

Glenrock Town Council Meeting AGENDA

March 24, 2025 - 5:30PM

I.	WEL	COME	/PL	EDGE
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- II. CALL TO ORDER ATTENDANCE
- III. ADDITIONS / DELETIONS
- IV. APPROVAL OF MINUTES
 March 10, 2025 Council Meeting Minutes
- V. REPORTS
- VI. ITEMS FROM THE FLOOR
- VII. OLD BUSINESS

Ordinance 752: An Ordinance Adding Minor Boundary Adjustments – Second Reading

VIII. NEW BUSINESS

WYDOT Special Event Application – Elevate – Deer Creek Days

- IX. BILLS & CLAIMS
- X. ADJOURNMENT

Unapproved Minutes Town Council Meeting Glenrock Town Hall March 10, 2025

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 Nunn moved to approve minutes for February 24, 2025 Council Meeting and March 3, 2025 Work Session as presented; seconded by CP Kincaid. All ayes – MOTION CARRIED.

OLD BUSINESS:

None.

NEW BUSINESS:

Board Application – Tourism Board – Candace Benedetta: CP Nunn moved to approve the board application; seconded by CP Colling. All AYES – MOTION CARRIED.

Ordinance 752 – An Ordinance Adding Minor Boundary Adjustments: CP Nunn moved to approve Ordinance 752; seconded by CP Dalgarn. All AYES – MOTION CARRIED.

Ordinance 753 – An Ordinance Approving the Final Plat of Danaher Court Addition Lots 13-15. CP Nunn moved to approve Ordinance 753; seconded by CP Dalgarn. All AYES – MOTION CARRIED.

CONCENSUS AGENDA

24-Hour Malt Beverage Permit – Main Street – Veteran's Park Fundraiser:
24-Hour Malt Beverage Permit – Main Street – Rock the Glen Summer Series
Open Container Permit – Main Street – Rock the Glen Summer Series
24-Hour Catering Permit – Knotty Pine – Veteran's Park Fundraiser
24-Hour Catering Permit – Fort Diablo – Booster Club Fundraiser
24-Hour Catering Permit – Fort Diablo – Veteran's Park Fundraiser
24-Hour Catering Permit – Four Aces – Veteran's Park Fundraiser

CP Dalgarn moved to approve all permits on the consensus agenda; seconded by CP Kincaid. All AYES – MOTION CARRIED.

BILLS & CLAIMS: Town of Glenrock. Bills/Claims Approved March 10, 2025 5 Aces Printing 578.00; Valli Information Systems 798.51; Town of Glenrock 1127.23; Converse County Historical Society 3000.00; Douglas Business Center 68.25; Alsco 241.98; Century Link 177.73; Century Link 526.02; Dana Kepner Company 988.47; Smith Psychological Services 400.00; Glenrock High School 787.95; Shirts & More 500.00; Western Skies Technology 13200.00; Menards 564.95; Mountain West 67.95; Price Cleaning Services 1320.00; PDS 804.00; Verizon 1601.23; Vyve 375.07; Berl's Commercial Supply 4464.60; Dooley Oil

341.84; Judi Colling 219.80; Margaret Nunn 219.80; Roy Kincaid 219.80; Russ Dalgarn 219.80; Norco 112.24; Hawkins 10.00; Grainger 41.64; Floyd's Truck Center 45.95; Industrial Chem Lab 688.15; Swank Motion Pictures 5945.00; Graves Consulting 1000.00; Glenrock Hardware Hank 224.97; Cyera Phipps 19.10; NAPA 363.64; Williams, Porter, Day & Neville 2351.50; Glenrock Super Foods 23.95; WY Secretary of State 120.00; Concrete Booking Agency 3500.00; Brian Halstead 85.74 Kayla Eckhardt 46.52; Glenrock Main Street 1500.00; Energy Laboratories 76.00; Hose & Rubber Supply 673.33; Wyoming Machinery 1763.50; Cues, Inc. 1158.06; Homax 2171.65; Converse County Bank/Visa 3089.85. 48 Claims totaling \$57,823.77. CP Dalgarn moved to approve bills & claims; seconded by CP Kincaid. All ayes – MOTION CARRIED.

