



Regular Town Council Meeting Agenda

June 05, 2023 at 6:30 PM

Ranchester Town Hall

An informational packet containing all agenda material is available on our website at
www.ranchesterwy.gov

Call to Order

Pledge of Allegiance

Roll Call

Approval of Current Agenda

1. Approve Current Agenda

Approval of Prior Meeting Minutes

- [2.](#) Approve Minutes from May 16, 2023

Public Comment/Guest

Old Business

- [3.](#) Second Reading of Budget Ordinance 86-2024

New Business

- [4.](#) Resolution 02-2023 Property Tax Assessment

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: June 20, 2023, Monday July 5, 2023

Planning Commission Meeting: June 13, 2023



Regular Town Council Meeting Minutes
May 16, 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

ABSENT

Council Member Tracey Deromedi

STAFF

Clerk-Treasurer Barbara Brackeen-Kepley
Assistant Clerk Marlene Madden
Marshal Spencer Kukuchka

GUEST

Donnie Dobrenz, Carrie Rogaczewski

Approval of Current Agenda

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

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

Approval of Prior Meeting Minutes from May 2, 2023

1. Motion made by Council Member Sundquist, Seconded by Council Member Weaver.

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

Public Comment/Guest

Carrie Rogaczewski from Sheridan County Conservation District - see attached

Old Business

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

Motion made by Council Member Barron to pass on third and final reading,
Seconded by Council Member Weaver.

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

New Business

3. First Reading of Budget Ordinance 86-2024

Motion made by Council Member Barron to approve on 1st Reading, Seconded by
Council Member Weaver.

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

Mayor's Report

We have had a few concerns about the 4th Ave intersection. We are working to get it repaired when the company is here doing the paving on Wolf Creek Road.

Talked with the County about 5 Mile Extension and dust control, they can only do a dust suppressant on one end, it will not work on scoria.

Report on Projects (Engineer - Will Newbold)

See attached.

Marshal's Report (Marshal - Spencer Kukuchka)

See attached.

Special Committee Reports

Next TRVJPB meeting will be May 18, 2023, at 6pm Ranchester Town Hall.

Tongue River Fire District provided a copy of their expenses on truck repairs - see attached

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

4. Motion made by Council Member Barron, Seconded by Council Member Weaver.

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



Approval of Bills & Payroll

5. Approval of Bills in the amount of \$75,402.64

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

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

6. Approval of Payroll in the amount of \$16,492.08

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

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

Future Agenda

Adjournment 7:18PM

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

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

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

ORDINANCE NO. 86-2024

AN ORDINANCE PROVIDING AN ANNUAL APPROPRIATION BILL FOR FISCAL YEAR ENDING JUNE 30, 2024.

BE IT ORDAINED by the Governing Body of the Town of Ranchester, Wyoming.

That there is hereby appropriated out of the Town Treasury, not otherwise provided for or appropriated, the following sums of money or as much thereof as may be necessary in each case, for the payment of the following items of the Town expenses for the current year, to-wit:

General Fund	\$750,000.00
Water	\$210,000.00
Sewer	\$56,000.00
Sanitation	\$177,000.00
Outside Agencies	\$44,500.00
Equipment & Tools	\$390,000.00
Capital Improvement	\$685,000.00
Total Appropriation	\$2,312,500.00

Passed, approved and adopted by the Mayor and Council this of June 2023.

Mayor

ATTEST:

Town Clerk

Publish:

Resolution 02-2023

Pursuant to W.S. 39-13-104 (k) (i) (A), The Town of Ranchester hereby enters into the record a Resolution determining the amount of general tax assessments necessary to be levied on the taxable property within the Town of Ranchester for the Fiscal Year Beginning July 1, 2023, ending June 30, 2024, to meet the current expenses of said town.

