



Glenrock Town Council Meeting AGENDA

September 25, 2023 – 5:30PM

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER - ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**
September 11, 2023 Council Meeting
September 18, 2023 Work Session
- V. REPORTS**
- VI. ITEMS FROM THE FLOOR**
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
Resolution 2023-14: Budget Amendment
Resolution 2023-15: Approving Purchase of Miller Property
- IX. BILLS & CLAIMS**

ADJOURNMENT

Unapproved Minutes
Town Council Meeting
Glenrock Town Hall
September 11, 2023

At 5:30PM, Mayor Roumell called council meeting to order and led the Pledge of Allegiance. All elected officials were in attendance.

ADDITIONS/DELETIONS:

Treasurer asked to add one claim for Rocky Mountain Power to Bills & Claims. So moved by CP Colling, seconded by CP Kincaid. All AYES – MOTION CARRIED.

APPROVAL OF MINUTES:

CP Nunn moved to approve minutes as presented for August 28, 2023 council meeting; seconded by CP Moulton. All ayes – MOTION CARRIED.

UNFINISHED BUSINESS:

Ordinance 745 – An Ordinance Updating Glenrock Town Code Chapter 13 to Include 13.04.010 – Third and Final Reading. CP Colling moved to approve Ordinance 745 on third and final reading; seconded by CP Kincaid. All ayes – MOTION CARRIES.

NEW BUSINESS:

None.

BILLS & CLAIMS:

Bills/Claims Approved September 11, 2023

Douglas Budget 2748.25 Advertising; Valli Information Systems 725.79 Online Pymt Provider; Town of Glenrock 5804.89 Monthly Utilities; Transunion Risk & Alternative 150.00 Police Dept Contract; CNA Surety 2050.00 Bonds; Brent Phillips 2550.00 Town Square Events; Century Link 634.29 Monthly Phone Statements; WY Child & Family Development 5000.00 Allocation; Greiner Motors 3004.15 Vehicle Repairs; Amazon Capital Services 639.62 Hardware & Equipment; Shane Pierce 7.76 Reimbursement Vehicle Maintenance; Renegade Off Road 74.96 Vehicle Maintenance; Coca Cola Bottling 41.25 Supplies; Sandra Bennett 25.00 Uniforms; Ferguson Waterworks 659.90 Supplies & Equipment; H&H Electric 4416.78 Repairs; Energy Laboratories 1897.00 Testing; Gudahl Investigative Security 250.00 Background Check; Mountain West 49.95 Internet; Rocky Mountain Wash 18.00 Vehicle Maintenance; All Service Plumbing 90.00 Maintenance; Williams Porter Day & Neville PC 555.00 Legal Fees; Cyera Phipps 175.00 Town Square Events; Verizon Wireless 728.73 Phones/Tablets; Heritage Landscape Supply Group 608.16 Supplies; Amcon 975.00 Repairs; Menards 19.99 Vehicle Repairs; Northwest Contractors Supply 198.00 Shop Repairs; Stotz Equipment 743.97 Shop Repairs; Dusty Stoddard 30.00 Training Reimbursement; Renegade Off Road 17.77 Tire Repair; Russ's Towing & Recovery 205.00 Vehicle Towing; Saltus Technologies 3182.26 DigiTicket; Staples Business Credit 57.74 Supplies; Glenrock Hardware Hank 829.98 Equipment & Maintenance; Hawkins 932.08 Supplies; Intermountain Sweeper Co. 696.56 Vehicle Repairs; Converse County Bank/Visa 2843.28 Monthly Statements; Bill Frieda 181.26 Supplies

Reimbursement; Price Cleaning Services 1510.00 Building Cleaning; Bearcom 540.00
Equipment; Crossroads Vet Service 240.00 Professional Services; Jeff & Eddy Kirby 46.52
Refund Deposit; Andreen Hunt Construction 64106.68 5th Street Retainage & 2nd Street Project;
Homax 3352.48 Fuel; CEPI 27,403.83 Engineering. Total claims \$141,200.97.
Salaries/Benefits \$150,457.35 September 8, 2023 Payroll, Gross Pay + Employer Contributions.
CP Nunn moved to approve bills and claims; seconded by CP Moulton. All ayes – MOTION
CARRIED.

At 5:46 PM CP Moulton moved to adjourn the meeting; seconded by CP Nunn. All ayes–
MOTION CARRIED.

