



Glenrock Town Council Meeting AGENDA

January 8, 2024 – 5:30PM

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. OATH OF OFFICE**
Isaac Barraza
- IV. ADDITIONS / DELETIONS**
- V. APPROVAL OF MINUTES**
December 11, 2023 Council Meeting
January 3, 2024 Work Session
- VI. REPORTS**
- VII. ITEMS FROM THE FLOOR**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
Catering Permit – Taylor’s Deer Creek Bar for Ducks Unlimited Event
Resolution 2024-1: Budget Amendment
- X. BILLS & CLAIMS**

ADJOURNMENT

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

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

ADDITIONS/DELETIONS: None.

APPROVAL OF MINUTES: CP Kincaid moved to approve minutes as presented for November 27, 2023 council meeting and December 4, 2023 work session; seconded by CP Nunn. All ayes – MOTION CARRIED.

REPORTS: CP Nunn moved to give PD \$500 for a holiday greeting to locals in need; CP Colling seconded. All aye – MOTION CARRIED.

ITEMS FROM THE FLOOR: The Glenrock High School Culinary Team presented asking for a possible donation towards their national competition. CP Nunn moved to donate \$4,000 to the team; seconded by CP Colling. All ayes – MOTION CARRIED. R. Henderson presented asking the council to extend bar hours from 12 a.m. on Sunday, December 31/January 1, to 2:00 a.m. for New Years Eve. CP Moulton moved to draft a resolution extending bar hours from midnight December 31, 2023 to 2:00 a.m. January 1, 2024; seconded by CP Nunn. CP Moulton amended motion to extend hours (without resolution) from midnight December 31, 2023 to 2:00 a.m. January 1, 2024; seconded by CP Nunn. All ayes, MOTION CARRIED. K. Young with the Food Pantry presented requesting a donation to help with Christmas food baskets. CP Moulton moved to donate \$5,000 to the Food Pantry for Christmas Baskets; seconded by CP Kincaid. All ayes, MOTION CARRIED.

OLD BUSINESS: Ordinance 746: An Ordinance Approving the Final Plat of Sunup Ridge Block 6, Lot 24 – Third and Final Reading. CP Moulton moved to approve Ordinance 746 on second reading; seconded by CP Nunn. All ayes – MOTION CARRIED. **Ordinance 747: An Ordinance Approving the Final Plat of Meadowlark Additional No. 3 – Third and Final Reading.** CP Nunn moved to approve Ordinance 747 on third and final reading; seconded by CP Moulton. All ayes – MOTION CARRIED.

NEW BUSINESS: Resolution 2023-18: A Resolution Establishing the Town of Glenrock Steering Committee. CP Kincaid moved to approve Resolution 2023-18; seconded by CP Moulton. All ayes – MOTION CARRIED. **Resolution 2023-19: A Resolution Approving the Appropriation of Unappropriated Surplus Funds.** CP Nunn moved to approve Resolution 2023-19; seconded by CP Colling. All ayes – MOTION CARRIED. **Resolution 2023-20: A Resolution Cancelling the Last Council Meeting of December.** CP Moulton moved to approve Resolution 2023-20; seconded by CP Nunn. All ayes – MOTION CARRIED.

