

Village of Spencer
Regular Board of Trustees Meeting
Monday December 8, 2025 – 6:30 P.M.
Spencer Municipal Complex, 105 South Park Street

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Verification of compliance with open meeting law
- 4) Roll Call
- 5) Agenda order changes or corrections
- 6) Approval of Minutes
 - a) Regular Board of Trustees – November 10, 2025
 - b) Special Board of Trustees – December 2, 2025
- 7) Public Comments
- 8) Announcements
 - a) Candidacy Packets available – Deadline to file is January 6, 2026
- 9) Public Works' Report – a brief summary of the Public Works Department's activity since the last meeting.
- 10) Police Chief's Report – a brief summary of the Police Department's activity since the last meeting.
- 11) President's Comments – for informational purposes only.
- 12) New Business
 - a) Discussion and possible action on Ordinance 25-4, Wellhead Protection, an ordinance repealing and re-creating portions of 454-32 "Wellhead Protection District" of the municipal code of the Village of Spencer, relating to the protection of the municipal water supply.
 - b) Discussion and possible action on Ordinance 25-5, Sex Offender Residency Restrictions, an ordinance to repeal Ordinance 395 "Sex Offender Residency Restrictions".
 - c) Discussion and possible action on a contract with Waste Management for Garbage and Recycling services for a 5-year term, 2026 through 2030.
 - d) Discussion and possible action on an updated service agreement with Funktion Design Studio for Phase Two of the Band Shelter project for \$32,060.

- e) Discussion and possible action on insurance proposals for 2026.
 - f) Discussion and possible action on the appointment of election officials for the 2026-2027 biennium pursuant to Wis. Stat. 7.30, including Kathy Beyer (Republican Nominee), Tiana Schultz (Democratic Nominee), Anita Ruger, Ellen Stanley, Linda Hinrichsen, Gail Jicinsky, Diane Witmer, Lynn Almquist, Cheryl White, Evelyn Schultz, Sally Rakovec, and Ellen Steckbauer.
 - g) Discussion and possible action on Ellis Stone Change Order #1 for the Well #7/WTP #2 project for net decrease of \$98,952.79.
 - h) Discussion and possible action on Ellis Stone Pay Request #12 for the Well #7/WTP #2 project for \$514,670.30.
- 13) Discussion and action on the approval of current vouchers.
- 14) Clerks Report— a brief summary of the Clerk’s recent activity since the last meeting, and a listing of recent building permits.
- 15) Committee Reports
- a) Finance and Personnel Committee
 - b) Utilities and Equipment Committee
 - c) Parks and Buildings Committee
 - d) Health and Emergency Government Committee
 - e) Economic Development and Main Street Committee
 - f) Streets and Sidewalks Committee
- 16) Possible motion to enter into Closed Session per Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- a) Approval of Minutes
 - i) Special Board Meeting Closed Session – October 20, 2025
 - b) Discussion and possible action on a request to allow additional payout and roll over options of unused PTO from 2025.
 - c) Discussion and possible action on performance bonuses for the Public Works Staff and Office Assistant.

d) Discussion and possible action on Administrator-Clerk/Treasurer Performance Evaluation.

17) Possible motion to reconvene into open session pursuant to Wis. Stats. 19.85(2) for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda

18) Adjourn

Posted on December 5, 2025 at 3:00 pm at 105 S Park Street and at villageofspencerwi.gov

It is possible that members of, and possibly a quorum of, other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Village Clerk's office with as much advance notice as possible.