WHEREAS the amount of general tax assessments to be levied upon the taxable property within the Town of Ranchester for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, and

WHEREAS to meet expenses of said Town for the Fiscal Year is hereby determined to be 8 mills.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RANCHESTER that the:

Amount of general tax assessments to be levied upon the taxable property within the Town of Ranchester for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, to meet expenses of the Town for said Fiscal Year is hereby determined to be 8 mills, the same fixed and appropriated by the Council and which amounts are enumerated for the respective purpose as follows to wit:

General Fund 8 mills

PASSED, APPROVED AND ADOPTED this 5th day of June 2023.

Town of Ranchester

Peter B. Clark, Mayor

Barbara Brackeen-Kepley, Town Clerk



PO Box 695, Ranchester, WY 82839

Engineer's Report June 5, 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 continuing
 - Plans and documents being worked on by WWC
- TR Pathway – Construction
 - Statement of Intent submitted for FY2024 funding
 - FY 2024 TAP application site visit scheduled for June 14, 2023
- Level 1 Water Study
 - Met with DOWL on June 1, 2023; start surveying infrastructure
- Sanitary Sewer Master Plan
 - Met with DOWL on June 1; contract signed, start surveying infrastructure

Grants/Loans

- ARPA Funding
 - Granted \$2.5M for the **Replacement of Ranchester DIP Water Transmission Main Project**; waiting for next steps for this project
- WWDC Home Brew
 - Working on information for a home brew project to help with funding on replacement of the 12" DIP water transmission main project

Subdivisions

- Stoneridge Meadows Phase III Subdivision
 - Underground utilities – On hold at this time due to weather
 - Storm drainage – On hold at this time due to weather
 - Road work – On hold at this time due to weather

WYDOT

- HWY 14 bridge is now open



PO Box 695, Ranchester, WY 82839

06/05/23 Marshal Report

Calls for Service

- Vicious Dog
- Dog at Large
- Noisy Dog X3
- Possible Gun Shots (Determined to be fireworks)
- Fireworks (Fireworks are only legal in the Town on July 4th 8AM to Midnight)
- Gunshot that came from County but was heard traveling through the air in Town
 - Shooting case referred to the Sheridan County Sheriff's Office
- Abandoned Vehicles
 - 4 vehicles tagged as abandoned.
- Illegal Parking (Parked in No Parking Zone)
- Speeding violation 37 MPH on 20 MPH zone.
- Suspicious Person (Transient Subject)
 - Subject obtained a bus ticket and was transported to Sheridan bus stop location.

Completed

- Helped with games at Tongue River Elementary School play day.
- K9 Training
- Received Portable and Mobile Radios (Repeater system is still being programmed)

Working On

- K9 Training
- Clean up and Town aesthetics (Junked vehicles parked on Town streets)
- Town Marshal Department Page on Town Website

Marshal's Message

5-25-110 Storage Of Junk Prohibited

It shall be unlawful for any person to store, or allow or permit the storage of, unsheltered junk and/or junked vehicles upon any real property within the Town which he/she owns, leases, rents, occupies and/or exercises control over or to place or leave any junk or junk vehicle upon any public property within the Town of Ranchester. In the enforcement of any of the provisions of this title, officers of the town are authorized to enter the premises of any person and ascertain and secure compliance with the provisions of this title. (Ord. 210, 2001; Ord. 181 § 3, 1996)



PO Box 695, Ranchester, WY 82839

Treasurers Report

June 5, 2023

		5/16/2023		6/5/2023	NOTES
First Federal Bank & Trust					
General Fund Checking		\$ 483,797.55		\$ 488,022.05	
Savings Acct Plant Investment Fees & Deprecation Funds		\$ 549,310.88		\$ 557,323.83	
CAP Tax Savings		\$ 908,751.07		\$ 941,974.98	
	TOTAL	\$ 1,941,859.50		\$ 1,987,320.86	
Xpress Bill Pay Acct	TOTAL	\$ 43,480.10		\$ 26,150.57	Moved \$29,500 to GF 5/30/2023
Cowboy State Bank					
Rental Income/Economic Development		\$ 162,527.39		\$ 167,239.22	
Court Fines & Fees		\$ 2,337.77		\$ 2,593.32	
	TOTAL	\$ 164,865.16		\$ 169,832.54	
Utility Deposits/DEPOSIT ACCOUNT		\$ 26,329.98		\$ 26,331.88	
Investment Accounts					
WY Class Water/Sewer Plant Depreciation Acct		\$ 106,449.00		\$ 106,683.69	
Peaks-Income with Capital Preservation		\$ 127,170.73		\$ 127,170.73	
	TOTAL	\$ 233,619.73		\$ 233,854.42	
	TOTAL	\$ 2,383,824.49		\$ 2,417,158.39	

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Barbara Brackeen-Kepley
Clerk-Treasurer

TOWN OF RANCHESTER

Payment Approval Report - Council Approval
Report dates: 5/17/2023-6/5/2023

Page: 1

Jun 05, 2023 01:30PM

Report Criteria:

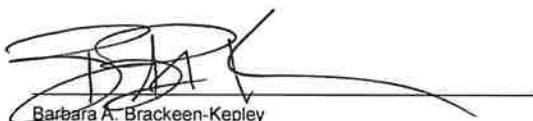
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
AlSCO Inc								
11	MAY23	Admin Rug Services	05/31/2023	327.86	.00			10-41-220 CONTRACTED SERVICES/FEE\$
11	MAY23	Library Rug Services	05/31/2023	41.90	.00			10-41-550 LIBRARY EXPENSES
11	MAY23	Connor Park	05/31/2023	94.06	.00			10-64-310 OPERATING SUPPLIES/EXPEN\$
Total AlSCO Inc:				463.82	.00			
Betty Moreland								
367	118423	Town Hall-Cleaning	06/05/2023	237.50	.00			10-41-220 CONTRACTED SERVICES/FEE\$
367	118423	Library-Cleaning	06/05/2023	50.00	.00			10-41-550 LIBRARY EXPENSES
367	118423	Mercantile-Cleaning	06/05/2023	.00	.00			10-70-100 MERCANTILE EXPENSES
Total Betty Moreland:				287.50	.00			
City of Sheridan								
50	53123	Sanitation-Landfill	05/31/2023	8,074.15	.00			53-70-400 LANDFILL
Total City of Sheridan:				8,074.15	.00			
Farmers CO-OP Oil Company Inc								
79	53123	Maintenance	05/31/2023	861.76	.00			10-52-450 FUEL
79	53123	Streets	05/31/2023	.00	.00			10-63-450 FUEL
79	53123	Water Plant	05/31/2023	215.44	.00			51-71-600 FUEL
79	53123	Sewer	05/31/2023	89.77	.00			52-70-500 FUEL
79	53123	Sanitation	05/31/2023	394.97	.00			53-70-500 FUEL
79	53123	Town Marshal	05/31/2023	233.39	.00			10-50-400 FUEL
Total Farmers CO-OP Oil Company Inc:				1,795.33	.00			
Jobsite Services								
108	19145	green waste dump fees	06/04/2023	1,350.00	.00			31-41-430 GREEN WASTE DISPOSAL
Total Jobsite Services:				1,350.00	.00			
MDU Resources Group Inc								
129	51923	Admin	05/19/2023	574.33	.00			10-41-210 UTILITIES
129	51923	Maintenance	05/19/2023	1,580.80	.00			10-52-210 UTILITIES
129	51923	Water Plant	05/19/2023	1,356.11	.00			51-71-210 UTILITIES
129	51923	Sewer	05/19/2023	903.38	.00			52-70-210 UTILITIES
129	51923	Mercantile	05/19/2023	189.06	.00			10-70-100 MERCANTILE EXPENSES
129	51923	Connor Park	05/19/2023	45.72	.00			10-64-310 OPERATING SUPPLIES/EXPEN\$
129	51923	Business Center	05/19/2023	148.70	.00			10-70-200 BUSINESS CENTER EXPENSES
129	51923	Caboose	05/19/2023	34.98	.00			10-70-300 OTHER ECONOMIC PROJECTS
Total MDU Resources Group Inc:				4,833.08	.00			
Pace Analytical Services LLC								
421	7177-7515	Water Samples and Testing	04/20/2023	1,748.60	.00			51-71-220 CONTRACTUAL SERVICES
Total Pace Analytical Services LLC:				1,748.60	.00			