BILLS & CLAIMS: Bills/Claims Approved December 11, 2023. Douglas Budget 928.00; Valli Information Systems 783.46; Town of Glenrock 1,589.05; Staples Business Credit 1,168.21; Energy Laboratories 366.00; Lecticon Inc. 646.00; John Deere Financial 319.95; Firinne Polygraph 250.00; Jordan Craig 61.49; Menards 671.56; Amazon Capital Services 228.38; Vyve 774.68; Glenrock Hardware Hank 369.01; Homax 2,236.81; AlSCO 205.08; Century Link 163.97; Glenrock Components 235.20; Rock Solid SST 1,669.68; Renegade Off Road 282.13; Coca Cola Bottling 43.75; Verizon 730.47; Atomic Music Group 2,250.00; Wyoming Machinery 321.02; Honnen Equipment 1,773.02; Uline 6,069.70; K&B Tire Shop 22.95; Floyd's Truck Center 2,164.74; Johnson Controls 1,423.73; Breanna Maines 47.25; United Education Institute 2,865.00; Mountain West 60.95; Rocky Mountain Wash 5.25; PDS 756.00; Insight Public Sector 1,464.82; Century Link 472.84; Michaels Fence 18,000.00; CEPI 23,431.40; Smith Psychological Services 400.00; Hawkins 1,930.00; Jean Plumb 309.75; RTS Tactical Government 1,784.97; Gary's Locksmithing 329.00; 71 Construction 142,861.00; Andreen Hunt Construction 88,830.00; Converse County Clerk 87.00; Skogen Cometto & Associates 105.00; Glenrock Health Center 70.00. 47 claims totaling \$311,558.27. CP Kincaid moved to approve Bills and Claims; seconded by CP Moulton. Treasurer Lewis reminded the council that she added some last-minute claims due to cancellation of last meeting of the month. All ayes – MOTION CARRIED. At 6:19PM CP Nunn moved to adjourn the meeting; seconded by CP Kincaid. All ayes– MOTION CARRIED.

ADJOURNMENT: 6:19PM.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

Town of Glenrock
Work Session Minutes
January 3, 2024
Glenrock Town Hall

PRESENT:

Mayor Roumell
CP Nunn
CP-Judi Colling

Clerk Taylor
Lyle Hunt
Chevy Walton

At 5:08PM, work session began.

Council discussed tiny homes, ADU's and RV's in various zones, presented by Lyle Hunt.

ADJOURNMENT: 6:06PM

Bruce Roumell, Mayor

Tammy Taylor, Clerk

24 HOUR/DAILY ALCOHOLIC BEVERAGE SALES

PERMIT APPLICATION (W.S. 12-2-203, 12-4-502)

PERMIT VALID FOR ONLY ON-PREMISE SALES AND CONSUMPTION AT THE PERMITTED EVENT, NO PACKAGE SALES ALLOWED

To be completed by City/County Clerk

Date filed with clerk: <u>12/20/23</u>	Local Permit #: _____
Permit Fee Per Day: \$ <u>50.00</u>	(\$50.00 maximum fee per day)
Number of Days: <u>1</u>	
Total Permit Fee: \$ <u>50.00</u>	(Permit fee per day x number of days)
Permit Date: <u>1/20/24</u> through <u>1/20/24</u>	

Applicant: Taylor's Deer Creek Tammy Short for Taylor's

Business/Trade Name (DBA): Taylor's Deer Creek KRT

Contact Person: Tammy Short Phone: (307) 436-9909

Address: 13 S 3rd St. City: Glenrock State: WY Zip: 82637

Mailing Address: P.O. Box 583 City: Evansville State: WY Zip: 82636

Business Phone: (307) 436-9909 Email Address: _____

Event Name: Ducks Unlimited Event Location: Glenrock Rec. Center

FILING IN (CHOOSE ONLY ONE) <input checked="" type="checkbox"/> CITY OF: <u>Glenrock</u> <input type="checkbox"/> COUNTY OF: _____		FILING AS (CHOOSE ONLY ONE) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LP/LLP <input type="checkbox"/> LLC <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> LTD PARTNERSHIP <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> OTHER _____	
TYPE OF PERMIT (CHOOSE ONLY ONE)			
<input type="checkbox"/> MALT BEVERAGE PERMIT (W.S. 12-4-502(a)/W.S. 12-2-201(b)) Malt beverage permit applicants receiving anything of value (i.e. money, goods and or services from any industry representative must answer the following: (W.S. 12-5-402(a)) Nonprofit corporation under the laws of Wyoming? Yes <input type="checkbox"/> No <input type="checkbox"/> Tax Exempt Organization under the Internal Revenue Code? Yes <input type="checkbox"/> No <input type="checkbox"/> And has the applicant been in continuous operation for not less than two (2) years? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> CATERING PERMIT (W.S. 12-4-502(b)) For currently licensed Retail or Resort license holders only	<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE PERMIT (W.S. 12-2-203(g)(iii)) For the sale of the manufacturer's own Wyoming manufactured products only <input type="checkbox"/> MALT BEVERAGE PERMIT FOR MICROBREWERIES (W.S. 12-4-415 (e)) For the sale of the microbrewery's own Wyoming brewed products only <input type="checkbox"/> WINERY OFF-PREMISE PERMIT (W.S. 12-4-414(g)) For the sale of the winery's own Wyoming manufactured products only	

