

Burns Town Council Meeting
March 12, 2018

The Burns Town Council met in regular session on March 12, 2018. Members present were Mayor Ralph Bartels, Council Members Rocky Stoner, Dennis Bastian, Betty Nussbaum, and Judy Johnstone. Also present was Town Clerk Toni McNamar, Town Maintenance Darius Mandel, Jeff Bartels, and Mac McPherson.

At 7:03 pm Mayor Bartels called the meeting to order and the Pledge of Allegiance was performed. Those present were informed the meeting was being recorded.

Approval of Consent Agenda:

Council Member Johnstone moved to approve the consent agenda, consisting of the February 12, 2018 Council Meeting Minutes, Town Treasurer's Report, town vouchers, and utility board vouchers. Council Member Bastian seconded this motion. Motion carried.

Sheriff's Department Report:

Mac McPherson had nothing to report. Council Member Johnstone inquired as to if they had set office hours at their office here in Burns. Mac reported that they did not have office hours out here but if you contact dispatch they can arrange for a deputy to meet you here.

Youth League Report:

The council was presented with the youth league report from Brenda Long. Brenda also had a request to purchase supplies for soccer. Council Member Stoner did not think that she needed to come to the council to purchase items.

Council Member Johnstone moved to allow Brenda to purchase equipment needed as long as the funding was available. Council Member Stoner seconded this motion. Motion carried.

Ambulance Report

Jeff Bartels reported that response is down as they are in their EMT Classes. Jeff reported that there are two more weeks of class.

Steve Girmus has turned in his resignation from the Burns Ambulance Service.

Jeff reported that he almost has the information of certifications requested by the Joint Powers Board ready to go in, he will also give a copy of this information to the town hall to have on file.

Maintenance Report

The maintenance report was reviewed. Darius reported that they have started on Liberty Park. The hoods at the Community Center and Café have been inspected.

Utility Board Report

Utility representative Johnstone reported that the utility board has returned future income from Franchise Fees back to the town. In 2005 the Town had gave this income to the utility board water account when they were having troubles, the utility board is very self sufficient now and has returned future revenue from Franchise fees back to the town.

The board is making progress on plans for the Fourth Street Sewer replacement.

On the week of April 16th garbage pickup will be on Monday rather than Tuesday.

Clerks Report:

Town Clerk Toni McNamar reported that the Town had received a donation of \$1400.00 from Visit Cheyenne. When we use to have Burns Day that money went to Burns Day for advertising. In the past we have given it to the Burns Youth league for their new score board.

Council Member Stoner moved to give the money to the Burns Youth League. Council Member Johnstone seconded this motion. Motion carried.

Toni reported that she will be starting a policy and procedures manual for the town. Council Member Johnstone offered to help her with this.

Mayors Report

Mayor Bartels presented the council with Amendment No 2 for Liberty Park from David Ohde & Associates. To include putting soccer fields on the south end of the Burns Plex property. The planning and engineering work for this would be an additional \$26,225.00. Council Member Johnstone moved to approve Amendment No 2 for Liberty Park in the amount of \$26,225.00. Council Member Stoner seconded this motion. Motion carried.

Mayor Bartels read a letter from Bobby Dishman, the Principal at Burns High School regarding a bill that they had received from the town for damages in the north building where one of the students ran into the wall. They requested an itemized bill of the repairs, which Toni has provided them with. Mr. Dishman reported that he would be the only one to obligate district funds for repairs.

Toni had received a call from Lori Romsa today stating that they had received the detailed invoice. Toni directed them to attend the meeting tonight or contact Mayor Bartels with any further concerns regarding this bill. The lease agreement is signed by Members of the School Board each year.

Council Member Reports:

Council Member Johnstone had nothing to report.

Council Member Nussbaum reported that she is the designated park person. And she would like to put in a motion to redo the gazebo in the Main Street Park. She had a bid from Travis Burns in the amount of \$3,905.00. Mayor Bartels explained that there was \$1405.00 in supplies and \$2,500.00 in labor costs.

Council Member Nussbaum moved to redo the gazebo using remaining funds from insurance from the hail storm; if additional money is needed money from the 2017 SPT park account will be used. Council Member Bastian seconded this motion. Motion carried.

Council Member Nussbaum reported that next month she will request money for flowers. Council Member Stoner inquired as to if she had contacted the Master Gardeners that were willing to come and help pull weeds. Betty does not want their help.

Council Member Bastian had nothing to report.

Council Member Stoner had nothing to report.

Old Business:

Council Member Johnstone reported that she had received a request to round rental amounts to the nearest dollar. Council Member Johnstone moved to round rental amounts to the nearest dollar. Council Member Stoner seconded this motion. Motion carried.

Council Member Johnstone wanted to address the school districts lease renewal for the 2018/2019 school year. By addressing this now it will help Toni with the budget. Council Member Johnstone reported that the current lease rate for each of the areas that LCSD#2 is \$1092.73, a 3% increase which is what has been used in recent years would be \$32.78 per space per month, which would make the new rent \$1125.51 per space per month. LCSD#2 will also continue to be responsible for all of the utilities in the north building for the months they occupy those spaces.

Council Member Johnstone moved to increase the rental for the school district by 3% for the upcoming school year, this would be an increase of \$32.78 per month per space and they will continue to pay the utilities for the months they occupy the space. Council Member Bastian seconded this motion. Motion carried.

Council Member Johnstone wanted to make a clarification on the lease motion made last month. Discussion of lease rates will be in December of each year to go into effect in January.

The rental rate last month was determined to be \$0.32 a square foot once lease is renewed in 2018.

New Business

Mayor Bartels presented the Council with a lease to Kim Supan for room 103 in the north building at a rate of \$0.32 a square foot, for a monthly rental rate of \$224 after rounding the rent to the nearest dollar. Council Member Johnstone inquired as to if she had the necessary insurance coverage. Mayor Bartels reported that she did. Council Member Bastian moved to accept the lease for Kim Supan. Council Member Stoner seconded this motion. Motion carried.

Town Clerk Toni McNamar reported that she had leased space to two individuals for storage and did not require them to provide the \$1,000,000.00, liability insurance. She has since notified them that this is a requirement of their lease. Susan Mills and Scott Sanford will be removing their storage items due to the cost of getting liability insurance.

The Council was presented with Resolution 03-12-18-01: A Resolution to clarify the procedure for check authorization for the Town of Burns, Wyoming. This resolution will allow employees to be paid and any emergency payments to be made between meetings. Bills are to be approved prior to payment and some of these bills fall between meeting times. Council Member Bastian moved to approve Resolution 03-12-18-01. Council Member Stoner seconded this motion. A roll call vote was done: Stoner – aye, Bastian – aye, Bartels – aye, Nussbaum – aye, and Johnstone – aye. Motion carried.

The council determined that they need to have a second meeting each month to pay bills. Only approval of vouchers will happen at this meeting, with no other business being conducted. The Council was in agreement to hold this meeting on the fourth Monday of each month at 1 pm.

Council Member Johnstone moved to hold a second Council Meeting on the 4th Monday of each month at 1 pm to approve vouchers ONLY. Council Member Stoner seconded this motion. Motion carried.

At 8:04 pm the meeting of the Burns Town Council was adjourned. The next meeting will be on March 26th at 1 pm for approval of vouchers only. April 9th at 7 pm will be the next council meeting.

Announcements

March 15th & 16th Town Hall will be closed
March 26th 1 pm council meeting to approve vouchers only
March 30th town Offices closed Good Friday
April 9th 6 pm Utility Board Meeting
7 pm council Meeting
April 16th Garbage pick up
April 17th – 20th town Offices closed. Water School

THE WEEK OF APRIL 16TH GARBAGE PICK UP WILL BE ON MONDAY THE 16TH AND NOT TUESDAY THE 17TH

Mayor Ralph Bartels

Attest:

Town Clerk Toni McNamar

Town Mayor and Council

Ralph Bartels	Mayor	307-631-5077 reigbartels@yahoo.com
Judy Johnstone	Mayor Pro tem, Utility Board Representative.	307-547-3637
Betty Nussbaum	Senior Liaison Town Horticulturist	307-547-2605
Dennis Bastian	Cemetery Board Ambulance Liaison	307-547-3848 dennis.bastian@draircraft.com
Rocky Stoner	Streets and Alleys Emergency Management Contact	307-421-9756
Harvey Humphrey	Fire Marshall	307-547-3545
Brenda Long	Youth League Coordinator	307-547-3865

Utility Board Members

Jim Clark	Board President	307-630-6305
Ralph Bartels	Board Member	307-631-5077
Judy Johnstone	Board Member	307-630-7305
Dennis Bastian	Board Member	307-547-3848
Jeff Appleman	Board Member	307-275-2772

Town Employees

Toni McNamar	Town Clerk/Treasurer	307-547-2206 307-630-5557 burnswy@hotmail.com
Darius Mandel	Maintenance	307-287-0537
Ted Kellner	Maintenance	307-286-2771

Office Hours Mon – Thurs 7:30 am – 4pm
Fridays 7:30am – 12:30 pm