TOWN OF RANCHESTER

Payment Approval Report - Council Approval
Report dates: 5/17/2023-6/5/2023Page: 2
Jun 05, 2023 01:30PM

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Palmer Drilling Inc.								
372	7278	Lagoon Well/Pump Maintenance	05/25/2023	1,250.50	.00			52-70-430 MAINTENANCE & REPAIR
Total Palmer Drilling Inc.:				1,250.50	.00			
Prestfeldt Surveying LLC								
151	8865	Lot Survey of Lots 15 & 16 Ranch	05/17/2023	407.50	.00			31-41-730 PARK IMPROVEMENTS/DEVELOPMENT
Total Prestfeldt Surveying LLC:				407.50	.00			
Sheridan County Justice Office								
170	FY BUDGET	2022-2023 FY Budget Allocation	06/05/2023	2,000.00	.00			31-40-660 JUVENILE JUSTICE
Total Sheridan County Justice Office:				2,000.00	.00			
TR Gas								
485	MAY23	Town Hall	05/31/2023	479.15	.00			10-41-210 UTILITIES
485	MAY23	Business Center	05/31/2023	138.90	.00			10-70-200 BUSINESS CENTER EXPENSES
485	MAY23	Water Treatment Plant	05/31/2023	561.61	.00			51-71-210 UTILITIES
485	MAY23	Town Shop	05/31/2023	268.97	.00			10-52-210 UTILITIES
485	MAY23	TR Fire District	05/31/2023	202.58	.00			31-41-490 FIRE DEPARTMENT
Total TR Gas:				1,651.21	.00			
Weaver & Weaver LLC								
442	JULY 4TH INS	July 4th Insurance	05/25/2023	181.00	181.00	05/25/2023		31-41-720 ACTIVITIES
Total Weaver & Weaver LLC:				181.00	181.00			
Wyoming Workers' Compensation								
66	M04/23	Worker's Comp Monthly Payment	05/01/2023	1,635.35	1,635.35	05/22/2023		10-22300 WORKER'S COMPENSATION PAID
Total Wyoming Workers' Compensation:				1,635.35	1,635.35			
Grand Totals:				25,678.04	1,816.35			



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
05/28/2023	PC	06/02/2023	Admin/1041	6022300	5		01-10120	1,441.44-
05/28/2023	PC	06/02/2023	Admin/1041	6022300	36		10-22200	1,387.44-
05/28/2023	PC	06/02/2023	ELECTED OFFICIALS	6022301	137		01-10120	78.50-
05/28/2023	PC	06/02/2023	ELECTED OFFICIALS	6022301	107		10-22200	78.50-
05/28/2023	PC	06/02/2023	ELECTED OFFICIALS	6022301	106		10-40-110	78.50-
05/28/2023	PC	06/02/2023	ELECTED OFFICIALS	6022300	17		01-10120	817.08-
05/28/2023	PC	06/02/2023	ENGINEER	6022301	35		53-70-110	1,992.93-
05/28/2023	PC	06/02/2023	HEA, REC,PARKS/1052	6022301	38		10-52-110	1,252.66-
05/28/2023	PC	06/02/2023	HEA, REC,PARKS/1052	6022300	31		10-63-110	1,496.05-
05/28/2023	PC	06/02/2023	HEA, REC,PARKS/1052	6022300	10		53-70-110	1,199.66-
05/28/2023	PC	06/02/2023	HEA, REC,PARKS/1052	6022300	8		10-52-110	1,317.80-
05/28/2023	PC	06/02/2023	TOWN MARSHAL	6022300	37		10-22200	1,595.45-
05/28/2023	PC	06/02/2023	WATER/SEWER	6022300	34		52-70-110	1,797.62-
05/28/2023	PC	06/02/2023	WATER/SEWER	6022300	30		10-52-110	1,901.70-
Grand Totals:								16,435.33-
				14				

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks