



Regular Town Council Meeting Agenda

February 07, 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

Approval of Prior Meeting Minutes

[1.](#) Approval of Minutes January 17, 2023

Public Comment/Guest:

Old Business

New Business

2. Sheridan County Land and Trust

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)

[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: February 14, March 7 & 21, 2023

Planning Commission Meeting: February 27, 2023



Regular Town Council Meeting Minutes
January 17, 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

Donnie Dobrenz, Deputy Sheriff, Jim, Brooke, Marlis and Jhett Johnson

Approval of Current Agenda

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

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

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

Approval of Prior Meeting Minutes

2. **Approval of Minutes January 3, 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

New Business

3. Resolution 01-2023 ARPA Grant Application to the State Loan and Investment Board

Motion made by Council Member Sundquist to approve Resolution 01-2023, Seconded by Council Member Barron.

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

4. 1084 Railway St - Temporary Livestock Variance

No Complaints have been reported from the neighbors over the last couple of years.

Motion made by Council Member Barron to approve the temporary variance for 1084 Railway St to have 4H pigs from April 1 to August 31, 2023, Seconded by Council Member Weaver.

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

Mayors Report

Mayor Clark attended a 2-hour FEMA meeting to keep the town eligible in case we ever need funding from FEMA.

Mayor Clark and staff had a discussion with Sharie Shada, Connor Park Superintendent, working on updating our MOU with Wyoming State Parks.

January 31, 2023 we will have a workshop with the Fire District to discuss our MOU at 5:30PM at Town Hall.

The County awarded Wagner Ranch Service the bid for Wolf Creek Road.

Report on Projects (Engineer - Will Newbold)

See attached

Marshal's Report (Marshal - Spencer Kukuchka)

See attached

Special Committee Reports

TRVJPB next meeting will be on January 19, 2023, at the Ranchester Town Hall at 7PM

TRFD Chief Dobrenz provided a copy of the 2022 calls. (see attached)



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

7. Approval of Treasurer's Report

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

8. Approval of Bills \$16,833.86

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

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

9. Approval of Payroll \$16,577.22

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

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

Future Agenda

Adjournment 7:04PM

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 Member Deromedi

Future Town Council Meetings: February 7 & 21, and March 7 & 21, 2023

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



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 February 7, 2023

Projects

- Main Street - 12" Water Main
 - Punch List items to be completed
- Wolf Creek Road Reconstruction Project (Sheridan County)
 - Awarded to Wagner Ranch Services
- 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
 - Application submitted 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 ongoing



PO Box 695, Ranchester, WY 82839

02/07/23 Marshal Report

Calls for Service

- Barking Dogs
- 3 Dogs at Large
- Dangerous Fire
- 3 VIN inspections

Completed

- MOU with Sheridan County Sheriff's Office complete
- One dog taken to Animal Shelter
- Two dogs returned to owners with written warnings
- Report of open fire under vehicle to try to warm it; fire was out and vehicle was gone before arrival
- 3 VIN inspections
- Owners of barking dogs contacted

Working On

- Barking dog and dog at large call reduction

Marshal's Message

"Register your dogs." Municipal Code 9-5-150 All dogs over 6 months old must be vaccinated and registered with the Town.



