remain in force after delivery of Products/Equipment or performance of Services and any termination or expiration of the Agreement.

18. **Notices**. All notices, requests, consents, claims, demands, waivers, and other communications under the Agreement shall be in writing and shall be deemed sufficiently given and received in all respects when hand delivered, when sent by email (with confirmation of transmission), when sent by a reputable overnight courier service (with all fees pre-paid), or three (3) days after being deposited in the United States mail (return receipt requested, postage prepaid), addressed to Company or Customer at the addresses set forth on the face of the Order (or to such other address as the receiving party may designate in writing).

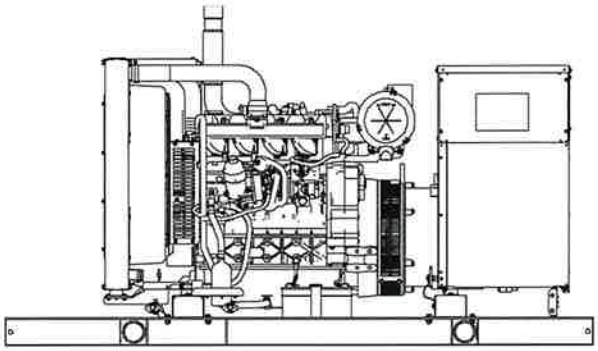
rehlko

Industrial Generator Set - 50REOZK
208-600 V Diesel

Tier 3 EPA-Certified for Stationary Emergency Applications

Ratings Range

		60 Hz
Standby:	**kW**	44-52
	kVA	44-65
Prime:	**kW**	40-47
	kVA	40-58



Model with TM Engine Shown

Generator Set Ratings

				130°C Rise Standby Rating		105°C Rise Prime Rating	
Alternator	**Voltage**	**Ph**	**Hz**	**kW/kVA**	**Amps**	**kW/kVA**	**Amps**
4P7BX	120/208	3	60	51/63	176	46/57	159
	120/240	3	60	49/61	147	44/55	132
	120/240	1	60	44/44	183	40/40	166
	277/480	3	60	51/63	76	46/57	69
	347/600	3	60	51/63	62	46/57	56
4P8X	120/208	3	60	52/65	180	47/58	163
	120/240	3	60	50/62	150	45/56	135
	120/240	1	60	50/50	208	45/45	187
	277/480	3	60	52/65	78	47/58	70
	347/600	3	60	52/65	62	47/58	56
4P10X	120/208	3	60	52/65	180	47/58	163
	120/240	3	60	50/62	150	45/56	135
	120/240	1	60	50/50	208	45/45	187
	277/480	3	60	52/65	78	47/58	70
	347/600	3	60	52/65	62	47/58	56
4Q7BX	120/240	1	60	48/48	200	43/43	179
4Q10X	120/240	1	60	50/50	208	45/45	187

Standard Features

- Rehlko provides one-source responsibility for the generating system and accessories.
- Approved for use with certified renewable Hydrotreated Vegetable Oil (HVO) / Renewable Diesel (RD) fuels compliant with EN15940 / ASTM D975.
- The generator set and its components are prototype-tested, factory-built, and production-tested.
- The 60 Hz generator set offers a UL 2200 listing.
- The generator set accepts rated load in one step.
- The 60 Hz generator set meets NFPA 110, Level 1, when equipped with the necessary accessories and installed per NFPA standards.
- The generator set engine is certified to meet the Environmental Protection Agency (EPA) emergency stationary emissions requirements.
- A one-year limited warranty covers all generator set systems and components. Two- and five-year extended limited warranties are also available for purchase in some jurisdictions.
- Alternator features:
  - The unique Fast-Response® X excitation system delivers excellent voltage response and short-circuit capability using a rare-earth, permanent magnet (PM)-excited alternator.
  - The brushless, rotating-field alternator has broadrange reconnectability.
- Other features:
  - Rehlko designed controllers for one-source system integration and remote communication. See Controllers on page 3.
  - The low coolant level shutdown prevents overheating (standard on radiator models only).
  - Integral vibration isolation eliminates the need for under-unit vibration spring isolators.
  - The generator set for 49-state applications is equipped with the KDI 3404 TM engine. The generator set that is CARB compliant/California South Coast Air Quality Management District (SCAQMD) pre-certified is equipped with the KDI 3404 TCR engine.

RATINGS: All three-phase units are rated at 0.8 power factor. All single-phase units are rated at 1.0 power factor. *Standby Ratings:* Standby rating is applicable to varying loads for the duration of a power outage. There is no overload capability for this rating. *Prime Power Ratings:* At varying load, the number of generator set operating hours is unlimited. A 10% overload capacity is available for one hour in twelve. Ratings are in accordance with ISO-8528-1 and ISO-3046-1. For limited running time and continuous ratings, consult the factory. Obtain the technical information bulletin (TIB-101) for ratings guidelines, complete ratings definitions, and site condition derates. The generator set manufacturer reserves the right to change the design or specifications without notice and without any obligation or liability whatsoever.

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rehlko

Industrial Generator Set - 50REOZK
208-600 V Diesel

Alternator Specifications

Specifications	Alternator
Type	4-Pole, Rotating-Field
Exciter type	Brushless, Rare-Earth Permanent Magnet
Leads: quantity, type	12, Reconnectable 4, 110-120/220-240 V
Voltage regulator	Solid State, Volts/Hz
Insulation:	NEMA MG1
Material	Class H
Temperature rise	130°C, Standby
Bearing: quantity, type	1, Sealed
Coupling	Flexible Disc
Amortisseur windings	Full
Voltage regulation, no-load to full-load	Controller Dependent
One-step load acceptance	100% of Rating
Unbalanced load capability	100% of Rated Standby Current

- NEMA MG1, IEEE, and ANSI standards compliance for temperature rise and motor starting.
- Sustained short-circuit current of up to 300% of the rated current for up to 10 seconds.
- Sustained short-circuit current enabling downstream circuit breakers to trip without collapsing the alternator field.
- Self-ventilated and dripproof construction.
- Windings are vacuum-impregnated with epoxy varnish for dependability and long life.
- Superior voltage waveform from a two-thirds pitch stator and skewed rotor.

Specifications		Alternator
Peak motor starting kVA:		(35% dip for voltages below)
480 V	4P7BX (12 lead)	180
480 V	4P8X (12 lead)	261
480 V	4P10X (12 lead)	275
240 V	4Q7BX (4 lead)	113
240 V	4Q10X (4 lead)	144

Application Data

Engine

Engine Specifications	49-State Engine	California SCAQMD
	KDI	KDI
Engine model	3404TM	3404TCR
Engine type	4-Cycle, Turbocharged	
Cylinder arrangement	4 Inline	
Displacement, L (cu. in.)	3.4 (207)	
Bore and stroke, mm (in.)	96 x 116 (3.28 x 4.57)	
Compression ratio	18.5:1	17.0:1
Piston speed, m/min. (ft./min.)	418 (1371)	510 (1673)
Main bearings: quantity, type	5, Replaceable Insert	
Rated rpm	1800	
Max. power at rated rpm, kWm (BHP)	64 (86)	70 (94)
Cylinder head material	Cast Iron	
Crankshaft material	Cast Iron	
Valve material:		
Intake	Chromium-Silicon Steel	
Exhaust	Chromium Steel	
Governor: type, make/model	Mech. (or Electronic *)	Electronic
Frequency regulation, no-load to full-load	Droop, 5% (or Isochr. *)	Isochronous
Frequency regulation, steady state	±0.5%	±0.28%
Frequency	Fixed	
Air cleaner type, all models	Dry	

* Requires available electronic governor option

Exhaust

Exhaust System	49-State Engine	California SCAQMD
Exhaust manifold type	Dry	
Exhaust flow at rated kW, m^3/min. (cfm)	8.8 (310)	
Exhaust temperature at rated kW, dry exhaust, °C (°F)	490 (914)	471 (880)
Minimum/maximum allowable back pressure, kPa (in. Hg)	6 (1.8)/ 9 (2.7)	8 (2.4)/ 13.5 (4.0)
Exhaust outlet size at engine hookup, mm (in.)	63.5 (2.5)	

Engine Electrical

Engine Electrical System	49-State Engine	California SCAQMD
Battery charging alternator:		
Ground (negative/positive)	Negative	
Volts (DC)	12	
Ampere rating	90	
Starter motor rated voltage (DC)	12	
Battery, recommended cold cranking amps (CCA):		
Quantity, CCA rating each	One, 650	
Battery voltage (DC)	12	

Fuel

Fuel System	49-State Engine	California SCAQMD
Fuel supply line, min. ID, mm (in.)	8.0 (0.31)	
Fuel return line, min. ID, mm (in.)	6.0 (0.25)	
Max. lift, engine-driven fuel pump, m (ft.)	6.0 (20.0)	3.7 (12.1)
Max. fuel flow, Lph (gph)	46 (12.2)	87.4 (23.1)
Max. return line restriction, kPa (in. Hg)	20 (5.9)	17.7 (5.2)
Fuel filter		
Prefilter	74 Microns	
Primary/Water Separator	5 Microns @ 98% Efficiency	5 Microns @ 95% Efficiency
Recommended fuel	#2 Ultra Low Sulfur Diesel/HVO/RD	

Lubrication

Lubricating System	49-State Engine	California SCAQMD
Type	Full Pressure	
Oil pan capacity, L (qt.) §	15.3 (16.2)	
Oil pan capacity with filter, L (qt.) §	15.6 (16.5)	
Oil filter: quantity, type §	1, Cartridge	
Oil cooler	Water-Cooled	

§ Rehlko recommends the use of Rehlko Genuine oil and filters.

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Application Data

Cooling

Radiator System	49State Engine	California SCAQMD
Ambient temperature, °C (°F)*	50 (122)	
Engine jacket water capacity, L (gal.)	4.5 (1.19)	
Radiator system capacity, including engine, L (gal.)	12.3 (3.2)	
Engine jacket water flow, Lpm (gpm)	125 (33)	120 (32)
Heat rejected to cooling water at rated kW, dry exhaust, kW (Btu/min.)	37.8 (2207)	41.3 (2352)
Heat rejected to air charge cooler at rated kW, dry exhaust, kW (Btu/min.)	12 (682)	8.4 (477)
Water pump type	Centrifugal	
Fan diameter, including blades, mm (in.)	597 (23.5)	
Fan, kWm (HP)	1.8 (2.3)	
Max. restriction of cooling air, intake and discharge side of radiator, kPa (in. H_2O)	0.125 (0.5)	

* Enclosure with internal silencer reduces ambient temperature capability by 5°C (9°F).