By filing this application, the applicant and their representatives agree to sell alcoholic beverages and operate under the requirements of all applicable Wyoming state and local laws and rules, and submit any required sales tax and reports.

Under penalty of perjury, and the possible revocation or cancellation of the permit, I swear the above stated facts, are true and accurate.

Tammy Short Tammy Short 12/20/23
 Applicant Signature Printed Name Date
 _____ _____ _____
 Signature of Licensing Authority Official Date

RESOLUTION 2024-1

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 101.5101.5790 Police Department, Equipment, increased by the sum of \$45,000.00 the source of which will be unappropriated surplus funds. This is specific to the purchase of air tank equipment for all officers.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund 4% Sales Tax	General Fund Police Dept., Equipment	\$45,000.00

PASSED, APPROVED AND ADOPTED this 8th day of January, 2024.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Clerk

01/04/24
13:37:38

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 1/24

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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
9074		754 VALLI INFORMATION SYSTEMS INC.	622.11					
		SW: online pmt maint agreement						
		WA: online pmt maint agreement						
		92087 12/29/23 SW: online pmt maint agreeeme	311.05			242 5710 5400		1011
		92087 12/29/23 WA: online pmt maint agreeeme	311.06			241 5701 5400		1011
9080		1142 TRANSUNION RISK & ALTERNATIVE	75.00					
		PD - Contract						
		202401-1 01/01/24 PD - Contract	75.00			101 5101 5280		1011
9081		1329 SHIRLEY ORSZULAK	936.90					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	936.90			117 4508		1011
9082		755 KATHY PATCEG	541.80					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	541.80			117 4508		1011
9083		729 CHERYL FEEBACK	526.95					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	526.95			117 4508		1011
9084		876 HOLLY DAVIES	348.61					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	348.61			117 4508		1011
9085		780 SHARON DAVIES	552.60					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	552.60			117 4508		1011
9086		1086 RITA REDIG	108.00					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	108.00			117 4508		1011
9087		1332 HOLLY CHAPMAN	185.40					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	185.40			117 4508		1011
9088		1188 DEBRA PRESTON	414.00					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	414.00			117 4508		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
9089		1252 ISABELLE ANDERSON	509.22					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	509.22			117 4508		1011
9090		1253 KELSEY JAMES	453.15					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	453.15			117 4508		1011
9091		1448 ROBERT KRON	2,165.40					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	2,165.40			117 4508		1011
9092		1552 IRENE SEXTON	78.30					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	78.30			117 4508		1011
9093		1445 CONNIE ECKHARDT	122.40					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	122.40			117 4508		1011
9094		1550 FELICIA KINGHORN	211.05					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	211.05			117 4508		1011
9095		1551 JEANETTE MATOVICH	238.50					
		Christmas Shoppe						
		01/02/24 Christmas Shoppe	238.50			117 4508		1011
9096		1330 RICK MEZGER	650.00					
		Christmas Shoppe Rent						
		12/22/23 Christmas Shoppe Rent	650.00			117 4508		1011
9097		204 WY SECRETARY OF STATE	60.00					
		DSP - Notary Renewal						
		Stoddard 01/02/24 DSP - Notary Renewal	60.00			101 5150	5280	1011
9098		1525 CENTURY LINK	163.97					
		HC - Phone - 2810						
		12/22/23 HC - 2810	163.97			101 5460	5450	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
9099		1359 VYVE BROADBAND	600.52					
	TS - Broadband							
		12/18/23 TS - Broadband	600.52			101 5440	5480	1011
9100		1358 AMAZON CAPITAL SERVICES	2,097.14					
	Monthly Invoices							
		1C1V 12/18/23 IT - Hardware	177.36			101 5004	5545	1011
		G6WR 12/19/23 IT - Hardware	149.99			101 5004	5545	1011
		P117 12/17/23 IT - Hardware	1,612.99			101 5004	5545	1011
		DVNW 12/19/23 IT - Supplies	102.48			101 5004	5590	1011
		1497 01/01/24 TC - Office Supplies	13.94			101 5019	5580	1011
		14C4 01/01/24 TC - Office Supplies	40.38			101 5019	5580	1011
9101		110 MENARDS	272.09					
	CB & WA - Supplies							
		79193 12/28/23 CB - Supplies	173.02			117 5540	5510	1011
		79166 12/28/23 WA - Supplies	99.07			241 5701	5590	1011
9102		424 CRUM ELECTRIC SUPPLY CO.	46.54					
	PK - Maintenance							
		2475933 12/27/23 PK - Maintenance	46.54			101 5430	5510	1011
9103		1558 INSTITUTE OF BUSINESS	265.00					
	SH - Training							
		12/11/23 SH - Training	265.00			101 5221	5470	1011
9104		835 TAMMY TAYLOR	51.16					
	TH - Christmas Party Reimbursement							
		12/12/23 TH - Reimbursement	51.16			101 5021	5590	1011
9105		251 ULINE	5,036.59					
	SH - Equipment							
		171668532 12/04/23 SH - Equipment	4,675.82			101 5221	5790	1011
		172003258 12/11/23 SH - Cap Proj Exp	360.77			101 5221	5800	1011
9106		1559 WYOMING CHILD SUPPORT	165.23					
	Child Support Payment							
		01/02/24 SH - Payment	165.23			101 5221	5010	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
9107		318 CASPER TIRE, LLC	375.00					
	ST - Vehicle Repair							
		176817 12/20/23 ST - Vehicle Repair	375.00			101 5201	5560	1011
9108		69 HAWKINS, INC.	10.00					
	WA - Chlorine							
		6646901 12/15/23 WA - Chlorine	10.00			241 5701	5400	1011
9109		411 WY WATER QUALITY & POLLUTION	150.00					
	WA - Memberships							
		2011-2985A 12/20/23 WA - Memberships	150.00			241 5701	5280	1011
9110		644 FERGUSON WATERWORKS #1116	4,508.57					
	WA - Supplies/Equipment							
		1486861 12/11/23 WA - IT Equipment	2,437.43			241 5701	5601	1011
		1487284 12/26/23 WA - Supplies	292.16			241 5701	5590	1011
		1485929 12/26/23 WA - Maintenance	187.10			241 5701	5510	1011
		1490154 12/29/23 WA - Maintenance	900.82			241 5701	5510	1011
		1428193 12/16/23 WA - IT Supplies	691.06			241 5701	5601	1011
9111		158 TEAM LABORATORY CHEMICAL, LLC	994.00					
	ST - Supplies							
		39167 12/20/23 ST - Supplies	994.00			101 5201	5590	1011
9112		1307 DOOLEY OIL INC.	813.95					
	SA - Fuel							
		334578 12/20/23 SA - Fuel	813.95			243 5720	5570	1011
9113		1557 ASCAP	10.48					
	TS - Licensing							
		12/20/23 TS - Licensing	10.48			101 5440	5400	1011
9114		507 MOUNTAIN WEST/WERCS COMM. INC.	60.95					
	HC - Internet							
		20240101-1 01/01/24 HC - Internet	60.95			101 5460	5450	1011
9115		1110 ALSCO	152.99					
	TH & TS - Floor Mats							
		1577558 12/26/23 TH - Floor Mats	96.67			101 5021	5400	1011
		1577562 12/26/23 TS - Floor Mats	56.32			101 5440	5510	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
9116		75 HOME DEPOT CREDIT SERVICES	31.47					
	SA - Supplies							
		3610924 12/05/23 SA - Supplies	31.47			243 5720	5590	1011
9117		171 VERIZON WIRELESS	730.47					
	PW - Cells/Tablets							
		12/20/23 PW - Cells/Tablets	730.47			101 5221	5480	1011
9118		1152 ROCKY MOUNTAIN WASH, LLC	40.00					
	PD - Vehicle Maint							
		63805 01/01/24 PD - Vehicle Maint	40.00			101 5101	5560	1011
9119		64 H & H ELECTRIC	6,582.50					
	CD - Wind Tower Removal							
		338231 12/22/23 CD - Wind Tower Removal	6,582.50			101 5510	5230	1011
9120		884 STAPLES BUSINESS CREDIT	197.58					
	FN - Toner							
		7621967514 12/18/23 FN - Toner	197.58			101 5007	5601	1011
9121		1366 WY LAW ENFORCEMENT ACADEMY	10.00					
	PD - Training							
		8498 12/27/23 PD - Training	10.00			101 5101	5470	1011
9122		1015 RENEGADE OFF-ROAD & DRIVELINE	271.47					
	PD - Vehicle Maintenance							
		8498 12/27/23 PD- Vehicle Maint	154.88			101 5101	5570	1011
		8489 12/20/23 PD - Vehicle Maint	116.59			101 5101	5570	1011
9123		1456 ROCKY MTN ANIMAL HOSPITAL	96.16					
	PD - Yara - Final Invoice							
		45139 10/06/23 PD - Yara - Final	96.16			101 5101	5476	1011
9124		1506 GRAVES CONSULTING, LLC	4,000.00					
	TC - HR Consulting							
		1331 01/02/24 TC - HR Consulting	4,000.00			101 5019	5230	1011
9125		1560 COLLEEN RIPPETH	36.32					
	WA - Refund Overpayment							
		9005-01 01/03/24 WA - Refund Overpayment	36.32			241 4601		1011

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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
9126		1561 THE EMBLEM AUTHORITY	1,048.00					
	PD - Community Policing							
		44463 01/02/24 PD - Comm Policing	1,048.00			101 5101	5475	1011
9127		187 GLENROCK SUPER FOODS	74.93					
	Dec 2023 Statement							
		12/20/23 WA - Equipment	34.98			241 5701	5540	1011
		12/12/23 WA - Supplies	4.99			241 5701	5590	1011
		12/11/23 SH - Supplies	23.98*			101 5221	5590	1011
		12/12/23 SH - Office Supplies	4.99			101 5221	5590	1011
		12/05/23 SH - Equipment	5.99			101 5221	5540	1011
9128		134 CENTURY LINK	472.84					
	Dec 2023 Statements							
		12/22/23 SH - 3454	108.99			101 5221	5480	1011
		12/22/23 SW - 6054	63.42			242 5710	5480	1011
		12/22/23 TH - 5753	300.43			101 5021	5480	1011
		# of Claims	50	Total:				38,165.31

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TOWN OF GLENROCK
Fund Summary for Claims
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Fund/Account	Amount
101 GENERAL FUND	
1011 Money Market 800-461-6	23,575.13
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	8,215.30
241 WATER FUND	
1011 Money Market 800-461-6	5,154.99
242 SEWER FUND	
1011 Money Market 800-461-6	374.47
243 SANITATION FUND	
1011 Money Market 800-461-6	845.42
Total:	38,165.31

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TOWN OF GLENROCK
Claim Approval Signature Page
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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 8th day of January, 2024.

Mayor Bruce Roumell

Council Member Judi Colling

Council Member Roy Kincaid

Council Member John Moulton

Council Member Margaret Nunn

Treasurer Kelly Lewis