

**Village of Spencer**  
**Minutes of Regular Board of Trustees Meeting**  
**February 9, 2026 – 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 Jicinsky, Hoes, Schafer, Krause, White, and Toufar were present. Trustee Carolfi was absent. Clerk Helgestad, Public Works Dunbar and Engevold, Office Brad Bauer, and Town & County Engineer Max Tibbett were present. Police Chief Shawn Bauer was present by Zoom.

(Hoes)(Jicinsky) was carried to dispense with the readings of the Regular January 12, 2026 meeting minutes and approve them as printed.

Residents Emily Johnson, Georgia Shupe and Jeffery Baxter spoke during the citizen comment period to talk about their experience dealing with management and maintenance of States Avenue Mobile Home Court.

Clerk Helgestad reminded attendees of the Chamber of Commerce Annual Banquet on Sunday, March 1 at 5:00 pm at Uptown Plaza. Business of the Year McNeely Insurance and Citizen of the Year Mary Zahn will be recognized.

A brief summary of recent Public Works activity was presented by Public Works John Dunbar.

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

There were no President's comments.

(Schafer)(Hoes) was carried to delegate Three C's as the Village's Commercial Building Inspector. Trustee Jicinsky voted against the motion.

(Jicinsky)(Hoes) was carried to approve the Municipal Court Judge Selection Team's recommendation for the temporary appointment of Krista James to the position of Municipal Court Judge with the term ending after a special election is held.

(Hoes)(Toufar) was carried to approve a Memorandum of Understanding Between the Village of Spencer and Teamsters Local 662 adding the Police Sergeant position to the pay schedule.

(Schafer)(Carolfi) was carried by unanimous roll call vote to approve a Hawkins Ash proposal for the 2025 annual audit for \$35,200.

(Hoes)(Carolfi) was carried to approve the creation of a Police Department Sergeant position and job description.

(Hoes)(Krause) was carried to allow the Police Commission to fill the Police Sergeant position.

(Hoes)(Toufar) was carried to approve the return of CDBG Revolving Loan funds to the State.

(Jicinsky)(Schafer) was carried to approve the purchase of replacement pumps for the Monroe Street Lift Station at an estimated cost of \$17,000.

(Schafer)(Krause) was carried to approve the repair of a Municipal Building window at an estimated cost of \$1800.

(Jicinsky)(Hoes) was carried by unanimous roll call vote to approve Mid-Wisconsin Concrete Pay Request #1 for the Village's share of the Roberts Street Road Construction in the Eagles Landing Subdivision for \$75,314.65.

(Schafer)(Krause) was carried by unanimous roll call vote to approve Change Order #2 for the Well #7/WTP #2 project for a reduction of \$34,263.29.

(Krause)(Schafer) was carried to approve Ellis Stone Pay Request #14 for the Well #7/WTP #2 project for \$6,494.22.

(Hoes)(Jicinsky) was carried to approve advertising for the Deputy Clerk/Treasurer position.

(Schafer)(Krause) was carried by unanimous roll call vote to approve current vouchers totaling \$287,768.39.

A brief summary of recent Clerk's activity was presented by Clerk Helgestad.

Finance and Personnel Committee – Chairman Hoes reported on the recent Finance and Personnel Committee Meeting.

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 reported on the recent Health and Emergency Government Committee meetings.

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

Streets and Sidewalks Committee – Chairman Jicinsky had no report and asked for an update on the Willow Drive project. Clerk Helgestad said a start date has not yet been set.

(Carolfi)(Toufar) was carried to enter into Closed Session at 7:48 pm per Wisconsin Statute 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.

(Jicinsky)(Schafer) was approved to place 715 E Peach Street up for sale.

(Schafer)(Toufar) was approved to amend the Denyon Homes Developer's agreement to include a firm commitment to build 10 houses by the end of 2029.

The meeting reconvened into open session at 8:17 pm.

(Carolfi)(Hoes) was carried to adjourn at 8:20 pm.

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Harry Toufar, Village President

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Chris Helgestad, Clerk