Operation Requirements

Air Requirements	49-State Engine	California SCAQMD
Radiator-cooled cooling air, m^3/min. (scfm) †	96.3 (3400)	
Combustion air, m^3/min. (cfm)	4.8 (170)	4.0 (140)
Heat rejected to ambient air:		
Engine, kW (Btu/min.)	13.2 (750)	
Alternator, kW (Btu/min.)	7.6 (435)	
Max. air intake restriction, kPa (in. Hg)	5.2 (1.54)	4.2 (1.24)

† Air density = 1.20 kg/m^3 (0.075 lbm/ft^3)

Fuel Consumption**	49-State Engine	
Diesel, Lph (gph) at % load	**Standby Rating**	
100%	17.4	(4.6)
75%	13.2	(3.5)
50%	9.1	(2.4)
25%	5.3	(1.4)
Diesel, Lph (gph) at % load	**Prime Rating**	
100%	16.1	(4.2)
75%	12.1	(3.2)
50%	8.3	(2.2)
25%	4.9	(1.3)
Fuel Consumption**	**Calif. SCAQMD Engine**	
Diesel, Lph (gph) at % load	**Standby Rating**	
100%	15.2	(4.0)
75%	11.6	(3.1)
50%	8.0	(2.1)
25%	4.6	(1.2)
Diesel, Lph (gph) at % load	**Prime Rating**	
100%	12.3	(3.2)
75%	10.6	(2.8)
50%	6.6	(1.7)
25%	4.1	(1.1)

** Volumetric Fuel consumption is up to 4% higher when using HVO/RD than #2 ULSD.

Controllers



APM402 Controller

Provides advanced control, system monitoring, and system diagnostics for optimum performance and compatibility.

- Digital display and menu control provide easy local data access
- Measurements are selectable in metric or English units
- Remote communication thru a PC via network or serial configuration
- Controller supports Modbus® protocol
- Integrated hybrid voltage regulator with ±0.5% regulation
- Built-in alternator thermal overload protection
- NFPA 110 Level 1 capability

Refer to G6-161 for additional controller features and accessories.

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Additional Standard Features

- Air Cleaner, Heavy Duty
- Alternator Protection
- Battery Rack and Cables
- Open Crankcase Ventilation
- Oil Drain and Coolant Drain with Hose Barb
- Oil Drain Extension (with narrow skid and enclosure models only)
- Operation and Installation Literature
- Radiator Drain Extension (with enclosure models only)
- Stainless Steel Fasteners on Enclosure (with enclosure models only)

Available Options

Approvals and Listings
- ❑ California OSHPD Pre- Approval
- ❑ CSA Certified
- ❑ IBC Seismic Certification
- ❑ UL 2200 Listing

Enclosed Unit
- ❑ Sound Enclosure (with enclosed critical silencer)
- ❑ Stainless Steel Latches and Hinges
- ❑ Weather Enclosure (with enclosed critical silencer)

Open Unit
- ❑ Exhaust Silencer, Critical (kit: PA-324470)
- ❑ Flexible Exhaust Connector, Stainless Steel

Fuel System
- ❑ Flexible Fuel Lines
- ❑ Fuel Pressure Gauge (Available with 49-state engine only)
- ❑ Subbase Fuel Tanks

Controller
- ❑ 15-Relay Dry Contact (SCAQMD engine with APM402 controller only)
- ❑ Two Input/Five Output Module (49-state engine with APM402 controller only)
- ❑ Key Switch (SCAQMD engine with APM402 controller only)
- ❑ Manual Speed Adjust (requires Electronic Governor or SCAQMD engine)
- ❑ Remote Annunciator Panel
- ❑ Remote Emergency Stop
- ❑ Run Relay

Cooling System
- ❑ Block Heater (1000 W, 110-120 V)
  Recommended for ambient temperatures below 20°C (68°F).
- ❑ Block Heater (1400 W, 110-120 V)
  Recommended for ambient temperatures below 0°C (32°F).
- ❑ Radiator Duct Flange

Electrical System
- ❑ Alternator Strip Heater
- ❑ Battery
- ❑ Battery Charger, Equalize/Float Type
- ❑ Battery Heater
- ❑ Electronic Governor
- ❑ Line Circuit Breaker (NEMA type 1 enclosure)
- ❑ Line Circuit Breaker with Shunt Trip (NEMA type 1 enclosure)

Miscellaneous
- ❑ Air Cleaner Restriction Indicator
- ❑ Engine Fluids Added
- ❑ Rated Power Factor Testing
- ❑ Rodent Guards

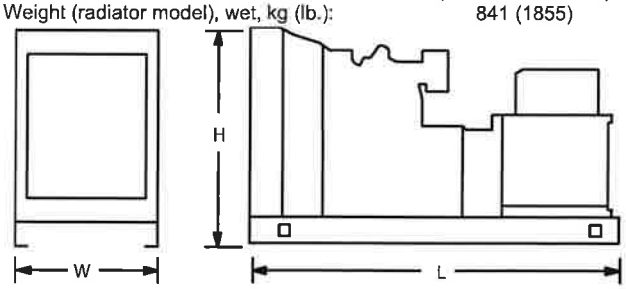
Literature
- ❑ General Maintenance
- ❑ NFPA 110
- ❑ Overhaul
- ❑ Production

Warranty
- ❑ 2-Year Basic Limited Warranty
- ❑ 5-Year Basic Limited Warranty
- ❑ 5-Year Comprehensive Limited Warranty

Other Options
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

Dimensions and Weights

Overall Size, L x W x H, mm (in.):	
Wide Skid:	2300 x 1040 x 1131 (90.6 x 41.0 x 44.5)
Narrow Skid:	1871 x 780 x 1055 (73.6 x 30.7 x 41.5)
Weight (radiator model), wet, kg (lb.):	841 (1855)



NOTE: This drawing is provided for reference only and should not be used for planning installation. Contact your local distributor for more detailed information.

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Alliant Street Opening Permit

From: Schmitz, Matthew <mattschmitz@alliantenergy.com>

Sent: Tuesday, October 13, 2026 6:01 AM

To: DPW Director <DPWDirector@villageoftheresawi.gov>

Subject: RE: EXTERNAL: Erosion permit

Jason,

During main install, we should only have to open every 500' or so. We are installing almost 10,000' of new main. Not every opening will be in sidewalk or roadway as we can work in the terrace at times. Also, there are about 120 customer services affected. Every one of those will require an opening to attach to the new main. Again, not all of those will be in sidewalk or road but there will be a significant number of openings in hard surface.

Alliant Energy, with it's contractor, Intercon, will restore all surfaces outside of the DOT road project. We will pour sidewalk, retore road panels or asphalt per your specs. All soft surface will be restored with 6" minimum black soil and seed.

Please let me know if you have any further questions or concerns. I'm happy to get on a call to elaborate more. I can also provide more detailed maps that the engineer developed for this project.

Thank you,

Matt Schmitz | Lead Project Manager – WPL Gas Projects

ALLIANT ENERGY

Office: (920) 322-6683

Cell: (920) 539-7183

alliantenergy.com | mattschmitz@alliantenergy.com

VILLAGE OF THERESA
VILLAGE BOARD MEETING MINUTES
SEPTEMBER 21, 2026

Call to Order: Trustee David Brandenburg served as Chair in the absence of Village President Jody Steger and called the meeting to order at 7:00 p.m. The Pledge of Allegiance followed.

Roll Call: Present: Trustees David Brandenburg, Joe Haak, Robin Billings, Pat Bodden, Shawn Krapfl, and Jim Polster Jr. Absent: President Jody Steger. Also present were Clerk-Treasurer Becky Tellier, Police Chief Dan Markus, and DPW Director Jason Jacobitz.

Open Meeting Compliance: The meeting was properly posted and published on the Village website on September 17, 2026.

Public Comment: None.

Consent Agenda

Motion: Haak/Krapfl to approve the minutes of the August 24, 2026 Regular Village Board meeting as presented. Motion carried.

Minor Subdivision Letter of Intent

The Board reviewed the minor subdivision Letter of Intent for parcel 042-1217-0824-000, located outside the Village limits. Staff explained that the Village is being asked to review the letter as part of the County process.

Motion: Brandenburg/Krapfl to approve the minor subdivision Letter of Intent as presented. Motion carried.

Harter's Lakeside Disposal Sanitation/Recycling Contract Addendum

The Board reviewed two proposed addendum options. Option A would remove the bulk-item pickup charge effective January 1, 2027. Option B would remove the bulk-item pickup charge and extend the contract through December 31, 2032. The bulk-item service costs approximately $1.19 per month per property, plus fuel surcharge, or approximately $9,600 annually. The Board discussed the cost of the service, past misuse of bulk pickup, resident communication, whether competitive bidding is required, and the terms of the existing contract.

Motion: Brandenburg/Polster to table the addendum until the October meeting so the Village can review the original contract and determine whether the contract may be extended without competitive bidding. Motion carried.

Theresa Public Library Agreement and Addendum

The Board reviewed the agreement and addendum approved by the Town and proposed by the Library Board. Members noted that several provisions previously proposed by the Village had been removed or changed. Concerns included officer term limits, ownership of the library building, capital improvement provisions, and additional language that the Village Attorney had previously advised should not be included. The deed to the building is in the Village's name. The Board also discussed the desire for greater visibility into library funds and reserves.

Motion: Haak/Polster to forward the revised Library Agreement and addendum to the Village Attorney for review, specifically including the Board's concerns regarding ownership, officer term limits, and additional language. Motion carried.

Resolution No. 2026-14 – Compensation and Mileage Reimbursement

The Board discussed Resolution No. 2026-14 establishing compensation and mileage reimbursement for the Village President and Village Trustees. Any compensation increase would take effect only after the applicable elected position is next elected, in accordance with state law. Members noted that elected-official compensation had not been adjusted since 2012.