PO Box 695, Ranchester, WY 82839

Treasurers Report February 7, 2023

		1/17/2023	2/7/2023	NOTES
First Federal Bank & Trust				
General Fund Checking		\$ 555,359.98	\$ 637,454.95	
Savings Acct Plant Investment Fees & Deprecation Funds		\$ 518,915.83	\$ 530,287.31	
CAP Tax Savings		\$ 772,038.37	\$ 806,198.95	
	TOTAL	\$ 1,846,314.18	\$ 1,973,941.21	
Xpress Bill Pay Acct	TOTAL	\$ 38,372.14	\$ 51,504.32	Transfer of \$26,000 2-7-2023 to GF
Cowboy State Bank				
Rental Income/Economic Development		\$ 154,886.16	\$ 156,197.07	
Court Fines & Fees		\$ 2,116.03	\$ 2,116.49	
	TOTAL	\$ 157,002.19	\$ 158,313.56	
Utility Deposits/DEPOSIT ACCOUNT		\$ 26,309.98	\$ 26,311.83	
Investment Accounts				
WY Class Water/Sewer Plant Depreciation Acct		\$ 104,263.80	\$ 105,014.75	
Peaks-Income with Capital Preservation		\$ 251,011.07	\$ 250,559.36	
	TOTAL	\$ 355,274.87	\$ 355,574.11	
	TOTAL	\$ 2,396,963.38	\$ 2,539,333.20	

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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
AlSCO Inc								
11	JANUARY	Admin Rug Services	01/31/2023	291.44	.00			10-41-220 CONTRACTED SERVICES/FEEES
11	JANUARY	Library Rug Services	01/31/2023	33.52	.00			10-41-550 LIBRARY EXPENSES
11	JANUARY	Connor Park	01/31/2023	.00	.00			10-64-310 OPERATING SUPPLIES/EXPENS
Total AlSCO Inc:				324.96	.00			
Caselle Inc								
46	122550	Admin Computer Programs	02/01/2023	717.00	.00			10-41-400 COMPUTER PROGRAMS/BACKL
46	122550	Water Plant Billing Expenses	02/01/2023	86.67	.00			51-71-650 BILLING EXPENSES
46	122550	Sewer Plant Billing Expenses	02/01/2023	86.67	.00			52-70-950 BILLING EXPENSES
46	122550	Sanitation Billing Expenses	02/01/2023	86.66	.00			53-70-950 BILLING EXPENSES
46	122550	Animal Control Billing Expense	02/01/2023	86.00	.00			10-50-300 EQUIPMENT & SUPPLIES
46	122550	TRVJPB Natural Gas	02/01/2023	82.00	.00			54-70-420 OTHER EXPENSES/SERVICES
Total Caselle Inc:				1,145.00	.00			
Farmers CO-OP Oil Company Inc								
79	13123	Maintenance 49%	01/31/2023	1,170.84	.00			10-52-450 FUEL
79	13123	Streets 3%	01/31/2023	71.68	.00			10-63-450 FUEL
79	13123	Water Plant 12%	01/31/2023	286.74	.00			51-71-600 FUEL
79	13123	Sewer 2%	01/31/2023	47.79	.00			52-70-500 FUEL
79	13123	Sanitation 34%	01/31/2023	812.42	.00			53-70-500 FUEL
Total Farmers CO-OP Oil Company Inc:				2,389.47	.00			
Hanle Visser								
481	001	Admin Staff Appreciation Dinner	02/01/2023	76.00	.00			10-41-260 OFFICE SUPPLIES
481	001	Engineer Staff Appreciation Dinne	02/01/2023	76.00	.00			10-45-360 OFFICE SUPPLIES
481	001	Marshal Staff Appreciation Dinner	02/01/2023	76.00	.00			10-50-300 EQUIPMENT & SUPPLIES
481	001	Maintenance Staff Appreciation Di	02/01/2023	76.00	.00			10-52-220 OFFICE SUPPLIES & SERVICES
481	001	Water Plant Staff Appreciation Din	02/01/2023	76.00	.00			51-71-310 OFFICE SUPPLIES
481	001	Council Appreciation Dinner	02/01/2023	76.00	.00			10-40-110 MAYOR & COUNCIL FEES
481	001	Mayor Appreciation Dinner	02/01/2023	76.00	.00			10-40-110 MAYOR & COUNCIL FEES
Total Hanle Visser:				532.00	.00			
Jobsite Services								
108	18652	green waste dump fees	02/03/2023	150.00	.00			31-41-430 GREEN WASTE DISPOSAL
Total Jobsite Services:				150.00	.00			
MDU Resources Group Inc								
129	12023	Admin	01/20/2023	655.13	.00			10-41-210 UTILITIES
129	12023	Maintenance	01/20/2023	1,606.60	.00			10-52-210 UTILITIES
129	12023	Water Plant	01/20/2023	1,490.85	.00			51-71-210 UTILITIES
129	12023	Sewer	01/20/2023	912.35	.00			52-70-210 UTILITIES
129	12023	Mercantile	01/20/2023	375.82	.00			10-70-100 MERCANTILE EXPENSES
129	12023	Connor Park	01/20/2023	41.43	.00			10-64-310 OPERATING SUPPLIES/EXPENS
129	12023	Business Center	01/20/2023	745.58	.00			10-70-200 BUSINESS CENTER EXPENSES
129	12023	Caboose	01/20/2023	24.56	.00			10-70-300 OTHER ECONOMIC PROJECTS


TOWN OF RANCHESTER

Payment Approval Report - Council Approval
Report dates: 1/18/2023-2/6/2023

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Feb 06, 2023 12:15PM

Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Total MDU Resources Group Inc:				5,852.32	.00			
Pace Analytical Services LLC								
421	5216,5508	Water Samples & Testing	01/19/2023	318.70	.00			51-71-220 CONTRACTUAL SERVICES
Total Pace Analytical Services LLC:				318.70	.00			
Proweld Fab & Machine LLC								
480	1510	Caboose Doors	01/24/2023	3,300.00	.00			10-70-300 OTHER ECONOMIC PROJECTS
Total Proweld Fab & Machine LLC:				3,300.00	.00			
Sheridan County Clerk								
168	2022 ELECTIO	2022 Election Expenses	01/23/2023	7,696.72	.00			31-41-406 ELECTION EXPENSES
Total Sheridan County Clerk:				7,696.72	.00			
Sheridan County Treasurer								
171	WOLF CREEK-	Wolf Creek-5 Project	01/31/2023	5,119.25	.00			41-40-320 CAPITAL IMPROVEMENT PROJE
Total Sheridan County Treasurer:				5,119.25	.00			
TRV Joint Powers Board								
211	2300	Gas Line Installation-Business Ce	01/23/2023	3,630.00	.00			41-40-320 CAPITAL IMPROVEMENT PROJE
Total TRV Joint Powers Board:				3,630.00	.00			
WWC Engineering								
401	222830006	TR Pathway Reimb #6 Project CD	01/27/2023	4,779.44	.00			41-40-320 CAPITAL IMPROVEMENT PROJE
Total WWC Engineering:				4,779.44	.00			
Grand Totals:				35,237.86	.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
02/05/2023	PC	02/10/2023	Admin/1041	2062300	36		10-22100	1,288.96-
02/05/2023	PC	02/10/2023	Admin/1041	2062300	5		01-10120	2,050.41-
02/05/2023	PC	02/10/2023	ELECTED OFFICIALS	2062300	17		10-22100	817.08-
02/05/2023	PC	02/10/2023	ENGINEER	2062300	35		53-70-110	1,864.44-
02/05/2023	PC	02/10/2023	HEA, REC,PARKS/1052	2062300	31		53-70-110	1,666.77-
02/05/2023	PC	02/10/2023	HEA, REC,PARKS/1052	2062300	10		53-70-110	1,277.53-
02/05/2023	PC	02/10/2023	HEA, REC,PARKS/1052	2062300	8		10-65-110	1,449.84-
02/05/2023	PC	02/10/2023	TOWN MARSHAL	2062300	37		01-10120	1,559.92-
02/05/2023	PC	02/10/2023	WATER/SEWER	2062300	34		51-71-110	1,713.62-
02/05/2023	PC	02/10/2023	WATER/SEWER	2062300	30		10-52-110	2,002.38-
Grand Totals:								15,690.95-
				10				

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks