

**Village of Spencer**  
**Minutes of Regular Board of Trustees Meeting**  
**June 9, 2025 – 6:30 P.M.**  
**Spencer Municipal Complex**

President Toufar called the meeting to order at 6:30 pm.

The Pledge of Allegiance was recited.

Clerk Helgestad verified that open meeting laws were followed.

Trustees Carolfi, Jicinsky, Hoes, Schafer, Krause, White, and Toufar were present. Also present were Clerk Helgestad, Public Works Ethan Perrine, and Police Chief Shawn Bauer. Joe Haas from Hawkins Ash attended remotely.

There were no agenda order changes.

(Jicinsky)(Hoes) was carried to dispense with the readings of the Regular May 12, 2025 meeting minutes and approve them as printed. Schafer abstained.

Clerk Helgestad reminded the Board of the upcoming Fire & Ambulance Commission Meeting on Thursday, July 10, 2025 at 7:00 pm.

A brief summary of recent Public Works activity was presented by Public Works Ethan Perrine.

A brief summary of recent Police activity was presented by Chief Bauer. Chief Bauer would like to remind property owners to mow their lawns regularly. Per Village ordinance, grass cannot exceed 8 inches in height.

There were no President's comments.

(Hoes)(Carolfi) was carried to approve a request by Jordan Marten to use the Village property behind his house at 610 South Park Street as long as he is willing to maintain it, and builds no permanent structure on it.

(Carolfi)(Toufar) was carried to approve a request by Patrick Long to improve the alley behind his house at 302 W Clark St, with the approval of his neighbors.

Highlights of the 2024 Financial Audit were presented by Joe Haas of Hawkins Ash.

Ethan Perrine presented a summary of the 2024 Compliance Maintenance Annual Report. The wastewater utility received an "A" grade. (Jicinsky)(Hoes) was carried to approve Resolution 2025-4, "2024 Compliance Maintenance Annual Report".

(Jicinsky)(Hoes) was carried to approve a building deadline extension for Wilderness Builders at 201 W Dove Street conditioned on the builder: (1) being special assessed 2026 property taxes, payable in 2027, based on the minimum assessed value of \$170,000 referenced in the developer's agreement, and (2) that the house will be finished by the end of 2026 so that its full property value will be assessable as of January 1st, 2027, and payable in 2028.

(Jicinsky)(Krause) was carried by a unanimous roll call vote to award the Well House #3 Demolition Project to Midwest Grinding & Excavating at a cost of \$11,999.50.

Discussion was had about the potential to alter the Shooting Range design to replace the archery range with a pistol range. Due to the requirement to submit a new design to the DNR for the change, with an approval time of up to 12 months, no action was taken.

(Carolfi)(Hoes) was carried to approve the bid documents for the Shooting Range Project and to bid the project.

(Jicinsky)(Schafer) was carried to approve a combination Class "A" Beer and "Class A" Liquor license for Kwik Trip at 410 S Pacific Street.

(Jicinsky)(Krause) was carried to approve a combination Class "B" Beer and "Class B" Liquor license for Nutz Deep II North at 103 E Clark Street, My Brother's Place at 113 E Clark Street, and Gorst Events at 900 N Pacific Street.

(Jicinsky)(Toufar) was carried to approve Operator's Licenses for Tracy Ackman, Trish Aldrich, Tanya Altman, Kaelyn Anderson, Serena Bauer, Zackary Bauer, Zachary Baum, Dion Behm, Michelle Cole, Madison Cook, Mollie Dayton, Paige Dielmann, Ann Dieringer, Dawn Marie Foss, Patricia Frisch, Becky Gorst, William Gorst, Michael Hager, Tanner Hamer, Kole Herman, Marilyn Immerfall, Brittany Johnson, Stephine Kaiser, Heather Kramas, Olivia Leffel, Tammy Leichtman, Avery Manthe, Ashley Prusinski, Danielle Reuter, Nathan Rucker, Jody Sandley, Kristi Schiferl, Roberta Schneider, Maria Schoenfuss, Dayna Schutz, Kati Schutz, Kadie Severson, Heidi Strack, Amanda Vanderleest, Karen Vetterkind, Ashley Wallis, Cara Weigel, Larry Willson, and Holly Weyer.

(Jicinsky)(Carolfi) was carried to approve Cigarette, Tobacco, and Electronic Vaping Device Retail Licenses for Dollar General at 208 S Pacific Street and Kwik Trip at 410 S Pacific Street.

(White)(Hoes) was carried to approve Mobile Home Park Licenses for 52 Properties at 300 S Haslow Street and Willow Grove at 211 E Willow Drive.

(Schafer)(Krause) was carried to approve a Junk and Salvage Yard License for First Choice Recycling at 504 E Willow Drive.

(Hoes)(Krause) was carried to approve a Temporary Class "B" Beer license for a Back Yard Pullers event at 107 W Cedar Street on July 26th, 2025.

(Hoes)(Schafer) was carried to approve Temporary Operator Licenses for Will Garton and Joel Dietsche for the Backyard Pullers event on July 26th, 2025.

(Carolfi)(Schafer) was carried to approve Tri-City Contractor's Change Order #1 for the 2024 Pine Street & Hemlock Street Lift Station Upgrades for total decrease of \$24,117.40.

(Schafer)(Krause) was passed by unanimous roll call vote to approve Ellis Stone Construction's Pay Application #4 for the Well #7/WTP #2 project for \$269,375.30.

(Carolfi)(Krause) was passed by unanimous roll call vote to approve Ellis Stone Construction's Pay Application #6 for the Well #7/WTP #2 project for \$255,729.27.

(Schafer)(Jicinsky) was passed by unanimous roll call vote to approve current vouchers totaling \$809,568.85.

A brief summary of clerk activity was presented by Helgestad.

Finance and Personnel Committee – Chairman Hoes had no report.

Utilities and Equipment Committee – Chairman Schafer had no report.

Parks and Buildings Committee – Chairman White reminded the board of a Saturday, June 28, 2025 workday to clean up the stream and trail on Village property behind the wastewater plant.

Health and Emergency Government Committee – Chairman Krause had no report.

Economic Development and Main Street Committee – Chairman Carolfi had no report.

Streets and Sidewalks Committee – Chairman Jicinsky scheduled a meeting for Wednesday, June 11, 2025 at 6:30 pm.

(Carolfi)(Toufar) was carried to adjourn at 8:01 pm.

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Harry Toufar, Village President

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Chris Helgestad, Clerk