Motion: Haak/Krapfl to approve Resolution No. 2026-14. Motion carried 4-2, with Trustees Billings and Polster opposed.

Administrator/Clerk-Treasurer Report

Tellier reported that the Village will receive a $2,000 election-related grant to assist with costs for a new laptop and the recently installed firewall. The Village is still awaiting loan documents from National Exchange Bank. Banking transition issues were also discussed.

Library Board Report

Brandenburg reported that Kelly Gengler will be leaving the Library Board to join the library staff, and Joan Martin will also be joining the staff. The Library Board briefly discussed an AI policy and reviewed a preliminary 2027 budget for discussion at the September 28 joint meeting; no budget action was taken.

Public Safety Committee Report

The proposed 2027 stray animal contract with the Humane Society increased by $200. The Committee recommended the lowest service option at $2,000 for up to five domesticated stray animals, with additional charges for animals beyond that amount.

Motion: To approve the 2027 Humane Society stray animal contract at the $2,000 level for five animals. Motion carried.

The Board discussed a property maintenance/outdoor storage/parking/recreational equipment ordinance submitted by a resident. Members supported further investigation but expressed concern that any ordinance must balance enforceability with private property rights. The Board reached consensus to forward the concept to the Village Attorney for review and possible ordinance language.

Chief Markus reported that the security cameras are ready for installation pending full payment to the vendor. Kim Bonack plans to retire at the end of the year. Dog registrations are down despite an apparent increase in dogs in the Village. The Board discussed stronger compliance efforts, including Police Department notices to owners who have not licensed their dogs and a welcome letter for new residents that could include dog licensing, golf cart, chicken permit, and other Village information. Notices should also provide a way to report that a pet has died, moved, or changed ownership.

For the Highway 175 project, temporary angled parking on Henni Street will be placed on a future agenda. The Board also discussed future parking restrictions near Highway 175 intersections and possible traffic control at Chestnut Street and Valley Street.

The Fire Commission report included an update on the County radio system project. Motorola is in final negotiations with the County, and purchase or lease options may be available to emergency service agencies. The system buildout is expected to take several years. Karrie Isken was elected Treasurer of the Fire Commission.

The Board discussed a sidewalk on the east side of Highway 175 to Dollar General. The sidewalk was not included in the original development plans, and the terrain may make construction

costly. DOT will not install a crosswalk that does not connect to a sidewalk, and accessibility requirements would need to be met. Staff was directed to research possible sidewalk configurations, ADA requirements, estimated costs, property lines, and whether any portion of the cost could be assigned to Dollar General.

Public Works Committee Report

The old wastewater clarifier is currently resting while the new clarifier is handling the flow. A plugged six-inch outlet was found and may have contributed to prior sludge issues. The old clarifier may be returned to service in the winter. Church Street, Wisconsin Street, and McArthur Road received double chip seal. Line painting is expected later this month or early next month. Quotes are still being obtained for the Well No. 1 generator, and issues continue at the brush pile.

Motion: Brandenburg/Haak to approve the purchase of a used brush with hydraulic cylinder and a second unit for parts at a total cost of $1,925. Motion carried.

The Village will discontinue weekend and holiday leak monitoring. Residents will be encouraged to use EyeOnWater to monitor usage and receive leak notifications. Information will be included with Village communications. The DNR recycling ordinance update will be prepared for the October meeting. The Village will also continue exploring temporary parking options during the Highway 175 construction project.

Parks Committee Report

Motion: Bodden/Krapfl to approve the August 24, 2026 Parks Committee meeting minutes. Motion carried.

The gazebo at Highlander Park is in poor condition and would require substantial repairs to the floor, railings, paint, and possibly structural components. DPW estimated demolition could be completed for less than the cost of repair.

Motion: Polster/Billings to remove/demolish the Highlander Park gazebo. Motion carried.

The Board noted that the grills and benches at River's Edge Park are being used and look much improved.

Finance and Personnel Committee Report

Motion: Haak/Krapfl to approve payment of the August 2026 bills in the amount of $230,260.30 and payroll in the amount of $26,776.16. Motion carried.

Motion: Brandenburg/Haak to approve the August 2026 Fund Summary Report – Budget to Actual. Motion carried.

Motion: Haak/Brandenburg to approve the August 2026 Treasurer's Report. Motion carried.

Motion: Brandenburg/Haak to approve the September 16, 2026 Finance Committee minutes as presented. Motion carried.

Announcements

- The Joint Budget Meeting will be held Monday, September 28, 2026 at 7:00 p.m.
- Bulk waste pickup will be Tuesday, October 13, 2026 and will be the final Village-wide bulk pickup.
- The next Regular Village Board meeting will be Monday, October 19, 2026.
- A Highway 175 project meeting for business owners will be held Thursday, October 22, 2026 at 6:00 p.m. at the Town Hall.

- Trick-or-Treat will be held October 31, 2026 from 2:00 p.m. to 4:00 p.m.

Adjournment

Motion: Motion made and seconded to adjourn. Motion carried. The meeting adjourned at 8:02 p.m.

Respectfully submitted,

Becky Tellier
Clerk-Treasurer

Joint Budget Meeting Minutes

September 28, 2026 – 7:00 p.m.

The Joint Budget Meeting was called to order at 7:00 p.m. The Pledge of Allegiance was recited. Roll call was taken, with all Village Board members present.

Theresa Fire Department

Radio Replacement / Communications Equipment

The Fire Department discussed the anticipated replacement of its radio equipment. An email was received requesting that departments complete an inventory of their existing radios. The County is currently considering Motorola equipment as part of the countywide communications system. Motorola equipment is substantially more expensive than the Kenwood equipment previously considered.

The County is gathering additional information from departments and has requested completion of a detailed equipment inventory. The overall communications project may require as many as 16 new towers throughout the County and is expected to take approximately two years to complete.

Discussion was held regarding whether the County would purchase the radios and lease them to individual fire departments or whether departments would purchase their own equipment. The County would prefer to handle maintenance of the system and is exploring grant opportunities and possible borrowing to help fund the project.

Departments are being encouraged not to purchase equipment at this time but to begin budgeting and setting aside funds for future radio replacement. It was suggested that the Town and Village could establish or designate funds specifically for Fire Department radio equipment.

The need for dual-band radios may become an issue sooner because the Department must be able to communicate with neighboring counties. Fond du Lac County will continue to maintain VHF radio capabilities. The Department's current radios date back to approximately 2007, and the Department currently does not have dual-band radios.

Kenwood equipment may remain compatible with the proposed system even if the County proceeds with Motorola. The Department may also need to purchase approximately three to five handheld radios. The current Kenwood pricing is available through March 31. Kenwood parts and service are available in Slinger and include a three-year warranty, while Motorola equipment would include a five-year warranty.

The consensus was to begin setting aside funds for radio replacement while waiting for the County to make a final determination regarding the communications system and equipment.

The Board also discussed the possibility of seeking META grant funding to assist with the radio project. The Board would like funding for the anticipated radio replacement worked into the budget if possible.

Fire Department Budget and Revenue

The current amount for the Village and Town contribution toward the Fire Department budget is $133,717.

Trustee Pat Bodden asked whether revenue is incorporated into the Fire Department budget. It was explained that the Department generally does not bill residents for calls. Certain materials, such as firefighting foam, may be billed when appropriate. Class A foam is obtained through the Wisconsin DNR, with the Department limited to ten pails per year.

The Department previously billed for automobile accidents; however, insurance companies increasingly stopped paying these charges. A third-party billing company was also previously used, but the fees charged by the company increased to the point that billing was no longer financially beneficial. The Department therefore discontinued the practice.

The Fire Department's fiscal year follows the calendar year, although the Department's internal year-end differs from the fiscal year.

Purchasing, Invoices and Reimbursements

Discussion was held regarding purchasing procedures and concerns about duplicate billing. Karrie Isken receives the actual invoices rather than paying from quotes or lists as had occurred in the past.

When Fire Department credit cards are used, receipts are provided to Karrie. A binder containing receipts is maintained at the Fire Department, and Karrie also maintains a binder containing the original receipts.

The Department is awaiting direction regarding the proper reimbursement procedure. Reimbursements would be split equally between the Town and Village.

Fire Department Agreement and Organization

Warren stated that, to his knowledge, a contract between the Town, Village and Fire Chief was never formally approved.

Discussion was held regarding the additional revenues received under Wisconsin Act 12 and whether a portion of the increase should result in additional funding for the Fire Department. Fire Department officers will review the service agreement or other documents currently on file and provide them to the Town and Village for review.

The proper name of the Department was discussed. The Department should be referred to as the **Theresa Fire Department**. The Theresa Fire Commission name will remain unchanged. Fire trucks currently display the name Theresa Community Fire Department.

Ownership of the Fire Department property/facility was discussed. It was stated that the Town and Village each have a 50% ownership interest.

New Fire Department officers are required to be sworn in. There is currently an open Captain position. The Fire Chief and other officers report to the Fire Department membership.

The Department currently has approximately 10 active members and 47 total members. Members age 55 and older become honorary members.

Recruitment remains an ongoing concern. Fire Department representatives will be attending a recruitment conference on October 6 at 6:00 p.m. at the Waupun High School gymnasium to obtain additional information and ideas regarding firefighter recruitment.

Library

The Library budget was reviewed. Overall increases for the upcoming budget year are relatively small.

The Board asked whether the previously identified DPI reporting correction had been completed. It was explained that the correction will have no financial impact on the Village or Town and will be addressed as part of the Library's 2026 annual report. The Library and library system are aware of the issue, and it will be corrected through the annual reporting process.

Mary Alice discussed the history of the donation of the property on which the Library is located but was uncertain regarding the legal ownership of the property. Lloyd provided additional historical information and noted that costs associated with the Library have historically been divided equally between the Town and Village.

Trustee Joe Haak recommended that the property ownership and related issues be reviewed by the Village Attorney in conjunction with the applicable state statutes. The Village Attorney can then advise the Village regarding ownership and any related responsibilities.

President Steger declared the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Becky Tellier, WCPC, MMC

Special Village Board Meeting - Finance Committee of the Whole

September 28, 2026 – 8:27 p.m.

The meeting was called to order by Trustee Bodden immediately following the Joint Budget Meeting.

The closed session statement was read by Trustee Bodden, pursuant to Wis. Stats Section 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion by Bodden/Haak to go into closed session. Roll call was taken, motion carried, 7-0.

Motion by Brandenburg/Bodden to return to open session.

Bodden declared the meeting adjourned at 8:40 p.m.

Respectfully submitted,
Becky Tellier, WCPC, MMC
Clerk-Treasurer

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

October 5, 2026

Kelleen M. Fleisner
518 Mayville St
Theresa, WI 53091

RE: Mayville Street Project Sewer Lateral Assessment – Invoice #43

Dear Ms. Fleisner:

The Village of Theresa is in receipt of your September 28, 2026, letter requesting formal Village Board review of the Mayville Street Project sewer lateral assessment for your property at 518 Mayville Street. The Village has reviewed the records currently available regarding the assessment, billing, payment terms, and penalties.

The Village acknowledges that you are not disputing the original $7,943 assessment and that you have offered to pay the principal amount in full. Your request for review of the additional charges will be presented to the Village Board.

The Village's records include Resolution 2023-10, adopted August 21, 2023, declaring the Village's intent to levy special assessments for the Highway 28/Mayville Street project pursuant to Wis. Stat. §66.0703. The resolution provides that an assessment against a parcel may be paid in cash or in three annual installments.

The Village's records also contain correspondence addressed to you at 518 Mayville Street regarding the project and the February 21, 2024, public hearing. That correspondence explained that affected property owners would have the option to pay the assessment in one lump sum or finance the assessment over a three-year period.

Invoice #43 was subsequently prepared for your property in the amount of $7,943. The original invoice included the following payment terms: "The assessment against any parcel may be paid in full or in annual installments of 1/3 the total assessment. If not paid by July 31 each year, 4% will be added with the final installment due July 31, 2027."

The invoice further states that any assessment amount remaining outstanding after the final installment due date would be placed on the parcel's tax bill with an additional 10% fee.

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

The "Pay By" date appearing elsewhere on the invoice is generated by the Village's accounting software. The software is not a special-assessment billing program and does not provide the ability to establish individual annual installment due dates. For that reason, the specific payment schedule and terms were included in the body of the invoice.

The amounts currently appearing on your account were calculated as follows:

Original assessment: $7,943.00
2025 – 4% of $7,943.00: $317.72
Balance: $8,260.72
2026 – 4% of $8,260.72: $330.43
Current balance: $8,591.15

These amounts correspond with the charges shown on the Village's current copy of Invoice #43.

In response to the specific records requested in your letter:

1. **Resolution establishing the Mayville Street special-assessment process:** Resolution 2023-10 is enclosed.
2. **Final assessment applicable to your property:** The above resolution was for all properties along the Mayville Street Project route.
3. **Assessment report showing the $7,943 assessment:** Enclosed is the final assessment report for 518 Mayville Street.
4. **Authority establishing the payment schedule:** Resolution 2023-10 provides for payment in cash or three annual installments. The specific annual payment terms were also included on Invoice #43.
5. **Authority establishing the 4% charge:** Enclosed are the minutes of the February 21, 2024, Mayville Street Infrastructure Project public hearing. During the public hearing, the financing terms for the special assessments were explained, including that an assessment could be paid in cash or in annual installments of one-third of the total assessment each year plus 4%. The minutes further document that any assessment amount remaining after the final installment due date would be placed on the tax roll with an additional 10% fee. The 4% annual term was subsequently included in the payment instructions printed on Invoice #43.
6. **Documentation showing when Invoice #43 was originally mailed and the address to which it was mailed:** Invoice #43 identifies your billing address as 518 Mayville Street, Theresa, Wisconsin. The Village has not located a separate mailing record documenting the date on which the original invoice was placed in the mail.

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920-488-5421

7. **Mailing log, postage record, or other documentation of mailing:** The Village is not required to maintain a mailing log or postage record.
8. **Subsequent invoices or delinquency notices:** The Village will provide copies of any such records in its possession. The Village will not represent that a notice was sent unless its records support that statement.
9. **Accounting of penalties:** The accounting is provided above.
10. **Explanation of the $317.72 and $330.43 amounts:** The $317.72 represents 4% of the original $7,943 balance. The $330.43 represents 4% of the subsequent $8,260.72 balance.

The Village acknowledges your statement that you did not receive Invoice #43. Village records show that the invoice was prepared in your name and addressed to 518 Mayville Street, which is the address currently on file and the address identified in your correspondence to the Village.

The Village has no record of the invoice being returned by the United States Postal Service as undeliverable. Routine Village correspondence is sent by regular mail and is not individually tracked; therefore, the Village cannot independently verify actual delivery or receipt.The Village uses the United States Postal Service for routine correspondence and billing. Routine Village correspondence, including assessment invoices, is not generally sent by certified or trackable mail. It would not be practical or financially responsible for the Village to send all routine invoices and correspondence by certified mail. Accordingly, the Village does not have a USPS delivery confirmation establishing whether or when Invoice #43 was delivered to your residence. The Village recognizes that delays, misdelivery, and other issues can occur with mail service. The absence of delivery confirmation, however, does not establish that an invoice was not prepared or mailed. Village records show that Invoice #43 was prepared in your name and addressed to 518 Mayville Street, the same address identified in your correspondence to the Village. In addition, prior to issuance of the invoice, correspondence regarding the Mayville Street Project was provided to you at 518 Mayville Street. That correspondence advised you of the assessment process, the public hearing, and that affected property owners would have the option of paying the assessment in a lump sum or financing the assessment over a three-year period.

The Village's Final Assessment Roll subsequently established the assessment for 518 Mayville Street at $7,943.

Therefore, while the Village acknowledges your statement that you did not receive Invoice #43, the Village's records also demonstrate that you were aware that an assessment

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

associated with the Mayville Street Project was forthcoming. If an expected assessment invoice was not received, contacting the Village to inquire about the status of the assessment would have allowed the matter to be identified and addressed sooner.

Your request to remove the additional charges will be presented to the Village Board for consideration on October 19, 2026, at the Regular Village Board Meeting scheduled for 7 p.m. Until the Board has reviewed the matter, no representation is being made regarding whether the additional charges will be upheld, modified, or removed.

Thank you for bringing your concerns to the Village's attention and for providing your request in writing.

Sincerely,

Becky Tellier

Becky Tellier, WCPC, MMC
Clerk-Treasurer
Village of Theresa

Enclosures:
1. Resolution 2023-10
2. Document signed by Kelleen Fleisner 2/22/2024
3. Public Hearing Minutes from 2/21/2024 payment terms and interest
4. Final Assessment Roll from JE Arthur
5. Original Invoice #43 dated 7/18/2024, with 4% added in 2025, with 4% added 2026

September 28, 2026

Village of Theresa
292 Mayville St
Theresa, WI 53091

RE: Formal review of the assessment's billing, notice, payment terms, and penalty calculation for the 2024 Mayville Street Project

Dear Village Board Members
I am requesting formal Village Board review of the penalties that have been added to my Mayville Street Project sewer lateral assessment.

I am not disputing the underlying $7943 assessment. I am willing to pay the assessment in full. My concern is the penalties that have been added because I did not receive the original invoice or subsequent notice of the amount due.

The original invoice is dated July 18, 2024, Invoice #43, and identifies the charge as the Mayville Street Project sewer lateral repair.

The invoice itself states:
"The assessment against any parcel may be paid in full or in annual installments of 1/3 the total assessment."

It further states:
"If not paid by July 31 each year, 4% will be added with the final installment due July 31, 2027."

I never received this July 18, 2024 invoice.

Before the invoice was supposed to be sent, I specifically asked a Village employee when I would receive the invoice for the Mayville Street project. I was told that it would be mailed to me. I therefore expected to receive the invoice and make the required payment.

I did not receive it.

I also did not receive a subsequent invoice or delinquency notice informing me that the first installment had not been received or that penalties had been added.

I have consistently received my Village water bills and other Village correspondence at my established address. I have also consistently paid my municipal obligations, including my water bills, dog licenses and property taxes. I therefore had no reason to believe that this particular assessment was outstanding.

I have now been provided with a copy of the original invoice only after approximately two years have passed and penalties have accumulated.

I am willing to pay the $7943 underlying assessment immediately. I am respectfully asking the Village Board to remove the penalties because I did not receive the invoice that notified me of the amount due or provided the payment instructions.

I also respectfully request clarification of the calculation of the penalties. The original invoice states that the assessment could be paid in annual installments of one-third of the total assessment. The invoice subsequently provided to me shows a 2025 penalty of $317.72 and a 2026 penalty of $330.43. I would appreciate an explanation of the specific ordinance or resolution authorizing these penalties and how those amounts were calculated.

Please provide me with copies of:

1. The Village Board resolution establishing the Mayville Street sewer lateral assessment;
2. The final assessment resolution applicable to my property;
3. The assessment report showing the $7943 assessment;
4. The resolution or other authority establishing the payment schedule;
5. The resolution or other authority establishing the 4% penalty;
6. Documentation showing when Invoice #43 was mailed to me and the address to which it was mailed;
7. Any mailing record, mailing log, postage record, or other documentation showing that the invoice was actually sent;
8. Copies of any subsequent invoice or delinquency notice allegedly sent to me;
9. A complete accounting showing the dates and amounts of all penalties assessed; and
10. An explanation of how the $317.72 and $330.43 penalties were calculated under the payment terms printed on the original invoice.

I understand that the Village has indicated that the penalties cannot be removed because doing so for one property owner would require doing so for everyone. I respectfully ask the Board to consider the specific circumstances of my situation. I am not asking the Village to forgive an obligation that I knowingly failed to pay. I am asking the Board to consider whether penalties should be imposed when the Village cannot establish that I received the invoice or subsequent notice of the obligation.

I am prepared to pay the $7943 principal and I respectfully request that the disputed penalties and any other penalties be placed on hold while the Board reviews this matter.

