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**Regular Town Council Meeting Agenda**  
**May 02, 2023 at 6:30 PM**  
**Ranchester Town Hall**

An informational packet containing all agenda material is available on our website at  
[www.ranchesterwy.gov](http://www.ranchesterwy.gov)

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Current Agenda**

**Approval of Prior Meeting Minutes**

- [1.](#) Approval of Minutes from April 18, 2023

**Public Comment/Guest**

**Old Business**

- [2.](#) Second Reading of Ordinance 303 Amendment to 2-5-100 Regular Meetings

**New Business**

3. The HUB on Smith Street  
4. Public Hearing for New Liquor License - Tongue River Brewing Company

**Mayors Report**

**Report on Projects (Engineer - Will Newbold)**

**Marshal's Report (Marshal - Spencer Kukuchka)**

**Special Committee Reports**

**Approval of Treasurer's Report (Treasurer - Barbara Brackeen-Kepley)**

- [5.](#) Approval of Treasurer's Report

**Approval of Bills & Payroll**

- [6.](#) Approval of Bills  
[7.](#) Approval of Payroll

**Future Agenda**

**Adjournment**

**Future Town Council Meetings:** May 16, 2023 and June 5 & 20, 2023

**Planning Commission Meeting:** May 9, 2023



PO Box 695, Ranchester, WY 82839

**Regular Town Council Meeting Minutes**  
**April 18, 2023 at 6:30 PM**  
**Ranchester Town Hall**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

PRESENT

Mayor Peter Clark

Council Member Jeffrey Barron

Council Member Randy Sundquist

Council Member Jessica Weaver

Council Member Tracey Deromedi

**STAFF**

Clerk-Treasurer Barbara Brackeen-Kepley

Assistant Clerk Marlene Madden

**GUEST**

Donnie Dobrenz

**Approval of Current Agenda**

Motion made by Council Member Barron, Seconded by Council Member Deromedi.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

**Approval of Prior Meeting Minutes**

1. Approval of Minutes April 4, 2023

Motion made by Council Member Weaver, Seconded by Council Member Deromedi.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

**Public Comment/Guest**

**Old Business**



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## New Business

2. First Reading of Ordinance 303 Amendment to 2-5-100 Regular Meetings

Motion made by Council Member Barron to approve on First Reading, Seconded by Council Member Weaver.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

3. Mandatory Audit Training Requirements for Elected Officials - Required training will be provided at Summer WAM in Cody June 7-9, 2023.

4. Change Council Meeting that was rescheduled to June 7, 2023, to June 5 or 13, 2023

Motion made by Council Member Barron to move the first meeting in June to June 5, 2023, Seconded by Council Member Deromedi.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

## Mayors Report

We would like to thank the LDS Youth Group for filling sandbags.

The garbage truck was full 2 times yesterday so took an extra day to do the garbage.

Special SLIB meeting on the 7th second to last on the list we did not ask for additional funds.

Proclamation for the 54th Annual Professional Municipal Clerks Week April 30 - May 6,

2023. The council agreed to continue to advertise with Shrine Bowl Committee for \$180 ad.

## Report on Projects (Engineer - Will Newbold)

See Attached

## Marshal's Report (Marshal - Spencer Kukuchka)

See Attached

## Special Committee Reports

TRVJPB will meet Thursday April 20, 2023, 6PM Ranchester Town Hall



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Fire Department volunteered at the snow mobile hill climb at Antelope Butte.

**Approval of Treasurer's Report (Treasurer - Barbara Brackeen-Kepley)**

5. Approval of Treasurer's Report

Motion made by Council Member Barron to approve Treasurer's Report, Seconded by Council Member Weaver.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

**Approval of Bills & Payroll**

6. Approval of Bills in the amount of \$26,205.10

Motion made by Council Member Barron, Seconded by Council Member Sundquist.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

7. Approval of Payroll in the amount of \$15,071.15

Motion made by Council Member Sundquist, Seconded by Council Member Deromedi.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

**Future Agenda**

**Adjournment at 6:59PM**

Motion made by Council Member Sundquist, Seconded by Council Member Deromedi.

Voting Yea: Mayor Clark, Council Member Barron, Council Member Sundquist, Council Member Weaver, Council Member Deromedi

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PO Box 695, Ranchester, WY 82839

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### **Council Members**

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**Jeffrey Barron**

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**Tracey Deromedi**

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**Jessica Weaver**

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**Randy Sundquist**

**The meeting was then adjourned on motion regularly made and seconded and carried.**

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**Peter Clark / Mayor**

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**Barbara Brackeen-Kepley/Town Clerk**

**TOWN OF RANCHESTER  
ORDINANCE 303**

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

**SECTION 1:**        **AMENDMENT** “2-5-100 Regular Meetings” of the Ranchester Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

2-5-100 Regular Meetings

Regular public meetings of the Town Council of the Town of Ranchester shall be held on the first and third Tuesday of each month. (Ord. 233, 2009; Ord. 161, 1990)

**AFTER AMENDMENT**

2-5-100 Regular Meetings

Regular public meetings of the Town Council of the Town of Ranchester shall be held on the first ~~and third~~ Tuesday of each month. (Ord. 233, 2009; Ord. 161, 1990)

**PASSED AND ADOPTED BY THE TOWN OF RANCHESTER COUNCIL**

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Jeffrey Barron	_____	_____	_____	_____
Jessica Weaver	_____	_____	_____	_____
Randy Sundquist	_____	_____	_____	_____
Tracey Deromedi	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Peter Clark, Mayor, Town of Ranchester

\_\_\_\_\_  
Barbara Brackeen-Kepley, Clerk-Treasurer, Town of Ranchester



PO Box 695, Ranchester, WY 82839

## Engineer's Report May 2, 2023

### Projects

- Wolf Creek Road Reconstruction Project (Sheridan County)
  - Awarded to Wagner Ranch Services – Planned to start fall of 2023
- TR Pathway – 100% Design
  - Design of project for construction drawings/manual is completed
    - Plans and documents have been provided by WWC Engineering
- TR Pathway – Construction
  - Statement of Intent submitted for FY2024 funding
- Level 1 Water Study
  - All contractual requirements have been met by DOWL; Notice to Proceed issued
- Sanitary Sewer Master Plan
  - Reviewing Scope of Services from DOWL

### Grants/Loans

- ARPA Funding
  - Granted \$2.5M for the **Replacement of Ranchester DIP Water Transmission Main Project**

### Subdivisions

- Stoneridge Meadows Phase III Subdivision
  - Underground utilities – Required testing for water and sewer soon
  - Storm drainage – Plan to be installed after water/sewer completed
  - Road work – May 2023 to July 2023

### WYDOT

- Work on this project continuing to move forward



PO Box 695, Ranchester, WY 82839

## Treasurers Report May 2, 2023

	4/18/023	5/2/2023	NOTES
<b>First Federal Bank &amp; Trust</b>			
General Fund Checking	\$ 571,173.26	\$ 532,924.11	
Savings Acct Plant Investment Fees & Deprecation Funds	\$ 542,277.14	\$ 544,185.88	
CAP Tax Savings	\$ 878,187.28	\$ 908,751.07	
<b>TOTAL</b>	<b>\$ 1,991,637.68</b>	<b>\$ 1,985,861.06</b>	
<b>Xpress Bill Pay Acct</b>	<b>TOTAL \$ 55,830.64</b>	<b>\$ 40,312.14</b>	
<b>Cowboy State Bank</b>			
Rental Income/Economic Development	\$ 160,617.53	\$ 160,627.39	
Court Fines & Fees	\$ 2,117.35	\$ 2,337.77	
<b>TOTAL</b>	<b>\$ 162,734.88</b>	<b>\$ 162,965.16</b>	
<b>Utility Deposits/DEPOSIT ACCOUNT</b>	<b>\$ 29,773.19</b>	<b>\$ 26,329.98</b>	
<b>Investment Accounts</b>			
WY Class Water/Sewer Plant Depreciation Acct	\$ 105,807.34	\$ 105,807.34	
Peaks-Income with Capital Preservation	\$ 127,170.73	\$ 127,170.73	
<b>TOTAL</b>	<b>\$ 232,978.07</b>	<b>\$ 232,978.07</b>	
<b>TOTAL</b>	<b>\$ 2,443,181.27</b>	<b>\$ 2,422,116.43</b>	

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**Barbara Brackeen-Kepley**  
Clerk-Treasurer



## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
<b>AlSCO Inc</b>								
11	APRIL 23	Admin Rug Services	04/30/2023	252.18	.00			10-41-220 CONTRACTED SERVICES/FEE
11	APRIL 23	Library Rug Services	04/30/2023	25.14	.00			10-41-550 LIBRARY EXPENSES
11	APRIL 23	Connor Park	04/30/2023	.00	.00			10-64-310 OPERATING SUPPLIES/EXPEN
Total AlSCO Inc:				277.32	.00			
<b>Betty Moreland</b>								
367	118419	Town Hall-Cleaning	05/01/2023	112.50	.00			10-41-220 CONTRACTED SERVICES/FEE
367	118419	Library-Cleaning	05/01/2023	62.50	.00			10-41-550 LIBRARY EXPENSES
367	118419	Mercantile-Cleaning	05/01/2023	.00	.00			10-70-100 MERCANTILE EXPENSES
Total Betty Moreland:				175.00	.00			
<b>BioLynceus Biological Solution, LLC</b>								
24	9880	Probiotic Scrubber	04/07/2023	1,425.00	.00			51-71-320 CHEMICALS
Total BioLynceus Biological Solution, LLC:				1,425.00	.00			
<b>Mark Strauch</b>								
489	WATER CONF	Water Conference Reimbursemen	05/02/2023	126.17	.00			51-71-270 TRAVEL/TRAINING
Total Mark Strauch:				126.17	.00			
<b>Pace Analytical Services LLC</b>								
421	6736	Water Samples & Testing	04/20/2023	193.10	.00			51-71-220 CONTRACTUAL SERVICES
Total Pace Analytical Services LLC:				193.10	.00			
<b>Sheridan Fire Equipment</b>								
173	8040	Sewer	04/18/2023	62.36	.00			52-70-430 MAINTENANCE & REPAIR
173	8040	Water	04/18/2023	85.74	.00			51-71-430 MAINTENANCE & REPAIR
173	8040	Maintenance	04/18/2023	265.03	.00			10-52-420 EQUIPMENT MAINTENANCE/PA
173	8040	Town Hall	04/18/2023	155.90	.00			10-41-430 BUILDING MAINTENANCE
173	8040	Fire Hall	04/18/2023	85.74	.00			31-41-490 FIRE DEPARTMENT
173	8040	Business Center	04/18/2023	23.39	.00			10-70-200 BUSINESS CENTER EXPENSES
173	8040	Sanitation	04/18/2023	23.39	.00			53-70-420 EQUIPMENT & REPAIR
173	8040	Mercantile	04/18/2023	38.98	.00			10-70-100 MERCANTILE EXPENSES
173	8040	Library	04/18/2023	38.97	.00			10-41-550 LIBRARY EXPENSES
Total Sheridan Fire Equipment:				779.50	.00			
<b>TR Gas</b>								
485	APRIL	Town Hall	04/30/2023	790.48	.00			10-41-210 UTILITIES
485	APRIL	Business Center	04/30/2023	233.75	.00			10-70-200 BUSINESS CENTER EXPENSES
485	APRIL	Water Treatment Plant	04/30/2023	867.79	.00			51-71-210 UTILITIES
485	APRIL	Town Shop	04/30/2023	550.76	.00			10-52-210 UTILITIES
485	APRIL	TR Fire District	04/30/2023	357.03	.00			31-41-490 FIRE DEPARTMENT
Total TR Gas:				2,799.81	.00			

TOWN OF RANCHESTER

Payment Approval Report - Council Approval

Page: 2

Report dates: 4/19/2023-5/2/2023

May 02, 2023 11:24AM

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
<b>VH Software LLC</b>								
217	903	VHlog- Water Plant Software	04/20/2023	420.00	.00			51-71-220 CONTRACTUAL SERVICES
Total VH Software LLC:				420.00	.00			
<b>WWC Engineering</b>								
401	222830008	TR Pathway Reimb #8 Project CD	04/20/2023	62,746.87	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
Total WWC Engineering:				62,746.87	.00			
<b>Wyoming Shrine Bowl</b>								
236	41923	Ad for program	04/19/2023	180.00	180.00	04/19/2023		31-41-460 OTHER
Total Wyoming Shrine Bowl:				180.00	180.00			
Grand Totals:				69,122.77	180.00			



Barbara A. Brackeen-Kepley  
Clerk/Treasurer

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

## Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Department	Check Number	Payee ID	Description	GL Account	Amount
04/30/2023	PC	05/05/2023	Admin/1041	5520230	36		54-70-110	1,326.71-
04/30/2023	PC	05/05/2023	Admin/1041	5520230	5		01-10120	1,865.40-
04/30/2023	PC	05/05/2023	ELECTED OFFICIALS	5520230	138		01-10120	78.50-
04/30/2023	PC	05/05/2023	ELECTED OFFICIALS	5520230	137		01-10120	78.50-
04/30/2023	PC	05/05/2023	ELECTED OFFICIALS	5520230	106		01-10120	78.50-
04/30/2023	PC	05/05/2023	ELECTED OFFICIALS	5520230	107		10-22200	78.50-
04/30/2023	PC	05/05/2023	ELECTED OFFICIALS	5520230	17		01-10120	817.08-
04/30/2023	PC	05/05/2023	ENGINEER	5520230	35		10-22450	1,763.76-
04/30/2023	PC	05/05/2023	HEA, REC,PARKS/1052	5520230	31		53-70-110	1,469.28-
04/30/2023	PC	05/05/2023	HEA, REC,PARKS/1052	5520230	10		10-63-110	1,189.97-
04/30/2023	PC	05/05/2023	HEA, REC,PARKS/1052	5520230	8		10-64-110	1,245.82-
04/30/2023	PC	05/05/2023	TOWN MARSHAL	5520230	37		10-50-110	1,782.22-
04/30/2023	PC	05/05/2023	WATER/SEWER	5520230	34		10-52-110	1,576.02-
04/30/2023	PC	05/05/2023	WATER/SEWER	5520230	30		52-70-110	2,129.16-
Grand Totals:								15,479.42-
				14				

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks