

Burns Town Council
April 14, 2014
Council Meeting Minutes

The Burns Town council met in regular session on April 14, 2014. Members present were Mayor Judy Johnstone, Council Members Ralph Bartels, Dennis Bastian, Charlie Vosler, and Harvey Humphrey. Also present were Town Clerk Toni McNamar, Maintenance Department Ted Kellner and Darius Mandel, Scott Maddison, John Thompson with Cheyenne Light Fuel and Power, Jim Clark, Kari Clark, Kim Kranz, Jeff Bartels, and Linda Heath.

At 7:00 pm Mayor Johnstone called the meeting to order and the Pledge of Allegiance was performed. Those present were informed that the meeting was being recorded.

Approval of Consent Agenda:

- Approval of March 10, 2014 Council Minutes
- Approval of the April 7, 2014 special Meeting Minutes
- Approval of Town Treasurer's Report
- Approval of Town Vouchers
- Approval of Utility Vouchers

Council Member Bastian moved to approve the consent agenda. Council Member Humphrey seconded this motion. Motion carried.

Public Comment:

Linda Heath reported that she was running for Laramie County Commissioner.

Jeff Bartels with Cub Scout Pack 38 was present to present the Council with the Official Charter of the Pack. Jeff reported that he would like to set up a pine wood derby track and have pine wood derby races on Burns Day. Jeff also reported that on July 4th at 2 pm at 133 S Washington the Cub Scouts will be having a Flag Retirement Ceremony. Everyone is invited to attend.

Agenda Requests:

Town Clerk Toni McNamar reported that the Relay for Life would like to use the north gym on May 31st to have their annual garage sale. Council Member Bastian moved to allow Relay for Life the use of the north gym with the understanding that they are careful with the floor and do not scratch it. Council Member Bartels seconded this motion. Motion carried.

Kim Kranz reported that Burn Day has been changed to June 7th and the name has been changed back to Burns Day. There will be a tractor pull at Burns Day. It was offered as a benefit for Ivan Kranz to help with his medical bills. They would like to use the area along Luther Ave for the tractor pull and would tear up an area of 350 feet by 25 feet. Kim Kranz reported that they do have liability insurance. The School District has given them permission to use the other ten acres down there for parking.

Council Member Bastian is in favor of the tractor pull but is concerned about the dust created when they tear up the area. Kim reported that they will have a water truck there to keep the dust down on the day of the pull. Kim Kranz reported that anyone can be in the pull if they have an antique tractor (1959 or older). Kim reported that they currently have a water truck but asked permission to use the

town's water truck if needed.

Council Member Bastian moved to allow them to have tractor pull on Burns Day, June 7th, at the location west of Luther Ave. Council Member Bartels seconded this motion. Motion carried.

Kim Kranz also requested permission to use both gyms for the craft show. Kim reported that on the registration form it states if the floor is damaged the person with the booth in that spot is responsible for the damage. Burns Day would also like permission to use grassy area in front of Burns Plex for kid's games which will be done by FBLA. The monster truck will be here again this year in the same area as last year; they do have their own insurance. The committee will need to be able to block the streets and Kim asked the council if they would ride on a float in the parade. Council Member Bartels moved to approve the above requests. Council Member Humphrey seconded this motion. Motion carried.

Casey with Burns Insurance was present to provide the council with the renewal packet and quote for the property insurance coverage for the Town of Burns. Casey reported that this is the same coverage as before just through Travelers, a different company then we have used before. Council Member Humphrey moved that we go through Burns Insurance Agency with our property insurance renewal at annual cost of \$10,878.00. Council Member Bartels seconded this motion. Motion carried.

Sheriff's Department Report:

Mac reported that they are currently low on officers but all is going well in Burns.

Ambulance Board Report:

Scott Maddison thanked Cheyenne Light Fuel and Power for the grant money they gave to the Burns Ambulance Service. With the money they purchased equipment needed for the office and cameras for the ambulance building which has been installed thanks to Jeff Bartels.

Scott Maddison reported that the Burns Ambulance had received two donations, one from Betty Nussbaum and one from a patient that they transported. Scott requested permission to purchase 5 additional tables with this money for the training area, they would also like to purchase blinds for the windows and mats for in front of the doors. The Council was in agreement for the Ambulance Board to purchase these items.

Scott reported that they had received their second monitor from the Mission for Life Grant. Town Clerk Toni McNamar reported that we are still waiting for that grant money to come in before we can pay Physio Control and asked if Erica had been in contact with them so they know why we have not paid this bill yet.

Scott Maddison reported that we will have two EMTs that are advanced EMT's at the end of the month.

Scott reported that three people will be attending the Mission for Life Conference in Casper next week.

Scott Maddison reported that Pine Bluffs will be having an EMT class starting in the fall and that Burns EMS is planning on putting a recruitment package together to pass out on Burns Day.

Erica Maddison asked the Council to consider purchasing a new ambulance with the SLIB consensus money that will become available.

Jim Clark inquired about charging for ambulance services. Council Member Vosler reported that he has been reviewing the information that Erica provided him and that he has some questions that he will be ready to bring to the next meeting.

Utility Board Report:

Board President Jim Clark reported that the Board had approved the additional permitting fees for UPRR for the installation of water lines under the tracks, with the recommendation that the Council approve this. The Council held a special meeting immediately after the Utility Meeting and this item was approved.

Jim Clark reported that all of the Board's questions to the School District regarding the all weather track project have been answered; we are currently waiting for the District to provide us with the DEQ permit before they can tap into our water line.

We are still awaiting approval of the well permit for the A-7 well; it has been put off until June 30, 2014 by the State Engineers Office. The Town Council is currently working on the easement to this well down First Street.

Jim Clark reported that in the next utility billing there will be the annual CCR report and a notice of violation. This violation did not affect the water system. It was issued for the fact that we did one water test one day later than we were supposed to.

The Burns Utility Board approved Elemech, with a bid of \$25,540.00, as the provider for the water fill station which will be put on Prairie Ave next to the bus garage.

Maintenance Report:

The maintenance report was reviewed. Darius reported that the hydraulic line in the frame of the street sweeper broke and the cost to repair it could be nearly \$9,000. John Deere will be giving us a quote also.

Darius reported that Town Clean up will be the month of May. Every Monday and Thursday residents may set stuff in front of their houses near the street and they will come pick it up. If they do not pick it up it is something that cannot go to the landfill. No paint, batteries, oil, chemicals, or tires will be picked up

Darius reported that he had purchased oil and hydraulic fluid to fill the barrels.

Mayor Johnstone inquired whether the Council was in favor of fixing the street sweeper at that cost. Council Member Humphrey reported that we needed to fix it. Town Clerk Toni McNamar reported that we have funding in the Dust Control account that we could use to repair it if the Council chose to do that. Council Member Humphrey moved to have the street sweeper repaired. Council Member Bartels seconded this motion. Motion carried.

Darius reported that he is still working on getting truck bids.

Darius reported that Steve Ruybal, our summer help from last year, is back in town and wanted to know if he could hire him again. The Council was in agreement to do this for no more than three days a week.

Mayor's Report:

Mayor Johnstone reported that she had an invoice for the purchase of a prep sink that Charlene Smith was required to put in the Café. Charlene had requested to be reimbursed for as she will not take it with her if she were to leave. Charlene asked that the cost of the sink be taken off her May rent. Council Member Humphrey moved to purchase the sink and take the \$303.15 off of her May rent. Council Member Bastian seconded this motion. Motion carried.

Mayor Johnstone had a letter from WAM-JPIC which is the provider of the town employees' health insurance that states there would not be a rate increase in the upcoming fiscal year.

Mayor Johnstone requested permission to be the voting delegate for the Town of Burns at the WAM Convention in Casper in June. Council Member Bastian moved to have Mayor Johnstone be the voting delegate for the Town of Burns. Council Member Humphrey seconded this motion. Motion carried.

Mayor Johnstone reported that she has worked hard to give the Town of Burns a voice in the State of Wyoming. Mayor Johnstone would like to see members of the Council attend WAM workshops to keep this going, as she will not be running for re-election next May. She does not want to see the Town of Burns lose their voice in the State of Wyoming.

Mayor Johnstone reported that the web site is coming along. She still needs email addresses for the council members. The website will have an activities page, cemetery page, the minutes of the Council and Utility Board meetings, youth recreation page, and business card sized "advertising" for businesses in Burns. If anyone would like to suggest other things for the web page or would like to find out more about it you may contact Mayor Johnstone at 316-0020.

