

Burns Town Council  
June 10, 2019

The Burns Town Council met in regular session on June 10, 2019. Members present were Mayor James Clark, Council Members Dennis Bastian, Craig McPhie, and Judy Johnstone. Also present was Town clerk Toni McNamar, Town Maintenance Darius Mandel, Emily Sto-jak with Laramie County Sheriffs Dept, Sgt Gaskins with Laramie County Sheriffs Dept, Vernon Testerman, Jeff Bartels with Burns EMS, and Victoria Smithy with the Pine Bluffs Post.

Mayor Clark called the meeting to order at 7:00 pm and the pledge of allegiance was preformed. Members present were informed the meeting was being recorded.

Mayor Clark reported that there was a vacant seat on the council. Ron Hopkins turned in his resignation prior to being sworn in.

Mayor Clark announced that there is a position open and those interested in serving on the Burns Town Council may submit their letter of intent to the Burns Town Hall by June 20<sup>th</sup>. Candidates for this position will be interviewed at the June 24 council meeting at 1 pm. The seat will be filled at the July 8<sup>th</sup> council meeting at 7 pm. This is a two year term.

### **Consent Agenda**

Council Member Johnstone moved to approve the consent agenda: consisting of May 13 2019 minutes, May 28, 2019 minutes, treasurer's report, town vouchers, and utility vouchers. Council Member Bastian seconded this motion. Motion carried.

### **Building Permits:**

The Council was presented with a building permit 205 Cougar Ave for a 28ft x 72 ft manufactured home. Darius Mandel reported that the building permit looks good. Council Member Bastian moved to approve the building permit for 205 Cougar Ave. Council member Johnstone seconded this motion. Motion carried.

The council was also presented with a building permit for a car port at 222 W First Street. Darius Mandel reported that the permit was good. Council Member Bastian moved to approve the building permit for 222 W First Street. Council Member Johnstone seconded this motion. Motion carried.

**Sheriff's Department Report** – Deputy Sto-jak introduced the Sgt Robert Gaskins. Sgt Gaskins will be the Sargant for both the east and west part of the county.

**Ambulance Board Report** – Jeff Bartels reported there was a total of 13 calls between May 1<sup>st</sup> and May 31<sup>st</sup>: Burns EMS had 7 responses, 2 transports, and 2 cancelations. Jeff thanked law enforcement for assistance on calls.

On June 29<sup>th</sup> Burns EMS will have an open house. Jeff Bartels was asked about the how the billing was going. He reported that due to HIPPA rules he could not discuss that with the board if they wanted to set up a time in private with them he could discuss it.

Town Clerk Toni McNamar informed Jeff that the finances of the Ambulance Service is public knowledge, anyone here can inquired about the money incoming and outgoing from the ambulance service, the board was not asking to know the names or address of the patients, they were asking about the income from billing.

### **Utility Board Report:**

Council Member Johnstone reported that the utility board had agreed to pay half of the cost of the town computers. Jim Clark has resigned from the utility board and Judy Johnstone is the new utility board president.

There is an open position on the Burns Utility Board. Anyone interested should submit a letter of intent to the Burns Town Hall by June 27<sup>th</sup>. Qualifications include at least 30 years of age, lived in the Town of Burns for at least 5 years, and have business experience.

### **Maintenance Report**

The maintenance report was reviewed. Darius reported that town clean up went well. We may consider doing one in the fall. Darius reported that the park sprinklers are on and he asked if they wanted to open the park bathrooms. The council wants to open the bathrooms, but as soon as they get vandalized they will be closed.

### **Clerks Report**

Toni McNamar reported that she was trying to hang the town pictures up but needs frames for two of them. She needs permission to purchase a 4ft x 4ft frame and a 3ft x 4 ft frame both which are over \$200.00. The council was in agreement to go ahead and purchase the frames.

Toni McNamar reported that she had been approached by Blessed Hope Baptist Church to hold their annual thanksgiving dinner here in conjunction with the craft show. Council Member Bastian moved to allow Blessed Hope to use the Burns Plex for their annual thanksgiving dinner which is open to the public at no charge. Council Member Johnstone seconded this motion. Motion carried.

Town Clerk Toni McNamar reported that in the past we have paid the youth coordinator \$100 a month out of the youth league account. We really need to make this a town employee position or a contract position to keep the audit department happy. Toni feels that it would be better to have this position as an employee position, and providing workmen's compensation. Council member Bastian moved to pay the youth coordinator as a town employee \$100.00 per month. Council Member McPhie seconded this motion. Motion carried.

