

**Village of Gilman**  
**P.O. Box 157**  
**Gilman, WI 54433-0157**

**Regular Meeting**

March 12, 2008 / 7:00 PM  
Gilman Municipal Building  
380 East Main Street  
Gilman, WI 54433

**Minutes**

The meeting was called to order in open session at 7:00p.m. by President Scott Copenhaver. Board members present were Scott Copenhaver, Louise Gonja, Jane DeStaercke, Bernie Van Den Heuvel, Eileen Grunseth, and William Breneman. Trustee Andy Johnson was absent. Also present were Village Clerk Candice Grunseth, Village Treasurer Frances Prasnicki, Village Chief of Police Thomas Tallier, Village Public Works Director Kelly Dietzler, and Village Public Works Employee Maurice Larsen.

The Pledge of Allegiance was recited.

Special Order of Business: Rob Ganschow, WIPFLI Auditor was present to review the 2006 audit. Rob explained amounts in the preliminary audit for 2006. Rob explained the water and sewer accounts and long-term debt. Bill asked about the Segregation of Duties and how to accomplish. Rob's concern was not reducing the number of employees in the clerk's office but increasing the number so these duties would be more segregated. Rob explained some history on the Fire Hydrant Fee and how this has been paid. Rob explained the interfund loans and had an amortization schedule for the General to Sewer and the Water to Sewer starting in December of 2008. He stressed the importance of paying these amounts back. Rob stated that he will come back when the 2007 audit is complete to review this if the Board requests this. Rob will be reviewing the current sewer rates and will be speaking with Julie Giese from USDA on proposed sewer rates.

Special Order of Business: Wallace Group- The group explained that they are looking at trying to make the area in and around Gilman wireless for internet use. They offered discounts to the Village and the School if they could use the Village Water tower to place their wireless equipment on top of. The stated that they are currently looking at an approximate cost of \$250 for installation and a \$30 fee per month for residents. No action was taken on this.

Public Concerns- Fred Romig of Gilman Fire Department was present to discuss the Fire Hydrant Cost. He discussed looking into a charge for Construction or bulk costs. Bob Deetz was present and asked about the assessed fee of houses in the Village. Doug Alexander was present and asked about the audit and any concerns. The auditor noted there are no concerns with the audit for 2006 or 2007 at this time.

A motion by Trustee Jane DeStaercke and seconded by Trustee Louise Gonia to approve the minutes as follows: the Regular Meeting on February 13, 2008; the Finance Committee meeting on February 12, 2008; the Welfare and Protection Committee meeting on March 3, 2008; and the Tree Board meeting on March 3, 2008 as typed and circulated to the board. The motion passed on a roll call vote of 5-1-1 (Copenhaver voting NO and Johnson absent).

A motion by President Louise Gonia and seconded by Trustee Eileen Grunseth to approve the vouchers/bills as follows:

General	G18053-10893
Water	W4177-4200
Sewer	S4326-4345
TID #2	Voucher #1160

Voucher #18085 for Cardmember Service was not approved and will need to be further discussed with Public Works Director Kelly Dietzler.

The motion passed on a roll call vote of 6-0-1 (Johnson absent).

President Scott Copenhaver gave a written and verbal report to the Board. The report was accepted as typed and circulated to the Board.

Village Treasurer Fran Prasnicki presented to the Board the Treasurer's report of all fund balances as of February 29, 2008. The Board accepted the balances in all funds as typed and circulated to the board and read aloud during the Board meeting. The Treasurer's report was approved on a motion by President Scott Copenhaver and seconded by Trustee Eileen Grunseth. The motion carried on a roll call vote of 6-0-1 (Johnson absent).

Police Chief Thomas Tallier gave a written and oral report to the Village Board. It was accepted as typed and circulated. Tom did report that Medford Police Department donated a video surveillance system when they upgraded theirs to the Gilman Police Department and he will be sending a Thank you on this.

The Public Works Director Kelly Dietzler was present and reported to the Village Board on the Public Works Department. Kelly had a written report that was handed out to the Board at the meeting. Trustee Bill Breneman questioned why Kelly did not provide the requested information for the Board as directed. Bill stated that the Board could not proceed with a decision on the Safety Manual or trainings without the information provided. It was discussed that the PublicWorks Employees are not to enter the Confined Spaces. Kelly stated that they had only been entering in Emergencies and the last enter was in June of 2007. Kelly reported that there is no routine maintenance done at this time for any confined spaces. Kelly was reminded that when he is given a Board directive he needs to provide the information requested by the time requested.

Village Clerk Candice Grunseth gave a written and verbal report on the Clerk's office to March 12, 2008. Candice explained concern over lights being turned off by a Village resident and the concern for safety at the evening and night hours of operation. Trustee Bernie Van Den Heuvel discussed the concern of postings by non-village employees. The report was accepted as typed and circulated to the Board.

Village Clerk Candice A. Grunseth presented the Budget Report to March 12, 2008, and it was accepted as typed, circulated, and presented to the Board.

