



Glenrock Town Council Meeting AGENDA

November 27, 2023 – 5:30PM

I. WELCOME / PLEDGE

II. CALL TO ORDER - ATTENDANCE

III. ADDITIONS / DELETIONS

IV. APPROVAL OF MINUTES
November 13, 2023 Council Meeting

V. REPORTS

VI. ITEMS FROM THE FLOOR

VII. UNFINISHED BUSINESS
Ordinance 746: Vacate and Replat of Sunup Ridge Block 6, Lot 24 – Second Reading
Ordinance 747: Final Plat of Meadowlark Addition No. 3 – Second Reading

VIII. NEW BUSINESS
Resolution 2023-10: Approving Increase to Additional Rates

IX. BILLS & CLAIMS

ADJOURNMENT

Unapproved Minutes
Town Council Meeting
Glenrock Town Hall
November 13, 2023

The Town of Glenrock celebrated the retirement of K9 officer Yara and presented her with a plaque to thank her for her service to the town.

Public Hearing for Final Vacation and Replat of Block 6, Lots 22 and 23 opened at 5:30PM. There was no public comment and public hearing was closed at 5:31PM.

Public Hearing for Transfer of Retail Liquor License from The WyoHerd, LLC to Homax Oil Sales, Inc and New Bar & Grill License Application for The WyoHerd, LLC opened at 5:31PM. There was no public comment, and the public hearing was closed at 5:32PM.

Mayor Roumell called council meeting to order at 5:32PM and led the Pledge of Allegiance. All elected officials were in attendance.

ADDITIONS/DELETIONS:

None.

APPROVAL OF MINUTES:

CP Nunn moved to approve minutes as presented for October 23, 2023 council meeting; seconded by CP Colling. All ayes – MOTION CARRIED.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Transfer of Retail Liquor License from The WyoHerd, LLC to Homax Oil Sales, Inc.: CP Kincaid moved to approve the Liquor License Transfer; seconded by CP Moulton. All ayes – MOTION CARRIED.

New Bar & Grill Liquor License Application for The WyoHerd, LLC.: CP Nunn moved to approve the new Bar & Grill License Application; seconded by CP Colling. All ayes – MOTION CARRIED.

Glenrock Housing Authority Board Application – David Kennaugh: CP Moulton moved to approve the Glenrock Housing Authority Board Application for David Kennaugh; seconded by CP Nunn. All ayes – MOTION CARRIED.

Glenrock Housing Authority Board Application – Gwen Powell: CP Nunn moved to approve the Glenrock Housing Authority Board Application for Gwen Powell; seconded by CP Kincaid. All ayes – MOTION CARRIED.

Community Gas Project Designation: CP Moulton moved to spend \$2,000 of the money toward the flag poles and the remainder to picnic tables and bleachers for parks; seconded by CP Colling. All ayes – MOTION CARRIED.

Conditional Use Permit – Elizabeth Crowley: CP Colling moved to approve the Conditional Use Permit for Elizabeth Crowley; seconded by CP Kincaid. All ayes – MOTION CARRIED.

Ordinance 746: An Ordinance Approving the Final Plat of Sunup Ridge Block 6, Lot 24. CP Nunn moved to approve Ordinance 746; seconded by CP Kincaid. All ayes – MOTION CARRIED.

Ordinance 747: An Ordinance Approving the Final Plat of Meadowlark Additional No. 3. CP Kincaid moved to approve Ordinance 747; seconded by CP Kincaid. All ayes – MOTION CARRIED.