Kelleen M Fleisner
518 Mayville St
Theresa, WI 53091
920-948-7563
kelleenmarycatherine@yahoo.com

Resolution 2023-10: Intent to Levy Special Assessments for Highway 28/Mayville Street DOT Project

PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENTS UNDER MUNICIPAL POLICE POWER PURSUANT TO §66.0703, STATS.

RESOLVED, by the governing body of Theresa, Wisconsin:

1. The governing body hereby declares its intention to exercise its police power under §66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:

   MAYVILLE STREET, WEST VILLAGE LIMITS TO MILWAUKEE STREET, SANITARY SEWER AND WATER MAIN IMPROVEMENTS

2. The property to be assessed lies within the following described assessment district:

   MAYVILLE STREET, WEST VILLAGE LIMITS TO MILWAUKEE STREET

All property fronting upon both sides of Mayville Street from the west Village limits to Milwaukee Street.

3. The governing body determines that improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.

4. The municipal engineer, J.E. Arthur and Associates, Inc. shall prepare a report which shall consist of:

   a. Final plans and specifications for the improvements.
   b. The entire cost of the proposed sanitary sewer and water main improvements.
   c. Schedule of proposed assessments.

5. When the report is completed, the municipal engineer J.E. Arthur and Associates, Inc. shall file a copy of the report with the municipal clerk for public inspection and, if state property is to be assessed, shall mail a copy of the report to the responsible state agency and, for assessments of $50,000 or more, to the Wisconsin state building commission.

6. Upon receiving the report of the responsible officer or body, the clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under ch. 985, Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

7. The hearing shall be held in the Village of Theresa at the following address: Village Hall, 292 Mayville Street at a time set by the clerk in accordance with § 66.0703(7)(a), Stats.

8. The assessment against any parcel may be paid in cash or in 3 annual installments.

Date adopted: 08/21/2023

Signed Jody Steger
Village President

Attest Becky Teller
Municipal Clerk

Publication Date: 08/31/2023

(2)

Dear Village Resident:

You are receiving this letter because you own or occupy property located on Mayville Street between Milwaukee Street and the west village limits. As you have been informed, the sanitary sewer and water main is scheduled to be reconstructed this year. The project has been publicly bid and has been awarded to the low bidder PTS Contractors, Inc. The anticipated start of construction date is March 1, 2024, however, this will be dependent on the weather.

As part of this project, sanitary sewer laterals will be replaced within the public street, and it is also required that each resident replace their private sanitary sewer lateral on their private property. PTS Contractors will be replacing the public portion of the laterals as part of the Village project, the cost of which is $116/lineal foot.

PTS Contractors has also agreed to replace the "private side" laterals at a cost of $75/lineal foot if any property owner would so choose to have them do it. The replacement would include replacing the lateral to the outside wall of the house, and backfilling of the trench. This cost does not include final restoration (landscape, grass, concrete, asphalt, etc.).

Each property owner can choose if he/she would like to have PTS Contractors do this work. If you choose not to, then you would be responsible for hiring your own contractor/plumber to replace the private side of the lateral and this must be completed September 15, 2025. If you would like PTS Contractors to replace your lateral, the Village would need to know by February 22, 2024.

The estimated cost of each lateral replacement, both public and private side, are included on the enclosed preliminary assessment spreadsheet. If you choose to have PTS Contractors do your private side lateral replacement, the Village will pay the contractor for the replacement as part of the project and then specially assess the cost to the property. **You would then have the option to pay the assessment in one lump sum or finance the cost over a period of 3 years.**

The Village has scheduled a public hearing at 6 pm on February 21, 2024 at which time the Village will receive public comment and answer any questions regarding the project. If you agree to have PTS Contractors, Inc. replace your private side lateral, please fill in the information below, sign and date, and return to the Village office on or before February 22, 2024.

Kelleen Fleisner
Name

518 Mayville St
Address

Signature

2/22/2024
Date

Sincerely

3

Public Hearing – Mayville Steet Infrastructure Project

Wednesday, February 21, 2024 – 6 pm

Trustees: Jody Steger, Sandy Koenigs, JR Koenigs, Shawn Krapfl, Dave Brandenburg, and Joe Haak (excused – Jim Polster)

Called to order at 6 pm. PR Steger opened the meeting with some information regarding how the project started. The DOT notified us that they were going to re-do Highway 28/Mayville Street in 2025 so the village board decided to replace the utilities under the ground which are 70 + years old. Chunks of pipe are being blown out of the cast iron water mains so the main needs to be replaced soon. Discussion began about replacing the utilities before the DOT Project so the trenches have time to settle to eliminate dips in the road. The reason we are having property owners replace sewer laterals up to their home is due to the amount of water infiltration that is going into the sewer plant for treatment. The DNR makes us report this on the CMAR Report annually. The village has been replacing leaks in manholes and doing other sewer upgrades but we are still noticing that there is a lot of infiltration which leaves the sewer laterals as the culprit. We are doing sections of the village until everything is replaced in order to satisfy the requirements of the DNR.

From the street main to the house connection is the property owners' responsibility along with the connection to the main. Unfortunately, we did not receive any grant funds. We will be receiving a low interest loan. The assessment against any parcel may be paid in cash or in annual installments of 1/3 the total assessment each year plus 4% with the final installment due by October 15, 2027. Any assessment amount outstanding after the final installment due date will be put on the tax roll with an additional 10% fee per state statute.

Eric Otte added that the special assessment worksheet shows the public side as what's in the public right-away and the private side is from the sidewalk to the house. The footage could be off a few feet. They will measure with a tape measure as the repairs are being completed and that is what will be charged. We could only estimate based off our mapping program.

PTS Construction will do the private repair side of $75/foot but will not do the restoration work – this will be the home owner's responsibility. The trench will be filled in but anything more and grass seeding with watering will need to be done by the home owner. Pipe bursting is suggested for those properties that have trees or a sewer lateral that goes to their neighbor's property. This eliminates the ground from being completely opened; eliminating a trench. There would then be no or little restoration needed. Trees and shrubs could be saved.

Chuck Trauba – the square footage is pretty accurate, but the sewer lateral goes under my deck. How will this be handled by PTS? PR Steger – PTS will probably go to the deck and then another contractor would need to line the remaining portion to go to the house. Chuck – is there any way to know if I take the deck off how this would be handled. Eric – PTS would replace up to the deck and possibly would do the portion up to the house if there is room under the deck. We can coordinate that with the contractor. PR Steger – sign the sheet but let them determine how far up to the house they can go. PTS needs time to order the materials and that is why they need to know who wants them to do the work. Chuck said the mapping is not accurate because he had Sewer Ninjas televise. PR Steger – if the water lateral is damaged, PTS

would have to repair at their expense. This could be an issue for those areas where the water and sewer are in the same trench. The guys that do the pipe bursting can start in the house by the clean-out. Chuck is leaning towards going with PTS and not worry about the sidewalk because it would get replaced with the DOT Project.

PR Steger – we never thought the project would actually start the beginning of March but with the weather being nice it is looking likely to start as projected. We've had pipe bursting done in other areas of the Village and it is possible that the copper water line could be damaged.

Tim Wolff, Wolff Underground – I have been doing this type of work for 30 years and we are a family-owned business. PTS is offering a good price. Wolff can and are willing to work with everyone and make it a good deal if they can get several lines to do one after the other. They are willing to come up with a plan and work with the property owner and get the footage. Pipe bursting is high density poly ethylene. It is one long pipe that is melted together. They do a lot of it throughout the state. They can pull under a deck or trees and they will backfill and compact. People are not happy with trenches because they don't settle the way that people think they will. Pipe bursting may not be a good option for everyone. We had a customer in town that was quoted $38,000 and we were able to do the work for under $10,000. There are always options.

Ron Stommel – from the house, how far out from the house do you need to go – about 10-feet: The pipe can be bent to fit to the hole. If not needed, the hole will be kept small. Some are deeper than others. The laterals have risers at the main. So, outside of the right-a-way, it's about 7-8 feet. The sidewalk to the house is the place where Wolff does the work. A small area is typically trenched.

The pipe is schedule 40 and is stiffer but schedule 35 will meet code. The diameter is 4-inch pipe. When a toilet is flushed, it typically only goes about 10-feet. A toilet is typically 4-5 flushes behind reaching the main. Pipe bursting is pulling a brand-new pipe through. Lining uses the existing pipe. Down-sizing makes the flushing go further. A large pipe doesn't get close to the sewer main when flushed.

Chuck Trauba – if I sign the paper can I get out of the contract with PTS? (Talk with Eric Otte after the meeting)

PR Steger – there are some sewer laterals that go across the neighbor's property in order to meet grade. In this case, pipe bursting is the way to go.

Sue Mitchell – I have an enclosed porch that the lateral goes under. How would this be handled? Eric Otte – PTS would not do this work because they wouldn't want to damage anything. They can get under things but may not want to go under concrete.

David Hoff – the prices they quoted are they sticking to it? Eric – if they run into a problem, they would have to ask the Village to increase the price. It would have to be something pretty intense in order for them to request an increase.

David Hoff – the water shut off to the water main will be replaced at the Village cost. PR Steger – we will be replacing the road that is damaged but next year the road will be replaced by the DOT project.

Nancy Swenson – are 28 and 175 being ripped up at the same time. PR Steger – 2027 is the DOT Highway 175 project.

Myron Ehlers – Corey Clark told me that my sewer lateral did not need to be replaced. PR Steger said that it was Corey's responsibility to know what he was looking at. What is the comparative cost per foot from

what PTS would do versus what Wolff would do? Tim Wolff thinks it will be comparative pricing and could even get lower if a bunch of home owners have them do the work. The mobilization is what adds costs so if a group of properties are done at the same time it saves costs overall. Myron Ehlers – if the original assessment stands, does the televising need to be done again before the house is sold? PR Steger – 10-years is the guideline for repairing. We are not sure how many sewer laterals are in good shape or were told by Corey that it was OK. Bill Weisensel, current Director of Public Works the lateral is clay but it doesn't show roots.

Dave Brandenburg – the state took the option away so we cannot make an owner repair the lateral before the home sells.

Adam Enders – PTS is going 6-inches off the main and will they continue that size all the way to the house. Eric Otte – contractors are going with 6-inch so they don't have to deal with different size furncoes.

Glen McClyman – my situation got changed last week. Bill – the lateral is going out to Theresa Lane so this project will not affect your property. Your sewer lateral will not need to be done as part of this project but will be done in the future.

PR Steger – the original layout was 60 by 120 lots. So, larger lots might have more than one sewer lateral. If they are not being used, we are eliminating them to prevent infiltration.

Hunter Scherr – my assessment shows zero linear feet so I'm confirming that is correct. PR Steger – that was replaced with PVC already. Bill – that home had a sewer problem years ago so the sewer lateral was replaced then.

Donna Geiger – I came because I wanted to see what the detour route will be. Eric Otte – DOT requires that state highways are followed. It is terrible. That is the way the DOT make us do the route. If your familiar with the area, you know ways around the detour. How long will the project take? 90-days, but it really shouldn't take that long if there are no issues.

Myron Ehlers – they are going to take out the old lateral, do we know how deep and wide the trench will be. Myron – who makes the call on what work I need to do? Bill would make the decision if your lateral needs to be repaired.

Dave – there is no date in the ordinance when the televising would need to be re-done.

Ron Stommel – is there any way to get rid of the old lateral and dig a new one in? Eric – we can put the Y in anywhere, so this might be possible. Talk with me after the meeting. If it's more convenient, we can relocate.

Chuck Bernhard – I live in the township and am here for the property next to the Fire Department. Where the storm sewer pipe comes out, it blows out into the field. What I want to make sure of, is that we have permission to do something since that is Village water going into that field. We want to put in a decent driveway and put a berm in. Can the Village give permission to get this done? Bill – the low spot is shown on the screen. A village contractor looked at it last year and said there is definite issue. PR Steger – how do we know where Village property ends and Town property starts. Chuck – there is a stake (he can show). The pipe being shown on the screen is actually in the Township. Eric Otte – with this being a state highway, the Dot probably put the storm sewer in so they are not concerned where the Village and Town are they care about the drainage and getting the water off the road. Eric is not concerned and neither should the Village be. You would have to use the same size or use a bigger circular pipe.

Eric – there is a preconstruction meeting with PTS next week.

Myron – the state would not allow my driveway to be that close to a street and I had to reroute it.

Chuck Bernhard – the state maintenance guy and someone from Madison is coming next week to determine if a driveway is feasible. The guide wires and a tree are in the way preventing a shared driveway with a turn. The State put the pipe in and now it sits. I want to make sure there isn't an issue with the contractor. Eric – any work above what is being done as part of the project would be above the contract work signed by the village.

Public Hearing adjourned at 7:04 pm.

Respectfully submitted,

Becky Tellier – CMC, WCMC

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VILLAGE OF THERESA
PO BOX 327
THERESA WI 53091
Phone: 920-488-5421

INVOICE

Date	Number	Page
07/18/2024	43	1

Bill To: KELLEEN FLEISNER
518 MAYVILLE ST
THERESA WI 54901

Customer No. 2018

Parcel ID: 186-1217-1032-003

Terms: Open Terms

Quantity	Description	Unit Price	Net Amount
1	MAYVILLE STREET PROJECT	007943.00000	7,943.00

Amount	7,943.00
Balance Due	7,943.00

PAY BY: 07/31/2025

MAKE CHECK PAYABLE TO:

VILLAGE OF THERESA
PO BOX 327
THERESA WI 53091

VILLAGE OF THERESA
PO BOX 327
THERESA WI 53091
Phone: 920-488-5421

INVOICE

Date	Number	Page
07/18/2024	43	1

Bill To: KELLEEN FLEISNER
518 MAYVILLE ST
THERESA WI 54901

Customer No. 2018

Parcel ID: 186-1217-1032-003

Terms: Open Terms

Quantity	Description	Unit Price	Net Amount
1	MAYVILLE STREET PROJECT	007943.00000	7,943.00

This invoice is for the sewer lateral repair.

The assessment against any parcel may be paid in full or in annual installments of 1/3 the total assessment. If not paid by July 31 each year, 4% will be added with the final installment due July 31, 2027. Any assessment amount outstanding after the final installment due date will be put on the parcel tax bill with an additional 10% fee.

Amount	7,943.00
Balance Due	7,943.00

PAY BY: 07/31/2025

MAKE CHECK PAYABLE TO:

VILLAGE OF THERESA
PO BOX 327
THERESA WI 53091

317.72 2025?

Balance 826.72
9/11/26 4% 330.43
8591.15

mailed 9/18/24

VILLAGE OF THERESA
292 MAYVILLE ST
THERESA WI 53091
Phone: 920-488-5421

INVOICE

Date	Number	Page
07/18/2024	43	1

Bill To: KELLEEN FLEISNER
518 MAYVILLE ST
THERESA WI 54901

Customer No. 2018

Parcel ID: 186-1217-1032-003

Terms: Open Terms

Quantity	Description	Unit Price	Net Amount
1	MAYVILLE STREET PROJECT	007943.00000	7,943.00
1	2025 4% PENALTY	000317.72000	317.72
1	2026 4% PENALTY	000330.43000	330.43

Amount	8,591.15
Balance Due	8,591.15

PAY BY: **07/31/2025**

MAKE CHECK PAYABLE TO:
VILLAGE OF THERESA
292 MAYVILLE ST
THERESA WI 53091

VILLAGE OF THERESA

PROPOSED PERSONNEL POLICY AMENDMENT

LAW ENFORCEMENT OVERTIME - FLSA §7(k)

Purpose. This amendment establishes the overtime rules applicable to qualifying law enforcement employees following the Village Board's formal establishment of a fourteen-day work period under Section 7(k) of the Fair Labor Standards Act.

Law Enforcement Employees - Fourteen-Day Section 7(k) Work Period

Qualifying Village of Theresa law enforcement employees shall be assigned to the regularly recurring fourteen (14) consecutive-day work period established by resolution of the Village Board pursuant to Section 7(k) of the Fair Labor Standards Act, 29 U.S.C. § 207(k).

The fourteen-day work period shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. on the second succeeding Saturday.

Qualifying law enforcement employees shall receive overtime compensation for hours actually worked in excess of eighty-six (86) hours during the fourteen-day work period.

Hours actually worked in excess of eighty-six (86) hours during the fourteen-day work period shall be compensated at one and one-half (1½) times the employee's regular rate of pay, or by compensatory time when authorized by the Village and permitted under applicable law and Village policy.

Paid leave or other paid time for which no work is performed, including vacation, sick leave, personal leave and holiday pay for hours not worked, shall not constitute hours actually worked for purposes of determining whether the eighty-six (86) hour Section 7(k) overtime threshold has been exceeded.

Holiday Compensation for Law Enforcement Employees

The adoption of the fourteen-day Section 7(k) work period does not eliminate the Village's separate holiday compensation benefit.

A qualifying nonexempt law enforcement employee required to work on a Village-recognized holiday shall receive one and one-half (1½) times the employee's regular straight-time hourly rate for all hours actually worked on the holiday, plus the employee's applicable holiday pay, consistent with the Village Holiday Policy.

For law enforcement employees, Village holidays shall continue to be observed on the actual holiday.

Relationship to General Village Overtime Policy

For qualifying law enforcement employees assigned to the Section 7(k) work period, this provision supersedes the general forty (40) hour weekly overtime threshold contained in the Village Personnel Policy. Such law enforcement employees shall not become eligible for ordinary overtime merely because they exceed forty (40) hours in a seven-day week.

The existing overtime provisions applicable to nonexempt Village employees who are not assigned to the law enforcement Section 7(k) work period remain unchanged.

Nothing in this section changes an employee's entitlement to separately provided compensation, including the Village's holiday-work premium, except where this policy expressly provides otherwise.

Effective Date

This amendment shall become effective at 12:00 a.m. on Sunday, _____, 2026, concurrently with the effective date of the Village Board resolution establishing the fourteen-day Section 7(k) work period.

Village Board approval date: _____

Authority: Fair Labor Standards Act §7(k), 29 U.S.C. §207(k), and 29 C.F.R. Part 553. The federal maximum-hours standard for law enforcement personnel in a 14-day work period is 86 hours.

VILLAGE OF THERESA

DODGE COUNTY, WISCONSIN

RESOLUTION NO. 2026-15

A RESOLUTION ESTABLISHING A FOURTEEN-DAY WORK PERIOD FOR LAW ENFORCEMENT EMPLOYEES UNDER SECTION 7(k) OF THE FAIR LABOR STANDARDS ACT

WHEREAS, the Village of Theresa employs personnel engaged in law enforcement activities within the meaning of the Fair Labor Standards Act (FLSA); and

WHEREAS, Section 7(k) of the FLSA, 29 U.S.C. § 207(k), permits a public agency to establish a work period of not less than seven (7) consecutive days nor more than twenty-eight (28) consecutive days for employees engaged in law enforcement activities; and

WHEREAS, the Village Board desires to establish a regularly recurring fourteen (14) consecutive-day work period for eligible Village law enforcement employees and to apply the federal maximum-hours standard applicable to such a work period;

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

1. Establishment of Section 7(k) Work Period. The Village hereby establishes a regularly recurring fourteen (14) consecutive-day work period pursuant to Section 7(k) of the Fair Labor Standards Act for Village employees engaged in qualifying law enforcement activities.

2. Beginning and Ending of Work Period. Each fourteen-day work period shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. on the second succeeding Saturday. The work period is intended to coincide with the Village's applicable biweekly payroll cycle but shall remain a fixed and regularly recurring FLSA work period.

3. Overtime Threshold. Qualifying law enforcement employees subject to this work period shall receive overtime compensation for hours actually worked in excess of eighty-six (86) hours during the fourteen-day work period, consistent with Section 7(k) and applicable federal regulations.

4. Overtime Rate. Hours actually worked in excess of eighty-six (86) hours during the fourteen-day work period shall be compensated at not less than one and one-half (1½) times the employee's regular rate of pay, or through compensatory time when authorized by the Village and permitted by applicable law and Village policy.

5. Hours Worked. Paid leave or other paid time for which no work is performed, including vacation, sick leave, personal leave and holiday pay for hours not worked, shall not be treated as hours actually worked for purposes of determining whether the eighty-six (86) hour Section 7(k) threshold has been exceeded.

6. Separate Holiday Benefit. Nothing in this Resolution eliminates the separate holiday compensation provided by the Village Personnel Policy for eligible law enforcement employees who are required to work on a Village-recognized holiday.

7. Superseding Overtime Standard for Covered Law Enforcement Employees. For qualifying law enforcement employees subject to this Resolution, the fourteen-day, eighty-six (86) hour standard

established herein shall replace the general forty (40) hour weekly overtime threshold in the Village Personnel Policy for purposes of ordinary overtime eligibility. Other nonexempt Village employees shall remain subject to the overtime provisions otherwise applicable to them.

8. Effective Date. This Section 7(k) work period shall become effective at 12:00 a.m. on Sunday, _____, 2026, and shall apply prospectively beginning with that work period.

Adopted by the Village Board of the Village of Theresa this _____ day of _____, 2026.

VILLAGE OF THERESA

_____
Jody Steger, Village President

ATTEST:

_____
Becky Tellier, Clerk-Treasurer

Authority: Fair Labor Standards Act §7(k), 29 U.S.C. §207(k), and 29 C.F.R. Part 553. The federal maximum-hours standard for law enforcement personnel in a 14-day work period is 86 hours.

JOINT POWERS AGREEMENT
COUNTY 911 EMERGENCY SYSTEM

WHEREAS, Dodge County and the municipalities located within the boundaries of Dodge County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats., "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Dodge County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Dodge County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Dodge County and the Village of Theresa, "municipality," as follows:

1. That effective January 1, 2027, this Agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2027.

2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Dodge County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.

3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c), Wis. Stats.

DODGE COUNTY
(dispatching agency)

By: _____
(County Clerk)

Village of Theresa
(participating agency)

By: _____
(Chairman/Mayor/President/Clerk)

VILLAGE OF THERESA
DODGE COUNTY, WISCONSIN

PROPOSED ORDINANCE NO. 2026-03

AN ORDINANCE AMENDING CHAPTER 297, ARTICLE I, RECYCLING

Purpose of amendment. This draft updates Article I to incorporate the Wisconsin Department of Natural Resources August 2025 model responsible-unit recycling ordinance requirements while retaining the Village's existing local collection, billing, dumpster, and curbside provisions. It also clarifies that multiple-family dwellings with more than four units may participate in the Village-contracted collection service when allowed under the current contract.

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

SECTION 1. Chapter 297, Article I, Recycling, is repealed and recreated to read as follows:

ARTICLE I — RECYCLING

§ 297-1. General provisions.

A. Title. The title of this article is the "Recycling Ordinance for the Village of Theresa."

B. Purpose. The purpose of this article is to promote recycling, composting, and resource recovery through the administration of an effective recycling program, as provided in § 287.11, Wis. Stats., and Ch. NR 544, Wis. Adm. Code.

C. Statutory authority. This article is adopted as authorized under § 287.09(3)(b), Wis. Stats., and the Village's general statutory authority.

D. Abrogation and greater restrictions. It is not intended by this article to repeal, abrogate, annul, impair or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this article imposes greater restrictions, the provisions of this article shall apply.

E. Interpretation. In their interpretation and application, the provisions of this article shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this article may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this article is required by Wisconsin Statutes or by a standard in Ch. NR 544, Wis. Adm. Code, and the provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and Ch. NR 544 standards in effect on the date of adoption of this article or the most recent text amendment to this article.

F. Severability. Should any portion of this article be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this article shall not be affected.

G. Applicability. The requirements of this article apply to all persons within the Village of Theresa.

H. Administration. The provisions of this article shall be administered by the Village of Theresa Village Board and its designees.

§ 297-2. Definitions.

The following definitions shall be applicable in this article:

BIMETAL CONTAINER. A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.

CONTAINER BOARD. Corrugated paperboard used in the manufacture of shipping containers and related products.

FOAM POLYSTYRENE PACKAGING. Packaging made primarily from foam polystyrene that is designed for serving food or beverages; consists of loose particles intended to fill space and cushion a packaged article in a shipping container; or consists of rigid materials shaped to hold and cushion a packaged article in a shipping container.

GLASS CONTAINER. A glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale. This term does not include ceramic cups, dishes, ovenware, plate glass, safety and window glass, heat-resistant glass such as Pyrex, lead-based glass such as crystal, or television tubes.

HDPE. High-density polyethylene, labeled by resin code No. 2.

LDPE. Low-density polyethylene, labeled by resin code No. 4.

MAGAZINES. Magazines and other materials printed on similar paper.

MAJOR APPLIANCE. A residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, furnace, boiler, dehumidifier, water heater or stove.

MULTIPLE-FAMILY DWELLING. A structure containing five or more residential units, including units that are occupied seasonally.

NEWSPAPER. A newspaper and other materials printed on newsprint.

NONRESIDENTIAL FACILITIES AND PROPERTIES. Commercial, retail, industrial, institutional and government facilities and properties. This term includes any location at which goods or services are provided or manufactured, including locations under construction, demolition or remodeling, or used for special events such as fairs, festivals, sport venues, conferences and exhibits. This term does not include multiple-family dwellings.

OFFICE PAPER. A variety of high-grade printing and writing papers. This term does not include industrial process waste, newspaper or packaging.

OTHER RESINS OR MULTIPLE RESINS. Plastic resins labeled by resin code No. 7.

PERSON. Any individual, corporation, limited liability company, partnership, association, local government unit, as defined in § 66.0131(1)(a), Wis. Stats., state agency or authority, or federal agency.

PETE or PET. Polyethylene terephthalate, labeled by resin code No. 1.

PLASTIC CONTAINER. An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.

POSTCONSUMER WASTE. Solid waste other than solid waste generated in the production of goods; hazardous waste, as defined in § 291.01(7), Wis. Stats.; waste from construction and demolition of structures; scrap automobiles; or high-volume industrial waste, as defined in § 289.01(17), Wis. Stats.

PP. Polypropylene, labeled by resin code No. 5.

PS. Polystyrene, labeled by resin code No. 6.

PVC. Polyvinyl chloride, labeled by resin code No. 3.

RECYCLABLE MATERIALS. Lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins; steel containers; waste tires; and bimetal containers.

SOLID WASTE. Has the meaning specified in § 289.01(33), Wis. Stats.

SOLID WASTE FACILITY. Has the meaning specified in § 289.01(35), Wis. Stats.

SOLID WASTE TREATMENT. Any method, technique or process designed to change the physical, chemical or biological character or composition of solid waste. "Treatment" includes incineration.

WASTE TIRE. A tire that is no longer suitable for its original purpose because of wear, damage or defect.

YARD WASTE. Leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than six inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

§ 297-3. Collection of garbage, refuse, solid waste and recyclables.

A. Collection.

(1) Collection, removal and disposal of garbage, refuse, solid waste and recyclables for one- to four-family units, business, industrial and commercial units, Village-owned properties and parks, and participating multiple-family dwellings shall be performed per the specifications and terms set forth in the current Village contract. One curbside garbage collection shall be performed each week; recycling collection shall be performed at the frequency specified in the current contract.

(2) Residential, business, industrial, commercial, public authority and participating multiple-family garbage, refuse, solid waste and recyclables shall be placed in approved waste and recycling containers, with container type and size determined by the current contract and this article.

(a) One waste and one recycling container will be provided to each residential dwelling unit as provided by the current contract.

(b) Multiple-family dwellings comprised of one to four units may receive up to one waste and one recycling container per dwelling unit.

(c) Each business, industrial, commercial and public authority unit may receive up to one waste and one recycling container, subject to the current contract.

(d) Apartments, condominiums and other multiple-family dwellings consisting of more than four dwelling units per building may remain in or participate in the Village-contracted waste and recycling collection service when permitted by the current contract. Each dwelling unit receiving Village-contracted service

shall be assessed the applicable residential collection fee. The owner or designated agent remains responsible for compliance with § 297-9, including adequate recycling capacity.

B. Collection placement. Residential, business, industrial, commercial and multiple-family waste and recyclables shall be placed in approved containers at the curb, street-side or driveway collection location. Collection crews will not collect materials unless placed and located as required by the current contract. If a container cannot be discharged using normal handling procedures, it may be left uncollected.

C. Dumpsters. Dumpsters are prohibited on single-family residential dwelling property for collection of garbage, refuse, trash, solid waste or recyclables. Dumpsters used for multiple-family, business, commercial, industrial or public authority customers shall display the collector's name, address and telephone number; receive sufficient pickups to prevent overflow or nuisance conditions; be maintained with the surrounding area clean, odor-free and litter-free; not block a public or private right-of-way, sidewalk or driveway; and be placed within an enclosure where otherwise required by Village ordinance.

D. Placement restrictions. Waste and recycling containers shall be placed at least 12 inches apart and shall not be placed on snowbanks. Containers shall not be placed for collection sooner than 24 hours before regular collection and shall be removed within 24 hours after collection. Collection crews shall not enter structures to remove containers.

E. Garbage and recycling collection regulated. No person shall transport into the Village for disposal garbage, refuse, trash, solid waste or recyclables generated outside the Village limits. Burning barrels and burning of garbage, refuse, solid waste, recyclables, furniture and yard waste within the Village limits are prohibited as otherwise provided by Village ordinance.

F. Collection fee. Fees shall be established in accordance with the current Village collection contract and Village Board action. Contract costs may be placed on the Village sewer and water utility bill or otherwise billed as authorized by the Village. Single-family and two- to four-unit dwellings shall be charged the standard Village collection fee per dwelling unit. Business, industrial, commercial and public authority customers may use Village service as allowed by the current contract or make alternative arrangements consistent with this article. Multiple-family dwellings of more than four units may use Village-contracted service under Subsection A(2)(d) or make alternative arrangements; if alternative arrangements are made, the Village collection fee is waived for units not receiving Village-contracted service.

§ 297-4. Separation of recyclable materials.

Occupants of single-family and two- to four-unit residences, multiple-family dwellings and nonresidential facilities and properties shall separate the following materials from postconsumer waste: lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; bimetal containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins; steel containers; and waste tires.

§ 297-5. Exceptions.