Mayor Johnstone reported that Town and Country Plumbing had been in the building trying to locate the sewer smell. They found several p-traps that were not holding water and have plugged them; however the sewer smell is still present. They had recommended that we have these lines cameraed or possibly putting a back flow preventer on the sewer line. Council Member Bastian moved to have the lines cameraed first and see what we have going on. Council Member Humphrey seconded this motion. Motion carried. Darius will be contacting someone to come and camera the lines.

Please remember to support our local café; The Old School Café is open from 7 am – 6 pm.

Mayor Johnstone reported that Laramie County Fire District Number 6 will be moving out of the rooms they currently occupy in the North building on May 1st.

Mayor Johnstone reported that Phil Oakes with Narva and Associates has asked to be let out of his current lease so they can move over to the smaller of those rooms and the attached storage area in the North building. Jessica Loyd then intends to rent the room that Phil was in for her daycare area and a possible shopping area for her daycare parents. Mayor Johnstone reported this will probably happen around mid May. The Council was in agreement.

Linda Dewitt with DEQ was out to look at our asbestos issue in the North building. After her walk through she recommended that we have testing done in both buildings so we know where we stand when we begin remodeling. Council Member Vosler moved to have Mayor Johnstone contact Terracon to do sampling in both buildings. Council Member Bastian seconded this motion. Motion carried.

Mayor Johnstone reported that at the Elected Officials Dinner on May 1st the SLIB Consensus money will be discussed.

Council Member Reports:

Council Member Humphrey reported that we need to find funding to set aside for large repairs of our large equipment. We have lots of equipment that could cost a lot when repairs are needed.

Council Member Bastian had nothing to report.

Council Member Vosler reported that he will present ambulance billing possibilities to Council at next meeting. Council Member Vosler would also like to remind residents that it is quickly becoming dry out so be careful with fire.

Council Member Bartels reported that he agrees with Harvey.

Jim Clark reported that he had provided the Council with a list of repairs and updates that the Community Center needs. Jim Clark reported that very little maintenance has been done at the Community Center. Jim Clark would like the Council to consider fixing up the building. Mayor Johnstone reported that we could use SLIB consensus money to do upgrades to the Community Center.

New Business:

Council Member Humphrey reported that we had received a bid for \$8296.00 from the Lock Shop for the installation of the cameras in the Burns-Plex buildings. We had also received a quote of \$1,580.00 from Signature Electric for the required wiring. Town Clerk Toni McNamar reported that we would also need to install an electronic lock on the room in the north building where the monitoring equipment will be located. The cost of this will be \$1,685.00. The total cost of this project would be \$11,561.00. Council Member Bartels moved to proceed with installation of camera and electronic lock in Burns Plex buildings. Council Member Vosler seconded this motion. Motion carried.

Town Clerk Toni McNamar had a quote of \$1,685.00 for the installation of an electronic lock on the maintenance part of the new ambulance building. Council Member Humphrey moved to get the lock installed on the maintenance part of ambulance building. Council Member Bartels seconded this motion. Motion carried.

The Town Council was presented with first reading of Ordinance 18A. 38 Fiscal Year Budget 2014/2015 for the Town of Burns. Town Clerk Toni McNamar reported that she had completed this budget and then received the figures from WAM. WAM's numbers for Sales and Use Tax are less than she had budgeted and the Gas tax projections are more than she had budgeted. After review of the past four years Toni reported that she is happy with her numbers unless the Council would like her to change them.

Council Member Humphrey moved to approve First Reading of Ordinance 18A.38 Fiscal Year Budget 2014-2015 by title only. Council Member Bartels seconded this motion. Motion carried.

Clerks Report:

Town Clerk Toni McNamar presented the Council with Resolution 4-14-14 a resolution adopting the Wyoming Retirement system deferred compensation plan for the benefit of employees. This resolution would allow the town employees to participate in the 457 plan offered through the Wyoming Retirement System. This is a program that the employees may contribute to on a monthly basis. There is no obligation for the town to put any funding into this program. It is an individual plan for employees. The employees are not required to participate in the program but it is there for them if they choose to do so.

