

Burns Town Council  
March 10, 2014  
Council Meeting Minutes

The Burns Town council met in regular session on March 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, Erica Maddison, John Thompson with Cheyenne Light Fuel and Power, Jim Clark, Charlene Smith, Randy Bastian, Betty Nussbaum, and Bob Hansen.

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 February 10, 2014 Council Minutes
- Approval of the February 21, 2014 special Meeting 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.

**Public Comment:**

Betty Nussbaum inquired why the Council was charging for use of the exercise room. Most of the equipment was donated. Betty reminded the council that we are only a community of 300 not a big city. Betty does not believe that we should be charging for the use of this facility. Mayor Johnstone reported that we based our rates on surveys of other small communities in the area. Town Clerk Toni McNamar reported that most of the equipment was donated and the three pieces of new equipment were purchased on a grant from the Laramie County Recreation Board. Council Member Bastian believes that the fees are very reasonable and we need money to make any necessary repairs to the equipment.

Betty Nussbaum also requested some necessary repairs and upgrades at the Community Center. Mayor Johnstone asked Betty to present the council with a list of requested improvements.

**Utility Board Report:**

Utility Board President Jim Clark reported that we will be moving forward with our fill station. It will be going out for bids in two phases and we already have our DEQ permit to start on this project. The fill station will be located on Prairie Ave east of the Burns-Plex.

Jim Clark reported that the utility board had requested drawings from the School District regarding their new football field as there were several questions that the Board had. Jim has passed these concerns on but has not heard anything from the District as of yet.

Jim Clark reported that the three water operators would be attending water school in April.

Jim Clark reported that the Utility Board had moved to purchase a new maintenance truck and are requesting that the town pay half of the cost to purchase this truck; it will be used for both town and utility. It will have a utility box and a plow for moving snow. Darius and Ted will be writing up the specs for this truck and the Town will request bids on it. Mayor Johnstone reported that we may be able to use SLIB money to purchase this truck with.

Council Member Humphrey moved that the Town will pay half of the cost to purchase a new one ton maintenance truck with a utility box and easy attach plow. Council Member Bartels seconded this motion. Motion carried.

### **Maintenance Report:**

The maintenance report was reviewed. Darius reported that the heater people were out and a couple of exhaust fans need repaired. Darius reported that he has turned off the walk in freezer and cooler in the café area. Darius reported that the heater in the north gym needs repaired and they are currently checking into options.

Cemetery road to the south side of the cemetery is washed out; Darius has put barricades up but will repair the road soon.

Jim Clark thanked Ted and Darius for good job they have done keeping the snow plowed away from the Community Center and keeping ice melt down.

Council thanked Darius for all his hard work.

### **Ambulance Board Report:**

Erica Maddison reported that the Mission for Life Line Grant had been approved. With this funding she will purchase a second monitor for the ambulance and two additional batteries.

Erica reported that she had two and possibly three people attending the Mission Life Line Conference in Casper.

Erica reported that she has applied for the Hospital Readiness Grant (totaling just under \$9,000). With this grant she plans to purchase necessary LED light bar upgrades, a mannequin for training, and a Tough Book for the ambulance.

Cheyenne Light Fuel and Power donated \$1500.00 to Burns EMS. With this money designated for purchasing emergency medical training items Erica will purchase a desktop computer, printer, and security camera for the ambulance building.

Erica reported that all certifications had to be submitted to the Joint Powers Board.

Erica Maddison requested an executive session at the end of the meeting.

### **Mayor's Report:**

Mayor Johnstone reported that the fire department's lease on the rooms they use as a training facility was up for discussion. They currently do not pay rent on this area. Council Member Vosler

inquired whether there were any issues. Council Member Bartels feels to make it fair they need to pay some type of rent. Council Member Bartels suggested \$0.10 per square foot since they do provide public service, and they currently have 1798 sq ft. The Council agreed upon \$180.00 a month.

Council Member Bartels moved to charge the fire department \$180.00 a month for the area they use in the north building for their training facility. Council Member Humphrey seconded this motion. Council asked Bob Hansen if this would work. He reported it was a Board decision and inquired if this includes utilities. The Council reported that they do not pay utilities on the space rented in the north building. Motion carried.

Bob Hansen reported that the ISO ratings tests are coming up. Depending on how they do this could either increase or decrease insurance rates.

Mayor Johnstone had the lease for Charlene Smith prepared and inquired if the Council wanted to charge her a deposit. Council Member Bastian did not see why we should as we have not charged anyone else a damage deposit.

Council Member Bastian moved to approve the one year lease of the kitchen area and small portion of the dining area at a cost of \$427.50 a month with the first month's rent being prorated (as she will only be here half the month) to the amount of \$213.75. Council Member Humphrey seconded this motion. Motion carried.

