

July 12, 2022

THE REGULAR MEETING OF THE HANNA TOWN COUNCIL WAS HELD IN THE COUNCIL CHAMBERS OF THE HANNA TOWN OFFICE AT 301 SOUTH ADAMS, HANNA, WY.

**CALL TO ORDER:**

Mayor Buchanan called the regular meeting of the Hanna Town Council to order at 6:32 P.M. Roll call was taken, Council Members present constituting a quorum were:

Mayor Lois Buchanan

Council Members:

Tracy Fowler

Sam Sikes

Jayson Nordquist

Bill Dys

Also present:

Town Treasurer/Clerk:

Ann Calvert

Clerk/Treasurer/Clerk of Court

Vivian Gonzales

WTP Operator

Dave Sutter

Hanna Marshal:

Ted Kranenberg

Rec Center Director:

Mike Armstrong

**APPROVE AGENDA:**

Cm. Sikes **moved to approve the agenda.** Cm. Dys seconded the motion. The motion carried with all present members voting aye.

**APPROVE MINUTES:**

Cm. Sikes **moved to approve the June 14<sup>th</sup>, 2022 Regular Meeting Minutes and the June 23<sup>rd</sup>, Special Meeting Minutes.** Cm. Nordquist seconded the motion. The motion carried with all present members voting aye.

**BOARD AND DEPARTMENT REPORT**

**HCJPB**

**No Report**

**Public Works Department**

**July, 2022 Report**

**WTP**

**July, 2022 Report**

**Marshal's Office**

**June, 2022 Report**

**Rec Center**

**July, 2022 Report**

**SCWEMS**

**April and May, 2022 Minutes**

**CCVC**

**July, 2022 Report**

**Hanna Housing Board**

**June, 2022 Report**

**Museum Board**

**June, 2022 Report**

**2019 SPT JPB**

**No Report**

**CCEDC**

**No Report**

**CCCOG**

**No Report**

**Engineering Associates**

**No Report**

**WSCN Advisory Council**

**April, 2022 Minutes, July Agenda**

Cm. Nordquist **moved to approve all Board and Department Reports.**

Cm. Fowler seconded the motion. The motion carried with all present members voting aye.

**FINANCIAL REPORTS:**

**BILLS TO BE RATIFIED PAID June 30, 2022 AS FOLLOWS:**

A & W	HMO Meals	\$11.65
Amazon	Acrylic paint sets for Paint Parties	\$63.98
Amazon	Safety Glasses	\$49.37

July 12<sup>th</sup>, 2022

Arby's	HMO Meals	\$10.58
Biolynceus, LLC	Pro Biotic Scrubber	\$3,209.07
Black Hills Energy	Monthly Utilities	\$6,030.01
Burger King	HMO Meals	\$10.09
Chili's	HMO Meals	\$25.14
Comfort INN	1 night stay-HMO	\$178.70
Energy Labs	Water Samples, shipping fees	\$428.50
Golden House	HMO Meals	\$43.74
Hanna Home Town Market	Ice and Propane for KCD	\$124.16
Hilton Garden Inn	WAM Convention Lodging Tracy Fowler- 2 nights	\$353.10
Honeywagon Sanitation	Roll off fees, tipping fees, Portable Toilet	\$2,602.02
Honnen Equipment	Starter for Loader	\$610.12
Microsoft Azure	Server Back-up	\$25.95
Pit Bowes Global Financial	Postage Meter Rental	\$175.98
Quill Corporation	Janitor and Office Supplies	\$439.90
Rocky Mtn Power	Monthly Utilities	\$6,659.47
Sam's Club	Annual Membership	\$22.61
Town of Hanna	Petty Cash Balancing-Office-Water Sample Postage	\$87.82
Town of Hanna	Petty Cash Balancing-HMO-Meals, phone case	\$281.87
True Value of Laramie	Grounds Maintenance Equipment	<u>\$528.29</u>
Union Telephone Company	Cell Phones, Notepad, and Laptop Monthly Bill	<u>\$330.78</u>
Village Inn	HMO Meals	<u>\$27.56</u>
Walmart	KCD, Bingo, Vending, & Concession Supplies	<u>\$578.10</u>
WAM-WCCA	Rec Center Energy Conservation Measurers	<u>\$650.00</u>
Xerox	Lease Payment for Copier	<u>\$37.00</u>
<b>Grand Total</b>		<b>\$23,508.34</b>

**Bills To Be Paid June 14, 2022 As Follows:**

APG of the Rockies	Newspaper subscription Renewal	\$133.95
Bartlett oilfield Service Inc.	Locating water line on Jade Drive	\$797.00
BCN Telecom Inc.	Long Distance Town Properties	\$107.20
Bearcom	Electrical/Radar Issues with HMO Vehicle	\$1,015.00
Carbon County Fire	Annual Allotment	\$2000.00
Carbon Power & Light	Electricity/Vault WTP	\$32.64
Carrot-Top Industries	Flags, for Cemetery, Avenue of Flags and Monuments	\$460.67
Predator Mgmt District	Predator Control	\$150.00
CCEDC	Annual Contribution	\$500.00
Corthell & King Law Office	Legal Services June, 2022	\$472.50
Crest Insurance Group	2 <sup>nd</sup> Quarter Insurance Premium	\$8,182.00
Engineering Associates	Phase II Old Town Water System Rehab	\$29,433.09
H.E.M	Sports Calendar Ad	\$35.00
KTGA/KBDY	REC KCD Advertising	\$150.00
LONG Building Technologies	REC Boiler Repairs	\$1,811.00
Matthew Bender & Co.	2 WYO Stat Supplements and Index	\$366.66
Melisa Sikes	Travel Expenses-Training in Cheyenne, M. Sikes	\$142.74
Norco, Inc.	Cylinder Rental	\$66.30
One Call of Wyoming	Dig Tickets for 2 <sup>nd</sup> Quarter	\$42.75
Perkins Oil Company	Fuel for Town Vehicles	\$3,238.49
Quill Corporation	Office/Janitor/Electronic Supplies	\$569.67
SCWEMS	Quarterly Payment	\$6,307.50
Sheriff of Carbon County	Yearly Dispatch Fees	\$5,000.00
Town of Hanna	Town Property Utilities	\$657.26
Town of Hanna	KCD 2022 Price Money/Change Bag Money	\$450.00
Union Telephone Company	Telephone Services for Departments	\$795.48
Valli Information Systems	Monthly Maint. On OTC	\$25.00
Wee Folks Place.	Annual Allotment	\$2,000.00
WAM	Annual Membership WAM	\$1,103.00
Xesi Document Solutions	Contract Base charge/Overage Charge	<u>\$294.85</u>
<b>Grand Total</b>		<b>\$65,934.55</b>

**Cm. Sikes moved to approve Income Statement for June, 2022, Ratify Bills Paid June 30th, 2022, June Payrolls, Bills to be Paid July 13, 2022, FY 22 Salary Publication.** Cm. Nordquist seconded the motion. The motion carried with all present members voting aye.

**VISITORS:**

July 12<sup>th</sup>, 2022

Bob Davis, came to the Mayor, Council and Residents, introducing himself and his plan to run for House District 47.

**UNFINISHED BUSINESS:**

UN-TABLE DISCUSSION/APPROVAL for Hanna Marshal's Office Submitting Grants with no matching funds without a Resolution.

Cm. Nordquist moved to approve to **un-table for Hanna Marshal's Office Submitting Grants with no matching funds without a Resolution.** Cm. Fowler seconded the motion. The motion carried with all present members voting aye.

DISCUSS/APPROVE the Hanna Marshal's Office Submitting Grants with no matching funds without a Resolution.

Cm. Sikes moved to approve **the Hanna Marshal's Office Submitting Grants with no matching funds without a Resolution.** Cm. Nordquist seconded the motion. The motion carried with all present members voting aye.

**NEW BUSINESS:**

SWEAR IN NEW TOWN CLERK/TREASURER/CLERK OF COURT VIVIAN GONZALES.

Cm. Nordquist moved to approve **Swearing in Vivian Gonzales as the new Town Clerk/Treasurer/Clerk of Court.** Cm. Dys seconded the motion. The motion carried with all present members voting aye.

APPROVE VIVIAN GONZALES AS SIGNER ON ALL ACCOUNTS.

Cm. Sikes moved to approve **adding Vivian Gonzales as signer on all Accounts.** Cm. Nordquist seconded the motion. The motion carried with all present members voting aye.