The separation requirements of § 297-4 do not apply to:

A. Occupants of single-family and two- to four-unit residences, multiple-family dwellings and nonresidential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in § 297-4 from solid waste in as pure a form as is technically feasible.

B. Solid waste burned as a supplemental fuel at a facility if less than 30% of the heat input to the facility is derived from the solid waste burned as supplemental fuel.

C. A recyclable material specified in § 297-4E through O for which a variance has been granted by the Wisconsin Department of Natural Resources under § 287.11(2m), Wis. Stats., or § NR 544.14, Wis. Adm. Code.

§ 297-6. Care of separated materials.

To the greatest extent practicable, recyclable materials separated in accordance with § 297-4 shall be clean and kept free of contaminants such as food or product residue, oil or grease, and other nonrecyclable materials, including but not limited to household hazardous waste, medical waste and agricultural chemical containers. Recyclable materials shall be stored in a manner that protects them from wind, rain and other inclement weather conditions.

§ 297-7. Lead acid batteries, major appliances, waste oil and yard waste.

Occupants of single-family and two- to four-unit residences, multiple-family dwellings and nonresidential facilities and properties shall manage these materials as follows:

A. Lead acid batteries shall be taken to an appropriate retailer, collection site or recycling facility that accepts lead acid batteries, or otherwise managed as directed by the Village.

B. Major appliances, tires and electronics are not collected during regular bulk pickup unless expressly provided by the current Village contract. The property owner shall make arrangements for lawful recycling or disposal as directed by the Village.

C. Clean waste oil shall be taken to a collection location designated or identified by the Village or another lawful collection site.

D. Yard waste shall be managed or disposed of as directed by the Village and shall not be placed in regular garbage or burned except as otherwise expressly authorized by law and Village ordinance.

§ 297-8. Preparation and collection of recyclable materials.

Except as otherwise directed by the Village Board or the Village's contracted collector, occupants of single-family and two- to four-unit residences shall prepare and place recyclable materials accepted by the Village program in accordance with the current collection contract and Village recycling instructions. Recyclables shall be clean and placed loose in the approved recycling container unless otherwise directed. Cardboard shall be flattened and prepared to fit within the approved container. Materials not accepted in the Village curbside recycling program, including special materials, shall be managed through an appropriate drop-off, retailer take-back, special collection or other lawful recycling or disposal program. The Village may publish and update preparation instructions to reflect the processing requirements of its contracted recycling facility without amending this article, provided the instructions remain consistent with Wisconsin law and Ch. NR 544, Wis. Adm. Code.

§ 297-9. Multiple-family dwellings.

A. Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in § 297-4E through O:

(1) Provide adequate, separate containers for the recycling program established in compliance with this article. The number of recycling containers shall equal or be greater than the number of trash containers, and at least one of the following shall be met:

(a) The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.

(b) The ratio of trash container volume to recycling container volume is at most 2:1.

(c) An alternative method is used that does not result in overflow of a recycling container during the time between collection of materials and delivery to a recycling facility.

(2) Notify tenants in writing at the time of renting or leasing the dwelling and at least semiannually thereafter about the established recycling program.

(3) Provide for collection of materials separated from solid waste by tenants and delivery of those materials to a recycling facility.

(4) Notify tenants which materials are collected, how to prepare the materials to meet processing requirements, collection methods or sites, and locations of drop-off collection sites for recyclable materials not collected on-site.

B. Subsection A does not apply if postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Wisconsin Department of Natural Resources that recovers for recycling the materials specified in § 297-4E through O from solid waste in as pure a form as is technically feasible.

C. Participation in the Village-contracted collection service does not relieve the owner or designated agent of a multiple-family dwelling from the responsibilities in this section.

§ 297-10. Nonresidential facilities and properties.

A. Owners or designated agents of nonresidential facilities and properties shall do all of the following to recycle the materials specified in § 297-4E through O:

(1) Provide adequate, separate containers for the recycling program established under this article. The total volume of recycling containers shall be sufficient to avoid overflow during the time between collection of materials and delivery to a recycling facility.

(2) Notify in writing, at least semiannually, all users, tenants and occupants of the properties about the established recycling program.

(3) Provide for collection of materials separated from solid waste by users, tenants and occupants and delivery of those materials to a recycling facility.

(4) Notify users, tenants and occupants which materials are collected, how to prepare materials to meet processing requirements, collection methods or sites, and locations of drop-off collection sites for recyclable materials not collected on-site.

B. Subsection A does not apply if postconsumer waste generated within the facility or property is treated at a processing facility licensed by the Wisconsin Department of Natural Resources that recovers for recycling the materials specified in § 297-4E through O from solid waste in as pure a form as is technically feasible.

§ 297-11. Prohibition on disposal or burning of materials.

No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in § 297-4E through O that have been separated for recycling, except that waste tires may be burned with energy recovery in a solid waste treatment facility.

§ 297-12. Enforcement; violations and penalties.

A. For purposes of ascertaining compliance with this article, any authorized officer, employee or representative of the Village of Theresa may inspect recyclable materials separated for recycling, postconsumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and nonresidential facilities and properties, and records

relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to an authorized Village officer, employee or representative who requests access for inspection and presents appropriate credentials. No person may obstruct, hamper or interfere with such an inspection.

B. Any person who violates a provision of this article may be issued a citation by the Village of Theresa to collect forfeitures. Issuance of a citation does not preclude proceeding under any other ordinance or law relating to the same or another matter, and proceeding under another ordinance or law does not preclude issuance of a citation under this subsection.

C. Penalties may be assessed as follows:

(1) A person who violates § 297-11 may be required to forfeit $50 for a first violation, $200 for a second violation, and not more than $2,000 for a third or subsequent violation.

(2) A person who violates another provision of this article may be required to forfeit not less than $10 nor more than $1,000 for each violation.

SECTION 2. All ordinances or parts of ordinances inconsistent with this ordinance are repealed to the extent of the inconsistency.

SECTION 3. If any provision of this ordinance is adjudged invalid or unconstitutional, the remainder shall not be affected.

SECTION 4. This ordinance shall take effect upon passage and publication or posting as provided by law. Adopted by the Village Board of the Village of Theresa this ____ day of _____, 2026.

_____
Village President

ATTEST:

_____
Village Clerk-Treasurer

Innovation Grant

From: Julie Staffin <jstaffin@mayvillecity.com>

Sent: Wednesday, October 14, 2026 3:38 PM

To: C T <ct@villageoftheresawi.gov>; clerk@townoftheresawi.gov <clerk@townoftheresawi.gov>; Town of Leroy Clerk <clerk@townofleroywi.gov>; chairperson@townofleroywi.gov <chairperson@townofleroywi.gov>

Subject: Re: Innovation Grant Update

Good afternoon,

I wanted to follow up on my previous email regarding working with Dana from Strategic Management & Consulting. I am still waiting for a response from the three municipalities and wanted to check in to see how you would like to proceed.

Please let me know how you would like to move forward, and I will provide the necessary information to Dana so he can follow up accordingly.

If you have any questions or would like to discuss this further, please let me know.

Thank you for your time and guidance.

Thank you,

Julie Staffin
EMS Director/AEMT
Mayville EMS
Cell: 920-557-1083
Phone: 920-387-7989
Fax: 920-212-1282 (Please note new fax number)
E-mail: jstaffin@mayvillecity.com

From: Julie Staffin <jstaffin@mayvillecity.com>

Sent: Tuesday, October 6, 2026 4:20 PM

To: jrhein@villageoflomira.gov <jrhein@villageoflomira.gov>; C T <ct@villageoftheresawi.gov>; Arlette Lindert <clerk@ironridgewi.gov>; Anastasia Gonstead <agonstead@mayvillecity.com>; clerk@townoftheresawi.gov <clerk@townoftheresawi.gov>; Sharon Belling <clerk@townoflomira.gov>; Town of Leroy Clerk <clerk@townofleroywi.gov>

Subject: Innovation Grant Update

Good afternoon,

Although some time has passed since we met as a group to discuss the Innovation Grant collaboration, I wanted to provide you with an update and an agreement that can be achieved with Dana.

As you know, Dana has been a tremendous help with the Innovation Grant, and he has the necessary connections and strategic skills to ensure that we, as a group, get the most from this grant. At the meeting, we discussed allocating 3 or 4% to Dana for grant administration and support. After negotiations, Dana has agreed to 4% of our group grant as payment for services.

We have discussed Dana's expertise and the importance of ensuring we get the most we can from the grant. Benefits of holding an agreement with Dana at 4% include:

Increased funding. If we join in a collaborative grant application, Dana will be able to help us determine what we can use to qualify grant expenditures, so nothing is overlooked.

Dana is a qualified and experienced with the Innovation Grant and has consulted with other municipalities. He knows how the grant applications are scored. He can also provide the agreement template that will be necessary for the Boards to adopt.

We are entering the "busy" season of our career, which will mean there will be more time to focus on all of the other tasks, yet knowing Dana will be working behind the scenes to get us improved funding

Once everyone is on the same page, I will request the contract. Please let me know if you have any questions or concerns or would like to schedule a quick meeting to discuss.

Thank you,

Julie Staffin
EMS Director/AEMT
Mayville EMS
Cell: 920-557-1083
Phone: 920-387-7989
Fax: 920-212-1282 (Please note new fax number)
E-mail: jstaffin@mayvillecity.com

A

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

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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.

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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: _____

Village of Theresa
Clerk-Treasurer's Administrative Report
Meeting Month: October 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 – September

Grants

- Submitted Year 2027 Recycling Grant Application
- Submitted League of Municipalities Safety Grant - **$600** – Intended to offset the cost of an officer protective/safety vest for the Theresa Police Department (Invoice Total $1576.99)
- Submitted Law Enforcement Drug Trafficking Grant (**$5000**)

Professional Education

- Kelly and I attended the annual Caselle User Conference for software training (September 9 & 10)
- I attended the 2026 Wisconsin Municipal Clerk Conference for Free Elections (October 1 & 2)

Sept payments entered	
Checks	362
Cash	35
Portal	302
Total	**699**
Portal users	361
Auto Pay	163
Second notices	63
door hangers-discontinued	0
disconnections	0