VOUCHERS FOR BOARD MEETING DECEMBER 8, 2025

GENERAL

Partners Bank
Bank of Alma
Payroll 11/13/2025
Internal Revenue Service
Wisconsin Department of Revenue
WI SCTF
AT&T Mobility
KCL Group Benefits
US Postal Service
We Energies
Xcel Energy, Inc.
Payroll 11/26/2025
Internal Revenue Service
Wisconsin Department of Revenue
WI SCTF
Bank of Alma
Wisconsin Employee Trust Fund

DESCRIPTION

Wire Fee-Johnson Motor Sales 25.00
Anticipation Note Refunding; wire fee 1,686,821.72
Payroll week ending 11/7/2025 23,462.65
FICA/FED for payroll 11/13/2025 7,662.79
WIREV for payroll 11/13/2025 1,312.29
Payroll 11/13/2025 181.38
Cell phones 281.42
Dec '25 Life/Disability Insurance 245.49
WSGR November 2025 108.02
Natural gas 460.80
Electricity 3,095.18
Payroll week ending 11/21/2025 22,927.07
FICA/FED for payroll 11/26/2025 7,790.03
WIREV for payroll 11/26/2025 1,346.31
Payroll 11/26/2025 181.38
Anticipation Note Interest 30,117.60
Nov '25 retirement benefits 10,742.95

Prepaid Total \$ 1,796,762.08

GENERAL

Allied Cooperative
Bill's Service Center
C & J Auto & Machine, Inc.
Cash - Petty Cash
Central States Health Funds
Cintas Corporation
Clark Electric Cooperative
Computer TR, Inc.
D & A Automotive, Inc.
Ehlers & Associates, Inc.
Fahrner Asphalt Sealers, LLC
Forst Lawn Services
Funktion Design Studio, LLC
Galls, LLC
General Code, LLC
Impact Canopies USA
I-State Truck Center
Kwik Trip, Inc.
League of WI Municipalities
Marathon County Clerk
Marathon County Treasurer
Marshfield Area Pet Shelter
Menards, Inc.
Michael Blue Productions, LLC
Mississippi Welders Supply Co., Inc.
Norm Tremelling Construction, LLC
Power Plan
Quarles & Brady, LLP
Quik Print, LLC
Teamsters Local 662
The Uniform Shoppe
TJ'S Tire & Auto LLC
TP Printing Co., Inc.
VISA

DESCRIPTION

Diesel 1,583.28
Chainsaw 903.61
Plow truck relay, sweeper tarpstraps, tool cat pæ 233.85
Petty Cash reimbursement 81.42
November health insurance 27,078.00
Uniforms, mats & mops 332.36
Street lighting 333.27
November computer services, computer 250.00
Fuse replaced-Durango, '21 Durango oil change 110.93
Advisor fee 18,500.00
Crack sealing various streets 7,160.00
Mow & trim 113 E Wendell St 240.00
Phase 2 design, construction devel. 7,226.50
Uniforms - EC 335.93
Update codes 695.00
PD 10x10 Canopy 807.90
Plow truck repairs 345.90
PW gas & diesel, PD gasoline, bucket truck 1,188.17
2026 League dues 975.41
Dog License Fees 1,220.50
Culverts School St, plow blades 4,691.31
Animal Intake Invoice 381.00
Fiberglass resin, tire cement 37.16
Spencerama Days band 900.00
Steel wire, fibre disc, welding supplies 110.62
Culvert work school street 590.00
Loader repair and parts 1,255.90
General obligation promissory note 15,900.00
2026 calendars 370.75
PD & PW Union dues December 2025 532.00
Tasers, Uniforms-SB, new officer uniforms-GB 2,091.00
2019 Durango tires 658.12
Mtg min, ordinances, spring election 924.83
Microsoft, phones, training, shop supplies 3,034.53
SRO promo, ice melt, uniforms, office supplies 120.80
Communication Equip. for plow truck 266.82
November WSGR billing 8,050.00
Leaf pick up 110.40
Grinder paddle, impact driver

VOUCHERS FOR BOARD MEETING DECEMBER 8, 2025

GENERAL

Wisconsin Department of Transportation
 Wisconsin Rural Water Association, Inc.
 WM Corporate Services, Inc.
 Wolfgram, Gamoke & Hutchinson, S.C.
 Workhorse Software Services, Inc
 Zahn, Mary