Village Clerk Candice Grunseth discussed the letters from Bob Parmley on the Sewer Project and the Proposed Water Project. Candice let the Board know that the letters submitted by Morgan & Parmley were in her office to review as needed.

Chapter 3 of the Village Ordinances was given to each Board member for review. President Scott Copenhagen made a motion to approve Chapter 3 of the Village Ordinances and Trustee Louise Gonia seconded the motion. The motion carried on a roll call vote of 6-0-1 (Johnson absent).

President Scott Copenhagen made a motion to approve Chapter 4 of the Village Ordinances with changes on page 4 and Trustee Bernie Van Den Heuvel seconded the motion. The motion carried on a roll call vote of 6-0-1 (Johnson absent).

President Scott Copenhagen made a motion to approve the Village Ordinance that approved the amendments to Chapters 1-4 of the Village Ordinance and Trustee Louise Gonia seconded the motion. The motion carried on a roll call vote of 6-0-1 (Johnson absent).

The Safety Manual was reviewed. The Board could not go ahead and vote on this at this time because the information was not received from the surrounding communities. *The Board did direct that there would be no entries into Confined Spaces by any Village Employee until further notice.*

Trustee Bill Breneman stated that the Emergency Plan is completed and in the Clerk's office for review. This will be on the Welfare & Protection agenda for April 7, 2008 and then on the Village Board's agenda for April 9, 2008.

The Tank Inspection was tabled at this time.

Village Clerk Candice Grunseth reminded the Board that there needs to be at least one Board member certified for the Board of Review. Trustee Louise Gonia discussed that it would be beneficial to have all Board members certified. Trustees Jane DeStaercke and Eileen Grunseth agreed to attend the March 27, 2008 meeting. Candice reminded the Board that there are Board of Review trainings through Wisline in Medford as well.

President Scott Copenhaver made a motion to approve the contract between the Village of Gilman and the School District of Gilman on the Summer Recreation Program for 2008 and Trustee Jane DeStaercke seconded the motion. The motion carried on a roll call vote of 6-0-1 (Johnson absent). Village Clerk Candice Grunseth will take this to the School District of Gilman for the approval in their March 17, 2008 School Board meeting.

Trustee Jane DeStaercke reminded the Village Board that they need to review the Smart Growth plan, which is in the Library. This plan will be on the Village Board's agenda for approval in the April 9, 2008 meeting.

Trustee Eileen Grunseth let the Board know that April 24, 2008 is set for Arbor Day at the Gilman School and the information will be on the agenda for April 9, 2008 to approve.

There were no proposed sewer rates at this time because the Village Auditor, Rob Ganschow of WIPFLI wanted to review some numbers and speak to Julie Giese of USDA further. This will be on the April 9, 2008 agenda.

The Audit for 2006 was reviewed in SPECIAL ORDER OF BUSINESS section of the Village Board meeting.

The Audit for 2007 will be presented and reviewed once the Audit work is completed. The Village Board can request for Rob to attend a Regular Board meeting to discuss this further as needed.

Village Clerk Candice Grunseth discussed the concern over some of the Addresses in the Village. The County is in the process of making the changes to update for the Census and Emergency Management Services. At this time the County and the Village agreed to keep the Avenues as Numbered Streets (1<sup>st</sup>, 2<sup>nd</sup>, etc.) and not to be spelled out. The County is looking at placing grid numbers for two addresses south of the Village of County Highway B. The County will be letting the Clerk's office know these numbers and other changes so the Village Board can send out letters to these individuals notifying them of the changes and also sending a copy to the Gilman Post Office. There are some numbering changes at this time. This list will be together for the April 9, 2008 Board meeting.

The letter from the past Librarian was reviewed and the Western Taylor County Public Library notified the Board that they took no action on this request. The Village Attorney did send a memo as well to the Village Board and the Library Board. The Village Board took no action.

The Village Board discussed Spring Clean – Up week. The Board discussed the concern of having the clean up week early. The Board decided that the need for two roll off bins at this time is not needed and would only order 1. The Board decided that May 6, 2008 will be clean up week. This will be placed in the April newsletter for all Village Residents. This will be set up by the Public Works Director for coordination on their part for the roll off bins.

Items suggested by the Board for the April 9, 2008 Regular Board meeting at this time: Bob Parmley-Water and Sewer Updates, Sewer Rates, Safety Manual, Emergency Plan, Arbor Day, Summer Recreation, Summer Public Works Assistant, Sidewalk Plan, Tank Inspection, and Clean Up Week.

Committee meetings were set as follows:

Welfare and Protection- April 7, 2008 at 4p.m.  
Tree Board Committee – April 7, 2008 6p.m.  
Finance Committee – April 8, 2008 at 4:00p.m.  
Parks & Rec Committee- May 2008

There will be an Emergency Plan Meeting on April 5, 2008 here at the Village Hall.

Trustee Bill Breneman spoke about the NIMS training and stated that he will keep everyone updated as need on this.

Trustee Jane DeStaercke made a motion to adjourn at 10:35p.m. and Trustee Bill Breneman seconded the motion. The motion carried on a roll call vote of 6-0-1 (Johnson absent).

Candice A. Grunseth  
Village Clerk