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## **Regular Town Council Meeting Agenda**

**July 05, 2023 at 6:00 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**

### **Public Comment/Guest**

### **Old Business**

### **New Business**

1. Fishing Derby
- [2.](#) Resolution 03-2023 Application for Federal Funding Through the Transportation Alternatives Program

### **Mayors Report**

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

- [3.](#) Engineer's Report

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

- [4.](#) Marshal's Report

### **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**

**PUBLIC HEARING - LEVEL 1 WATER MASTER PLAN @ 6:30 following this meeting**

**Future Town Council Meetings:** August 1, September 5, October 3, 2023 @ 6PM

**Planning Commission Meeting:** July 11, 2023 @ 4:30PM

# PROJECT KICKOFF PUBLIC MEETING

**When: Wednesday, July 5, 2023 @ 6:30 P.M.**

**Where: Ranchester Town Council Meeting  
145 Coffeen Street  
Ranchester, WY 82839**

The Wyoming Water Development Commission and DOWL are updating the Town of Ranchester's 2002 Level I Water Master Plan. This study will evaluate the Town's public water system infrastructure in its entirety. This includes current condition and provide the tools and guidance needed to assist in the planning, rehabilitation, upgrade, and management of the system.

The public is welcome and encouraged to provide input on this important water study. Please send comments to Drew Homola at [dhomola@dowl.com](mailto:dhomola@dowl.com).



## **TAP Attachment G: Resolution RESOLUTION NO. 03-2023**

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FEDERAL FUNDING THROUGH THE TRANSPORTATION ALTERNATIVES PROGRAM ADMINISTERED BY THE WYOMING DEPARTMENT OF TRANSPORTATION FOR Town of Ranchester FOR THE PURPOSES OF THE TR Pathway PROJECT.

### **WITNESSETH**

**WHEREAS**, the governing body for Town of RanchesterTown of Ranchester desires to participate in the Transportation Alternatives Program (TAP) to assist in funding this project;

**WHEREAS**, the governing body for Town of Ranchester recognizes the need for the project;

**WHEREAS**, TAP requires that federal funding criteria be met, and Town of Ranchester agrees to ensure satisfaction of all requirements;

**WHEREAS**, Town of Ranchester acknowledges that if funded, the TAP project shall be completed prior to December 31, 2026;

**WHEREAS**, the governing body for Town of Ranchester agrees to set aside a minimum of \$104,990.40 as a line item in its budget for the required nine and fifty-one hundredths percent (9.51%) local cash match on the project;

**WHEREAS**, the governing body for Town of Ranchester acknowledges TAP is funded on a reimbursement basis and all invoices must be 100% paid by Town of Ranchester prior to reimbursement through TAP (90.49% Federal Reimbursement). Town of Ranchester acknowledges that failure to comply with this requirement may result in cancellation of the award and repayment by Town of Ranchester of all funds reimbursed.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** for Town of Ranchester that a funding application requesting \$999,009.60 in federal TAP funding be submitted to the Wyoming Department of Transportation – TAP for consideration to assist in funding for the Town of Ranchester project.

**BE IT FURTHER RESOLVED, THAT** Will Newbold is hereby designated as the Project Administrator, of Town of Ranchester to act on behalf of the governing body on all matters relating to this funding application.

**PASSED, APPROVED AND ADOPTED THIS 5th DAY OF JULY, 2023.**

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Signature  
PETER B. CLARK, Mayor

**ATTEST:**

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Signature  
BARBARA BRACKEEN-KEPLEY, Clerk-Treasurer



PO Box 695, Ranchester, WY 82839

## Engineer's Report July 05, 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 Phase 1 of the project completed
    - Remainder of plans and documents being worked on by WWC
- TR Pathway – Construction
  - TAP Grant Application due July 17, 2023
- Level 1 Water Study
  - Surveying infrastructure; Project Kick-off Meeting July 5, 2023
- Sanitary Sewer Master Plan
  - Surveying infrastructure

### Grants/Loans

- ARPA Funding
  - Granted \$2.5M for the **Replacement of Ranchester DIP Water Transmission Main Project**; Received Agreement
- WWDC Home Brew
  - Waiting to hear what will happen with this project

### Subdivisions

- Stoneridge Meadows Phase III Subdivision
  - Underground utilities – Completed; all testing done
  - Storm drainage – Work is continuing
  - Road work – Work is continuing

### WYDOT

- HWY 14 bridge is now open

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PO Box 695, Ranchester, WY 82839