At 6:02PM CP Nunn moved to adjourn the meeting; seconded by CP Kincaid. All ayes – MOTION CARRIED.

ADJOURNMEN 1: 6:02PM.	
	Bruce Roumell, Mayor
ATTEST:	
Tammy Taylor, Town Clerk	

Chapter 30 – SUBDIVISION CODE Article 30.06 MINOR BOUNDARY ADJUSTMENTS

ORDINANCE NO. 752

AN ORDINANCE ADDING MINOR BOUNDARY ADJUSTMENTS

WHEREAS, the governing body of the Town of Glenrock wishes to simplify the process of minor boundary changes; and

WHEREAS, the Planning and Zoning Commission has approved the following verbiage to be added to Glenrock Town Code;

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF GLENROCK, WYOMING:

Article 30.06 MINOR BOUNDARY ADJUSTMENTS

30.06.010 Purpose.

To create an administrative process that establishes minimum procedures and informational requirements to expedite the preparation, review and approval of minor subdivision boundary adjustments that meet the applicability standards in Section 30.06.020. No public hearing shall be required.

30.06.020 Applicability standards.

- A. The minor boundary adjustment plat shall not affect, create or alter more than two lots, and shall not be used to adjust boundaries of more than two lots or tracts at a time.
- B. Only those boundaries specified below that are currently platted may be changed as minor boundary adjustments. All other boundary adjustments shall comply with Section 30.05.040, Preliminary Plats and Section 30.05.050, Final Plats of this title.
 - The division of previously platted property into no more than two lots. All lots must be in conformance with the applicable zoning district regulations and the requirements of this title and Title 31 of this code.
 - 2. An adjustment for encroachment, right-of-way width change, or setback violation, on a lot size and boundary dispute.
 - 3. An adjustment to combine with an adjacent lot or tract. The adjustment of the boundary of a lot or tract for the purpose of combining portions of it with an adjacent lot or tract within the same subdivision subject to the following:
 - a. Merge divided portion. The divided portion shall be totally merged with and combined with the adjoining lot or tract so that no additional lots are created, and the resulting lot or tract shall be established as a single lot or tract for all purposes, by means of an acceptable recorded instrument.

30.06.050 Preparation and required information.

A minor boundary adjustment plat must be prepared by a registered Wyoming land surveyor and be clearly drawn on a transparent, stable base material, and shall include the following:

- A. The name of the subdivision, legal description, name and signature(s) of owner(s), developer(s) and engineer, placed on the plat;
- B. Space for the filing record of the clerk's office;
- C. Dedication and acknowledgement statement executed by the owners of all legal and equitable interests in the property being subdivided, with corporate seal when appropriate. The dedication shall be in a form approved by the town attorney and in accordance with state law;
- D. Date of preparation, written scale, graphic scale (one-inch equals fifty feet or a multiple thereof) and north arrow designated as a true north;
- E. Location of land other than roads intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision. Such land shall be identified by a lot and block or tract number;
- F. Certification in the form required by law by a Wyoming land surveyor to the effect that the layout represents a survey made by him or under his supervision, and that all dimensional and other details are correct;
- G. Exact closure, which shall be in excess of one foot in ten thousand feet, along with a copy of computations as follows:
 - 1. Parcel closure report of the boundary of the parcel to be platted showing all courses, computations, areas and closure of the parcel.
 - 2. Parcel closure report of all lots and parcels showing all courses, computations, areas and closures of the parcels.
- H. Signature blocks for use, after approval by the Zoning Officer, town engineer and town surveyor, and county clerk;
- I. Any differences between bearings (azimuths) and distances of other adjoining surveys, in written notations;
- J. The basis of bearings (azimuths) and distances of other adjoining surveys, in written notations;
- K. A layout including the following:
 - 1. Boundary lines with accurate distances and bearings, and the exact location and width of all existing or recorded streets intersecting the boundary of the property,
 - 2. Where applicable, curve data, so labeled, showing the radii, central angles, arc length, notation of nontangent curves, and location of points of curvatures and intersections,
 - 3. Location of existing and proposed easements (including, but not limited to drainage, access and utility easements), designated as to use and size,
 - 4. The right-of-way lines, widths, locations and street names of all existing streets or roads within the proposed subdivision,
 - 5. The location and amount of land to be dedicated for public facilities, if such dedication has been agreed upon in writing by the town;

- 5. Cable television companies;
- 6. Adjacent municipalities;
- 7. Converse County development office;
- 8. Converse County road and bridge;
- 9. Other interested agencies and offices.
- E. All such reviewing agencies and offices will be requested to review the application and required supporting documents within five working days from the date of distribution of the minor boundary adjustment plat to make any objections or comments to the Zoning Officer. This time period may be extended because of caseload and complexity of applications at the sole discretion of the Zoning Officer. The Zoning Officer shall include a summary of comments received on the minor boundary adjustment plat, along with Town Engineer recommendations, in a written report which shall be presented to the Zoning Officer for consideration of the minor boundary adjustment plat. Said report may be presented in an informal, verbal or email format at Zoning Officer's discretion.
- F. The Zoning Officer and the town engineer or their designees shall hold a review in the office of the Zoning Officer within five working days from receipt of the staff report as determined by the Zoning Officer, to approve, approve with conditions, or deny the proposed minor boundary adjustment plat.
- G. In taking action on a minor boundary adjustment plat, the Zoning Officer and the town engineer shall consider any comments received from agencies or offices receiving copies of the minor boundary adjustment plat. If the Zoning Officer and town engineer determine that the minor boundary adjustment plat is in conformance with the provision of this article, as well as the zoning regulations applicable to the zoning of the subject property, the Zoning Officer and the town engineer shall approve the minor boundary adjustment plat. If the Zoning Officer and the town engineer determine that the minor boundary adjustment plat, as proposed, may be detrimental to the public health, safety, or welfare, or does not meet the applicability standards in this section, or involves factors which should not be reviewed by the planning and zoning commission and town council, the Zoning Officer and the town engineer shall deny the application or shall treat it as a final plat, under Glenrock Municipal Code, Section 30.05.050. When treated as a final plat, the applicant shall pay such additional fees and provide additional required materials as may be required for processing the final plat under said article, or the applicant may withdraw the application at applicant's sole discretion.
- H. The decision of the Zoning Officer and the town engineer on the minor boundary adjustment plat shall be considered final.
- I. After the Zoning Officer and the town engineer have approved the minor boundary adjustment plat, said acceptance shall be shown by their signatures on the transparency copy of the plat.
- J. After the Zoning Officer and the town engineer have approved and signed the minor boundary adjustment plat, applicant shall enter into an improvement agreement with the town of Glenrock, or a contract agreeing to construct the required sidewalk, if any, as shown in plans, plats and supporting documents. Improvement guarantees in the form of a cash deposit, performance bond, irrevocable letter of credit or joint certificate of deposit in an amount and form satisfactory to the town shall be required.
- K. No minor boundary adjustment plat shall be recorded by the Converse County clerk prior to signing by the Zoning Officer and the town engineer. If improvements are required, no minor boundary adjustment plat shall be recorded by the Converse County clerk prior to the execution of an improvement agreement between the Town of Glenrock and the applicant. The Zoning Officer shall have the authority to make and execute improvement agreements for minor boundary adjustments on behalf of the town of Glenrock.
- L. After the Zoning Officer and the town engineer have approved and signed the minor boundary adjustment plat, and an improvement agreement, if any, has been executed:

M-75A REV 11/2014



WYOMING DEPARTMENT OF TRANSPORTATION Special Event Application

APPLICATION

Event Name Deer Creek Days	Event Date	Sune 27-29, 2025			
Type of Event: Street Fair & Parade					
Event Director or Organizer Kim Martin			Telephone 307-436-5652		
Address PO Box 411 Glenrock, WY			-	elevateglenrock.com	
Club Affiliation or Sponsor Elevate Glenro	ock	Estimate		rticipants 1500	
Course Information: ☑ Total closure ☐ Part	ial closure 🔲 Remai	n open to trai	ffic (Check appropriate i	box(s) (Explain in Event Description)	
_{I (we)} Elevate Glenrock		hereb	y make applicat	tion for a special permit	
upon the right-of-way of:					
highwayUS 20/26/27	_ between milepost _	165.57	_ and milepost _	166.21	
highway					
highway					
highway					
	between				
Date		Time		Time	
I (we) agree to strictly conform to th				-	
agreements, stipulations and provisions con					
regulations of the Wyoming Department of	Transportation, and	any other a	pplicable regul	ations, laws or	
ordinances.					
EVENT DESCRIPTION (Attach event map): Annu	al Town Celebration	on to includ	e street fair, p	arade, and street	
dance. From 4pm on 6/27/2025 to 2am	on 6/28/2025 US	20/26/27 (B	Birch St) will be	e closed from	
2nd St (RM165.57) to 4th St (RM 165.70)). For the mornin	g of 6/28/20)25, the closu	re will be extended	
from 2nd St to 9th St (RM 166.03) for a					
the closure will return to the 2nd St to 4th	h St closure. An a	dequate de	tour will be in	place during all	
closures with traffic control performed by					
removed upon completion of the closure				- W. W. W	
				-	

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

03/20/25 TOWN OF GLENROCK
13:19:43 Claim Approval List

For the Accounting Period: 3/25

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Hilltop National Bank

* ... Over spent expenditure

Claim	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund (Org Acct	Object Proj	Account
10360		1142 TRANSUNION RISK & ALTERNATIVE	75.00						
PD - C	Contract								
	03/20/2	5 PD - Contract	75.00			101	5101	5280	1011
10434		20 CONVERSE CO. BANK/VISA	3,689.75						
Monthl	ly Statem	ents							
	02/14/2	5 PD - Postage	10.05			101	5101	5360	1011
	02/20/2	5 DSP - Training	80.00			101	5150	5470	1011
	03/06/2	5 DSP - Supplies	190.12			101	5150	5590	1011
	02/12/2	5 PD - Retention	69.07			101	5101	5300	1011
	02/14/2	5 PD - Retention	48.71			101	5101	5300	1011
	03/01/2	5 PD - Fuel	44.26			101	5101	5570	1011
	03/04/2	5 PD - Retention	16.68			101	5101	5300	1011
	03/04/2	5 ACO - Supplies	58.80			101	5160	5590	1011
	02/28/2	5 PW - Training	106.00			241	5701	5470	1011
	02/14/2	5 WA - Training	813.70			241	5701	5470	1011
	02/14/2	5 SW - Training	813.70			212	5710	5470	1011
	02/22/2	5 SH - Supplies	59.99			101	5221	5590	1011
	02/22/2	5 SH - Supplies	35.96			101	5221	5590	1011
	02/25/25	5 WA - Maintenance	366.51			241	5701	5400	1011
	02/20/2	5 FN - Training	599.00			101	5007	5470	1011
	02/22/2	5 TH - Maintenance	72,38			101	5021	5510	1011
	02/22/2	5 CB - Maintenance	72.39			117	5540	5510	1011
	03/02/2	5 FN - Software	20,99			101	5007	5601	1011
	02/21/2	5 M/C - Travel	211.44			101	5002	5470	1011
10435		1573 STAPLES	509.68						
Monthl	y Statem	ent							
	602500289	91 02/25/25 TC - Supplies	27.67			101	5019	5580	1011
	602500289	91 02/25/25 TH - Copier Toner	429.00			101	5021	5510	1011
	602500289	90 02/25/25 TC - Supplies	53.01			101	5019	5580	1011
10436		115 JOHN DEERE FINANCIAL	214.97						
PW - U	Iniforms								
	24645574	03/07/25 PW - Uniforms	214.97			243	5720	5110	1011
10437		1572 CROWN CONSTRUCTION LLC	112,050.00						
PK - P	V Water	& Đump Station							
	24-015-1	03/07/25 PK - RV Station	112,050.00			101	5430	5800	1011

