



Regular Town Council Meeting Agenda

March 07, 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

Approval of Prior Meeting Minutes

[1.](#) Approval of Minutes from February 21, 2023

Public Comment/Guest

Old Business

New Business

2. TR Pathway Update

Mayor's 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)

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

Approval of Bills & Payroll

[4.](#) Approval of Bills

[5.](#) Approval of Payroll

Future Agenda

Adjournment

Future Town Council Meetings: March 21, April 4 & 18, 2023

Planning Commission Meeting: March 20, 2023



Regular Town Council Meeting Minutes
February 21, 2023 at 6:30 PM
Ranchester Town Hall

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www.ranchesterwy.gov

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

Engineer Will Newbold

Marshal Spencer Kukuchka

GUEST

Donnie Dobrenz

Approval of Current Agenda

Motion made by Council Member Weaver to approve the minutes, Seconded by Council Member Barron.

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

Approval of Prior Meeting Minutes

Approval of Minutes February 7, 2023

Motion made by Council Member Weaver to approve the minutes, Seconded by Council Member Sundquist.

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

Public Comment/Guest

Old Business

New Business

Mayors Report

Mayor Clark attended the Governor's Community meeting Thursday morning, there was 75 plus in attendance.

Report on Projects (Engineer - Will Newbold)

Engineer's Report - see attached

Marshal's Report (Marshal - Spencer Kukuchka)

Marshal's Report - see attached

Special Committee Reports

Next TRVJPB meeting will be March 16, 2023 at Ranchester Town Hall at 6PM.

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

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

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

Approval of Bills & Payroll

Approval of Bills \$94,683.58

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

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

Approval of Payroll \$14,932.25

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

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

Future Agenda



Adjournment 6:40PM

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

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



PO Box 695, Ranchester, WY 82839

Engineer's Report
March 7, 2023

Projects

- Wolf Creek Road Reconstruction Project (Sheridan County)
 - Awarded to Wagner Ranch Services
- TR Pathway – 100% Design
 - Design of project for construction drawings/manual is ongoing
 - Project on track to be completed March of 2023
- TR Pathway – Construction
 - Statement of Intent completed and waiting for submission for FY2024 funding
- Level 1 Water Study
 - DOWL selected; waiting on contract

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 – First section of sanitary sewer installed on Stoneridge Drive; started on water main on Stoneridge Drive last week
 - Storm drainage – December 2022 to April 2023
 - Road work – April 2023 to June 2023

WYDOT

- Work on this project ongoing; last of the girders have been set; contractor planning to pour remaining concrete deck the end of April



PO Box 695, Ranchester, WY 82839

03/07/23 Marshal Report

Calls for Service

- Barking Dogs
- Suspicious Person
- Dogs At Large
- Minor in Possession of Tobacco
- Vehicle Registration Questions
- Speeding Vehicles
- Local State Bound Sports Team Escorts
 - Boys Basketball
 - Girls Basketball
 - Indoor Track
- Probation violation observed and Probation and Parole contacted

Completed

- Owners of barking dogs contacted.
 - Patrols of the area during peak reported barking times.
- Owner of dogs at large cited after receiving multiple warnings.
 - Dogs caught and returned home.
- Assisted Probation and Parole
- Written warnings issued for traffic violations
- Met with TRE school staff about traffic issues
- Collected the Marshal truck
- Met with School Staff about school safety.

Working On

- Learning new equipment and features of Marshal's truck
- Researching grant opportunities
- K9 Training
- Budget
- Connection to 911 center Computer Aided Dispatch

Marshal's Message

*Completely defrost and scrape your windows before leaving in the morning.
Especially before traveling around our schools!!*