Council Member Bartels moved to approve Resolution 4 -14-14. Council Member Vosler seconded this motion. Motion carried.

Town Clerk Toni McNamar reported that we still need to purchase a chest freezer for the café and then we will be able to turn off the walk-in freezer. Council Member Humphrey moved to purchase the chest freezer. Council Member Bartels seconded this motion. Motion carried.

Town Clerk Toni McNamar reported that Quality Commercial Cleaning will be coming in to redo the spots on the gym floor where the sealing was coming up. They will do this in May.

Town Clerk Toni McNamar asked the Council if they wanted to spray for the Pine Beetle this year again. The Town would like to do this at the same cost of \$15.00 a tree and offer it to the residents also.

Town Clerk Toni McNamar reported that since the exercise room fees were implemented she has unprogrammed 40 keys, has 3 people that purchased a 1 year membership and 8 people that have purchased a monthly membership.

Mayor Johnstone inquired whether the Council would like to change their meeting time to 6 pm as the Utility Board had done. Council Member Vosler moved to change the Council meeting time to 6 pm. Council Member Bastian seconded this motion. Motion carried.

At 9:24 pm Council Member Bartels moved to adjourn. The next meeting of the Burns Town Council is scheduled for May 12th at 6 pm at the Burns Plex 327 S Main Street.

Announcements

April 18 th		Town Offices closed
April 22 nd – 25 th		Town Offices Closed - Employees at water school.
April 22 nd	7pm	Burns Day Meeting at Community Center
May 5 th	6 pm	Utility Board Meeting
May 12 th	6 pm	Council Meeting.

New Fees for Exercise Room and Gym are as follows:

- 1 adult -\$10 a month or / \$100 a year
- 1 senior - \$5 a month or /\$50 a year

Use of gym fees:

- 1 adult - \$10 a month or / \$100 a year
- 1 senior - \$5 a month or/ \$50 a year

Use of both gym and exercise area

- 1 adult - \$15 a month/ \$150 a year
- 1 senior - \$7.50 a month/ \$75 a year

One key will be provided. If key is lost 2nd key will cost \$35.

TOWN CLEAN UP WILL BE THE MONTH OF MAY. THROUGHOUT MAY ON MONDAYS AND THURSDAYS YOU MAY PUT YOUR ITEMS TO BE THROWN AWAY IN FRONT OF YOUR HOUS NEXT TO THE STREET AND THEY WILL BE PICKED UP. NO OIL, PAINT, CHEMICALS, TIRES, OR BATTERIES. IF WE LEAVE ITEMS BEHIND THEY CANNOT BE TAKEN TO THE LANDFILL AND WILL NOT BE PICKED UP.

ANYONE INTERESTED IN HAVING THEIR PINE TREES SPRAYED FOR THE PINE BEETLE MAY COME TO THE TOWN HALL AND LEAVE THEIR ADDRESS AND PAYMENT FOR THE NUMBER OF TREES THEY WOULD LIKE DONE. YOU MUST DO THIS BY THE CLOSE OF BUSINESS ON MAY 5TH. THEY WILL BE SPRAYED SHORTLY AFTER THAT. THE COST IS \$15 PER TREE.

Mayor Judy Johnstone

Attest:

Town Clerk Toni McNamar

Town Council

Judy Johnstone	Mayor	316-0020 630-7305
Charlie Vosler	Council Member Safety/ Town Compliance Officer Ambulance Board Liaison	286-7996
Dennis Bastian	Council Member Cemetery Board	547-3848
Harvey Humphrey	Mayor Pro Tem Utility Board Representative Parks and Recreation	547-3545
Ralph Bartels	Council Member Streets and Alleys	631-5077

Utility Board

Jim Clark	President	630-6305
Harvey Humphrey	Council Representative	547-3545
Steve Newton	Utility Board Member	547-2214
Harry Pauli	Utility Board member	287-7673
Ralph Bartels	Utility Board Member	631-5077

Town Hall NEW HOURS STARTING JANUARY 2, 2012

Monday - Thursday 7:30 a.m. - 4 p.m. 547-2206

Friday 7:30 a.m. – 12:30 p.m

Toni McNamar	Town Clerk	630-5557
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Maintenance

Darius Mandel	Maintenance	287-0537
Ted Kellner	Maintenance	286-2771