03/20/25 13:19:43 TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 3/25

Page: 2 of 7 Report ID: AP100

Hilltop National Bank

• ... Over spent expenditure

Claim	Check	Vendor #/Name/		Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org	Acct	Object Proj	Account
10438		1358 AMAZON CAPITAL SERVICES	162.39						
TC - E	Equipment	t							
	9PKP 03	/14/25 TC - Equipment	97.64			101	5019	5790	1011
	96VK 03,	/14/25 TC - Equipment	64.75			101	5019	5790	1011
10439		1164 DELL MARKETING LP	113,32						
IT - F	Hardware								
	1080293	607 03/05/25 IT - Hardware	113.32		3	101	5004	5545	1011
10440		451 EXTREME TRUCK OUTFITTERS	30,680.15						
PD - 7	Vehicles								
	2410155	11/13/24 PD - Vehicles	30,680.15*			101	5101	5791	1011
10441		1275 ROCK SOLID SST / RICHARD CRAYS	1,537.93						
PD - 0	Uniforms								
	022125gg	pd 02/21/25 PD - Uniforms	1,537.93			101	5101	5110	1011
10442		1545 FIRINNE POLYGRAPH LLC	250.00						
PD - 1	Testing								
	02/25/2	25 DSP - Testing	250.00*			101	5150	5230	1011
10443		926 GLENROCK HIGH SCHOOL	315.00						
PD - 0	Comm Poli	icing							
	1 01/08/	/25 PD - Comm Policing	315.00			101	5101	5475	1011
10444		1171 JESSE RICHARD	12.48						
		eimbursement							
	02/28/2	25 PD - Travel Reimb,	12.48			101	5101	5470	1011
10445		1291 COCA COLA BOTTLING	52,50						
DSP -	Supplies	S							
	5036437	03/04/25 DSP - Supplies	52.50			101	5150	5590	1011
10446		1357 GREAT AMERICA FINANCIAL SVCS	192.00						
PD - C	Copier								
	38682547	7 03/03/25 PD - Copier	192.00			101	5101	5230	1011
10447		603 CONVERSE COUNTY E.M.A.	165.52						
DSP -	Low Leve	el Electricity							
	31025 03	3/10/25 DSP - Low Level Elec	165.52			101	5150	5802	1011

For the Accounting Period: 3/25

Hilltop National Bank

* ... Over spent expenditure

		Invoice #/Inv Date/Description	Line \$	PO #	Fund 0-	a hoot	Object Proj	Cash
	-	THEOTICE ALTHA DECEMBERITY	True 3	FO R	runa OF	y ACCC	Object Proj	Account
10448		1593 PORTER MUIRHEAD CORNIA & HOWARD	25,000.00					
		Final Payment	200					
		03/03/25 FN - Audit	10,000.00		101	5007	5230	1011
		03/03/25 CD - Audit	15,000.00		101		5230	1011
10449		134 CENTURY LINK	59.98					
HC - 5								
		25 HC -5480	59.98		101	5460	5450	1011
10450		976 ATLAS PREMIER SERVICE	401.64					
PD & T	H - Copi	iers						
	75585 03	3/10/25 PD - Copier	206.02		101	5101	5230	1011
	75585 03	3/10/25 TH - Copier	195.62		101	5021	5510	1011
10451		29 CONVERSE COUNTY CLERK	87.00					
CD - F	iling Fe	ee - Plat						
	03/11/2	25 CD - Plat Filing Fee	87.00		101	5510	5230	1011
10452		1217 GEN-TECH OF COLORADO, LLC	5,294.00					
TH - G	enerato:	Repairs						
	05-13062	25- 03/11/25 TH - Generator Repairs	5,294.00		101	5021	5510	1011
10453		1307 DOOLEY OIL INC.	1,543.81					
PW - F	uel							
	390112 (03/13/25 PW - Fuel	1,543.81		243	5720	5570	1011
10454		35 CROSSROADS VET SERVICES, INC.	155.00					
ACO -	Vet Serv	rices						
	03/13/2	25 ACO - Vet Services	155.00		101	5160	5230	1011
10455		1679 LEZLIE MARET	100,00					
ACO -	Vet Serv							
	03/20/2	25 ACO - Vet Services Reimb.	100,00		101	5160	5230	1011
10456		1316 SALTUS TECHNOLOGIES, LLC	3,277,51					
PD - D	igiTicke	Pt.						
	2503-18	03/01/25 PD - DigiTicket	3,277.51		101	5101	5790	1011
10457		362 MID-AMERICAN RESEARCH CHEMICAL	297.02					
	hemicals							
	0842769	03/06/25 SW - Chemicals	297.02*		242	5710	5590	1011