Town Clerk Toni McNamar reported that the town of Burns has an account that we have had since the tornado in Burns; it is called the Relief Fund and has not been used in years. Toni would like to get rid of this account, however the money was donated and so we need to decide what to do with the money. There is \$328 in the account and Toni suggested donating this money to Sheppard's Closet and closing the account. Council Member Johnstone moved to close the Relief Fund account and give the money to Sheppard's closet. Council Member Bastian seconded this motion. Motion carried.

### **Mayors Report**

Mayor Clark announced his appointments. Appointments are as follows:

Judy Johnstone – Mayor Pro-tem, and Utility board Rep  
Dennis Bastian – Cemetery board and Ambulance Liaison  
Craig McPhie – Streets and Alleys  
Harvey Humphrey – Fire Marshall  
Heaven Appleman – Youth Coordinator  
Greg Hacker – town Attorney

Council member Johnstone inquired about Greg Hackers experience with municipal law. Council Member Bastian inquired as to if we had a problem with Alex Davison. Mayor Clark reported that he wants to use Greg Hacker as the Town Attorney.

Council Member Johnstone moved to ratify mayoral appointments. Council Member McPhie seconded this motion. Motion carried.

Mayor Clark inquired as to what the council thought about having two meetings a month on the first and third Monday at 6 pm. Council Member Bastian reported that he does not like that, want to keep second meeting of the month at 1 pm on the fourth Monday. Council Member Johnstone suggested removing stated agenda and just having a meeting to pay vouchers and deal with any other business that needs dealt with. Council Member Johnstone moved to leave meetings as they are, but getting rid of stated agenda at the second meeting. Council Member Bastian seconded this motion. Motion carried. The second meeting of the month will consist of paying bills and attending to any other business that needs dealt with.

Jim Clark reported that he will not be accepting pay for the position of Mayor.

Council Member McPhie reported that he was on the Cemetery Board and that they need to have a meeting. Council Member Bastian reported that they also need another member to serve on the board. They will be getting a meeting scheduled soon.

### **Council Reports**

Council Member Johnstone reported that we had received our SLIB funding to put new AC/ heating into the community Center.

Council Member McPhie had nothing to report...

Council Member Bastian had nothing to report

### **Old Business**

The council was presented with third reading of Ordinance 18A.43 Fiscal Year Budget 2019/2020 Annual Appropriations. Council Member Johnstone moved to approve Ordinance 18A.43 Fiscal Year Budget 2019/2020 Annual Appropriations. Council Member Bastian seconded this motion. A roll call vote was done: Johnstone – aye, McPhie – aye, Clark – aye, Bastian – aye. Motion carried.

### **New Business –**

Mayor Clark reported that the Council needed to designate a custodian of public records. This is required by the Public Records Act. Council Member Johnstone moved to designate the Town Clerk as the custodian of Public Records. Council Member McPhie seconded this motion. Motion carried.

Mayor Clark inquired about using Elevation Mapping funding that was received in the 2012 SPT funding for streets and alleys; we have already done a lot of engineering. Mayor Clark would like to use this money to put road base on the roads and alleys. Council Member Johnstone reported that we could use this money for this and asked Mayor Clark to contact Scott Cowley and ask him to attend our next council meeting to further discuss this.

At 8:01pm Council Member Bastian moved to adjourn. The next meeting of the Burns town council will be on June 24th, 2019 at 1 pm.

### **Announcements**

|                       |   |
|-----------------------|---|
| June 20 <sup>th</sup> | letters of intent to serve on Town council must be to Town Hall   |
| June 24 <sup>th</sup> | 1 pm council Meeting/ interviews for town council position        |
| June 27 <sup>th</sup> | Letters of intent for utility board position must be to Town Hall |
| July 4 <sup>th</sup>  | Town Offices closed   |
| July 8 <sup>th</sup>  | 5:30 pm interviews for utility board position                     |
|                       | 6 pm Utility Board meeting appoint new members                    |
|                       | 7 pm council meeting appoint new council member                   |

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Mayor James F Clark

Attest:

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Town Clerk Toni McNamar

**Town Mayor and Council**

James F Clark Mayor 307-630-6305

Judy Johnstone Mayor Pro tem, 307-547-3637  
Utility Board Representative.

Craig McPhie Streets and Alleys 307-214-4419

Dennis Bastian Cemetery Board 307-547-3848

Ambulance Liaison [dennis.bastian@draircraft.com](mailto:dennis.bastian@draircraft.com)

Harvey Humphrey Fire Marshal 307-547-3545

Heaven Appleman Youth Coordinator 307-421-1159

**Utility Board Members**

Judy Johnstone Board President 307-547-3637

Ralph Bartels Board Member 307-631-5077

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](mailto:burnswy@hotmail.com)

Darius Mandel Maintenance 307-287-0537

Ted Kellner Maintenance 307-286-2771

Office Hours Mon – Thurs 7:00 am – 4pm  
Fridays - Closed