



Regular Town Council Meeting Agenda
January 17, 2023 at 6:30 PM
Ranchester Town Hall

An informational packet containing all agenda material is available on our website at
www.ranchesterwyoming.com/.

Call to Order

Pledge of Allegiance

Roll Call

Approval of Current Agenda

1. Approval of Current Agenda

Approval of Prior Meeting Minutes

- [2.](#) Approval of Minutes January 3, 2023

Public Comment/Guest:

Old Business

New Business

- [3.](#) Resolution 01-2023 ARPA Grant Application to the State Loan and Investment Board for the Replacement of Ranchester DIP Water Transmission Main Project
4. 1084 Railway St - Temporary Livestock Variance

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: February 7 & 21, and March 7 & 21, 2023

Future Town Events: Town Employee/Council Appreciation January 28, 2023



Regular Town Council Meeting Minutes
January 03, 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
Engineer Will Newbold
Marshal Spencer Kukuchka

GUEST

Marilyn Tritschler, Donnie Dobrenz

Approval of Current Agenda

1. 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

2. Approval of Minutes December 20, 2022

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

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

Public Comment/Guest:

Old Business

New Business

3. Public Hearing for Liquor License Renewals/Approval

Silver Spur

Opened Floor at 6:33PM No Comments Closed Floor at 6:34PM

Silver Spur - Motion made by Council Member Barron, seconded by Council Member Weaver to approve the application. All in favor. Motion Passed

Buckhorn Travel Plaza

Opened Floor at 6:34PM No Comments Closed Floor at 6:35PM

Buckhorn Travel Plaza - Motion made by Council Member Weaver, seconded by Council Member Barron to approve the application. Council Member Deromedi Abstained, all others in favor. Motion Passed

Buckshot Bar & Grill

Opened Floor at 6:35PM No Comments Closed Floor at 6:36PM

Motion made by Council Member Sundquist, seconded by Council Member Weaver to approve the application. Council Member Deromedi Abstained, all others in favor. Motion Passed

4. Declare Depository of Public Funds, First Federal Bank & Trust and Cowboy State Bank

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

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

Mayors Report

Report on Projects (Engineer - Will Newbold)

see attached

Marshal's Report (Marshal - Spencer Kukuchka)

see attached

Special Committee Reports

Next TRVJPB meeting January 19, 2023, at the Ranchester Town Hall 7PM, location has been changed.

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

5. Approval of Treasurer's Report

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

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 \$12,846.97

Motion made by Council Member Barron to approve the bills, 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 \$15,145.38

Motion made by Council Member Sundquist to approve payroll, Seconded by Council Member Deromedi.

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

Future Agenda

Adjournment 6:52PM

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 Town Council Meetings: January 17 and February 7 & 21, 2023

Planning Commission Meeting: January 23, 2023 (date moved due to holiday)

Future Town Events:



Council Members

Jeffrey Barron

Tracey Deromedi

Jessica Weaver

Randy Sundquist

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

Peter Clark / Mayor

Barbara Brackeen-Kepley/ Town Clerk

TOWN OF RANCHESTER
Resolution 01-2023

A RESOLUTION AUTHORIZING SUBMISSION OF A LOCAL GOVERNMENT PROJECT ARPA GRANTS APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF RANCHESTER, WYOMING FOR THE PURPOSE OF: ***Replacement of Ranchester DIP Water Transmission Main Project.***

WHEREAS, the Governing Body for the Town of Ranchester, Wyoming desires to participate in the LOCAL GOVERNMENT PROJECT ARPA GRANT program to assist in financing this request; and

WHEREAS, the Local Government Project ARPA Grant program requires that certain criteria be met, as described in State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, if any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the American Rescue Plan Act (ARPA), the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF RANCHESTER:

that a grant application in the amount of two million seven hundred fifty thousand and 00/100 dollars (\$2,750,000) be submitted to the State Loan and Investment Board for consideration at the next Board meeting after application processing to assist in funding the Replacement of Ranchester DIP Water Transmission Main Project.

BE IT FURTHER RESOLVED:

that Peter B. Clark, Mayor is hereby designated as the authorized representative of the Town of Ranchester, Wyoming to act on behalf of the Governing Body on all matters relating to this grant application

PASSED, APPROVED AND ADOPTED this 17th day of January, 2023.

