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**Regular Town Council Meeting Agenda**  
**January 02, 2024 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**

1. Approve Current Agenda

**Approval of Prior Meeting Minutes**

2. Approval of Prior Meeting Minutes from December 5, 2023

**Public Comment/Guest**

**Old Business**

**New Business**

3. 1084 Railway St - Temporary Livestock Variance
4. Declare Depository of Public Funds, First Federal Bank & Trust, Cowboy State Bank, Peak Investment & Wyoming Class

**Mayor's Report**

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

5. Engineer's Report

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

6. Marshal's Report

**Special Committee Reports**

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

7. Approval of Treasurer's Report and Updates

**Approval of Bills & Payroll**

8. Approval of Bills
9. Approval of Payroll

**Future Agenda**

**Adjournment**

**Future Town Council Meeting:** February 6, 2024

**Future Planning Commission Meeting:** January 9, 2024



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**Regular Town Council Meeting Minutes**  
**December 05, 2023 at 6:00 PM**  
**Rancheater Town Hall**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**PRESENT**

Mayor Peter Clark

Council Member Jeffrey Barron

Council Member Randy Sundquist

Council Member Tracey Deromedi

**ABSENT**

Council Member Jessica Weaver

**STAFF**

Clerk-Treasurer Barbara Brackeen-Kepley

Assistant Clerk Marlene Madden

Marshal Spencer Kukuchka

**GUEST**

Under-Sheriff Johnson, Donnie Dobrenz, Joseph Beaudet, Rep Cyrus Western

**Approval of Current Agenda**

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

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

**Approval of Prior Meeting Minutes**

2. Motion made by Council Member Barron to approve minutes from November 7, 2023, Seconded by Council Member Sundquist.

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

**Public Comment/Guest**

**Old Business**

**New Business**

3. Staff Incentive Pay

Motion made by Council Member Barron to give the Town employees a \$500 after taxes incentive pay, Seconded by Council Member Deromedi.

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

4. Vote for LGLP Board Vacancy

Motion made by Council Member Barron to have Mayor Clark vote on behalf of the council, Seconded by Council Member Sundquist.

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

5. Approve Paid Holidays 2024

Motion made by Council Member Sundquist to approve Proposed Paid Holidays for 2024, Seconded by Council Member Deromedi.

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

**Mayor's Report**

Thank you to the Town Crew, the Christmas lights look great.

Annual Holiday Bazaar was well attended.

The parade of lights is this Saturday at 6PM, we are looking forward to that event.

Garbage truck is back from the repair shop and working. Then we had a resident put hot ashes in their toter that started a fire in the garbage truck, thankfully they were able to get the fire out quickly.

The Water/Sewer department purchased a sewer camera today, they put off the purchase for a long time, the old one used VHS tapes.

I attended the Chamber of Commerce Legislative Forum today and pitched our Water Project to them.

Rep Cyrus Western said it is important and will fight for the money for the project.

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

6. See attached.

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

7. See attached.

**Special Committee Reports**

Next TRVJPB meeting will be December 21, 2024, at Rancheater Town Hall at 4PM

Fire Department is looking for a new fire truck.

Rep Western mentioned going for an MRG for a fire truck.

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

8. Approval of Treasurer's Report and Updates

Motion made by Council Member Barron to approve the Treasurer's report as read, Seconded by Council Member Sundquist.



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

**Approval of Bills & Payroll**

- 9. Approval of Bills in the amount of \$62,238.89.  
Motion made by Council Member Barron to approve bills, Seconded by Council Member Deromedi.

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

- 10. Approval of Payroll in the amount of \$35,249.37.  
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 Deromedi

**Future Agenda  
Adjournment 6:18PM**

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

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

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**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**



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PO Box 695, Ranchester, WY 82839

**Engineer's Report**  
**January 02, 2024**

**Projects**

- TR Pathway – 100% Design
  - Design of Phase 1 of the project completed
    - Project 2 plans completed; finishing up environmental
- TR Pathway – Construction
  - Funding was not awarded to this project; re-apply for grant funding in 2024
- Level 1 Water Study
  - Water Study in progress; working on report
- Sanitary Sewer Master Plan
  - Master plan work continuing; working on report

**Grants/Loans**

- ARPA Funding
  - Granted \$2.5M for the **Replacement of Ranchester DIP Water Transmission Main Project**; Moving forward with design; surveying started this week
- WWDC Home Brew
  - Discussions with Water Development; went forward with this project; decision on funding in the coming months

**Subdivisions**

- Stoneridge Meadows Phase III Subdivision
  - Majority of work completed; continuing to work towards final completion

PO Box 695, Ranchester, WY 82839

## 01/02/24 Marshal Report

### Activities/Calls

- VIN Inspections
- Outside Agency Assists
  - Assisted SCSO tracking of criminal entry suspects K9 call out
  - Assisted SCSO with domestic investigation
  - Assisted WHP with DUI investigation and arrest
- Dogs at large
- Noisy Dogs
- Hit and Run
- Unregistered Animals
- Speeding violations (including 67 MPH in 30 MPH Zone)
- Citizen Assist
- Found Duck

### Completed

- K9 Training with B3 K9 in Gillette, WY
- K9 Trading Cards and Stickers.
- Firearms Testing and Evaluation.
- Online training in continued education for perishable skills.
- Requested WYOLINK radio channels from the State.
- TRE School Visit for Ice Safety Awareness.

### Working On

- 2024 Budget
- Office Remodeling
- Grant reimbursements
- Adding K9 Information to Marshal Department on Town webpage
- IWorQ case report database

### Marshal's Message

*K9 Freyja has proven established herself as a valuable asset to the community and State.*

### 2023 K9 Activity Report for Deployments (Not Training)

- 14 Firearms located
- 2 Days of Search and Rescue Missions (Trailing and Area Searches)
- Tracking of 2 Criminal Entry Suspects (Two subjects identified and cited).



PO Box 695, Ranchester, WY 82839

**Treasurers Report**  
**December 28, 2023**

		12/4/2023	12/28/2023	NOTES
<b>First Federal Bank &amp; Trust</b>				
General Fund Checking		\$ 271,291.03	\$ 306,324.42	
Savings Acct Plant Investment Fees & Deprecation Funds		\$ 534,192.96	\$ 493,568.33	\$50,000 transfer to GF 12-5-23
CAP Tax Savings		\$ 1,185,634.53	\$ 1,222,022.09	
	<b>TOTAL</b>	<b>\$ 1,991,118.52</b>	<b>\$ 2,021,914.84</b>	
<b>Xpress Bill Pay Acct</b>				
	<b>TOTAL</b>	<b>\$ 39,726.62</b>	<b>\$ 40,252.58</b>	\$15,000 transfer to GF 12-5-23
<b>Cowboy State Bank</b>				
Rental Income/Economic Development		\$ 177,107.98	\$ 177,407.98	
Court Fines & Fees		\$ 6,580.76	\$ 6,875.76	
	<b>TOTAL</b>	<b>\$ 183,688.74</b>	<b>\$ 184,283.74</b>	
<b>Utility Deposits/DEPOSIT ACCOUNT</b>				
		<b>\$ 26,726.73</b>	<b>\$ 26,678.31</b>	
<b>Investment Accounts</b>				
<b>WY Class Water/Sewer Plant Depreciation Acct</b>				
Water Plant Depreciation		\$ 50,933.30	\$ 50,933.30	
General Fund		\$ 160,475.93	\$ 160,475.93	
Peaks-Income with Capital Preservation		\$ 130,711.30	\$ 131,298.11	
	<b>TOTAL</b>	<b>\$ 342,120.53</b>	<b>\$ 342,707.34</b>	
	<b>TOTAL</b>	<b>\$ 2,556,654.41</b>	<b>\$ 2,589,158.50</b>	