DESCRIPTION

E Willow Preliminary 1,125.73
 Safety training, annual safety training 793.48
 Garbage & recycling; admin fee & fuel charge 10,562.17
 Legal 80.00
 Software support 1,450.00
 Cleaning 11/11-12/2 445.00

General Total	\$ 124,083.65
General Total Plus Prepaid Total	\$ 2,044,929.38

WATER DEPARTMENT

AT&T Mobility
 US Postal Service
 We Energies
 Xcel Energy

DESCRIPTION

Cell phones 80.28
 WSGR November 2025 108.02
 Natural gas 156.16
 Electricity 1,912.46

Water Prepaid Total	\$ 2,256.92
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WATER DEPARTMENT

AgSource Cooperative Services
 Cintas Corporation
 Computer TR, Inc.
 Core & Main, LP
 Diggers Hotline
 Ellis Stone Construction Company
 Hawkins, Inc.
 Hydrocorp
 Kwik Trip, Inc.
 Town & Country Engineering, Inc.
 VISA
 Water & Sewer Utility
 We Energies
 White Cap, LP
 Wisconsin State Laboratory of Hygiene (Mil)
 Workhorse Software Services, Inc
 Xcel Energy, Inc.

DESCRIPTION

Sample testing 91.50
 Uniforms 164.60
 November computer services 125.00
 MJ caps 257.94
 Locates 25.50
 Well #7 construction 309,468.11
 Water chemicals 8,070.68
 November cross connection 341.00
 Gasoline 78.22
 Well #7 construction 19,291.18
 Microsoft, laptop case, valve, batteries, postage 98.45
 November WSGR billing 1,451.73
 Acct #0708018200-00014 Well #7 47.60
 Grinder paddle, impact driver 110.39
 Fluoride 11/17/25 31.00
 Software support 1,720.00
 Temporary power Well #7 223.66

Water Total	\$ 341,596.56
Water Total Plus Prepaid Total	\$ 343,853.48

SEWER DEPARTMENT

AT&T Mobility
 US Postal Service
 We Energies
 Xcel Energy, Inc.

DESCRIPTION

Cell phones 58.16
 WSGR November 2025 108.02
 Natural gas 595.47
 Electricity 4,595.36

Sewer Prepaid Total	\$ 5,357.01
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SEWER DEPARTMENT

AgSource Cooperative Services
 Aquatic Informatics Inc
 B & B Specialties, Inc.
 Cintas Corporation
 Computer TR, Inc.
 Deluxe Distributors
 Diggers Hotline
 Londerville Steel Enterprises, Inc.
 Mission Communications, LLC
 Mississippi Welders Supply Co., Inc.
 VISA
 Water & Sewer

DESCRIPTION

Sample testing 3,702.60
 Software support 2026 1,440.60
 Bicarb 164.60
 Uniforms 125.00
 November computer services 13,233.78
 Ferric Chloride 25.50
 Locates 140.00
 Threaded rod 1,964.40
 System monitoring 71.88
 Welding supplies 472.78
 Ice melt, Microsoft 443.98
 November WSGR billing

VOUCHERS FOR BOARD MEETING DECEMBER 8, 2025

SEWER DEPARTMENT

Wisconsin Department of Transportation
Wisconsin Rural Water Association, Inc.
Workhorse Software Services, Inc

DESCRIPTION

Hwy 13 Manholes
Safety training
Software support

COST

538.50
198.37
1,720.00

Sewer Total	\$	24,241.99
Sewer Total Plus Prepaid Total	\$	29,599.00

TID EXPENSE

Ehlers & Associates, Inc.
Ehlers & Associates, Inc.

DESCRIPTION

403 Tid extensions & annual reporting
404 Tid extensions & annual reporting

COST

2,000.00
2,000.00

TID Expense Total	\$	4,000.00
General, Water, Sewer & TID Total	\$	493,922.20
General, Water, Sewer & TID plus Prepaid Total	\$	2,422,381.86