

**Village of Spencer**  
**Minutes of Regular Board of Trustees Meeting**  
**Monday, November 13, 2023 – 6:30 P.M.**  
**Spencer Municipal Complex**

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

The Pledge of Allegiance was recited.

**Roll Call**

Trustees Hoes, Jicinsky, Carolfi, and Schafer were present. Trustees Krause and White were absent.

**Approval of Minutes**

(Hoes)(Carolfi) was carried to dispense with the reading of the previous Regular Board of Trustees meeting minutes and approve them as printed.

**Public Comments**

There were no public comments.

**Announcements**

Public Hearing set for November 16<sup>th</sup> at 6:00 pm for review of the 2024 Budget.

**Public Works' Report**

Paul reported on the wetland exemption for Madison St. He further reported we have filed for a notice and should be proceeding shortly, however, many contractors shut down during deer season. The guys also finished putting in the baffles in the clarifier in the WWTP. Flushing was done this week. Marshfield is proposing an online payment for courts. This would cost the Village only \$140 a year. We may also be able to put a payment portal on our website. Leaf pickup occurred. Christmas lights were put up.

**Police Chief's Report**

Chief Bauer reported that, during the month of October, officers handled 151 calls for service, issued 22 citations.

**President's Report**

President Toufar thanked Paul for his service to the Village. President Toufar had nothing further to report.

**Old Business**

There was no old business.

**New Business**

(Schafer)(Carolfi) was carried by unanimous roll call vote to approve Pay Request #2 from Tri-City Concrete Contractors for the Madison St Project-\$12,901.

(Hoes)(Jicinsky) was carried to approve the dumpster policy under the Village Waste Management account.

(Carolfi)(Krause) was carried to approve PFAS settlements.

(Schafer)(Hoes) was carried by unanimous roll call vote to approve the purchase of mini-excavator attachments.

No action was taken concerning the raze of 703 N LaSalle.

(Carolfi)(Krause) was carried to approve an interlocal agreement with the Town of Spencer for road maintenance on North LaSalle.

(Hoes)(Jicinsky) was carried to approve the resolution 2023-12, "A resolution appointing authorized signers and access to village bank accounts".

(Jicinsky)(Hoes) was carried by unanimous roll call vote to approve appointing an interim Village Administrator.

(Schafer)(Krause) was carried to approve changing June and July 2024 Board Meeting Dates to June 12<sup>th</sup> and July 15<sup>th</sup>.

(Carolfi)(Krause) was carried to approve authorizing the Village Clerk to place all past due bills as of September 25, 2023 and unpaid as of November 15, 2023 on the 2023 Real Estate Tax Roll for collection.

(Hoes)(Jicinsky) was carried to approve the application of a 10% surcharge on all delinquent water and sewer utility bills that are unpaid as of November 15, 2023.

(Jicinsky)(Hoes) was carried to approve a "Class B" and a Class "B" Alcohol Beverage License to Gorst Events LLC.

(Schafer)(Jicinsky) was carried to approve an Operator's License for Connor Jasurda.

(Carolfi)(Hoes) was carried by unanimous roll call vote to approve current vouchers.

### **Clerk's Report**

Building Permits issued to Jeff Weichelt located at 200 W Dove St for a cement driveway and a shed with a an approximate value of \$23,000, A&W located at 804 S Pacific St to replace OSB and reinstall stone and flashing for an approximate value of \$5,000, David Altman located at 504 E Maple St to replace siding, windows, soffit and fascia and to build a deck with an approximate value of \$45,310, Lisa Karl located at 603 W Dearborn St to place a shed with an approximate value of \$19,000, Travis Engelberth located at 409 W Roberts St to remodel the bathroom with an approximate value of \$7,000, and Scott Roth located at 109 E Willow Dr for a mudroom addition with an approximate value of \$14,000.

### **Committee Reports**

Finance and Personnel Committee – Chairman Hoes advised will discuss matters in closed session.

Utilities and Equipment Committee – Chairman Schafer had nothing to report.

Parks and Buildings Committee – Chairman White was absent from the meeting.

Health and Emergency Government Committee – Chairman Krause reported on a committee meeting on safe routes to school.

Economic Development and Main Street Committee – Chairman Carolfi had nothing to report.

Streets and Sidewalks Committee – Chairman Jicinsky had nothing to report.

(Carolfi)(Jicinsky) was carried by unanimous roll call vote to approve entering 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) The Board discussed Employee Requests for new classifications
- (b) The Board discussed Employee Reviews
- (c) The Board discussed non-bargaining unit pay rates for 2024
- (d) The Board discussed Administrator Search

(Carolfi)(Hoes) was carried by unanimous roll call vote to approve reconvening 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.

(Carolfi)(Hoes) was carried to approve employee adjustments of classifications as discussed in closed session.

(Carolfi)(Jicinsky) was carried to approve employee reviews and bonuses as discussed in closed session with Trustee Schafer abstaining.

(Jicinsky)(Krause) was carried to approve 4% increase for non-bargaining unit pay rates for 2024 as discussed in closed session with Trustee Schafer abstaining.

(Carolfi)(Hoes) was carried to approve appointing Deb Schafer as Village Administrator as discussed in closed session with Trustee Schafer abstaining.

(Carolfi)(Hoes) was carried to approve posting for a Deputy Clerk-Treasurer.

(Carolfi)(Krause) was carried to adjourn at 8:42 pm.

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Harry Toufar, Village President

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Deb Schafer, Clerk