

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

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. Clerk Helgestad, Public Works Engevold, Police Chief Bauer, and Town & County Engineer Max Tibbett were present. Jesse Furrer from Spectrum Insurance Group was also present.

There were no agenda corrections or changes.

(Jicinsky)(Hoes) was carried to dispense with the readings of the Regular November 10, 2025 meeting minutes and the Special December 2, 2025 meeting minutes and approve them as printed.

There were no public comments.

Clerk Helgestad reminded attendees that candidacy packets are available in the office for anyone interested in running for Village Board Trustee. The deadline to file is January 6, 2026.

A brief summary of recent Public Works activity was presented by Public Works Mike Engevold.

A brief summary of recent Police activity was presented by Chief Bauer.

There were no President's comments.

(White)(Toufar) was carried to approve 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.

(Schafer)(Krause) was carried to approve Ordinance 25-5, Sex Offender Residency Restrictions, an ordinance to repeal Ordinance 395 "Sex Offender Residency Restrictions".

(Jicinsky)(Hoes) was carried to approve a contract with Waste Management for Garbage and Recycling services for a 5-year term, 2026 through 2030.

(Carolfi)(Toufar) was carried to approve an updated service agreement with Funktion Design Studio for Phase Two of the Band Shelter project for \$32,060.

(Hoes)(Jicinsky) was carried by unanimous roll call vote to approve a League of Wisconsin Municipalities Mutual Insurance Company proposal for 2026 for \$86,454.

(Schafer)(Carolfi) was carried to approve 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.

(Jicinsky)(Hoes) was carried by unanimous roll call vote to approve Ellis Stone Change Order #1 for the Well #7/WTP #2 project for net decrease of \$98,952.79.

(Schafer)(Jicinsky) was carried by unanimous roll call vote to approve Ellis Stone Pay Request #12 for the Well #7/WTP #2 project for \$514,670.30.

(Carolfi)(Schafer) was carried by unanimous roll call vote to approve current vouchers totaling \$2,424,581.09.

A brief summary of recent Clerk's activity was presented by Clerk Helgestad. Helgestad asked for a future meeting to discuss use of shipping containers as storage buildings in the Village and to review and potentially approve a bid for the sale of the old plow truck. A Special Meeting of the Village Board of Trustees was scheduled for Monday, December 15, 2025 at 6:30 pm.

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 had no report.

(Carolfi)(Toufar) was carried to enter into Closed Session at 7:50 pm 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.

The meeting reconvened into open session at 8:21 pm.

(Carolfi)(Schafer) was carried to adjourn at 8:24 pm.

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Harry Toufar, Village President

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Chris Helgestad, Clerk