

Burns Town Council
February 10, 2014
Council Meeting Minutes

The Burns Town council met in regular session on February 10, 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 Man Darius Mandel, Linda Heath, Erica Maddison, John Thompson with Cheyenne Light Fuel and Power, Jim Clark, Bill Thomas with Laramie County Sheriff's Department, Kim Nelson with Laramie County School District Number Two, Charlene Smith, Randy Bastian, Cotton Jones, and Lorna Dunlap.

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 January 13, 2014 Council Minutes
- Approval of Town Treasurer's Report
- Approval of Town Vouchers
- Approval of Utility Vouchers

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

Ambulance Board Report:

Erica Maddison reported that she had applied for the Cheyenne Light Fuel and Power grant for a security system and desk top computer for the new ambulance building.

Erica Maddison also reported that she has applied for a \$10,000 grant from Mission for Life to get a second monitor for the ambulance.

Erica Maddison reported that she is interested in applying for the Hospital Association Grant but inquired if the council was okay with her applying for the LED light bar for the ambulance on this grant. Erica believes if we switched the lights in the light bar and on the exterior of the ambulance to LED lights it would help with the charging issue they are having with the ambulance. The Council was in agreement to have Erica apply for this grant.

Erica reported that the state EMS will keep Burns on their list for a new ambulance.

Erica requested permission to send two to three EMT's to the Mission of Life Conference in Casper April 21st – 23rd. The conference is free; the only cost would be lodging and food. Council Member Vosler moved to allow these EMT's to attend the conference. Council Member Bartels seconded this motion. Motion carried.

Erica reported that she had contacted six more billing companies regarding billing for the ambulance. She reported on how they would charge. The Council requested that we go ahead and hire EMS to do our billing. Erica reported that this process would take at least several months to begin.

Council Member Bastian moved to have Erica begin the process of setting up a billing system for

the ambulance service. Council Member Bartels seconded this motion. Motion carried. Town Clerk Toni McNamar asked that information regarding this billing program be sent to her, as she had not apparently seen the plan for billing.

Agenda Requests:

Dave Lerner from Wyoming Network was present to discuss with the Council building a website for the town of Burns. The cost would be \$50 a month and they would keep it updated for the town. All the town will need to do is to send them emails with information that needs to be updated on the website. Council Member Vosler inquired whether there was a limit to postings. Mr. Lerner reported that there were no limits to posting to the site. There would also be a \$25 a year domain fee. There are no limits to the number of pages you can have. Council Member Humphrey moved that we have Dave Lerner from Wyoming Network build and maintain a website for the Town of Burns. Council Member Vosler seconded this motion. Motion carried.

Mayor Johnstone requested that if anyone has suggestions for web pages they would like to see they should contact the Town Hall.

Charlene Smith was present to present a proposal for the café area. She would like to call it the Old School Café and her goal is to keep it simple and keep the cost down. Charlene provided the Council with a business plan and menu. Town Clerk Toni McNamar suggested the Council have a work shop to discuss what they want to do with this area as we have had several interested in the area for different reasons.

Lorna Dunlap was present to report that Darius has been doing a good job with snow removal but asked if the snow could be moved out of the parking area by the bank. Darius reported that he was planning on doing that.

Sheriff's Department Report:

Bill Thomas with Laramie County Sheriff's Department was present to introduce Dave McPherson who will be taking over Bill's job in the area as Bill will be retiring the first of March.

Utility Board Report:

Utility Board President Jim Clark reported that the fill station has been put on hold until funding can be discussed.

President Jim Clark also reported that we are currently working on the easement on First Street so that we can bring the transmission line from the A-7 well to the new water tower.

Laramie County School District Number 2 was present to discuss easements and property issues around the football field where the new track and field will be going in. At the previous Utility Board meeting the board had requested a 50ft x 60ft easement around the A-3 well located at the north end of the field. The school district came back with proposal of allowing them a 35ft x 55ft easement around this area as the previous request would make things too close to the track area. The School District would also install a 12 foot gate for access to this area and grant a temporary construction easement when the town decides to redrill this well. The A-5 well and Lift Station already have easements around them. Council Member Humphrey does not see an issue with the School district's proposal.

Council Member Bartels moved to accept the school districts proposal of a 35ft x 55ft easement around the A-3 well, installing a 12 foot gate for access, and a temporary easement as needed for redrilling of well. Council Member Vosler seconded this motion. Motion carried.

There is also a 10 foot strip of land along the south side of the football field that the school district would like to give the town to make it a uniform easement along Fourth Street. Council Member Bartels moved to accept the 10 foot easement the School District would like to give the town along Fourth Street and amend the easement on the north end of the field to 8 feet. Council Member Humphrey seconded this motion. Motion carried.

Kim Nelson inquired whether any permits were needed for this project. The Council reported that they did not. Kim Nelson also inquired about the town moving the light poles to the other side of Wyoming Ave. Council Member Humphrey reported that the poles were High West Energy's and Judy reported she would contact them in regards to moving the two street light poles in question.

Maintenance Report:

The maintenance report was reviewed. Darius inquired about the heating contract. Mayor Johnstone reported that it had been approved at the last meeting and if she needed to sign anything she would get that done.

Mayor's Report:

Mayor Johnstone requested permission to attend the WAM Executive meeting in Powell. Council Member Bastian moved to allow Mayor Johnstone to attend this meeting. Council Member Vosler seconded this motion. Motion carried.

Mayor Johnstone suggested that the council think about installing security cameras at both the north building and south buildings.

Mayor Johnstone reported that we have been having some issues with people from The Room going out the south door and propping it open and smoking and all the smoke goes back into the building. She suggests that we put up signs telling people no smoking within 20 feet of buildings. Council Member Bartels moved we purchase signs to put outside all exterior doors stating that there is no smoking allowed within 20 feet of building. Council Member Vosler seconded this motion. Motion carried.

Mayor Johnstone expressed concern regarding people parking in front of the Burns-Plex for weeks on end and wanted to purchase signs. Council Member Humphrey suggested that we handle this on a one on one basis and possibly just put a notice on their windshield when an issue arises.

Judy reported that Pella Windows will be coming out on Wednesday at 2 pm to address the issues with the windows. Harvey Humphrey reported that the windows let in a lot of cold air and Toni's office is very cold and the daycare children all had to wear their coats.

The Council agreed to hold a work session to discuss charging for the exercise room.

Mayor Johnstone read a letter telling that the Town of Burns is in good standings with the Department of Audit.

The Council was presented with Resolution 02-10-14: a resolution allowing the Town of Burns to purchase from Wyoming Surplus Property. Council Member Humphrey moved to approve Resolution 02-10-14. Council Member Bastian seconded this motion. Motion carried.

Council Member Reports:

Council Member Humphrey reported that he has found several issues with the floor finishing in the gyms. Harvey reported that he has been using varnish to repair these areas. Harvey had got a quote for \$12,000 to redo the floors in both gyms. We do not need to do it at this time but in a few years.

Council Member Bastian had nothing to report.

Council Member Vosler had nothing to report.

Council Member Bartels reported on the cub scouts and announce that he and Judy had been invited to the Scouts Blue and Gold Banquet on Feb 23rd at the Community Center.

Council Member Bartels reported that Jeff Bartels is the Cub Master, Lyssa Bartels is the Wolves and Bears leader, and Jim Archer is the Tiger Cub leader.

Senior Representative Betty Nussbaum was absent from this meeting. Jim Clark asked that the Council does not forget the seniors in this town on fixed income when they determine a rate to charge for use of the exercise room.

Clerks Report:

Town Clerk Toni McNamar asked the Council for permission to allow Jessica Loyd access to the kitchen area to the three compartment sink. The council was fine with this.

Toni McNamar thanked the Council for allowing her to attend the Human Resource workshop in Casper as it was one of the best conferences she has been to.

Town Clerk Toni McNamar reported that she had received a letter from the Fields' inquiring if the town had any property where we could start a community garden. The Council reported that we do not have an area where we could do this at.

Town Clerk Toni McNamar asked that we schedule a work session to discuss the budget, camera for the building, the exercise room rates, the café area, and the possibility of starting renovations on the north building so it is ready to be rented. The Council will get with Judy on dates that will work for them.

Announcements

February 17th Town Offices closed Presidents Day

February 26th – 28th Town Hall closed WAM Winter Workshop

March 3rd 7 pm Utility Board meeting
March 10th 7 pm Town Council Meeting

PLEASE REMEMBER TO REGISTER YOUR DOGS. PLEASE BRING PROOF OF RABIES VACCINATION WITH YOU.

At 9:10 pm Council Member Bartels moved to adjourn. The next meeting of the Burns Town Council is scheduled for March 10, 2014 at 7 pm at the Burns-Plex 327 S Main Street.

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	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 Rep	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