PO Box 695, Ranchester, WY 82839

Treasurers Report March 7, 2023

		2/21/2023	3/7/2023	NOTES
First Federal Bank & Trust				
General Fund Checking		\$ 702,655.46	\$ 718,523.14	
Savings Acct Plant Investment Fees & Deprecation Funds		\$ 530,287.31	\$ 532,014.16	
CAP Tax Savings		\$ 806,198.95	\$ 845,883.28	
	TOTAL	\$ 2,039,141.72	\$ 2,096,420.58	
Xpress Bill Pay Acct	TOTAL	\$ 29,919.35	\$ 29,919.35	
Cowboy State Bank				
Rental Income/Economic Development		\$ 158,097.05	\$ 158,706.70	
Court Fines & Fees		\$ 2,116.49	\$ 2,116.90	
	TOTAL	\$ 160,213.54	\$ 160,823.60	
Utility Deposits/DEPOSIT ACCOUNT		\$ 26,311.83	\$ 26,176.59	
Investment Accounts				
WY Class Water/Sewer Plant Depreciation Acct		\$ 105,014.75	\$ 105,386.31	
Peaks-Income with Capital Preservation		\$ 252,385.68	\$ 252,385.68	\$127,202.22 moved to GF Checking 2/16/23
	TOTAL	\$ 357,400.43	\$ 357,771.99	
	TOTAL	\$ 2,586,675.04	\$ 2,644,935.52	

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**Barbara Brackeen-Kepley
Clerk-Treasurer**

TOWN OF RANCHESTER

Payment Approval Report - Council Approval

Page: 1

Report dates: 2/22/2023-3/7/2023

Mar 07, 2023 09:48AM

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	FEBRUARY23	Admin Rug Services	02/28/2023	205.18	.00			10-41-220 CONTRACTED SERVICES/FEE
11	FEBRUARY23	Library Rug Services	02/28/2023	25.14	.00			10-41-550 LIBRARY EXPENSES
11	FEBRUARY23	Connor Park	02/28/2023	.00	.00			10-64-310 OPERATING SUPPLIES/EXPEN
Total AlSCO Inc:				230.32	.00			
Betty Moreland								
367	118413	Town Hall-Cleaning	03/06/2023	275.00	.00			10-41-220 CONTRACTED SERVICES/FEE
367	118413	Library-Cleaning	03/06/2023	125.00	.00			10-41-550 LIBRARY EXPENSES
367	118413	Mercantile-Cleaning	03/06/2023	.00	.00			10-70-100 MERCANTILE EXPENSES
Total Betty Moreland:				400.00	.00			
Caselle Inc								
46	123212	Admin Computer Programs	03/01/2023	717.00	.00			10-41-400 COMPUTER PROGRAMS/BACK
46	123212	Water Plant Billing Expenses	03/01/2023	86.67	.00			51-71-650 BILLING EXPENSES
46	123212	Sewer Plant Billing Expenses	03/01/2023	86.67	.00			52-70-950 BILLING EXPENSES
46	123212	Sanitation Billing Expenses	03/01/2023	86.66	.00			53-70-950 BILLING EXPENSES
46	123212	Animal Control Billing Expense	03/01/2023	86.00	.00			10-50-300 EQUIPMENT & SUPPLIES
46	123212	TRVJPB Natural Gas	03/01/2023	82.00	.00			54-70-420 OTHER EXPENSES/SERVICES
Total Caselle Inc:				1,145.00	.00			
Dana Safety Supply								
482	835071	Equipment Installation on Marshal	02/21/2023	15,758.00	15,758.00	02/27/2023		31-41-400 NEW EQUIPMENT & TOOLS
Total Dana Safety Supply:				15,758.00	15,758.00			
Duval Ford								
483	RANCHESTER	Marshal Truck	12/06/2022	41,661.88	41,661.88	02/27/2023		31-41-400 NEW EQUIPMENT & TOOLS
Total Duval Ford:				41,661.88	41,661.88			
Glen's Plumbing & Heating LLC								
89	4066	Caboose Work	02/18/2023	3,872.64	.00			10-70-300 OTHER ECONOMIC PROJECTS
Total Glen's Plumbing & Heating LLC:				3,872.64	.00			
MDU Resources Group Inc								
129	22823	Admin	02/28/2023	544.87	.00			10-41-210 UTILITIES
129	22823	Maintenance	02/28/2023	1,525.65	.00			10-52-210 UTILITIES
129	22823	Water Plant	02/28/2023	1,403.94	.00			51-71-210 UTILITIES
129	22823	Sewer	02/28/2023	832.81	.00			52-70-210 UTILITIES
129	22823	Mercantile	02/28/2023	358.83	.00			10-70-100 MERCANTILE EXPENSES
129	22823	Connor Park	02/28/2023	38.29	.00			10-64-310 OPERATING SUPPLIES/EXPEN
129	22823	Business Center	02/28/2023	595.52	.00			10-70-200 BUSINESS CENTER EXPENSE
129	22823	Caboose	02/28/2023	22.18	.00			10-70-300 OTHER ECONOMIC PROJECTS
Total MDU Resources Group Inc:				5,322.09	.00			