ADJOURNMENT: 5:46PM.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

Town of Glenrock
Work Session Minutes
September 18, 2023
Glenrock Town Hall

PRESENT:

Mayor Roumell	Clerk Taylor
CP Moulton	CP Nunn
CP Kincaid	CP-Judi Colling
Chief Felton	BI Lyle Hunt
PW Director Randy Rumpler	

At 5:00PM, work session began.

Council discussed the proposal by Chad Beer to purchase a piece of town property. Mr. Beer was present. Mayor Roumell asked Mr. Beer to provide drawings of the building he would like to put there.

Next Chief Felton provided information to the council on property he would like to obtain from the county for a shooting range for the PD. They would like to trade property for it and Chief Felton and Mayor Roumell will be meeting with the county commissioners on Tuesday, September 19th.

The mayor and council discussed property to possibly purchase for Town Square and Public Works storage.

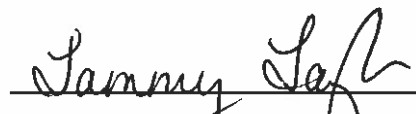
Steve Porter was present for the Golf Club and discussed the MOU. Mayor Roumell will finish up the changes he would like to make and get it over to Sheila Gilbert.

Next work session is scheduled for October 16th at 5:00 PM. Tentative topics will include the steering committee idea, tiny homes, and possible community choice housing.

ADJOURNMENT: 6:05PM



Bruce Roumell, Mayor


Tammy Taylor, Clerk

RESOLUTION 2023-14

A RESOLUTION PROVIDING FOR THE TRANSFER OF UNENCUMBERED AND UNEXPENDED APPROPRIATIONS FROM FY23-24 BUDGET.

WHEREAS, it appears that it is necessary for the budget of the Town of Glenrock to be amended for the fiscal year July 1, 2023 to June 30, 2024, taking into account certain unencumbered and unexpended funds.

IT IS THEREFORE HEREBY RESOLVED BY THE GOVERNING BODY OF THE TOWN OF GLENROCK, WYOMING, AS FOLLOWS:

Section 1. General Fund Account 101.5221.5800 Shop, Capital Project Expense, increased by the sum of \$240,000.00 the source of which will be unappropriated surplus funds. This is specific to the purchase of property to be utilized for new shop buildings and storage.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund 4% Sales Tax	General Fund Shop, Cap. Proj. Expense	\$240,000.00

PASSED, APPROVED AND ADOPTED this 25th day of September, 2023.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Clerk

RESOLUTION 2023-15

A Resolution Approving the Purchase of Land within the Town of Glenrock, Converse County, Wyoming

WHEREAS, the Governing Body of the Town of Glenrock has entered into discussions with the sellers, the estate of Ronald Miller, for the purchase of land within the Town of Glenrock, Converse County, Wyoming; and,

WHEREAS, the Governing Body desires Mayor Bruce Roumell to be the person authorized to sign any and all closing documents to consummate the purchase of this property on behalf of the Town of Glenrock and its Governing Body.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF GLENROCK, WYOMING, THAT:

1. The Town of Glenrock, by and through its Governing Body, will purchase property consisting of approximately .42 acres from the estate of Ronald Miller, with a physical address of 111 S. 8th Street and more particularly described as follows:

GLENROCK, LOTS 4-9 INC; BLOCK 8

2. The purchase price for said property is in the amount of Two hundred and forty thousand dollars (\$240,000.00).

3. Mayor Bruce Roumell is hereby authorized to sign any and all closing documents to consummate the purchase of this property on behalf of the Town of Glenrock and its Governing Body.

DATED this 25th day of September, 2023.