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 TOWN OF GLENROCK
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 13:19:43
 Claim Approval List
 Report ID: AP100

For the Accounting Period: 3/25

Hilltop National Bank

... Over spent expenditure

Claim	Check	Vendor #/Name/	Document \$/ Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$	PO #	Fund C	Org Acct	Object Proj	Account
10458		110 MENARDS	64.76					
PK - S	upplies							
	03462 03	3/12/25 PK - Supplies	64.76		101	5430	5510	1011
10459		1678 DUSTY COX	69.97					
PW - U	niforms							
	03/10/2	25 PW - Uniforms	69.97		101	5220	5110	1011
10460		39 DESERT MOUNTAIN CORPORATION	5,590.94					
ST - I	ce Slice	èr						
	24-12260	01 03/13/25 ST - Ice Slicer	5,590.94		101	5201	5610	1011
10461		45 ENERGY LABORATORIES, INC	343.00					
SW - I	nfluent/	/Effluent						
	695168 (03/14/25 SW - Influent/Effluent	343.00		242	5710	5400	1011
10462		1359 VYVE BROADBAND	982,33			93		
	roadbanc							
	03/17/2	25 TH - Broadband	982.33		101	5021	5480	1011
		1110 ALSCO	123.68					
	loor Mat							
	1650194	03/18/25 TH - Floor Mats	123,68		101	5021	5510	1011
10464		978 WILLIAMS, PORTER, DAY & NEV	ILLE, 1,666.00					
	egal Fee							
		3/13/25 PS - Legal Fees	1,320.00		101		5201	1011
	19078 03	3/13/25 PS - Legal Fees	346.00		101	5025	5201	1011
		1677 MORGHAN PITTSLEY	110.00					
	efund De							
	1030-02	03/19/25 WA - Refund Deposit	110.00		241	4601		1011
		1682 RAGNAR DEFENSE LLC	7,000.00					
	9 Traini	*				5555.0	1 100 200	
	1094 02/	/25/25 PD - K9 Training	7,000.00		101	5101	5800	1011
		1681 BLUE TO GOLD, LLC	790.00					
	raining DW-10686	52 02/02/25 PD - Training	790.00		101	5101	5470	1011

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 TOWN OF GLENROCK
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 13:19:43
 Claim Approval List
 Report ID: AP100

For the Accounting Period: 3/25

Hilltop National Bank

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Disc \$ Line \$	PO #	Fund Org	Acct	Object Proj	Cash Account
10468		1680 THE SUDZ SHACK LLC	236.79					
	ehicle M							
	1 03/11/	'25 PD - Vehicle Maint	236.79		101	5101	5560	1011

of Claims 36 Total: 203,214.12

03/20/25 13:19:44

TOWN OF GLENROCK Fund Summary for Claims For the Accounting Period: 3/25

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Fund/Account		Amount	
101 GENERAL FUND			
1011 Money Market 800-461-6		198,533.02	
117 COMMERCE BLOCK			
1011 Money Market 800-461-6		72.39	
241 WATER FUND			
1011 Money Market 800-461-6		1.396.21	
242 SEWER FUND			
1011 Money Market 800-461-6		1.453.72	
243 SANITATION FUND			
1011 Money Market 800-461-6		1,758,78	
	Total:	203,214.12	

03/20/25 13:19:44

TOWN OF GLENROCK Claim Approval Signature Page For the Accounting Period: 3 / 25

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We the undersigned affirm that the charges 24th day of March, 2025.	are true and correct and accurately reflect	the charges due to the Town of Glenrock this
Mayor Bruce Roumeli	Council Member Judi Colling	Council Member Roy Kincaid
Council Member Russ Dalgarn	Council Member Margaret Nunn	Treasurer Kelly Lewis