BILLS & CLAIMS:

Bills/Claims Approved November 13, 2023

Douglas Budget 416.00; Black Hills Energy 2106.43; Valli Information Systems 795.72; Rocky Mountain Power 14,724.91; Town of Glenrock 5,130.89; Alsco 249.27; Menards 218.94; Lloyd Stallman 27.84; Energy Laboratories 836.00; Amazon Capital Services 160.80; Tim Hiser 900.00; Roumell Plumbing 160.00; Rocky Mountain Fire Systems 360.00; Hawkins 465.63; Dana Kepner Company 396.60; Ferguson Waterworks 236.58; Caleb Potter 123.82; Renegade Off Road 3,380.98; PDS 756.00; Rocky Mountain Wash 23.00; Atomic Music Group 2,000.00; Coca Cola Bottling 43.75; Comtronix 2110.37; Samantha Bledsoe 250.00; Lecticon 838.00; Judi Colling 139.56; Mountain Prime 2018 LLC 110.00; WY Office Products & Interiors 321.16; Water Guy LLC 6,546.00; Dalco Industries 1,028.57; Breanna Maines 190.25; Home Depot Credit Services 340.79; Century Link 623.99; Verizon Wireless 1,505.91; Vyve Broadband 560.92; Mountain West 60.95; CEPI 2,335.00; First American Title Insurance 500.00; Converse County Clerk 87.00; Century Link 163.97; Jesse Richard 12.58; Norco Inc. 284.68; Uline 493.04; Dooley Oil 5,273.52; One Call of Wyoming 33.00; Fire Suppression Authority 97,250.00; Price Cleaning Services 1,320.00; Williams, Porter, Day & Neville PC 615.00; Homax 2,371.68; Ron Miller 50.00; Samantha Clossi 62.50; Barth Construction LLC 3,420.00; Glenrock Hardware Hank 234.80; Converse County Bank/Visa 1,603.72; Casper Star Tribune 114.00; Andreen Hunt Construction 473,333.32. 56 Claims totaling \$637,697.44.

CP Nunn moved to approve Bills and Claims; seconded by CP Moulton. All ayes – MOTION CARRIED.

At 6:18PM CP Moulton moved to adjourn the meeting; seconded by CP Nunn. All ayes – MOTION CARRIED.

ADJOURNMENT: 6:18PM.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

ORDINANCE NO. 746

AN ORDINANCE APPROVING THE FINAL PLAT OF SUNUP RIDGE BLOCK 6, LOT 24

WHEREAS, the Town of Glenrock's intent for Final Vacation and Replat of Block 6, Lots 22 and 23, Sunup Ridge, consisting of .35 acres more or less, of Lot 8 of Section 4, all located within T.33N., R.75W, creating a one lot subdivision (the "plat"); and,

WHEREAS, the plat consists of previously platted land located within the Town of Glenrock, Wyoming.

and,

WHEREAS, the plat requires approval by ordinance following a public hearing;

WHEREAS, after a public hearing, the Town of Glenrock Planning and Zoning Staff recommends that the Town Council approve the request to plat the above referenced property; and,

WHEREAS, the governing body of the Town of Glenrock finds that the above described plat should be approved.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Glenrock, Wyoming, that pursuant to Wyoming State Statute and Glenrock Municipal Annexation Code, the Town Council grants approval of this annexation.

PASSED on 1st reading this 13th day of November, 2023.

PASSED on 2nd reading the 27th day of November, 2023.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2023

TOWN OF GLENROCK
A Municipal Corporation

By: _____
Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

ORDINANCE NO. 747

AN ORDINANCE APPROVING THE FINAL PLAT OF MEADOWLARK ADDITION No. 3

WHEREAS, The Town of Glenrock's intent for Final Vacation and Replat of Lots 6, 7, and 9 Meadowlark Addition No. 2 to the Town of Glenrock, consisting of 6.82 acres more or less, of Lots 6, 7, and 9 of a portion of the W ½SE¼ of Section 3 T.33N., R.75W, creating a four lot subdivision Meadowlark No.3 (the "plat"); and,

WHEREAS, the plat consists of previously platted land located within the Town of Glenrock, Wyoming.

and,

WHEREAS, the plat requires approval by ordinance following a public hearing;

WHEREAS, after a public hearing, the Town of Glenrock Planning and Zoning Staff recommends that the Town Council approve the request to plat the above referenced property; and,

WHEREAS, the governing body of the Town of Glenrock finds that the above described plat should be approved.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Glenrock, Wyoming, that pursuant to Wyoming State Statute and Glenrock Municipal Annexation Code, the Town Council grants approval of this annexation.

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TOWN OF GLENROCK
A Municipal Corporation

By: _____
Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

**TOWN OF GLENROCK
RESOLUTION 2023-17**

A RESOLUTION PROVIDING FOR INCREASE IN ADDITIONAL UTILITY RATES

WHEREAS, it appears that it is necessary for the Town of Glenrock to increase utility rates in the Water, Sewer and Sanitation departments; and

WHEREAS, changes can be made, up to 5% a year, by Resolution until rescinded by the Glenrock Town Council (Ordinances 699,700, 701); and

WHEREAS, these rates were not included in Resolution 2023-9;

NOW THEREFORE, be it ordained by the Council of the Town of Glenrock, in the State of Wyoming, as follows:

SECTION 1: **AMENDMENT** "19.01.090 Fees" of the Town of Glenrock Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

19.01.090 Fees

A. General:

1. Each residence or business located within the Town shall be charged a minimum monthly fee for the availability of garbage and waste matter collection and disposal. The Town shall, without further charge, collect and dispose a reasonable quantity of garbage and waste matter from each residence or business. In this collection, a reasonable amount shall not exceed ninety-six (96) gallons of garbage collected once each week.
2. Each trailer space shall be deemed a separate residence and the owners of trailer spaces or trailer courts will be billed one monthly minimum fee for each trailer space owned unless a space is unoccupied for an entire calendar month and written notice to discontinue service has been delivered to the Town Hall prior to the first scheduled pickup for the month.
3. Garbage and waste matter not placed in a municipally approved waste container will not be collected.
4. County residents who have municipal utilities may secure sanitation services with the Town at a rate equal to one and one-half (1½) times the municipal rate based on usage.

B. Sanitation Collection Rates:

1. Residential
 - a. Monthly cost per residence/1X week \$14.25
 - b. Additional barrels (each pickup) \$3.50
2. Commercial Special Pickup Rates

Container Size	Collections Per Week	Bi-Weekly/1X/Month
2 yards	1/\$59.85; 2/\$119.70; 3/\$178.50; 4/\$238.87; 5/\$298.72	\$30.45/\$14.17
3 yards	1/\$89.25; 2/\$179.13; 3/\$268.69; 4/\$358.05;	\$45.15/21\$20

4 yards	1/\$119.70; 2/\$238.87; 3/\$358.05; 4/\$477.75; 5/\$569	\$59.85/28.35\$27
6 yards	1/\$178.50; 2/\$358.05; 3/\$537.60; 4/\$597.716.10; 5/\$895.65	\$89.25/\$42

Extra Pickup Fees per container:	
2 yard	\$13.80
3 yard	\$19.70
20.694 yard	\$27.56
6 yard	\$41.37

3. County and Special Rates: All county and special rates will also increase by 5%.

€ Effective July 1, 2018, the charges for sanitation services within the corporate limits of the Town of Glenrock may be charged up to a 5% increase per year by Resolution until rescinded by the Glenrock Town Council.

PASSED AND ADOPTED BY THE TOWN OF GLENROCK COUNCIL

	AYE	NAY	ABSENT	ABSTAIN
John Moulton	_____	_____	_____	_____
Bruce Roumell	_____	_____	_____	_____
Roy Kincaid	_____	_____	_____	_____
Margaret Nunn	_____	_____	_____	_____
Judi Colling	_____	_____	_____	_____
Presiding Officer			Attest	

Bruce Roumell, Mayor, Town of Glenrock

Tammy Taylor, Clerk, Town of Glenrock

11/22/23
09:42:57

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 11/23

Page: 1 of 5
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
8886		123 ORKIN PEST CONTROL	220.00					
		Extermination TH & HC						
		Account Number 26057258						
	937274	11/08/23 TH - Extermination	130.00			101 5021	5510	1010
	937829	11/08/23 HC - Extermination	90.00			101 5460	5510	1011
8950		22 CEPI	57,720.75					
		Aug, Sept & Oct Engineering						
	20-047-17	10/31/23 WA - T13 Project	13,419.50			241 5701	5800	1011
	21-043-04	10/31/23 WA - Transmission Line	12,222.50			241 5701	5800	1011
	21-065-09	10/31/23 WA - Surveys & Development	12,733.75			241 5701	5800	1011
	23-035-03	10/31/23 WA - Deer Creek Crossing	15,735.00			241 5701	5999	1011
	23-099-04	10/31/23 ST - Engineering	3,610.00			101 5201	5800	1011
8951		831 Mary Ann Jacobs	25.00					
		WA - Refund Overpayment						
	3802-01	11/09/23 WA - Refund Overpayment	25.00			241 4601		1011
8952		45 ENERGY LABORATORIES, INC	53.00					
		WA - Analysis						
	593981	11/10/23 WA - Analysis	53.00			241 5701	5400	1011
8953		286 K & B'S TIRE SHOP, LLC	1,004.80					
		SW - Vehicle Maintenance						
	3959	11/13/23 SW - Vehicle Maintenance	1,004.80			242 5710	5560	1011
8954		64 H & H ELECTRIC	360.00					
		WA - Repairs						
	337769	10/29/23 WA - Repairs	360.00			241 5701	5400	1011
8955		976 ATLAS PREMIER SERVICE	389.74					
		PD & TH - Copier Contract						
	58162	11/09/23 PD - Copier Contract	210.30			101 5101	5230	1011
	58162	11/09/23 TH - Copier Contract	179.44			101 5021	5510	1011
8956		1110 ALSCO	97.82					
		TH - Floor Mats						
	1570712	11/14/23 TH - Floor Mats	97.82			101 5021	5510	1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8957		134 CENTURY LINK	48.88					
HC - 5480		11/07/23 HC - 5480	48.88			101 5460	5450	1011
8958		78 HOODS EQUIPMENT & SPRINKLER	22.30					
PK - Supplies		99875 11/07/23 PK - Supplies	22.30			101 5430	5590	1011
8959		1358 AMAZON CAPITAL SERVICES	236.19					
IT - Hardware; TH - Maintenance		TD3Y 11/13/23 IT - Hardware	99.98			101 5004	5545	1011
		VJLV 11/13/23 TH - Maintenance	136.21			101 5021	5510	1011
8960		115 JOHN DEERE FINANCIAL	102.00					
PW - Uniforms		11/07/23 PW - Uniforms	144.99			243 5720	5110	1011
		11/07/23 PW - Uniforms	-42.99			243 5720	5110	1011
8961		1167 BUSTER INC	925.00					
ST - Equipment		8498 10/30/23 ST - Equipment	925.00			101 5201	5791	1011
8962		437 NAPA - GLENROCK	552.22					
October Statement		WA - Equipment	47.98			241 5701	5540	1011
		ST - Vehicle Maint	6.19			101 5201	5560	1011
		PK - Vehicle Maint	23.47			101 5430	5560	1011
		SH - Supplies	50.97			101 5221	5590	1011
		ST - Equipment	29.31			101 5201	5540	1011
		SA - Vehicle Maint	19.78			243 5720	5560	1011
		LB - Maintenance	1.88			119 5550	5510	1011
		WA - Vehicle Maint	39.99			241 5701	5560	1011
		SH - Vehicle Maint	102.10			101 5221	5560	1011
		SH - Equipment	47.40			101 5221	5540	1011
		SH - Equipment (CR)	-32.70			101 5221	5540	1011
		PK - Vehicle Maint	59.88			101 5430	5560	1011
		SH - Vehicle Maint	155.97			101 5221	5560	1011
8963		171 VERIZON WIRELESS	848.59					
Oct Statement		9948898813 11/10/23 TC - Phone	51.50			101 5019	5450	1011
		9948898813 11/10/23 TS - Tablet/Phone	81.38			101 5440	5480	1011
		9948898813 11/10/23 PD - Camera Balls	121.39			101 5101	5450	1011
		9948898813 11/10/23 BI - Tablet/Phone	81.38			101 5023	5450	1011

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TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 11/23

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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
	9948898813	11/10/23 WA - Salesman, Tablet	80.02			241 5701	5480	1011
	9948898813	11/10/23 FN - Phones	82.74			101 5007	5450	1011
	9948898813	11/10/23 M/C - Tablets, Phone	241.42			101 5002	5450	1011
	9948898813	11/10/23 PK - Router	40.01			101 5430	5480	1011
	9948898813	11/10/23 BRC - Camera Ball	68.75			118 5505	5510	1011
8964		20 CONVERSE CO. BANK/VISA	9,576.46					
Oct Statements								
	10/13/23	SH - Supplies	314.18			101 5221	5590	1011
	10/17/23	SH - Training/Travel	320.33			101 5221	5470	1011
	10/20/23	PK - Maint	539.92			101 5430	5510	1011
	10/25/23	SH - Supplies	33.72			101 5221	5580	1011
	10/30/23	SH - Uniforms	564.66			101 5221	5110	1011
	10/18/23	PD - Training/Travel	1,720.77			101 5101	5470	1011
	10/25/23	TS - Events	71.28			101 5440	5601	1011
	11/02/23	DSP - Supplies	108.88			101 5150	5580	1011
	11/09/23	PD - Equipment	1,957.50			101 5101	5790	1011
	10/12/23	DSP - Supplies	311.70			101 5150	5580	1011
	10/27/23	PD - Training	550.00			101 5101	5470	1011
	11/10/23	DSP - Supplies	21.98			101 5150	5590	1011
	10/19/23	FN - Training	185.00			101 5007	5470	1011
	10/25/23	CD - Supplies	76.40			101 5510	5590	1011
	10/30/23	TS - Supplies	886.84			101 5440	5590	1011
	11/02/23	FN - Supplies	26.45			101 5007	5580	1011
	11/02/23	FN - Tax Forms	101.12			101 5007	5601	1011
	11/02/23	FN - Envelopes	411.85			101 5007	5360	1011
	11/02/23	FN - IT Subscription	20.99			101 5007	5601	1011
	11/08/23	FN - Training	199.00			101 5007	5470	1011
	10/18/23	TC - IT Supplies	15.99			101 5019	5601	1011
	10/19/23	TC - Training	185.00			101 5019	5470	1011
	10/23/23	TC - Training	200.00			101 5019	5470	1011
	10/24/23	TC - Travel	42.06			101 5019	5470	1011
	10/24/23	FN - Travel	42.05			101 5007	5470	1011
	10/27/23	TC - Training/Travel	1.75			101 5019	5470	1011
	10/27/23	TC - IT Supplies	11.69			101 5019	5601	1011
	11/01/23	TC - Equipment	136.49			101 5019	5790	1011
	11/05/23	TC - Prof Services	518.86			101 5019	5230	1011
		# of Claims	16	Total:				72,182.75

11/22/23
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TOWN OF GLENROCK
Fund Summary for Claims
For the Accounting Period: 11/23

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Fund/Account	Amount
101 GENERAL FUND	
1010 Cash - Checking	\$130.00
1011 Money Market 800-461-6	\$16,138.80
118 BRC GRANT	
1011 Money Market 800-461-6	\$68.75
119 BRONCO BUILDING	
1011 Money Market 800-461-6	\$1.88
241 WATER FUND	
1011 Money Market 800-461-6	\$54,716.74
242 SEWER FUND	
1011 Money Market 800-461-6	\$1,004.80
243 SANITATION FUND	
1011 Money Market 800-461-6	\$121.78
Total:	\$72,182.75

11/22/23
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TOWN OF GLENROCK
Claim Approval Signature Page
For the Accounting Period: 11 / 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 27th day of November, 2023.

Mayor Bruce Roumell

Council Member Judi Colling

Council Member Roy Kincaid

Council Member John Moulton

Council Member Margaret Nunn

Treasurer Kelly Lewis