TOWN OF RANCHESTER

Payment Approval Report - Council Approval
Report dates: 2/22/2023-3/7/2023Page: 2
Mar 07, 2023 09:48AM

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Office Shop Inc								
247	231423	Water	02/28/2023	71.26	.00			51-71-350 OPERATING EXPENSES
247	231423	Sewer- Divide X3	02/28/2023	71.26	.00			52-70-310 SUPPLIES & CHEMICALS
247	231423	Sanitation- Divide X3	02/28/2023	71.25	.00			53-70-310 SUPPLIES/TOTERS
247	231423	Admin-1/2	02/28/2023	213.77	.00			10-41-220 CONTRACTED SERVICES/FEE\$
Total Office Shop Inc:				427.54	.00			
Pace Analytical Services LLC								
421	798,797,796,92	Water Samples & Testing	02/28/2023	337.40	.00			51-71-220 CONTRACTUAL SERVICES
Total Pace Analytical Services LLC:				337.40	.00			
TRV Joint Powers Board								
211	FEBRUARY	Town Hall	02/28/2023	.00	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
211	FEBRUARY	Business Center	02/28/2023	107.93	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
211	FEBRUARY	Water Treatment Plant	02/28/2023	328.01	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
211	FEBRUARY	Town Shop	02/28/2023	280.46	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
211	FEBRUARY	TR Fire District	02/28/2023	198.96	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
Total TRV Joint Powers Board:				915.36	.00			
TS Mechanical, Inc								
350	3996	NG Conversion Kits For Town Buil	03/03/2023	20,093.30	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
Total TS Mechanical, Inc:				20,093.30	.00			
WWC Engineering								
401	214180015	12" Water Main Replacement	02/27/2023	500.00	.00			41-40-320 CAPITAL IMPROVEMENT PROJ
Total WWC Engineering:				500.00	.00			
Wyo Dept of Transportation								
231	140520	annual fee - outdoor adv	02/23/2023	15.00	.00			10-41-405 ADVERTISING & WEBSITE
Total Wyo Dept of Transportation:				15.00	.00			
Wyoming Secretary of State								
159	BARB	Application - Notary Public (Barb)	03/02/2023	60.00	60.00	03/02/2023		10-41-220 CONTRACTED SERVICES/FEE\$
Total Wyoming Secretary of State:				60.00	60.00			
Grand Totals:				90,738.53	57,479.88			



Barbara A. Brackeen-Kepley
Clerk/Treasurer

Town of Ranchester

Check Register - Council Report

Page: 1

Pay Period Dates: 02/20/2023 - 03/05/2023

Mar 07, 2023 10:29AM

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
03/05/2023	PC	03/10/2023	Admin/1041	3102300	36		54-70-110	1,329.28-
03/05/2023	PC	03/10/2023	Admin/1041	3102300	5		01-10120	1,655.91-
03/05/2023	PC	03/10/2023	ELECTED OFFICIALS	3102301	137		01-10120	78.50-
03/05/2023	PC	03/10/2023	ELECTED OFFICIALS	3102301	107		01-10120	78.50-
03/05/2023	PC	03/10/2023	ELECTED OFFICIALS	3102301	106		10-22200	78.50-
03/05/2023	PC	03/10/2023	ELECTED OFFICIALS	3102300	17		10-22200	817.08-
03/05/2023	PC	03/10/2023	ENGINEER	3102301	35		10-45-110	2,024.18-
03/05/2023	PC	03/10/2023	HEA, REC,PARKS/1052	3102300	31		10-65-110	1,520.90-
03/05/2023	PC	03/10/2023	HEA, REC,PARKS/1052	3102300	10		10-63-110	1,232.51-
03/05/2023	PC	03/10/2023	HEA, REC,PARKS/1052	3102300	8		53-70-110	1,218.13-
03/05/2023	PC	03/10/2023	TOWN MARSHAL	3102300	37		10-22450	1,779.08-
03/05/2023	PC	03/10/2023	WATER/SEWER	3102300	34		10-52-110	1,711.43-
03/05/2023	PC	03/10/2023	WATER/SEWER	3102300	30		52-70-110	2,096.66-
Grand Totals:								15,620.66-
				13				

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks