

**NOVEMBER 14, 2023**

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

**CALL TO ORDER:**

Mayor Ostling called the regular meeting of the Hanna Town Council to order at 6:30 P.M. Roll call was taken Council Members present constituting a quorum were:

Council Members:

Sam Sikes

Roger Hawks

Bill Dys

**Also present:**

Town Treasurer/Clerk:

Ann Calvert

Clerk/Treasurer/Clerk of Court

Vivian Gonzales

Absent:

Council Member Jayson Nordquist

Town Attorney:

Patrick Brady

**APPROVE AGENDA:**

Cm. Sikes **moved to approve the agenda with the following changes; under Old Business, 3<sup>rd</sup> SCWEMS agreement still not provided. Under new business, take of G., the revision of the employee handbook for more review, and replace it with the discussion to take a synthetic ice rink from Rawlins, and item J. Approval of the winter closure for the phase II of the Old Town Waterline Rehabilitation Project.** Cm. Dys seconded the motion. The motion carried with all present members voting aye.

**APPROVE MINUTES:**

Cm. Sikes **moved to approve the October 10, 2023 Regular meeting minutes.** Cm Hawks seconded the motion. The motion carried with all present members voting aye.

**BOARD AND DEPARTMENT REPORT**

**HCJPB**

**Public Works Department**

**WTP**

**Marshal's Office**

**Rec Center**

**SCWEMS**

**CCVC**

**Hanna Housing Board**

**October, 2023, Minutes, & Report**

**November Report**

**November Report**

**No Report**

**October, 2023 Report**

**September 2023 Meeting Minutes**

**August and September 2023 Minutes**

**September Report**

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**Museum Board  
2019 SPT JPB  
Carbon County Library System  
Engineering Associates  
Carbon County Sheriff's Office`**

**Oct. and Nov. 2023 Minutes and Reports  
October, 2023 Minutes and Report  
September 2023 Minutes  
Monthly Report  
October 2023 Report**

**FINANCIAL REPORTS:**

**BILLS TO BE RATIFIED PAID October 31st, 2023, AS FOLLOWS:**

Amazon.com	Microsoft Office for clerk computer	\$239.99
Amazon.com	Supplies for Halloween	\$194.29
Amazon.com	UV Lamp replacement-WTP	\$103.00
Amazon.com	Metering reading equipment	\$34.74
Black Hills Energy	Monthly Utilities	\$1,323.78
DPC Industries, Inc.	Monthly charge for cylinders	\$80.00
Ebay	Cylinder Brake for master plow truck	\$510.00
Ebay	Hydraulic lift for plow truck	\$135.00
Energy Labs	Water Samples	\$333.00
Holiday Inn Casper East	WAMCAT conference-Ann Calvert	\$294.00
Microsoft Azure	Monthly back-up to server	\$25.03
Rocky Mtn Power	Electric Services	\$5,887.26
Sundahl, Powers, Kapp & Martin	Legal Fees-September	\$3,479.02
Union Telephone	Cell phones	\$331.68
Xerox	Lease Payment	\$37.00
Xesi Solutions	Contract Base Charge and overage charge-September	<u>\$180.01</u>
<b>Grand Total</b>		<b>\$13,187.80</b>

**Bills To Be Paid November 14th, 2023 AS FOLLOWS:**

Affordable Tree Care	Removal of Dead Trees	\$4,600.00
<b>BCN</b>	Long Distance Charges	\$89.12
Boomgaars	T-posts for waterline project/receptacles for waste center shop	\$41.58
Carbon County Clerk	Monthly fees for Sept. Oct. and Nov. for law enforcement	\$15,000.00
Carbon Power and Light	Monthly Charge	\$32.88
City of Laramie	Trash Tipping Fees	\$1,733.76
Engineering Associates	Phase 2 Old Town Engineering and general Rotomill costs, trucking costs, fuel surcharges, forklift and operator fees	\$35,018.82
F & S Trucking	Phase 2 Old Town Rehabilitation Project-Pay app #4	\$4,889.44
Grizzly Excavating	Supplies	\$201,158.75
Hanna Home Town Market	IT Services-completion of camera install at WTP, Marshals office, Website hosting, and troubleshooting at Rec Center	\$43.36
John Singleton	Cylinder Rental-October	\$5,568.20
Norco, Inc.	Annual Service Agreement for WTP and repairs	\$71.61
Onsite Service Solutions	Fuel Invoice for October- diesel fuel and motor oil	\$15,074.95
Perkins Oils	Supplies	\$6,213.95
<b>Quill</b>	2 Doorknobs	\$192.87
Rawlins Ace Hardware	Fuel Filters and Supplies and hydraulic fluids	\$55.98
Rawlins Auto Parts	Legal Fees-October	\$456.72
Sundahl, Powers Kapp & Martin		\$3,768.61

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Town of Hanna	Town Property Utilities	\$658.36
True Value of Laramie	Repair Supplies, spray paint, ty wire	\$27.97
Union Telephone Company	Telephone Services for Departments	\$694.14
Valli Information	Monthly Maintenance on OTC Payments	\$25.00
Xesi Document Solutions	Base Charge and overages-October	<u>\$63.09</u>
<b>Grand Total</b>		<b>\$295,479.16</b>

**Cm. Sikes moved to approve all Department Reports, Income Statement for October and October Financial Summary, ratify Bills Paid October 31st, 2023, October Payrolls, and Bills to be paid November 15<sup>th</sup>, 2023.**

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

**VISITORS:**

Mathew Copeland presented the Mayor and council with a proposal to become a Public Information Officer.

**UNFINISHED BUSINESS:**

NO UNFINISHED BUSINESS TO PRESENT AT THIS.

**NEW BUSINESS:**

APPROVAL OF AN OPEN CONTAINER PERMIT FOR THE HANNA BASIN MUSEUM ON DECEMBER 16<sup>TH</sup>, 2023 FROM 1:00PM TO 5:00PM

**Cm. Sikes moved to approve the open container permit for the Hanna Basin Museum on December 16<sup>th</sup> from 1:00 pm to 5:00 pm.** Cm. Dys seconded the motion. Motion carried with all present members voting aye.

APPROVAL OF TOWN EMPLOYEE AND COUNCIL CHRISTMAS PARTY AT THE NUGGET ON DECEMBER 2, 2023 AT 6:00PM

**Cm. Hawks moved to approve the town employee and council Christmas Party to be at the Nugget on December 2<sup>nd</sup>, 2023 at 6:00 pm.** Cm. Sikes seconded the motion. Motion carried with all present members voting aye.

APPROVAL TO PUT OUT TO BID 2 WORK TRUCKS FOR THE PUBLIC WORKS DEPARTMENT USING IMPACT FUNDING MONIES.

**Cm. Sikes moved to approve putting out to bid 2 work trucks for the Public works department using impact funding monies.** Cm. Hawks seconded the motion. Motion carried with all present members voting aye.

APPROVAL OF THE APPLICATION FROM RAWLINS NATIONAL STATE BANK FOR THE DEPOSIT OF PUBLIC FUNDS.

Cm. Dys **moved to approve the application from Rawlins National State Bank for the deposit of public funds.** Cm. Hawks seconded the motion. Motion carried with all present members voting aye.

APPROVAL OF USING THE FISCAL YEAR 22-23 WYOMING COMMUNITY GAS CONTRIBUTIONS OF \$4,077.04 TO FINISH THE TOWN HALL ENTRANCE SIGN AND OUTSIDE FLOWER BEDS.

Cm Sikes **moved to postpone the approval of using the fiscal year 22-23 Wyoming Community Gas Contributions of \$4,077.04 to finish the Town Hall Entrance sign and outside flower beds.** Cm. Hawks seconded the motion. Motion carried with all present members voting aye.

APPROVAL OF RESOLUTION 2023-594, A RESOLUTION CHANGING THE HOURS OF THE HANNA RECREATION CENTER TO MONDAY THRU SUNDAY 1:00 PM TO 9:00 PM.

Cm Hawks **moved to postpone resolution 2023-594, A Resolution changing the hours of the Hanna Recreation Center to Monday thru Sunday 1:00 pm to 9:00 pm.** Cm. Dys seconded the motion. Motion carried with all present members voting aye.

APPROVAL TO GET A SYNTHETIC ICE RINK FROM RAWLINS TO USE AT THE RECREATION CENTER FOR EVENTS.

Cm. Hawks **moved to approve getting a synthetic ice rink from Rawlins to use at the recreation center for events.** Cm. Dys seconded the motion. Motion carried with all present members voting aye.

APPROVAL OF CHANGE ORDER #3, FROM GRIZZLY EXCAVATION AND CONSTRUCTION, LLC FOR THE WATERLINE REHABILITATION PROJECT IN OLD TOWN PHASE II.

Cm. Hawks **moved to approve the change order #3 from Grizzly Excavation and Construction, LLC. for the waterline rehabilitation project in old town phase II.** Cm. Sikes seconded the motion. Motion carried with all present members voting aye.

APPROVAL OF PAY APP #5, FROM GRIZZLY EXCAVATION AND CONSTRUCTION, LLC FOR THE WATERLINE REHABILITATION PROJECT IN OLD TOWN PHASE II

Cm. Sikes **moved to approve the pay app #5 from Grizzly Excavation and Construction, LLC. for the waterline rehabilitation project in old town phase II.** Cm. Hawks seconded the motion. Motion carried with all present members voting aye.

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APPROVAL OF WINTER SHUT DOWN PRESENTED BY GRIZZLY EXCAVATION AND CONSTRUCTION, LLC FOR THE WATERLINE REHABILITATION PROJECT IN OLD TOWN PHASE II

Cm. Hawks **moved of winter shut down presented by Grizzly Excavation and Construction, LLC. for the waterline rehabilitation project in old town phase II.** Cm. Sikes seconded the motion. Motion carried with all present members voting aye

**CITIZEN PARTICIPATION:**

A citizen requested the town move citizen participation back to beginning of meeting, and expressed their concerns with leaving the Rec Center open until 9:00 pm and loosing patrons that visit in the morning hours.

Other citizens were ok with the new hours, still would like to see it 24 hours with key pad access. Another citizen wanted to know who to get ahold of on the weekend if there is a water break emergency. If you call 911 they will call out the Public Works Supervisor.

**EXECUTIVE SESSION:**

Cm. Sikes **moved to go into Executive Session at 8:15 pm for personnel and legal matters.** Cm. Hawks seconded the motion. Motion carried with all present members voting aye. Cm. Sikes **moved to come out of executive session at 9:10 pm.** Cm. Hawks seconded the motion. Motion carried with all present members voting aye. Cm. Hawks **moved to approve the minutes of the executive session meeting minutes.** Cm. Dys seconded the motion. Motion carried with all members present voting aye. Mayor Ostling read aloud the following statement “The minutes of the executive session shall be placed in an envelope marked with the date of the executive session, sealed and filed in the clerk’s office. By law the minutes are confidential and not subject to public inspection and shall be produced only in response to a valid court order.”

**ADJOURNMENT:**

Meeting adjourned at 9:13 pm

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Vivian Gonzales  
Clerk/Treasurer

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Jon Ostling  
Mayor

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