Charlene Smith reported that her hours would be Monday – Friday from 7 am – 6 pm. There will be daily specials and mornings will be donuts and cinnamon rolls. She will also offer takeout meals for families.

Mayor Johnstone reported that in April it will be the Town of Burns' turn to host the elected officials dinner and inquired if Charlene would be willing to prepare a meal for this event. Mayor Johnstone reported that it would be for 25 to 30 people. Charlene will work up a couple of options for the Council to decide on.

Mayor Johnstone thanked the Council for attending the work session; she believes it was very productive.

Mayor Johnstone inquired if we needed to upgrade our snow plan. The Council feels that it is fine as it is.

Mayor Johnstone reported that a state agency had reported a concern to the fire marshal regarding our gates in the hallway. Brad Carroll was out last Thursday to look at the gates. The gates are fine closed as there are two exits for each room, however it was decided that during business hours when Toni is there the gates will remain open. She will close them at the end of the day and open them first thing in the morning.

Mayor Johnstone shared a vehicle use policy from LGLP. She believes we need to establish one and asked that the Council review this policy and we can discuss it at an upcoming meeting.

Mayor Johnstone discussed concerns that Pine Bluffs Mayor Bill Shain has regarding the irrigating of the new football field in Burns.

Mayor Johnstone requested permission to attend the WAM Conference in Casper in June. Council Member Bastian moved to allow Mayor Johnstone to attend the conference in June. Council Member Bartels seconded this motion. Motion carried.

Mayor Johnstone reported that a window in the south gym had been broken. Mayor Johnstone suggested that once we have cost of broken window we will submit it to those who broke it.

### **Council Member Reports:**

Council Member Humphrey reported that he had walked through with the Lock Shop to discuss the installation of security cameras in both buildings. We had received a quote from the Lock Shop in the amount of \$8296.00 to put cameras in both buildings. This does not include the electrical work that needs to be done. Harvey will meet with the electrician on Thursday morning to get a quote. This bid will be tabled until next month when we have the bid for the electrical work required for this project.

Council Member Bastian had nothing to report.

Council Member Vosler reported that no one in town flooded but water runoff could be an issue in the future.

Council Member Bartels thanked Ted and Darius for the good job they have done removing snow.

Council Member Bartels reported that he had the privilege of attending the Cub Scouts Pinewood Derby.

Senior Representative Betty Nussbaum reported that they had a Valentines Day party at the Community Center. Jim Clark will be making a cake for St Patrick's Day.

### **Clerks Report:**

Town Clerk Toni McNamar reported:

- Toni will be ordering new paper towel dispensers for the Community Center.
- Pella Windows was out today and made repairs to the windows
- Toni will be meeting people on Saturday morning to get the remainder of the kid's desks out of the north building.
- ATF will be out on Tuesday to steam clean the kitchen area
- Toni reported that she had received a call from a parent inquiring why the Cub Scouts cannot use a room at the Burns-Plex or Community Center to hold their meetings; they were told by the Cub Scout leader that the Town did not have an area they could use. Toni believes that since the Town is sponsoring them we should be able to provide them a place to hold meetings once a week. Council Member Bartels will follow up.

## Announcements

March 26 -27 Town Hall Closed  
April 7<sup>th</sup> 7 pm Burns Utility board meeting  
April 14<sup>th</sup> 7 pm burns Town council Meeting  
April 18<sup>th</sup> Town Offices closed  
April 22<sup>nd</sup> – 25<sup>th</sup> Town Offices Closed employees at water school.

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 2<sup>nd</sup> key will cost \$35.

At 8:51 PM Council Member Bartels moved to recess into executive session to discuss personnel. Council Member Bastian seconded this motion. Motion carried.

At 9:30 pm The Council came out of executive session.

The Town Council determined that all ambulance business will be the responsibility of Erica Maddison the Ambulance Supervisor. Erica Maddison will handle all paper work. All calls and emails regarding the ambulance will be directed to Erica Maddison. Erica will ensure that the town has copies of all paper work. Erica Maddison will approve all ambulance bills and submit them to Toni McNamar at the Town Hall to have her pay them.

Mayor Johnstone would like to make Charlie Vosler the liaison between the Town and the Ambulance.

Council Member Bartels moved to appoint Charlie Vosler as the liaison between the Town and the Ambulance. Council Member Bastian seconded this motion. Motion carried.

At 9:34 pm Council Member Bastian moved to adjourn. The next meeting of the Burns Town Council is scheduled for April 14, 2014 at 7 pm at the Burns-Plex 327 S Main Street.

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Mayor Judy Johnstone

Attest:

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Town Clerk Toni McNamar

**Town Council**

Judy Johnstone	Mayor	316-0020 630-7305
Charlie Vosler	Council Member Safety/ Town Compliance Officer Ambulance 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 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