//S//  
**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
<b>Alsco Inc</b>								
11	DECEMBER-2	Admin Rug Services	12/31/2023	419.00	.00			10-41-220 CONTRACTED SERVICES/FEE
11	DECEMBER-2	Library Rug Services	12/31/2023	35.20	.00			10-41-550 LIBRARY EXPENSES
11	DECEMBER-2	Connor Park	12/31/2023	.00	.00			10-64-310 OPERATING SUPPLIES/EXPEN
Total Alsco Inc:				454.20	.00			
<b>Betty Moreland</b>								
367	118443	Town Hall-Cleaning	01/02/2024	287.50	.00			10-41-220 CONTRACTED SERVICES/FEE
367	118443	Library-Cleaning	01/02/2024	100.00	.00			10-41-550 LIBRARY EXPENSES
367	118443	Caboose-Cleaning	01/02/2024	100.00	.00			10-70-300 OTHER ECONOMIC PROJECTS
Total Betty Moreland:				487.50	.00			
<b>Caselle Inc</b>								
46	129077	Admin Computer Programs	12/01/2023	717.00	717.00	12/11/2023		10-41-400 COMPUTER PROGRAMS/BACK
46	129077	Water Plant Billing Expenses	12/01/2023	86.67	86.67	12/11/2023		51-71-650 BILLING EXPENSES
46	129077	Sewer Plant Billing Expenses	12/01/2023	86.67	86.67	12/11/2023		52-70-950 BILLING EXPENSES
46	129077	Sanitation Billing Expenses	12/01/2023	86.66	86.66	12/11/2023		53-70-950 BILLING EXPENSES
46	129077	Animal Control Billing Expense	12/01/2023	86.00	86.00	12/11/2023		10-50-300 EQUIPMENT & SUPPLIES
46	129077	TRVJPB Natural Gas	12/01/2023	82.00	82.00	12/11/2023		54-70-420 OTHER EXPENSES/SERVICES
Total Caselle Inc:				1,145.00	1,145.00			
<b>City of Sheridan</b>								
50	120723	Sanitation-Landfill	12/07/2023	7,398.23	.00			53-70-400 LANDFILL
Total City of Sheridan:				7,398.23	.00			
<b>Jobsite Services</b>								
108	20043	green waste dump fees	12/02/2023	300.00	300.00	12/11/2023		31-41-430 GREEN WASTE DISPOSAL
Total Jobsite Services:				300.00	300.00			
<b>MDU Resources Group Inc</b>								
129	121923	Admin	12/19/2023	897.41	.00			10-41-210 UTILITIES
129	121923	Streets	12/19/2023	1,301.53	.00			10-63-210 UTILITIES
129	121923	Maintenance	12/19/2023	184.94	.00			10-52-210 UTILITIES
129	121923	Parks	12/19/2023	72.81	.00			10-66-210 UTILITIES
129	121923	Water Treatment Plant	12/19/2023	1,479.40	.00			51-71-210 UTILITIES
129	121923	Sewer	12/19/2023	1,113.74	.00			52-70-210 UTILITIES
129	121923	Mercantile	12/19/2023	423.41	.00			10-70-100 MERCANTILE EXPENSES
129	121923	Connor	12/19/2023	41.71	.00			10-64-310 OPERATING SUPPLIES/EXPEN
129	121923	Business Center	12/19/2023	156.52	.00			10-70-200 BUSINESS CENTER EXPENSES
129	121923	Caboose	12/19/2023	144.98	.00			10-70-300 OTHER ECONOMIC PROJECTS
129	121923	TR Fire District	12/19/2023	103.67	.00			31-41-490 FIRE DEPARTMENT
Total MDU Resources Group Inc:				5,920.12	.00			
<b>Office Shop Inc</b>								
247	261881	Water	12/21/2023	50.31	.00			51-71-350 OPERATING EXPENSES
247	261881	Sewer- Divide X3	12/21/2023	50.31	.00			52-70-310 SUPPLIES & CHEMICALS



Vendor	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
	247 261881	Sanitation- Divide X3	12/21/2023	50.31	.00			53-70-310 SUPPLIES/TOTERS
	247 261881	Admin-1/2	12/21/2023	150.93	.00			10-41-220 CONTRACTED SERVICES/FEE\$
	Total Office Shop Inc:			301.86	.00			
<b>Office Shop Leasing</b>								
	486 7731	Lease Payment #9 of 60	12/07/2023	88.31	88.31	12/11/2023		10-41-220 CONTRACTED SERVICES/FEE\$
	Total Office Shop Leasing:			88.31	88.31			
<b>One-Call of Wyoming</b>								
	144 69460	Water Department 50%	12/07/2023	30.75	30.75	12/11/2023		51-71-220 CONTRACTUAL SERVICES
	144 69460	Sewer Department 50%	12/07/2023	30.75	30.75	12/11/2023		52-70-520 CONTRACTUAL SERVICES
	Total One-Call of Wyoming:			61.50	61.50			
<b>Pace Analytical Services LLC</b>								
	421 201272-20159	Water Samples & Testing	12/28/2023	475.30	.00			51-71-220 CONTRACTUAL SERVICES
	Total Pace Analytical Services LLC:			475.30	.00			
<b>TR Gas</b>								
	485 DECEMBER23	Water Treatment Plant	12/31/2023	1,044.29	.00			51-71-210 UTILITIES
	485 DECEMBER23	Town Shop	12/31/2023	766.22	.00			10-52-210 UTILITIES
	485 DECEMBER23	Business Center	12/31/2023	257.32	.00			10-70-200 BUSINESS CENTER EXPENSES
	485 DECEMBER23	TR Fire District	12/31/2023	397.71	.00			31-41-490 FIRE DEPARTMENT
	485 DECEMBER23	Town Hall	12/31/2023	1,137.43	.00			10-41-210 UTILITIES
	485 DECEMBER23	Lift Station	12/31/2023	124.89	.00			52-70-210 UTILITIES
	485 DECEMBER23	Caboose	12/31/2023	.00	.00			10-70-300 OTHER ECONOMIC PROJECTS
	Total TR Gas:			3,727.86	.00			
<b>Wyoming Workers' Compensation</b>								
	66 M12/23	Worker's Comp Monthly Payment	12/28/2023	3,024.62	3,024.62	12/28/2023		10-22300 WORKER'S COMPENSATION PA
	Total Wyoming Workers' Compensation:			3,024.62	3,024.62			
	Grand Totals:			23,384.50	4,619.43			

  
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
12/10/2023	PC	12/06/2023	Admin/1041	11505	5		01-10120	500.00-
12/10/2023	PC	12/06/2023	Admin/1041	11512	36		01-10120	500.00-
12/10/2023	PC	12/15/2023	Admin/1041	1215230	5		01-10120	2,124.73-
12/10/2023	PC	12/15/2023	Admin/1041	1215230	36		01-10120	1,800.22-
12/24/2023	PC	12/29/2023	Admin/1041	1229230	5		01-10120	2,839.37-
12/24/2023	PC	12/29/2023	Admin/1041	1229230	36		01-10120	1,392.52-
12/10/2023	PC	12/15/2023	ELECTED OFFICIALS	1215230	17		01-10120	817.08-
12/10/2023	PC	12/15/2023	ELECTED OFFICIALS	1215230	106		01-10120	78.50-
12/10/2023	PC	12/15/2023	ELECTED OFFICIALS	1215230	107		01-10120	78.50-
12/10/2023	PC	12/15/2023	ELECTED OFFICIALS	1215230	138		01-10120	78.50-
12/24/2023	PC	12/29/2023	ELECTED OFFICIALS	1229230	17		01-10120	817.08-
12/10/2023	PC	12/06/2023	ENGINEER	11511	35		01-10120	500.00-
12/10/2023	PC	12/15/2023	ENGINEER	1215230	35		01-10120	1,885.04-
12/24/2023	PC	12/29/2023	ENGINEER	1229230	35		01-10120	2,110.28-
12/10/2023	PC	12/06/2023	HEA, REC,PARKS/1052	11507	10		01-10120	500.00-
12/10/2023	PC	12/06/2023	HEA, REC,PARKS/1052	11509	31		01-10120	500.00-
12/10/2023	PC	12/06/2023	HEA, REC,PARKS/1052	11506	8		01-10120	500.00-
12/10/2023	PC	12/06/2023	HEA, REC,PARKS/1052	11514	38		01-10120	500.00-
12/10/2023	PC	12/15/2023	HEA, REC,PARKS/1052	1215230	8		01-10120	1,659.76-
12/10/2023	PC	12/15/2023	HEA, REC,PARKS/1052	1215230	10		01-10120	1,286.30-
12/10/2023	PC	12/15/2023	HEA, REC,PARKS/1052	1215230	31		01-10120	1,590.86-
12/10/2023	PC	12/15/2023	HEA, REC,PARKS/1052	1215230	38		01-10120	1,272.24-
12/24/2023	PC	12/29/2023	HEA, REC,PARKS/1052	1229230	8		01-10120	1,588.62-
12/24/2023	PC	12/29/2023	HEA, REC,PARKS/1052	1229230	10		01-10120	1,425.63-
12/24/2023	PC	12/29/2023	HEA, REC,PARKS/1052	1229230	31		01-10120	1,651.09-
12/24/2023	PC	12/29/2023	HEA, REC,PARKS/1052	1229230	38		01-10120	1,195.67-
12/10/2023	PC	12/06/2023	TOWN MARSHAL	11513	37		01-10120	500.00-
12/10/2023	PC	12/15/2023	TOWN MARSHAL	1215230	37		01-10120	1,945.99-
12/24/2023	PC	12/29/2023	TOWN MARSHAL	1229230	37		01-10120	1,966.67-
12/10/2023	PC	12/06/2023	WATER/SEWER	11508	30		01-10120	500.00-
12/10/2023	PC	12/06/2023	WATER/SEWER	11510	34		01-10120	500.00-
12/10/2023	PC	12/15/2023	WATER/SEWER	1215230	30		01-10120	2,028.29-
12/10/2023	PC	12/15/2023	WATER/SEWER	1215230	34		01-10120	1,736.47-
12/24/2023	PC	12/29/2023	WATER/SEWER	1229230	30		01-10120	2,158.57-
12/24/2023	PC	12/29/2023	WATER/SEWER	1229230	34		01-10120	1,769.44-
Grand Totals:								<u>42,297.42-</u>
								<u>35</u>