## 07/05/23 Marshal Report

### Activities

- VIN Inspections
- Barking and Dog at Large
- Found Purse
- Found Credit Card
- Fireworks 20-Plus various contacts for violations related to fireworks
- Graffiti
- Injured Dog
- Too many dogs (more than 3 at one household)
- Unlicensed vehicles operated on street
- Careless Driver
- Theft (unfounded)
- Trees and Shrubs Blocking Street Views at Corners
- Speeding Violations
- Promotion of Bicycle Safety - 5 free Italian sodas given out

### Completed

- Town Marshal Department on Town Webpage
- K9 Training
  - Joint training with Sheridan County Explosive Detection K9 and B3-K9 training from Gillette
    - Thank You, Sheridan County School District 1 for the use of TRMS

### Working On

- Grant reimbursements

### Marshal's Message

*Fireworks Rules – Fireworks are only allowed on private property within the Town of Ranchester on July 4<sup>th</sup> from 8 AM to Midnight. Don't forget to clean up after enjoying your fireworks.*



PO Box 695, Ranchester, WY 82839

## Treasurers Report July 5, 2023

		6/20/2023	7/5/2023
<b>First Federal Bank &amp; Trust</b>			
General Fund Checking		\$ 478,093.38	\$ 451,131.28
Savings Acct Plant Investment Fees & Deprecation Funds		\$ 557,323.83	\$ 559,302.71
CAP Tax Savings		\$ 941,974.98	\$ 977,463.68
	<b>TOTAL</b>	<b>\$ 1,977,392.19</b>	<b>\$ 1,987,897.67</b>
<b>Xpress Bill Pay Acct</b>	<b>TOTAL</b>	<b>\$ 26,150.57</b>	<b>\$ 40,822.65</b>
<b>Cowboy State Bank</b>			
Rental Income/Economic Development		\$ 167,239.22	\$ 169,150.24
Court Fines & Fees		\$ 2,593.32	\$ 2,803.87
	<b>TOTAL</b>	<b>\$ 169,832.54</b>	<b>\$ 171,954.11</b>
<b>Utility Deposits/DEPOSIT ACCOUNT</b>		<b>\$ 27,395.64</b>	<b>\$ 27,397.43</b>
<b>Investment Accounts</b>			
WY Class Water/Sewer Plant Depreciation Acct		\$ 106,683.69	\$ 107,128.46
Peaks-Income with Capital Preservation		\$ 128,191.00	\$ 128,191.00
	<b>TOTAL</b>	<b>\$ 234,874.69</b>	<b>\$ 235,319.46</b>
	<b>TOTAL</b>	<b>\$ 2,408,249.99</b>	<b>\$ 2,435,993.89</b>

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**Barbara Brackeen-Kepley**  
Clerk-Treasurer

TOWN OF RANCHESTER

Payment Approval Report - Council Approval  
 Report dates: 6/21/2023-7/5/2023

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## 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>Cruisin'</b>								
494	JULY4TH-23	July 4th Band	07/03/2023	1,700.00	1,700.00	07/03/2023		31-41-720 ACTIVITIES
Total Cruisin':				1,700.00	1,700.00			
<b>Dowl LLC</b>								
495	5063.28028.01		07/05/2023	2,250.00	.00			10-45-350 SERVICES
495	5063.28028.01	Sewer Master Plan	06/28/2023	1,607.40	1,607.40	07/03/2023		41-40-320 CAPITAL IMPROVEMENT PROJ
Total Dowl LLC:				3,857.40	1,607.40			
<b>Local Gov Liability Pool</b>								
124	14533	membership renewal	04/14/2023	3,710.00	3,710.00	07/03/2023		10-41-245 INSURANCE
Total Local Gov Liability Pool:				3,710.00	3,710.00			
<b>One-Call of Wyoming</b>								
144	67500	Water Department 50%	06/08/2023	33.00	33.00	06/22/2023		51-71-220 CONTRACTUAL SERVICES
144	67500	Sewer Department 50%	06/08/2023	33.00	33.00	06/22/2023		52-70-520 CONTRACTUAL SERVICES
Total One-Call of Wyoming:				66.00	66.00			
<b>Palmer Drilling Inc.</b>								
372	1323	Water Wells	06/20/2023	2,350.35	2,350.35	06/22/2023		52-70-430 MAINTENANCE & REPAIR
Total Palmer Drilling Inc.:				2,350.35	2,350.35			
<b>Party In The House Inflatables LLC</b>								
258	070423	Bounce House	07/03/2023	670.00	670.00	07/03/2023		31-41-720 ACTIVITIES
Total Party In The House Inflatables LLC:				670.00	670.00			
<b>Scott Joseph Russell</b>								
458	1614	Replace Airconditioner Unit & Oth	06/16/2023	14,864.79	14,864.79	06/22/2023		10-41-430 BUILDING MAINTENANCE
Total Scott Joseph Russell:				14,864.79	14,864.79			
<b>Sheridan County Treasurer</b>								
171	WOLF CREEK-	Wolf Creek-6 Project	06/09/2023	13,003.80	13,003.80	06/22/2023		41-40-320 CAPITAL IMPROVEMENT PROJ
Total Sheridan County Treasurer:				13,003.80	13,003.80			
<b>Spencer Kukuchka</b>								
493	CANINE LEAS	Canine Lease Agreement	06/21/2023	1.00	1.00	06/22/2023		10-50-300 EQUIPMENT & SUPPLIES
Total Spencer Kukuchka:				1.00	1.00			
<b>The Two Tracks LLC</b>								
338	JULY4TH-23	July 4th Band	07/03/2023	2,500.00	2,500.00	07/03/2023		31-41-720 ACTIVITIES
Total The Two Tracks LLC:				2,500.00	2,500.00			

TOWN OF RANCHESTER

Payment Approval Report - Council Approval

Page: 2

Report dates: 6/21/2023-7/5/2023

Jul 05, 2023 01:56PM

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
This Joyful Home								
327	1001372	Maintenance Employee Uniforms	06/20/2023	762.00	762.00	06/22/2023		10-52-220 OFFICE SUPPLIES & SERVICES
327	1001372	Admin Employee Uniforms	06/20/2023	100.00	100.00	06/22/2023		10-41-260 OFFICE SUPPLIES
Total This Joyful Home:				862.00	862.00			
TR Gas								
485	JUNE	Town Hall	06/30/2023	40.00	.00			10-41-210 UTILITIES
485	JUNE	Business Center	06/30/2023	42.69	.00			10-70-200 BUSINESS CENTER EXPENSES
485	JUNE	Water Treatment Plant	06/30/2023	213.49	.00			51-71-210 UTILITIES
485	JUNE	Town Shop	06/30/2023	42.69	.00			10-52-210 UTILITIES
485	JUNE	TR Fire District	06/30/2023	46.72	.00			31-41-490 FIRE DEPARTMENT
Total TR Gas:				385.59	.00			
TRV Joint Powers Board								
211	2313	Gas Line Installation - Lift Station	06/21/2023	2,300.00	2,300.00	06/22/2023		41-40-320 CAPITAL IMPROVEMENT PROJ
Total TRV Joint Powers Board:				2,300.00	2,300.00			
Wyoming Workers' Compensation								
66	M05/23	Worker's Comp Monthly Payment	06/01/2023	1,711.46	1,711.46	06/22/2023		10-22300 WORKER'S COMPENSATION PA
Total Wyoming Workers' Compensation:				1,711.46	1,711.46			
Grand Totals:				47,982.39	45,346.80			



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
06/25/2023	PC	06/30/2023	Admin/1041	19	210		01-10120	459.11-
06/25/2023	PC	06/30/2023	Admin/1041	12	36		01-10120	1,387.85-
06/25/2023	PC	06/30/2023	Admin/1041	2	5		01-10120	1,680.50-
06/25/2023	PC	06/30/2023	ELECTED OFFICIALS	9	137		01-10120	78.50-
06/25/2023	PC	06/30/2023	ELECTED OFFICIALS	13	138		01-10120	78.50-
06/25/2023	PC	06/30/2023	ELECTED OFFICIALS	8	107		01-10120	78.50-
06/25/2023	PC	06/30/2023	ELECTED OFFICIALS	5	17		01-10120	817.08-
06/25/2023	PC	06/30/2023	ENGINEER	11	35		01-10120	2,072.77-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	18	209		01-10120	319.94-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	17	208		01-10120	501.94-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	15	205		01-10120	501.94-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	16	38		01-10120	1,232.15-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	7	31		01-10120	1,537.34-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	4	10		01-10120	1,327.56-
06/25/2023	PC	06/30/2023	HEA, REC,PARKS/1052	3	8		01-10120	1,539.17-
06/25/2023	PC	06/30/2023	TOWN MARSHAL	14	37		01-10120	1,765.91-
06/25/2023	PC	06/30/2023	WATER/SEWER	10	34		01-10120	1,812.11-
06/25/2023	PC	06/30/2023	WATER/SEWER	6	30		01-10120	2,197.34-
Grand Totals:								19,388.21-
				18				