



# **Glenrock Town Council Meeting AGENDA**

**June 10, 2024 – 5:30PM**

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**  
May 13, 2024 Council Meeting
- V. REPORTS**
- VI. ITEMS FROM THE FLOOR**
- VII. OLD BUSINESS**  
Ordinance 749 – FY2024-2025 Budget Ordinance – Second Reading
- VIII. NEW BUSINESS**  
Homax Liquor Sales – Building Update  
Open Container Permit – Wyoming Central ABATE  
24-Hour Catering Permit – Cooper’s Arena LLC  
CUP Permit – Ken Hicks  
Façade Grant Application – Bobbi’s Classic Diner & Motel
- IX. BILLS & CLAIMS**

Unapproved Minutes  
Town Council Meeting  
Glenrock Town Hall  
May 13, 2024

**PUBLIC HEARING:** At 5:30PM Mayor Roumell opened the first public hearing on the Restaurant Liquor License Application for Divinity Investments, LLC. There was no public comment. At 5:32PM, the public meeting was closed. At 5:32PM, Mayor Roumell opened the public hearing on the FY2025 Budget Ordinance, Ordinance 749. There was no public comment and the meeting was closed at 5:32PM

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

**ADDITIONS/DELETIONS:** CP Nunn moved to add the 24-Hour Malt Beverage / Catering Permit for Cowboy State Brewing; seconded by CP Moulton. All ayes – MOTION CARRIED.

**APPROVAL OF MINUTES:** CP Nunn moved to approve minutes as presented for April 22, 2024 council meeting, April 24, 2024 budget work session and May 6, 2024 work session; seconded by CP Colling. All ayes – MOTION CARRIED.

**ITEMS FROM THE FLOOR:** Mayor Roumell called for a motion to approve use of South Rec for a Demolition Derby. CP Moulton made the motion; seconded by CP Colling. All ayes – MOTION CARRIED.

**OLD BUSINESS:**

**Open Container Permit – Tad Anderson:** CP Moulton moved to approve the Open Container Permit; seconded by CP Nunn. All ayes – MOTION CARRIED.

**NEW BUSINESS:**

**Tree Grant Application – Hozlhausen:** CP Colling moved to approve the Tree Grant Application; seconded by CP Nunn. All ayes – MOTION CARRIED.

**Open Container Permit – 1890 Cycling.** CP Nunn moved to approve the Open Container Permit; seconded by CP Moulton. All Ayes – MOTION CARRIED.

**Open Container Permit – Coley Shadrick.** CP Moulton moved to approve the Open Container Permit; seconded by CP Nunn. All ayes – MOTION CARRIED.

**Malt Beverage Permit – Michael Flynn:** CP Nunn moved to approve the Malt Beverage Permit; seconded by CP Colling. All ayes – MOTION CARRIED.

**Catering Permit - Deer Creek Lounge:** CP Nunn moved to approve the Catering Permit; seconded by CP Moulton. All ayes – MOTION CARRIED.

**Catering Permit – Cowboy State Brewing:** CP Moulton moved to approve the Catering Permit; seconded by CP Nunn. All ayes – MOTION CARRIED.

**Liquor License Application - Divinity Investments, LLC:** CP Colling moved to approve the Liquor License Application; seconded by CP Moulton. All ayes – MOTION CARRIED.

**Resolution 2024-10 – Hilltop as Designated Depository.** CP Nunn moved to approve Resolution 2024-10; seconded by CP Moulton. All ayes – MOTION CARRIED.

**Resolution 2024-11 – Deer Creek Days Blanket Open Container.** CP Nunn moved to approve Resolution 2024-11; seconded by CP Moulton. Mayor Roumell, CP Moulton and CP Nunn ayes and CP Colling nay – MOTION CARRIED.

**Resolution 2024-12 – Cancelling Second Council Meeting in May:** CP Nunn moved to approve Resolution 2024-12; seconded by CP Colling. All ayes – MOTION CARRIED.

**Ordinance 740 - FY2025 Budget – First Reading:** CP Colling moved to approve Ordinance 749; seconded by CP Moulton. All ayes – MOTION CARRIED.

**BILLS & CLAIMS: Bills/Claims Approved May 13, 2024**

Orkin 232.00; 5 Aces Printing 1,070.25; Valli Information Systems 783.75; Town of Glenrock 1,212.27; Rocky Mountain Power 413.96; Chadd St. Pierre 648.95; WY Dept of Agriculture 50.00; Montana Shed Center 35,167.35; Vyve Broadband 377.81; Glenrock Golf Course 926.27; APT US&C 499.00; Mountain West 67.95; CEPI 91,540.40; Rocky Mountain Wash 53.25; PDS 804.00; Douglas Business Center 68.25; Century Link 227.01; Verizon 1,517.34; 307 Signs and More 80.00; Jesse Martin Unit 9 Auxiliary 4,000.00; Pepsi Cola Casper 397.70; Dana Kepner Company 1,750.80; Menards 355.93; AlSCO 157.85; Gen-Tech of Colorado 5,667.29; Flowpoint Environmental Systems 1,652.20; Normont Equipment 3,149.75; Hoods Equipment 62.32; Stotz Equipment 124.40; Norco 140.76; Hawkins 20.00; Andreen Hunt 23,138.78; Amazon Capital Services 531.87; CS Consulting 1,020.40; Ameri-Tech Equipment 76,470.00; Renegade Off Road 641.18; Modern Marketing 681.45; All Traffic Solutions 4,400.00; Coca Cola Bottling 43.75; WY Law Enforcement Academy 1,494.50; Energy Laboratories 620.00; Ferguson Waterworks 3,875.00; Metropolitan Compounds 684.30; Global Industrial 5,878.00; Home Depot 436.88; NAPA 457.67; Century Link 299.55; One Call of WY 40.50; Homax 2,597.95; WYDOT 2.00; Greiner Motors 56,089.00; Dept. of Workforce Services 2,349.16; Price Cleaning Services 1,320.00; WY Secretary of State 60.00; Gary's Locksmithing 375.00; WASCOP 370.00; Glenrock Super Foods 32.75; Porter Muirhead Cornia & Howard 45,000.00; Converse County Bank/Visa 5,625.46; Precision Outdoor Power 26,750.00; Wyoming Machinery 6,087.88; Glenrock Hardware Hank 488.59; All Trees LLC 50.00; Andreen Hunt Construction 423,036.54; All Traffic Solutions 4,400.00; Greiner Collision Center 18,858.61; Ramshorn Construction 32,300.00. 67 claims totaling \$899,725.58. CP Moulton moved to approve Bills and Claims; seconded by CP Nunn. All ayes – MOTION CARRIED.

At 6:11PM CP Nunn moved to adjourn the meeting; seconded by CP Colling. All ayes – MOTION CARRIED.

**ADJOURNMENT: 6:11PM.**

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Bruce Roumell, Mayor

ATTEST:

# ORDINANCE NO. 749

**AN ORDINANCE APPROPRIATING MONEY OF THE TOWN OF GLENROCK, CONVERSE COUNTY, WYOMING FOR THE PURPOSES NECESSARY TO CONDUCT THE MUNICIPAL GOVERNMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025.**

**BE IT ORDAINED** by the Governing Body of Town of Glenrock, Converse County, Wyoming that:

## SECTION I

The anticipated Budget of the Town of Glenrock, Wyoming, is as shown on the copies of Exhibit "A-1" & "A-2" attached to and made part of this Ordinance.

The appropriations mentioned in the Budget are hereby made, for the fiscal year beginning July 1, 2024.

## SECTION II

The Town Treasurer and Town Council shall have this Budget as their guide in the expenditures of the Town's finances during the ensuing fiscal year.

## SECTION III

After deducting all cash and other estimated value, it is necessary that the following amounts be raised in general taxation; and in order to raise such sums of money, it is necessary that levies be made for Fiscal Year 2024-2025 as shown opposite such funds:

### **GENERAL FUND: 8 MILLS ON THE TOTAL ASSESSED VALUATION**

It shall be the duty of the Town Clerk to mail a copy of this statement to the Clerk of Converse County, Wyoming for her guidance.

**PASSED AND APPROVED ON FIRST READING THIS 13th DAY OF MAY, 2024.**

**PASSED AND APPROVED ON SECOND READING THIS 10th DAY OF JUNE, 2024.**

**PASSED, APPROVED AND ADOPTED ON THIRD READING THIS 24th DAY OF JUNE, 2024.**

TOWN OF GLENROCK  
A Municipal Corporation

By: \_\_\_\_\_  
Bruce Roumell, Mayor

ATTEST:

\_\_\_\_\_  
Tammy Taylor, Town Clerk

**REVENUES**  
**FY 2024-2025**  
**Exhibit A-1**

	Actual <u>2022-23</u>	Projected <u>2023-24</u>	Requested <u>2024-25</u>
<b>GENERAL FUND</b>			
Current Property Tax	145000	150000	150933
Automobile Sales Tax	64000	63000	67821
Local Option Sales & Use Tax 1%	2124473	2960159	3244571
Franchise Fees	55110	55000	63800
Building Permits	11800	8000	11500
Animal Fees	150	150	150
General Licenses	16140	10000	10000
Liquor Licenses	8140	6500	6500
Election Filing Fees	100	50	150
Sales & Use Tax 4%	2985568	3664216	4226496
Cigarette Tax	10770	10770	8500
Mineral Royalties	136000	132000	132000
Severance Tax	98000	87000	87000
Gas Tax	57330	52580	52664
Special Fuels Tax	27270	26500	25741
COVID Grant	n/a	n/a	n/a
Impact Assistance	n/a	209588	329353
SLIB Grant	719000	1876890	497369
Wyoming Lottery Income	18000	24576	21000
Supplemental State Distribution	157932	220082	161350
Wyoming Skill Games	n/a	20991	15000
County Pest Control	14420	14400	15000
Rolling Hills Police Service	73745	73745	73745
Rolling Hills Animal Control Service	8500	8500	8500
Grave Openings	3000	1500	600
Fines & Forfeitures	7000	9000	16000
Interest Income	86000	260000	908740
Equipment Sales	n/a	20000	15000
Miscellaneous Revenue	7000	7000	10000
Misc. Police Revenue	3300	3500	3500
Parks & Rec	4000	4000	4000
Town Square Income	10000	8000	32000
Town Square Concessions	n/a	3000	3000
Town Square Sponsorships	n/a	n/a	35000
Christmas Shoppe Revenue	n/a	n/a	16250
Designated General Fund Balance	<u>90000</u>	<u>90000</u>	<u>90000</u>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>7023851</b>	<b>9871109</b>	<b>10343233</b>
<b>ENTERPRISE FUNDS</b>			
Water	1673045	2177660	1892373
Sewer	382030	900535	913294
Sanitation	<u>285130</u>	<u>294950</u>	<u>297650</u>
<b>TOTAL ENTERPRISE FUND REVENUE</b>	<b>2340205</b>	<b>3373145</b>	<b>3103317</b>
<b>SPECIAL REVENUE FUND INCOME</b>			
Shooting Range	720	512	1400

Main Street Trust	10	7	250
Commerce Block	79650	78470	79040
BRC	55	50	1980
Lincoln Building	21015	21024	19790
Miscellaneous Grants	2562	703	3190
Wyoming Community Gas	6025	6022	7377
Arts Council	<u>7</u>	<u>7</u>	<u>240</u>
TOTAL SPECIAL REV. FUND INCOME	110044	106795	113267
<b>CAPITAL PROJECT FUND REVENUES</b>			
Capital Replacement	2300	10000	40000
Local Assessment District #1	560	2500	8000
Local Improvement District #3	<u>30</u>	<u>200</u>	<u>780</u>
TOTAL CAP PROJECT FUND REVENUES	2890	12700	48780
<b>TOTAL FISCAL YEAR REVENUE</b>	<b><u>9476990</u></b>	<b><u>13983337</u></b>	<b><u>13608597</u></b>

**EXPENSES**  
**FY 2024-2025**  
**Exhibit A-2**

	<u>Actual</u> <u>2022-23</u>	<u>Projected</u> <u>2023-24</u>	<u>Requested</u> <u>2024-25</u>
<b>GENERAL FUND</b>			
Municipal Court	25200	27475	84655
Mayor & Council	42551	48051	52234
IT Department	307690	314691	198250
Finance Department	221484	237090	243368
Town Clerk	160482	179097	217875
Town Hall & Other Buildings	170280	197700	160500
Building Inspection /Code Enforcement	147416	141562	139972
Professional Services	304100	280600	271500
General Government	53000	55000	57000
Police Department	1279786	1377019	1536732
Dispatch	596184	651993	641740
Animal Control	97630	101053	103560
Streets	996397	2092471	2624758
Pest Control	18360	18765	17367
Shop	266635	291550	1835184
Public Assistance	130000	176000	363000
Parks	673160	499490	945526
Town Square	392180	246352	277308
Historical Commission	33700	60300	19900
Community Development	<u>209321</u>	<u>332134</u>	<u>119900</u>
TOTAL GENERAL FUND EXPENSE	6325556	7328393	9910329
<b>ENTERPRISE FUNDS</b>			
Water	1845863	3491109	2139752
Sewer	1696224	2249069	1267143

Sanitation	<u>202161</u>	<u>179518</u>	<u>169923</u>
TOTAL ENTERPRISE FUNDS EXPENSE	2030288	5919696	3576818
SPECIAL REVENUE FUNDS			
Shooting Range	250	250	250
Commerce Block	58815	60770	66200
BRC Grant	11100	13500	12950
Lincoln Building	30131	34010	34860
Highway Safety Grant	1130	1130	1190
Wyoming Community Gas	<u>6000</u>	<u>6000</u>	<u>6000</u>
SPECIAL REVENUE FUND EXPENSES	121920	115660	121450
TOTAL FISCAL YEAR EXPENSES	<u>10177230</u>	<u>13983337</u>	<u>13608597</u>

## **HOMAX / EASTGATE**

**The remodel will put the beer cooler across from the cash register. There will be a glass partition blocking off access so there will only be one access to the beer cooler, directly across from the cash register. See attached map.**

**They would also like permission to place pints and shots behind the counter with the cigarettes and other items as they are very easy to steal. This is done at their Mills location and works well for them.**





Pop

12'

15'

18'

Glass partition

12'

Beer Case

12'

Storage

Bathroom

Cash register

# Town of Glenrock

Open Container Permit (Waiver)

(\$25.00)

Check the appropriate box indicating the type of permit being requested. The fee is required for each request being made.

Name of Applicant:

Wyo Central A.B.A.T.E.

Business/Organization

Same

Address:

P.O Box 1177

Mills WY 82644

Telephone:

307-267-6988

Other information necessary to process the application:

Type of Event:

Hogfest

Location:

South Rec.

Date & Hours of Activity:

7-26-2024 to 7-28-2024

Estimated Number Attending

600 to 800

In making this application, the undersigned agrees to:

- 1) Comply fully with the laws and regulation of the State of Wyoming, County of Converse, and the Town of Glenrock regulating the license requested and issued.
- 2) Area designated for the consumption of alcohol must be clearly marked.
- 3) Applicant further agrees that if the activity takes place on town owned or controlled property to:
  - a) Have no glass containers;
  - b) Make a \$125 deposit which will be returned if the area is cleaned to the town's satisfaction. May be waived upon request.

Approved by: \_\_\_\_\_  
Date \_\_\_\_\_

5-29-24  
Sharon J. W. Kemp  
Date  
Signature of Applicant

# APPLICATION FOR 24 HR MALT BEVERAGE/CATERING PERMIT

**Licensing Authority:** City of Douglas Liquor license- Coopers Arena LLC

**Name of Event:** Hogfest 2024

**Permit From:** 07/25/2024 **To:** 07/29/2024 **Local Permit Number:** 13

**Number of Days Permitted:** 5 **Fee per day:** \_\_\_\_\_ **Total Fee:** \_\_\_\_\_

**Applicant:** Cooper's Arena LLC **D/B/A:** \_\_\_\_\_

**Contact Person:** Annette Cooper **Phone:** ( 307 ) 351-2906

**Company Location:** 126 N 3rd St, Douglas, WY 82633 **City:** Douglas **State:** WY **Zip:** 82633

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Business Phone:** 307-359-3546 **Residence Phone:** \_\_\_\_\_

**Location of Sales:** Glenrock South Rec- Hogfest

**Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following:**

As an applicant for a 24 hour malt beverage or catering permit, are you:

A nonprofit corporation organized under the laws of this state; YES  NO

Qualified as a tax exempt organization under the Internal Revenue Code; YES  NO

And have been in continuous operation for not less than two (2) years. YES  NO

**FILING AS (CHOOSE ONLY ONE)**

INDIVIDUAL     PARTNERSHIP     CORPORATION     LLC     LLP

**NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.**

If a corporation, LLC or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address, Street, City, State & Zip	Residence Phone Number	No of years in corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Annette Cooper	06/17/1967	615 Birch St, Douglas, WY 82633	307-351-2906	4	51	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Vere Cooper	01/19/1963	615 Birch St, Douglas Wy. 82633	307-351-3594	4	49	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, complete in identical form, on a separate piece of paper and attach to this application.)

By filing this application, I agree to operate in Wyoming under the requirements of **W.S.12-4-502** and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for Cooper's Arena LLC  
(Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer or LLC/LLP member.

**VERIFICATION OF APPLICATION**

(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, **TWO (2)** Corporate Officers/Directors, or **TWO (2)** Club Officers.) W.S.12-4-102(b)

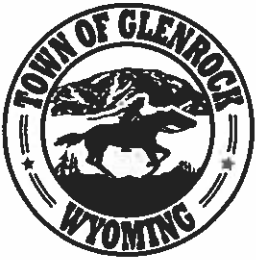
Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

Dated this 29 day of May. Cooper  
Applicant

Mary Nicol  
Signature of Licensing Authority Official  
City of Douglas, City Clerk  
Title

Applicant

05 / 29 / 2024  
Date



Town of Glenrock

Building Department

219 S 3rd ST, PO Box 417, Glenrock, WY, 82637

P. 307-436-9294 | F. 307-436-5753 | www.glenrock.org

### Conditional Use Permit Application

Owner of Record Information	
Name: Ken Hicks	Date: 6/6/2024
Street Address: 246 N. 7th St	
Block #: 6	Lot #: 45,46,47,48
Subdivision: Arnold	
<b>Type of Use Requested:</b> Requesting to build an addition onto his existing shop. Addition would be 24'w x 34'L x 20' H at the peak. The Height of the building is 4' above the max height in the Town Municipal Code, and the reason a CUP is requested.	

Requirements			
Fee Amount Paid	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt #: Click or tap here to enter text.	Date: Click or tap to enter a date.
Petition of Property Owner Presented:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Accompanying Documents			
List of Names of Property Owners within 150' Presented:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Plans:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Maps:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Other Drawings:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Miscellaneous Items of Consideration:</b> Click or tap here to enter text.			

**Signature of Applicant:** *Ken Hicks*

DATE: 6/6/2024





## Conditional Use Permit Application pg.2

**Action**

**Planning Commission**

Date of Commission Meeting:	Click or tap to enter a date.
Commission Recommendations	Click or tap here to enter text.

**Town Council**

Public Hearing Date:	Click or tap to enter a date.		
Council Action Taken:	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Other <input type="checkbox"/>
Date of Action Taken:	Click or tap to enter a date.		
Conditions of Approval:	Click or tap here to enter text.		

**Signature of Zoning Officer**

Date of Signature      Click or tap to enter a date.



CUP Permit: Overhead View of Lot and Proposed Shop

06-06-24

Shop: 24'w x 34'L x 20'H

Zoning: Mobile Home

246 N. 7<sup>th</sup> St.



I have no objection to Ken and Kim Hicks at 246 N 7th Street building a 20 foot high detached garage on said property at the rear of property next to alley.

- ~~Stanley Granow Stanley Granow 240 N. 7th St~~
- ~~Sasha Zvetzig Sasha Zvetzig 234 N. 7th St~~
- ~~Ken Walker Ken Walker 239 W 6th~~
- ~~Brittany Chadwick Brittany Chadwick 247 N 6th~~
- ~~Victor Ohman Victor Ohman 245 N 7th~~
- ~~Melissa Alton Melissa Alton 640 W PLATE~~
- 
- 
- 
-





## Eligible Applicants

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Glenrock Area commercial and non-profit property owners or tenants may apply for the grant program. Tenants are required to have written approval from property owners to participate in the program. Non-profit organizations must provide proof of 501(c) status. For fund availability please contact the town clerk at (307) 436 9294, ext 3.

## Facade Improvement Grant

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The Facade Improvement Grant entitles the applicant up to \$6,000.00 reimbursement towards the total cost (sales tax amount excluded) of a facade improvement project. This is a matched grant and requires the applicant to pay for 50% of the total cost, while the grant pays for the remaining 50%, not to exceed \$6,000.00. Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant. The Facade Improvement Grant pertains to exterior improvements only and may be applied to a front, side or rear facade provided it faces a public street or parking area.

### Facade Improvement Grant Matching Requirements

The Facade Improvement Grant requires the applicant to match 50% of the total project cost (not including paint or sales tax). Matching funds may be cash or in-kind contributions. In-kind matches may include services, materials, labor and/or equipment documented in a letter from the donor and submitted with the grant application.

### Eligible Activities

1. Painting, stucco or other exterior enhancement
2. Awning, window, door replacement
3. Removal of old signage and installation of new conforming signage
4. Tile, pavement replacement between entry and public sidewalk
5. Exterior and/or display lighting
6. Accessibility improvements for ADA compliance
7. Cleaning of exterior brick or concrete
8. Other improvements subject to the Town of Glenrock approval

## Facade Painting Grant

The Facade Painting Grant entitles the applicant (commercial) up to \$2,500.00 reimbursement per business. The Painting Grant can be used independently or in addition to the Facade Improvement Grant. The Painting Grant is available for up to 50% of the total cost of project, not to exceed \$2,500.00. Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant.

## Application Process

1. Complete the application on pages 3-5. Obtain the following documents and attach to application
  - a. Photograph of the existing building and conditions
  - b. Color visual materials (drawings/graphics) showing proposed changes to the building
  - c. Color pallet with pantone number(s) of proposed design
  - d. Cost analysis of the project (two (2) bids are required)
  - e. Timeline (approximate) for completion of the project
  - f. Meet with building department with project plans
2. Submit the application and additional documents to Elevate Glenrock (307-436-5652) 30 days before the Glenrock Town Council meeting, which falls on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month. To confirm meeting dates, contact the Town Clerk at 219 S. 3rd St./PO Box 417- Glenrock, WY 82637 or (307) 436-9294, ext. 3.
3. The Town of Glenrock will notify the applicant to inform them of the date and time they will need to present their application to the Town of Glenrock.

## Council Review

When an application is submitted and includes all of the required information listed above, the process for review and approval will be approximately one (1) to two (2) months.

The applicant must be present at the Town council meeting when presenting the application for the first time. A second visit may be necessary to confirm details of the facade project. If the application is found acceptable, the applicant will receive written notice of the grant award from the Town of Glenrock.

PLEASE NOTE: Facade improvements made prior to approval of an application by the Town of Glenrock may not be funded by the program. Once building improvements are completed, the Town of Glenrock will verify improvements where as specified before any funds are

reimbursed. Grants are awarded based on the availability of funds, scope and impact of the project.

## Disbursement of Grant Funds

1. Once the project is complete, the applicant must submit the following items to the Town of Glenrock
  - a. Copies of all bills and invoices or supporting documents for labor and materials
  - b. Copies of confirmed payment (receipts, canceled checks, etc)
  - c. A final photograph of the work
2. Verification of the new facade or paint will then be completed by the Town of Glenrock. The Town of Glenrock will approve the funds at the next meeting.
3. Funds will be released and issued to the applicant. Please fill out the following information to ensure proper reimbursement:

Make Check Payable To: Bobbie's Classic Diner + Motel

Address Where Check Needs To Be Sent: PO Box 1032 Glenrock

Contact Name and Phon Number: Bobbie Collins 307-333-3373

## Additional Requirements

### Permit Requirements

The applicant will be responsible for adhering to the design guidelines and securing permits as required by the Town of Glenrock.

For more information on securing permits, contact the Building Inspector at (307) 436-9294, ext. 215.

### Project Time Period

Applicant must submit an approximate time line of the completion of the project with the grant application. Projects must be completed within 1 year from grant approval date, or risk availability of funds if a written request for an extension is not received.

## Facade Improvement Program Grant Application

Date Submitted	5-2-2024	
Name of Applicant	Bobbi Collins	
Phone Number	<del>Bobbi's Classic Diner &amp; Motel</del>	
Name of Business	307.333.3373	
Property Address	Bobbi's Classic Diner & Motel	
Mailing Address Applicant is the:	201 S. 4th St	
Applicant is the :	<u>Property Owner</u>	Tenant
Property Owner's Name	Bobbi Collins	
Property Owner's Phone	307.333.3373	
Property Owner's Address	27 Sage Hills Rd	
Property Owner's Phone	307.333.3373	

### DETAILED PROJECT DESCRIPTION

Updated Signs	\$ 10,941.00
Mural Painting	\$ 1,600.00
<del>Cracked Window Replacement</del>	<del>\$ 3,000.00</del>
<del>Building new Trim/Doors Paint</del>	<del>\$</del>
<del>Paint trim &amp; Doors</del>	<del>\$ 100.00</del>

Facade Improvement Program Grant Application (CONT)

Total estimated facade cost: ~~13,991.00~~  
12,541.00

Amount of grant request: 6,000.00  
Up to \$6,000.00

Total estimated painting cost: 1,600.00

Amount of grant request: 800.00  
Up to \$2,500.00

Total Grant Request: 6,800.00  
Up to \$8,500.00

R Collins

Signature of Applicant

5-2-24

Date

General Conditions

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding. It is expressly understood and agreed that the applicant will not seek to hold the Town of Glenrock and/or its agents, employees, officers and/or directors liable for any property damage, personal injury or other loss relating in any way to the Facade Improvement Grant Program.

The applicant agrees to maintain the property and improvements.

The applicant authorizes the Town of Glenrock to promote an approved project, including but not limited to displaying a sign at the site, during and after construction and using photographs and descriptions of the project in the Town of Glenrock Program materials and press releases.

The applicant understands the Town of Glenrock reserves the right to make changes in conditions of the Facade Improvement Grant Program as warranted.

If at any time you wish to withdraw your application, you must notify the town clerk in writing at 219 S. 3rd St./PO Box 417, Glenrock, WY 82637, as soon as possible.

R Collins

Signature of Applicant

5-2-24

Date

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13:39:06

TOWN OF GLENROCK  
Claim Approval List  
For the Accounting Period: 6/24

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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
				*** Claim from another period ( 5/24) ****				
9438		1142 TRANSUNION RISK & ALTERNATIVE	75.00					
	PD - Contract							
	05/28/24 PD - Contract		75.00*			101 5101	5280	1011
				*** Claim from another period ( 5/24) ****				
9533		1307 DOOLEY OIL INC.	1,590.71					
	ST - Fuel							
	352519 05/22/24 ST - Fuel		1,590.71			101 5201	5570	1011
				*** Claim from another period ( 5/24) ****				
9534		1475 CAROL COX	1,125.00					
	TS - Training							
	05/24/24 TS - Training		1,125.00			101 5440	5204	1011
				*** Claim from another period ( 5/24) ****				
9535		776 Pacific Steel & Recycling	216.55					
	TS - Supplies							
	8723028 05/23/24 TS - Supplies		216.55			101 5440	5590	1011
				*** Claim from another period ( 5/24) ****				
9536		466 T & B CONSTRUCTION LLC	16,500.00					
	PD - Cap Proj Exp							
	2024-12 05/16/24 PD - Cap Proj Expense		8,250.00			101 5101	5800	1011
	2024-09 05/07/24 PD - Cap Proj Expense		8,250.00			101 5101	5800	1011
				*** Claim from another period ( 5/24) ****				
9537		3 ANDREEN HUNT CONSTRUCTION, INC	1,959.94					
	ST - Concrete on Arapahoe Trl							
	4894 05/24/24 ST - Arapahoe Trl Concrete		1,959.94			101 5201	5400	1011
				*** Claim from another period ( 5/24) ****				
9538		1359 VYVE BROADBAND	384.81					
	TS - Broadband							
	05/16/24 TS - Broadband		384.81*			101 5440	5480	1011
				*** Claim from another period ( 5/24) ****				
9539		87 JOHNSON CONTROLS, INC.	800.82					
	TH - Repairs							
	1144006 05/10/24 TH - Repairs		800.82			101 5021	5510	1011
				*** Claim from another period ( 5/24) ****				
9540		1358 AMAZON CAPITAL SERVICES	102.75					
	TH - Maintenance							
	9PHX 05/24/24 TH - Maintenance		48.36			101 5021	5510	1011
	CWYW 05/25/24 TH - Maintenance		54.39			101 5021	5510	1011
				*** Claim from another period ( 5/24) ****				
9541		1492 IT'S THE LITTLE THINGS IN LIFE	765.00					
	TS - Dippin Dots							
	9 05/25/24 TS - Dippin Dots		765.00*			101 5440	5807	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
	05/22/24	11056 - SH - 111 S 8th	15.75			101 5221	5480	1011
	05/22/24	11400 - BRC - Sharps	111.83			118 5505	5510	1011
	05/22/24	11403 - BRC - Paint Building	15.75			118 5505	5510	1011
	05/22/24	11404 - BRC - Irrigation	23.10			118 5505	5510	1011
		*** Claim from another period ( 5/24) ****						
9556		1058 MOUNTAIN WEST VALUATIONS, LLC	2,500.00					
CD - Appraisal								
	COMAPR5216	05/22/24 CD - Appraisal	2,500.00			101 5004	5800	1011
		*** Claim from another period ( 5/24) ****						
9557		73 PAUL HOLZHAUSEN	500.00					
PK - Tree Grant								
	05/29/24	PK - Tree Grant	500.00			101 5430	5530	1011
		*** Claim from another period ( 5/24) ****						
9558		1167 BUSTER INC	54.40					
WA - Equipment								
	8710 04/01/24	WA - Equipment	54.40			241 5701	5540	1011
		*** Claim from another period ( 5/24) ****						
9559		1110 ALSCO	157.85					
TH & TS - Floor Mats								
	1602580 05/28/24	TH - Floor Mats	101.53			101 5021	5510	1011
	1602576 05/28/24	TS - Floor Mats	56.32			101 5440	5510	1011
		*** Claim from another period ( 5/24) ****						
9560		1499 ROSIE'S CANTINA	240.00					
TC - Training								
	5 05/06/24	TC - Training	240.00			101 5019	5470	1011
		*** Claim from another period ( 5/24) ****						
9562		75 HOME DEPOT CREDIT SERVICES	1,420.80					
TS - Seating								
	8280185 05/18/24	TS - Seating	1,420.80			101 5440	5790	1011
		*** Claim from another period ( 5/24) ****						
9563		92 DANA KEPNER COMPANY INC.	93.15					
WA - Equipment								
	2238139 05/30/24	WA - Equipment	93.15			241 5701	5790	1011
		*** Claim from another period ( 5/24) ****						
9564		277 GLENROCK HEALTH CENTER	105.00					
PW - Testing								
	17217 04/19/24	PW - Testing	25.00			241 5701	5400	1011
	17670 04/24/24	PW - Testing	80.00			241 5701	5400	1011
		*** Claim from another period ( 5/24) ****						
9565		110 MENARDS	353.77					
SH, PK & TS - Supplies/Maintenance								
	87536 05/30/24	SH - Supplies	31.67			101 5221	5590	1011
	87536 05/30/24	PK - Tot Lot	119.96			101 5430	5816	1011
	87536 05/30/24	TS - Maintenance	202.14			101 5440	5510	1011



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TOWN OF GLENROCK  
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
*** Claim from another period ( 5/24) ****								
9566		251 ULINE	1,111.30					
PK - Supplies								
	20240865	05/31/24 PK - Supplies	1,111.30			101 5430	5813	1011
9567		1568 PATRIOT TIRE AND AUTO LLC	41.00					
SA - Flat Repair								
	4393	06/03/24 SA - Flat Repair	75.00			243 5720	5560	1011
		06/03/24 SA - Credit	-34.00			243 5720	5560	1011
9568		87 JOHNSON CONTROLS, INC.	722.80					
CB - Maintenance								
	8241034	05/16/24 CB - Maintenance	722.80*			117 5540	5510	1011
9569		644 FERGUSON WATERWORKS #1116	1,715.06					
WA - Equipment								
	1525293	05/31/24 WA - Equipment	1,715.06			241 5701	5792	1011
9570		989 PDS	804.00					
IT - Software								
	9309	06/01/24 IT - Software	804.00*			101 5004	5281	1011
9571		507 MOUNTAIN WEST/WERCS COMM. INC.	67.95					
HC - Internet								
	20240601-1	06/01/24 HC - Internet	67.95*			101 5460	5450	1011
9572		1152 ROCKY MOUNTAIN WASH, LLC	12.00					
PD - Vehicle Maint								
	65372	06/01/24 PD - Vehicle Maint	12.00*			101 5101	5560	1011
9573		1506 GRAVES CONSULTING, LLC	4,000.00					
TC - HR Consulting								
	1456	06/01/24 TC - HR Consulting	4,000.00			101 5019	5230	1011
9574		1598 COLBY DANOS	330.00					
TS - Contract Work								
		06/04/24 TS - Contract Work	330.00			101 5440	5204	1011
9575		1409 PRICE CLEANING SERVICES	1,420.00					
TH & CB - Cleaning Service								
	31	06/04/24 TH - Cleaning Svc	810.00			101 5021	5510	1011
	31	06/04/24 CB - Cleaning Svc	610.00*			117 5540	5510	1011

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TOWN OF GLENROCK  
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
9576		437 NAPA - GLENROCK	716.99					
	Monthly Statement May 2024							
	SH - Supplies		33.43			101 5221	5590	1011
	SH - Vehicle Maint		274.02			101 5221	5560	1011
	PK - Vehicle Maint		38.56			101 5430	5560	1011
	PC - Vehicle Maint		91.40			101 5221	5560	1011
	SA - Vehicle Maint		142.60			243 5720	5560	1011
	PK - Trees		94.19			101 5430	5530	1011
	SW - Vehicle Maint		42.79			242 5710	5560	1011
9577		1594 GREINER COLLISION CENTER	4,930.96					
	PD - Vehicle Repairs							
	19664 05/29/24 PD - Vehicle Repairs		4,930.96*			101 5101	5560	1011
9578		213 PEDEN'S INC.	60.00					
	DSP - Uniforms							
	12499 05/28/24 DSP - Uniforms		60.00			101 5150	5110	1011
9579		1015 RENEGADE OFF-ROAD & DRIVELINE	156.40					
	PD - Vehicle Maint							
	10908 05/28/24 PD - Vehicle Maint		156.40			101 5101	5570	1011
9580		1291 COCA COLA BOTTLING	35.00					
	DSP - Supplies							
	4758112 05/28/24 DSP - Supplies		35.00			101 5150	5590	1011
9581		690 IACP	190.00					
	PD - Dues							
	323649 05/20/24 PD - Dues		190.00*			101 5101	5280	1011
		<b># of Claims</b>	<b>41</b>	<b>Total:</b>				<b>50,086.06</b>

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TOWN OF GLENROCK  
Fund Summary for Claims  
For the Accounting Period: 6/24

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Fund/Account	Amount
101 GENERAL FUND	
1011 Money Market 800-461-6	45,313.59
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	1,444.63
118 BRC GRANT	
1011 Money Market 800-461-6	150.68
119 BRONCO BUILDING	
1011 Money Market 800-461-6	333.91
241 WATER FUND	
1011 Money Market 800-461-6	2,302.24
242 SEWER FUND	
1011 Money Market 800-461-6	357.41
243 SANITATION FUND	
1011 Money Market 800-461-6	183.60
<b>Total:</b>	<b>50,086.06</b>

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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 10th day of June, 2024.

\_\_\_\_\_  
Mayor Bruce Roumell

\_\_\_\_\_  
Council Member Judi Colling

\_\_\_\_\_  
Council Member Roy Kincaid

\_\_\_\_\_  
Council Member John Moulton

\_\_\_\_\_  
Council Member Margaret Nunn

\_\_\_\_\_  
Treasurer Kelly Lewis