SWEAR IN NEW REC CENTER DIRECTOR MIKE ARMSTRONG.

Cm. Nordquist moved to approve **swearing in Mike Armstrong as the Rec Center Director.** Cm. Fowler seconded the motion. Motion carried will all present members voting aye.

APPROVE RESOLUTION 2022-562 ISSUING AN OPEN CONTAINER WAIVER PERMIT TO PERMIT OPEN CONTAINERS AT THE HANNA PARKS AND RECREATION CENTER WITHIN THE TOWN OF HANNA, WYOMING DURING THE SIP AND PAINT PARTY ON AUGUST 12, 2022

Cm. Nordquist moved to approve **Resolution 2022-562 issuing an Open Container Waiver Permit to permit Open Containers at the Hanna Parks and Recreation Center within the Town of Hanna, Wyoming during the Sip and Paint Party on August 12, 2022.** Cm. Fowler seconded the motion. The motion carried with all present members voting aye.

DISCUSS/APPROVE FOWL PERMIT SUBMITTED BY GRETA CLARK AT 102 S. CLARK ST.

Cm. Sikes moved to approve **a fowl permit submitted by Greta Clark at 102 S. Clark St.** Cm. Dys seconded the motion. The motion carried with all present members voting aye.

DISCUSS/APPROVE PROPOSAL FROM LONG'S TECHNOLOGY FOR THE AIR HANDLING UNIT DAMPER REPLACEMENT FOR THE REC CENTER IN THE AMOUNT OF \$34,950.00.

Cm. Sikes moved to approve **the proposal from Long's Technology for the Air Handling Unit Damper replacement for the Rec Center in the amount of \$34,950.00.** Cm. Nordquist seconded the motion. The motion carried with all present members voting aye.

DISCUSS/APPROVE PROPOSAL FROM LONG'S TECHNOLOGY FOR THE AHU CONTROLLER REPLACEMENT IN THE AMOUNT OF \$3,450.00.

Cm. Dys moved to approve **the proposal from Long's Technology for the AHU Controller Replacement at the Rec Center in the amount of \$3,450.00.** Cm. Fowler seconded the motion. Motion carried with all present members voting aye.

DISCUSS/APPROVE PROPSAL FROM LONG'S TECHNOLOGY FOR THE BOILER SEAL IN THE AMOUNT OF \$1,613.41..

Cm. Nordquist moved to approve **the proposal from Long's Technology for the boiler seal in the amount of \$1,613.41.** Cm. Fowler seconded the motion. The motion carried with all present members voting aye.

APPROVAL OF RESOLUTION 2022-563 ISSUING AN OPEN CONTAINER PERMIT FOR THE BALL FIELDS FOR A COMMUNITY BALL GAME ON AUGUST 6<sup>TH</sup>, 2022 SPONSORED BY JOE FOWLER.

Cm. Nordquist moved to approve **Resolution 2022-563 issuing an open container permit for the ball fields for a community ball game on August 6<sup>th</sup>, 2022 sponsored by Joe Fowler.** Cm. Sikes seconded the motion. The motion carried with all present members voting aye.

DISCUSS/APPROVE OF REVISED EMPLOYEE POLICY AND PROCEDURE HANDBOOK.

Cm. Nordquist moved to approve **the revised Employee Policy and Procedure Handbook.** Cm. Fowler seconded the motion. The motion carried with all present members voting aye.

DISCUSS/APPROVE FOWL PERMIT SUBMITTED BY ASHLEY WEATHERFORD AT 1024 MINERAL DR.

Cm. Dys moved to approve **fowl permit submitted by Ashley Weatherford at 1024 Mineral Dr.** Cm. Fowler seconded the motion. The motion carried with all present members voting aye.

**CITIZEN PARTICIPATION:**

**Dan Webster requested the Town of Hanna to mow and spray weeds on Town Property and to figure out a solution to the Gopher problem.**

**ADJOURNMENT:**

Cm. Fowler moved **to adjourn the meeting at 8:06 pm.** Cm. Dys seconded the motion. The motion carried with all present members voting aye.

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Vivian Gonzales  
Clerk/Treasurer

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Sam Sikes  
Mayor Pro Tem

July 12<sup>th</sup>, 2022