

**Village of Spencer**  
**Minutes of Regular Board of Trustees Meeting**  
**November 10, 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 Jicinsky, Hoes, Schafer, Krause, and Toufar were present. Trustees Carolfi and White were absent. Clerk Helgestad, Public Works Dunbar, Police Chief Bauer, Town & County Engineer Greg Droessler were present. Chad Koehler from Waste Management and Town of Spencer resident Inge Furman Hawks were also present.

(Jicinsky)(Hoes) was carried to dispense with the readings of the Regular November 3, 2025 meeting minutes and the Special October 9, 2025 meeting minutes and approve them as printed.

There were no public comments.

Clerk Helgestad reminded the Board of the upcoming Budget Hearing meeting on December 2, 2025 at 6:30 pm.

A brief summary of recent Public Works activity was presented by Public Works John Dunbar. He reported that the crew was working on winter snow removal prep work. John has been working closely with Ellis Stone as the Well #7/WTP #2 project is winding down. Pat Mateer passed another water operator certification exam. Wastewater Operator Perrine is back half time after his paternity leave; the crew has been rotating through the wastewater plant to help out as necessary.

A brief summary of recent Police activity was presented by Chief Bauer. Chief Bauer reminded residents again of Winter Parking Ordinance 451-23, restricting parking on Village streets from 2:00 am to 6:00 am, November 1 to April 1. They issued approximately 50 warnings since the beginning of the month and will start issuing citations this week as necessary. He also reported on the first traffic accident at the Hwy 13/Hwy 98 intersection since the summer construction project that reconfigured the lanes.

There were no President's comments.

Inge Furman Hawks asked the Board to consider, and support as they were able, the potential use of local property for the benefit of the homeless, those with low income, and those needing skilled trade educational opportunities.

(Jicinsky)(Hoes) was carried to approve a new 5-year Garbage and Recycling proposal from Waste Management.

(Schafer)(Krause) was carried to approve the purchase of the Accounts Receivable module for the Workhorse Accounting Software program at an initial cost of \$3300.00.

(Hoes)(Toufar) was carried to approve Ordinance 25-2, an ordinance to update Village of Spencer Ordinance Chapter 27, Joint Municipal Court, to match City of Marshfield changes and to correct a number of typographical errors.

(Toufar)(Hoes) was carried to approve Ordinance 25-3, an ordinance creating Village of Spencer Ordinance Chapter 353-6, Shooting Range regulations.

No action was taken on the League of Wisconsin Municipalities Mutual Insurance Company proposal for 2026. Clerk Helgestad will be soliciting additional proposals for cost comparisons.

(Schafer)(Krause) was carried to approve a West Cemetery Association request for a donation of \$500 in 2026 to be used for driveway improvements.

Town & Country Engineer Greg Drosseler presented options to access the detention tank hatches in the new Water treatment Plant #2. Discussion revolved around the need for accessibility versus the cost of the options. General consensus was that a manlift could be rented as needed.

(Jicinsky)(Hoes) was carried to table the selection of a permanent catwalk or portable manlift for use in the new Well #7/WTP #2 building.

(Schafer)(Jicinsky) was carried by unanimous roll call vote to approve Ellis Stone Pay Request #11 for the Well #7/WTP #2 project for \$514,670.30.

(Schafer)(Krause) was carried by unanimous roll call vote to approve Fellenz Excavating Change Order #2 for the Shooting Range project for an increase of \$6,615.00 and an extension of 7 days to the contract time.

(Krause)(Schafer) was carried by unanimous roll call vote to approve Fellenz Excavating Pay Request #2 for the Shooting Range project for \$45,700.62.

(Schafer)(Krause) was passed by unanimous roll call vote to approve current vouchers totaling \$1,094,832.59.

Clerk Helgestad deferred his report until next month to help accommodate the extended length of the meeting due to the budget review.

Clerk Helgestad presented the draft budgets for the General Fund, Water Utility and Wastewater Utility.

(Schafer)(Toufar) was carried to approve and publish the draft budgets as presented with two changes; an additional \$500 to support Spencer Kids Group and a correction of the Joint Fire and Ambulance Service Levy to match the 2026 request, not the 2025 request as printed.

Finance and Personnel Committee – Chairman Hoes had no report.

Utilities and Equipment Committee – Chairman Schafer had no report.

Parks and Buildings Committee – Chairman White had no report.

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 asked about the status of the WisDOT Pavement Surface Evaluation and Rating (PASER) grading that was done. Trustee Schafer asked the status of the sidewalk grading program. Clerk Helgestad reported that the street assessments were done, the sidewalk assessments were almost done, and that all the information would be presented at a future Street Committee meeting.

Fire and Ambulance Commission – There has been no meeting since last month.

(Jicinsky)(Krause) was carried to adjourn at 9:08 pm.

---

Harry Toufar, Village President

---

Chris Helgestad, Clerk