Bruce Roumell, Mayor

ATTEST

Tammy Taylor, Clerk

09/22/23
09:27:58

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 9/23

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Report ID: AP100

Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8704		123 ORKIN PEST CONTROL	220.00					
		TH & HC - Extermination						
		Account Number 26057258						
		930395 09/14/23 TH - Extermination	130.00			101 5021 5510		1010
		931066 09/14/23 HC - Extermination	90.00			101 5460 5510		1011
8707		93 BLACK HILLS ENERGY	548.23					
		Natural Gas August 2023						
		09/12/23 Commerce Block Natural Gas	21.36			117 5540 5480		1011
		09/12/23 Shop Natural Gas	90.54			101 5221 5480		1011
		09/12/23 Shop Natural Gas	33.79			101 5221 5480		1011
		09/12/23 Historical Commission	29.48			101 5460 5480		1011
		09/12/23 Town Hall Natural Gas	231.81			101 5021 5480		1011
		09/12/23 Water SAles Nat Gas	32.92			241 5701 5480		1011
		09/12/23 Town Square Nat Gas	76.28			101 5440 5480		1011
		09/12/23 Sharps Nat Gas	32.05			118 5505 5510		1011
8713		363 AT & T MOBILITY	3,095.16					
		PD - Phones (First Net)						
		08202023 08/12/23 PD - Phones	2,063.44			101 5101 5450		1011
		09202023 09/12/23 PD - Phones	1,031.72			101 5101 5450		1011
8761		754 VALLI INFORMATION SYSTEMS INC.	1,030.00					
		WA & DSP - New Card Readers						
		90331 08/31/23 WA - IT Supplies	515.00			241 5701 5601		1011
		90331 08/31/23 DSP - IT Supplies	515.00			101 5150 5790		1011
8762		1307 DOOLEY OIL INC.	4,088.91					
		PW - Fuel						
		321116 09/07/23 PW - Fuel	4,088.91			242 5710 5570		1011
8763		33 HERITAGE LANDSCAPE SUPPLY GROUP	832.00					
		WA - Supplies						
		12558127-1 09/06/23 WA - Supplies	279.39			241 5701 5590		1011
		12627665-1 09/11/23 PK - Repairs	24.60			101 5430 5510		1011
		12664627-1 09/13/23 PK - Repairs	528.01			101 5430 5510		1011
8764		1492 IT'S THE LITTLE THINGS IN LIFE	1,080.00					
		TS - Events						
		8 09/10/23 TS - Events	1,080.00			101 4511		1011

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TOWN OF GLENROCK
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For the Accounting Period: 9/23

Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8765		64 H & H ELECTRIC	4,948.52					
	WA - IT Supplies							
		337312 08/31/23 WA - IT Supplies	4,948.52			241 5701	5601	1011
8766		45 ENERGY LABORATORIES, INC	449.00					
	SW - Effluent							
		578779 09/08/23 SW - Effluent	116.00			242 5710	5400	1011
		578779 09/08/23 WA - Testing	333.00			241 5701	5400	1011
8767		122 ONE CALL OF WYOMING	18.75					
	SW - August Tickets							
		68386 09/08/23 SW - August Tickets	18.75			242 5710	5400	1011
8768		1402 GALLS	452.65					
	PD - Supplies, Uniforms							
		25156246 07/24/23 PD - Supplies	113.94			101 5101	5590	1011
		25180070 07/26/23 PD - Uniforms	338.71			101 5101	5110	1011
8769		212 MOTOROLA	123.78					
	PD - Equipment							
		8281685625 08/04/23 PD - Equipment	123.78			101 5101	5791	1011
8770		134 CENTURY LINK	197.86					
	SH - 9539; HC - 5480							
		09/01/23 SH - 9539	149.46			101 5221	5480	1011
		09/07/23 HC - 5480	48.40			101 5460	5450	1011
8771		976 ATLAS PREMIER SERVICE	234.47					
	TH & PD - Copier							
		55598 09/09/23 TH - Copier	120.43			101 5021	5510	1011
		55598 09/09/23 PD - Copier	114.04			101 5101	5230	1011
8772		281 ALL SERVICE PLUMBING	90.00					
	TH - Repairs							
		09/05/23 TH - Repairs	90.00			101 5021	5510	1011
8773		277 GLENROCK HEALTH CENTER	210.00					
	PW & TS - Testing							
		08/30/23 PW - Testing	140.00			241 5701	5400	1011
		08/01/23 TS - Testing	70.00			101 5440	5204	1011

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Hilltop National Bank
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8774		1112 VISIONARY COMMUNICATIONS, INC.	1,172.27					
	TH - Broadband - Final Termination payment							
		623856 08/07/23 TH - Broadband	1,172.27			101 5021 5400		1011
8775		603 CONVERSE COUNTY E.M.A.	131.32					
	DSP - Low Level Electricity							
		91223 09/12/23 DSP - Low Level Electricity	131.32			101 5150 5802		1011
8776		20 CONVERSE CO. BANK/VISA	6,080.33					
	Monthly Statements							
		08/16/23 PD - Supplies	114.45			101 5101 5580		1011
		08/17/23 PD - Training	78.74			101 5101 5470		1011
		08/19/23 PD - Comm Policing	68.94			101 5101 5475		1011
		08/24/23 PD - Training	86.38			101 5101 5470		1011
		09/12/23 PD - Supplies	175.48			101 5101 5590		1011
		08/27/23 PD - Training	412.76			101 5101 5470		1011
		08/21/23 DSP - Training	36.00			101 5150 5470		1011
		09/05/23 DSP - Dues	27.00			101 5150 5280		1011
		09/07/23 DSP - Supplies	11.85			101 5150 5590		1011
		09/12/23 DSP - Office Supplies	4.85			101 5150 5580		1011
		08/18/23 M/C - Projects	902.52			101 5002 5600		1011
		08/29/23 FN - Postage	37.44			101 5007 5360		1011
		09/03/23 FN - IT Subs	20.99			101 5004 5590		1011
		08/14/23 TS - Bus Cards	25.18			101 5440 5590		1011
		08/14/23 TC - Furniture	779.00			101 5019 5790		1011
		08/14/23 TS - Furniture	779.00			101 5440 5790		1011
		08/28/23 TC - Training	315.00			101 5019 5470		1011
		09/05/23 TC - Prof Svcs	518.86			101 5019 5230		1011
		09/07/23 TC - IT Supplies	31.06			101 5019 5601		1011
		08/29/23 WA - Maintenance/Repair	929.19			241 5701 5510		1011
		08/31/23 CB - Bulbs	91.85			119 5550 5510		1011
		09/01/23 SH - Training	235.00			101 5221 5470		1011
		09/05/23 SH - Supplies	15.87			101 5221 5590		1011
		09/05/23 SW - Uniforms	209.96			242 5710 5110		1011
		08/30/23 WA - IT Supplies	172.96			241 5701 5601		1011
8777		1 71 CONSTRUCTION	1,795.90					
	ST - Supplies							
		186545C 09/15/23 ST - Supplies	1,795.90			101 5201 5590		1011

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TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 9/23

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Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8778		115 JOHN DEERE FINANCIAL	42.99					
	SW - Uniforms							
		24311001 09/04/23 SW - Uniforms	42.99			242 5710 5110		1011
8779		1110 ALSCO	152.25					
	TS & TH - Floor Mats							
		1554450 08/08/23 TS - Floor Mats	54.43			101 5440 5400		1011
		1561358 09/19/23 TS - Floor Mats	97.82			101 5021 5400		1011
8780		171 VERIZON WIRELESS	779.61					
	Monthly Statement							
		9944036724 09/10/23 TC - Phone	51.45			101 5019 5450		1011
		9944036724 09/10/23 TS - Phone/Tablet	81.35			101 5440 5480		1011
		9944036724 09/10/23 CD - Phone/Tablet	81.35			101 5510 5450		1011
		9944036724 09/10/23 FN - Phones	82.68			101 5007 5450		1011
		9944036724 09/10/23 BI - Phone/Tablet	81.35			101 5023 5450		1011
		9944036724 09/10/23 PD - Camera Ball	40.01			101 5101 5450		1011
		9944036724 09/10/23 PK - South Rec	40.01			101 5430 5480		1011
		9944036724 09/10/23 M/C - Phone/Tablets	241.39			101 5002 5450		1011
		9944036724 09/10/23 WA - Salesman, Tablets	80.02			241 5701 5480		1011
8781		187 GLENROCK SUPER FOODS	414.34					
	Monthly Statement							
		ACO - Supplies	43.36			101 5160 5590		1011
		M/C - Projects	250.57			101 5002 5600		1011
		TS - Supplies	15.26			101 5440 5590		1011
		SH - Supplies	93.63			101 5221 5580		1011
		PK - Equipment	11.52			101 5430 5540		1011
8782		1521 SAMANTHA BLEDSOE	280.00					
	BI - Prof Svcs							
		09/14/23 BI - Prof Svcs	280.00			101 5023 5230		1011
8783		1500 GARRETT WILLIAMS	110.00					
	WA - Refund Deposit							
		30033-04 09/15/23 WA - Refund Deposit	110.00			241 4601		1011
8784		1376 FISH WINDOW CLEANING	1,577.00					
	TH, CB & TS - Window Cleaning							
		13804 09/18/23 TH - Window Cleaning	383.00			101 5021 5510		1011
		13803 09/18/23 CB - Window Cleaning	940.00			117 5540 5510		1011
		13805 09/18/23 TS - Window Cleaning	254.00			101 5440 5510		1011

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TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 9/23

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Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8785		110 MENARDS	43.57					
		Monthly Invoices						
		73217 09/13/23 ST - Equipment	34.97			101 5201	5540	1011
		72798 09/06/23 PK - Equipment	8.60			101 5430	5540	1011
8786		437 NAPA - GLENROCK	997.16					
		Monthly Statement						
		ST - Equipment	55.90			101 5201	5540	1011
		ST - Maintenance	202.60			101 5201	5510	1011
		PK - Vehicle Maint	68.18			101 5430	5560	1011
		SW - Vehicle Maint	9.77			242 5710	5560	1011
		PD - Vehicle Maint	21.49			101 5101	5560	1011
		SW - Equipment	10.48			242 5710	5540	1011
		WA - Equipment	49.76			241 5701	5540	1011
		SH - Supplies	410.56			101 5221	5590	1011
		TH - Maint	6.29			101 5021	5510	1011
		SH - Vehicle Maint	151.35			101 5221	5560	1011
		ST - Vehicle Maint	10.78			101 5201	5560	1011
8787		58 GLENROCK INDEPENDENT	35.00					
		TC - Subscriptions						
		TC - Subscription	35.00			101 5019	5280	1011
8788		1357 GREAT AMERICA FINANCIAL SVCS	192.00					
		PD - Copier						
		34802629 09/04/23 PD - Copier	192.00			101 5101	5230	1011
8789		1311 WY FIRST AID & SAFETY	140.25					
		SH - Supplies						
		80004455 09/13/23 SH - Supplies	140.25			101 5221	5580	1011
8790		1359 VYVE BROADBAND	1,500.23					
		TH - Broadband						
		09/18/23 TH - Broadband	1,500.23			101 5021	5480	1011
8791		978 WILLIAMS, PORTER, DAY & NEVILLE,	270.00					
		PS - Legal Fees						
		3730 09/14/23 PS - Legal Fees	270.00			101 5025	5201	1011

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Claim Approval List
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Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8792		193 WYDOT - MOTOR VEHICLE SERVICES	10.00					
	PW - Plates							
		09/20/23 PW - Plates	10.00			101 5201 5560		1011
8793		989 PDS	756.00					
	IT - Subscriptions							
		7411 09/01/23 IT - Subscriptions	756.00			101 5004 5281		1011
8794		1167 BUSTER INC	925.00					
	PK - IT Supplies							
		8408 08/15/23 PK - IT Supplies	925.00			101 5430 5560		1011
8795		63 GLENROCK MOTORSPORTS	387.29					
	PK - Vehicle Repairs							
		8176 09/12/23 PK - Vehicle Repairs	387.29			101 5430 5560		1011
8797		1522 BARTH CONSTRUCTION LLC	1,935.00					
	TH - Repairs							
		327 09/21/23 TH - Repairs	1,935.00			101 5021 5510		1011
8798		1523 CHRIS & KATIE WALTERS	3.82					
	WA - Refund Balance							
		7119-00 09/21/23 WA - Refund Balance	3.82			241 4601		1011
		# of Claims 40	Total: 37,350.66					

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TOWN OF GLENROCK
Fund Summary for Claims
For the Accounting Period: 9/23

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Fund/Account	Amount
101 GENERAL FUND	
1010 Cash - Checking	\$130.00
1011 Money Market 800-461-6	\$24,043.96
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	\$961.36
118 BRC GRANT	
1011 Money Market 800-461-6	\$32.05
119 BRONCO BUILDING	
1011 Money Market 800-461-6	\$91.85
241 WATER FUND	
1011 Money Market 800-461-6	\$7,594.58
242 SEWER FUND	
1011 Money Market 800-461-6	\$4,496.86
Total:	\$37,350.66

09/22/23
09:27:59

TOWN OF GLENROCK
Claim Approval Signature Page
For the Accounting Period: 9 / 23

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We the undersigned affirm that the charges are true and correct and accurately reflect the charges due to the Town of Glenrock this 25th day of September, 2023.

Mayor Bruce Roumell

Council Member Judi Colling

Council Member Roy Kincaid

Council Member John Moulton

Council Member Margaret Nunn

Treasurer Kelly Lewis