Town of Ranchester

Peter B. Clark, Mayor

ATTEST:

Barbara Brackeen-Kepley, Town Clerk



PO Box 695, Ranchester, WY 82839

Engineer's Report January 17, 2023

Projects

- Main Street - 12" Water Main
 - Punch List items to be completed – weather permitting
- Wolf Creek Road Reconstruction Project (Sheridan County)
 - Award of project voted on today at County Commissioner's meeting
- Transportation Master Plan
 - Final Report completed, hard copies for review upon request
- TR Pathway – 100% Design
 - Design of project for construction drawings/manual is ongoing
 - Project on track to be completed March of 2023
- Level 1 Water Study
 - DOWL selected, waiting on contract

Grants/Loans

- ARPA Funding
 - Working on application to be submitted by January 23, 2023, for potential funding for the purpose of: **Replacement of Ranchester DIP Water Transmission Main Project**

Subdivisions

- Stoneridge Meadows Phase III Subdivision
 - Underground utilities – December 2022 to March 2023
 - Storm drainage – December 2022 to April 2023
 - Road work – April 2023 to June 2023

WYDOT

- Work on this project started back up, continuing on bridge work



PO Box 695, Ranchester, WY 82839

01/16/23 Marshal Report

Calls for Service

- Barking Dogs
- Dogs at Large
- Suspicious Person
- Vicious Dog
- Illegal Parking (next to fire hydrant)

Completed

- Owners of barking dogs were contacted, one was issued a written warning
 - No additional complaints after owners were contacted
- Reports of two dogs running at large neither were found
- Suspicious person was identified, and is suffering from mental illness
- Report of a young child being chased by a dog while riding his bike, child was unable to describe incident with detail. Residents in the area did not see incident, and the dog was not located
- Report of a vehicle parked next to a fire hydrant; vehicle had left before owner could be determined

Working On

- MOU (Memorandum of Understanding) with Sheriff's Office should be ready soon
- MOU for use of tracking K9

Marshal's Message

"Keep sidewalks adjacent to your property clear of snow and ice."

Municipal Code 10-5-190



PO Box 695, Ranchester, WY 82839

Treasurers Report January 17, 2023

		1/3/2023		1/17/2023	NOTES
First Federal Bank & Trust					
General Fund Checking		\$ 472,993.49		\$ 555,359.98	
Savings Acct Plant Investment Fees & Deprecation Funds		\$ 518,915.83		\$ 518,915.83	
CAP Tax Savings		\$ 772,038.37		\$ 772,038.37	
	TOTAL	\$ 1,763,947.69		\$ 1,846,314.18	
Xpress Bill Pay Acct					
	TOTAL	\$ 34,492.66		\$ 38,372.14	
Cowboy State Bank					
Rental Income/Economic Development		\$ 154,286.16		\$ 154,886.16	
Court Fines & Fees		\$ 2,116.03		\$ 2,116.03	
	TOTAL	\$ 156,402.19		\$ 157,002.19	
Utility Deposits/DEPOSIT ACCOUNT					
		\$ 26,434.19		\$ 26,309.98	
Investment Accounts					
WY Class Water/Sewer Plant Depreciation Acct		\$ 104,263.80		\$ 104,263.80	
Peaks-Income with Capital Preservation		\$ 250,559.36		\$ 251,011.07	
	TOTAL	\$ 354,823.16		\$ 355,274.87	
	TOTAL	\$ 2,309,665.70		\$ 2,396,963.38	

//S//

Barbara Brackeen-Kepley
Clerk-Treasurer

TOWN OF RANCHESTER

Payment Approval Report - Council Approval
Report dates: 1/4/2023-1/17/2023Page: 1
Jan 17, 2023 10:35AM

Report Criteria:

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

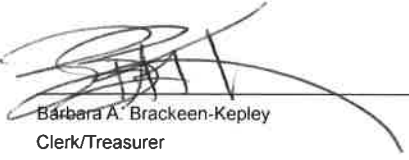
Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Betty Moreland								
367	118408	Town Hall-Cleaning	01/16/2023	187.50	.00			10-41-220 CONTRACTED SERVICES/FEES
367	118408	Library-Cleaning	01/16/2023	62.50	.00			10-41-550 LIBRARY EXPENSES
367	118408	Mercantile-Cleaning	01/16/2023	.00	.00			10-70-100 MERCANTILE EXPENSES
Total Betty Moreland:				250.00	.00			
Blakeman Propane, Inc.								
25	1231225	Admin-Town Hall Propane	12/31/2022	1,969.69	.00			10-41-210 UTILITIES
25	1231225	Maintenance-Propane	12/31/2022	1,499.90	.00			10-52-210 UTILITIES
25	1231225	Water Plant-Propane	12/31/2022	782.69	.00			51-71-210 UTILITIES
25	1231225	Sewer/Lagoon-Propane	12/31/2022	.00	.00			52-70-210 UTILITIES
25	1231225	Lift Strn/Rotary Pond-Propane	12/31/2022	.00	.00			52-70-210 UTILITIES
25	1231225	Fire Hall (1/2 Expenses)	12/31/2022	.00	.00			31-41-490 FIRE DEPARTMENT
Total Blakeman Propane, Inc.:				4,252.28	.00			
Caselle Inc								
46	121894	Admin Computer Programs	01/01/2023	717.00	.00			10-41-400 COMPUTER PROGRAMS/BACKL
46	121894	Water Plant Billing Expenses	01/01/2023	86.67	.00			51-71-650 BILLING EXPENSES
46	121894	Sewer Plant Billing Expenses	01/01/2023	86.67	.00			52-70-950 BILLING EXPENSES
46	121894	Sanitation Billing Expenses	01/01/2023	86.66	.00			53-70-950 BILLING EXPENSES
46	121894	Animal Control Billing Expense	01/01/2023	86.00	.00			10-50-300 EQUIPMENT & SUPPLIES
46	121894	TRVJPB Natural Gas	01/01/2023	82.00	.00			54-70-420 OTHER EXPENSES/SERVICES
Total Caselle Inc:				1,145.00	.00			
City of Sheridan								
50	123122	Sanitation-Landfill	12/31/2022	4,943.26	.00			53-70-400 LANDFILL
Total City of Sheridan:				4,943.26	.00			
One-Call of Wyoming								
144	65899	Water Department 50%	01/06/2023	10.50	.00			51-71-220 CONTRACTUAL SERVICES
144	65899	Sewer Department 50%	01/06/2023	10.50	.00			52-70-520 CONTRACTUAL SERVICES
Total One-Call of Wyoming:				21.00	.00			
Pace Analytical Services LLC								
421	5151	Water Samples & Testing	01/12/2023	79.00	.00			51-71-220 CONTRACTUAL SERVICES
Total Pace Analytical Services LLC:				79.00	.00			
The Food Group								
343	FY 22/23	FY Budget Allocation 22/23	01/17/2023	1,000.00	.00			31-40-680 BACK PACK/ FOOD GROUP
Total The Food Group:				1,000.00	.00			
Tongue River Fire District								
203	2ND QRT 2022	1/2 expenses - per agreement	10/18/2022	290.27	.00			31-41-490 FIRE DEPARTMENT

TOWN OF RANCHESTER

Payment Approval Report - Council Approval
Report dates: 1/4/2023-1/17/2023

Page: 2
Jan 17, 2023 10:35AM

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Total Tongue River Fire District:				290.27	.00			
WWC Engineering								
401	214180013	12" Water Main Replacement Proj	12/23/2022	2,435.50	2,435.50	01/05/2023		41-40-320 CAPITAL IMPROVEMENT PROJE
Total WWC Engineering:				2,435.50	2,435.50			
Wyoming Workers' Compensation								
66	M12/22	Worker's Comp Monthly Payment	01/10/2023	2,417.55	2,417.55	01/10/2023		10-22300 WORKER'S COMPENSATION PA'
Total Wyoming Workers' Compensation:				2,417.55	2,417.55			
Grand Totals:				16,833.86	4,853.05			


Barbara A. Brackeen-Kepley
Clerk/Treasurer

Report Criteria:

Detail report.

Invoices with totals above \$0 included

Paid and unpaid invoices included

Town of Ranchester

Check Register - Council Report

Page: 1

Pay Period Dates: 12/26/2022 - 01/08/2023

Jan 17, 2023 12:04PM

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
01/08/2023	PC	01/13/2023	Admin/1041	1132023	36		10-22100	1,311.24-
01/08/2023	PC	01/13/2023	Admin/1041	1132023	5		01-10120	2,220.91-
01/08/2023	PC	01/13/2023	ELECTED OFFICIALS	1132024	138		01-10120	78.50-
01/08/2023	PC	01/13/2023	ELECTED OFFICIALS	1132024	107		01-10120	78.50-
01/08/2023	PC	01/13/2023	ELECTED OFFICIALS	1132024	137		10-40-110	78.50-
01/08/2023	PC	01/13/2023	ELECTED OFFICIALS	1132024	106		01-10120	78.50-
01/08/2023	PC	01/13/2023	ELECTED OFFICIALS	1132023	17		10-40-110	810.16-
01/08/2023	PC	01/13/2023	ENGINEER	1132024	35		10-45-110	2,515.12-
01/08/2023	PC	01/13/2023	HEA, REC,PARKS/1052	1132023	8		10-63-110	1,210.22-
01/08/2023	PC	01/13/2023	HEA, REC,PARKS/1052	1132023	31		53-70-110	1,462.72-
01/08/2023	PC	01/13/2023	HEA, REC,PARKS/1052	1132023	10		10-65-110	1,191.22-
01/08/2023	PC	01/13/2023	TOWN MARSHAL	1132023	37		10-22200	1,419.77-
01/08/2023	PC	01/13/2023	WATER/SEWER	1132023	34		52-70-110	1,839.65-
01/08/2023	PC	01/13/2023	WATER/SEWER	1132023	30		51-71-110	2,282.21-
Grand Totals:								16,577.22-
				14				

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks