

MINUTES OF THE REGULAR COUNCIL MEETING
TOWN OF LUSK
JANUARY 3, 2023, 5:00 P.M.

The Town Council of the Town of Lusk met in regular session at 5:00 p.m. in the Council Chambers of Town Hall on Tuesday January 3, 2023.

Council Members Present: Mayor Doug Lytle, Council Members Dean Nelson, Tom Dooper, Chantry Filener, Adam Dickson

Also Present: Dennis Meier, Town Attorney
Desirae Matthews-LeLeux, Clerk/Treasurer
Sheila Youngquist, Deputy Clerk/Treasurer
Todd Skrukud, Director of Public Works
Linda Frye, Grant Manager/Writer
Bo Krein, Chief of Police
Royce Thompson, Electric Superintendent/Airport Manager

Sheila Youngquist led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 5:00 p.m.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve a consent agenda for item numbers three (3) through six (6) with amendments to the agenda. MOTION CARRIED.

VOUCHERS FOR PAYMENT

AFLAC	Payroll Deduction	\$1,117.11
Allbright's True Value	Supplies	\$486.85
ALSCO/American Linen	Mat Rental	\$210.35
BankCard Center 0344	Subscriptions/K-9 Unit/Training	\$704.79
BankCard Center 1952	Annual Fee	\$35.00
BankCard Center 2477	Maintenance/Subscription/Annual Fee	\$391.83
BankCard Center 4359	PD Subscriptions/Training	\$401.47
BankCard Center 9385	Shop Supplies/Annual Fee	\$544.55
Black Hills Energy	Gas Service	\$2,482.85
Blue Line Custom Vinyls	PD New Equipment	\$300.00
Bob Ruwart Motors	PD Vehicle Repair	\$1,578.08
Boldon Welding & Repair Services	Shop Supplies	\$18.40
Border State Industries	Electric Parts and Supplies	\$79.00
Caselle Inc.	Office Support & Maintenance	\$1,233.00
Casper College	Training	\$69.00
Casper Star Tribune	Golf Course Advertising	\$444.00
CenturyLink	Phones/Internet	\$940.91
Doyle J. Davies	Municipal Judge/Postage	\$1,060.00

Decker's Food Center	Supplies	\$80.52
Delta Dental Plan	Employee Paid Insurance	\$775.45
Empower Trust Company	WRS 457 Plan Deferred	\$300.00
Energy Laboratories Inc	Water Samples/Well Monitoring	\$3,978.00
Fay, Paul	Utility Deposit Refund	\$74.70
Ferguson Waterworks	Water Maintenance/Repairs	\$1,304.76
First Net	PD Phones	\$253.73
Franks Parts Company	Parts/Supplies/Repairs	\$1,776.64
GovOffice LLC	Email Service	\$550.00
Graham, Riley	Utility Deposit Refund	\$180.83
Great American Financial Services	Copier Lease	\$311.00
Hickory Creek Catering	Catering for Christmas Party	\$1,300.00
Honnen Equipment	Equipment Repair	\$1,082.77
Hotel Laminates	Golf Course PR	\$250.00
Jergenson, Doug	Monthly Wage Animal Control	\$1,400.00
Lawson Products, Inc	Shop supplies	\$146.19
Lumen	Phone, Long Distance	\$25.93
Lusk Herald	Legal Advertising/Advertising	\$1,564.25
Lusk Lodging Tax Board	Tax Distribution	\$5,295.30
Matheson Tri-Gas Inc.	Ambulance Oxygen	\$49.06
Meier Building	Rent	\$800.00
Meier Law Office	Monthly Retainer	\$3,000.00
Newman Traffic Signs	Street supplies	\$123.64
Niobrara Chamber of Commerce	Promotion	\$187.50
Niobrara Country Club	Clubhouse Repair	\$127.18
Niobrara County Library	Internet Service	\$250.00
Niobrara County Treasurer	Communications Contract	\$6,301.50
Niobrara Electric Assoc.	Utilities/ Parts & Supplies	\$42.62
Peggy Fitzwater Estate	Utility Deposit Refund	\$124.10
Pitney Bowes Inc	Leasing Charges	\$163.53
Stinker Stores Inc.	Fuel/Oil	\$5,862.90
TDS Trash Collection	Tipping Fees Transfer Station/Pump out	\$6,611.01
Torrington Office Supplies	Supplies	\$57.97
Underground Enterprises	Transfer Station Haul	\$2,250.00
USA Blue Book	Electric Parts/Supplies	\$19.59
Valley Motor Supply	Supplies	\$22.60
Visionary Communications Inc.	Internet Service	\$373.49
W.M.P.A.	Electrical Power Purchase	\$104,762.74
Ward Electric Company, Inc	Electric Line Upgrade	\$55,000.00
Western Medical Management	Ambulance Billing	\$435.71
WY Dept of Revenue	Sales Tax	\$7,140.27

WY Dept. of Workforce Services	Worker's Compensation	\$2,649.80
WY Educators Benefit Trust	Employee Medical/Life Premiums	\$24,517.50
Wyoming Office State Lands & Investments	Loan Payment- DW219	\$6,750.49
Total Vouchers		\$260,370.46

<u>MANUAL CHECKS</u>	<u>December 2022</u>	
Clerk of District Court, Second Judicial	Writ of Wages, Garnishment	\$348.56
Wyoming Child Support	Writ of Wages, Garnishment	\$319.37
AVI PC Engineering Inc	Phase II Engineering Fees	\$42,503.01
Oftedal Construction, Inc	Phase II Contractor Payment #4	\$1,126,537.43
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$407.02
Clerk of District Court, Second Judicial	Writ of Wages, Garnishment	\$348.56
Wyoming Child Support	Writ of Wages, Garnishment	\$319.37
AVI PC Engineering Inc	Phase I & II Engineering Fees	\$37,144.14
Oftedal Construction, Inc	Phase I & II Contractor Payment #15 #5	\$360,025.34
Wagner's Floral	Funeral Plant	\$56.00
Postmaster	Utility Mailings	\$298.35
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$327.98
Wyoming Child Support	Writ of Wages, Garnishment	\$319.37
	Total	\$1,568,954.50

Visitors:

Stacie McDonald with Visionary gave an update of the fiber work being installed throughout town. Installs will begin January 9th. They will have a Coffee Takeover at Rough n' Refined to provide information. People that are interested can call the Visionary office now and get on the list. She reported that there is a technician position open for Lusk & Douglas.

Department Updates:

- Linda Frye reported the State has release the next half of ARPA funds with \$49 million available. There are a few changes to the application. She will be working on those applications. The max amount per project is \$7,500,000, with no match required. The due date is January 23rd. She is working with James on the Cyber Security Grant. Doug gave her a new grant to look in to for the Fire Department.
- Royce Thompson reported they have been moving snow. Minor damages in the first storm with a couple outages. A cross-arm broke east of town and has been repaired. The metering system is having issues. Working with Desi, Mike and Sensus to get it fixed.
- Chief Krein gave a report on Police Department statistics for December. Animal Control van was in an accident with cosmetic damage. The speed sign and the State shop were hit

again. He called Rick with the State on what they are doing to remedy the safety issue. Still working with insurance on getting that replaced. During the storm they had a call out with the side-by-side east of Town.

- Desirae LeLeux reported the audit is complete and has been submitted to the Federal Audit Clearinghouse. There has been turnover in the office. Sheila Youngquist has moved to the position of Deputy Clerk/Treasurer, so she has been training in that position. Finalized the Wyoming Hospital Association Retention ARPA Grant and paid that out. The office is gearing up for end of year and will be working on getting W-2's out.
- Todd Skrukrud reported they have been working through snow removal and extreme cold weather. Had some meters freeze up but no mains. Contractors have shut down until further notice. Possible start up in March. Recycling shipped out a load of cardboard, but it is currently worth nothing. Talked with the City Manager in Douglas and they are working on a grant to be able to take glass and tires.

Old Business:

New Business:

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER NELSON, to approve livestock permit for Robyn Jefcoat. MOTION CARRIED.

COUNCIL MEMBER DICKSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Resolution No. 23-01, A Resolution to Amend the Town of Lusk, Employee Policy Handbook to Include Ambulance Personnel Policies. Mayor Lytle reported that he met with the EMT's and suggested they create an EMS board and discussed policy changes, recruitment, training, and transports. MOTION CARRIED.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER NELSON, to approve Resolution No. 23-02, A Resolution Authorizing a Change in Signatory for Bank Accounts at Bank of the West, Lusk State Bank and Wyoming Government Investment Fund. Removing Samantha Eddy from all accounts and adding Sheila Youngquist to all accounts. MOTION CARRIED.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER DICKSON, to approve Resolution No. 23-03, A Resolution Authorizing Submission of a Local Government Project ARPA Grants Application to the State Loan and Investment Board on Behalf of the Governing Body for the Town of Lusk for the Purpose of Replacing the Town's Water and Sewer Infrastructure System. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve Resolution No. 23-04, A Resolution Authorizing Submission of a Local Government Project ARPA Grants Application to the State Loan and Investment Board on Behalf of the Governing Body for the Town of Lusk for the Purpose of Purchasing a Vac Truck and Street Sweeper to Maintain the New Sewer System and Streets That Have Been and Are Being Replaced with the Infrastructure Project. MOTION CARRIED

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the FAA A.I.P Grant 3-56-0018-019-2023 Record of Negotiations Engineering Services. MOTION CARRIED.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the increase in council compensation to \$1500 per month for Mayor and \$150 per meeting for Council members at the next election, per W.S. §15-2-103. MOTION CARRIED.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER DICKSON, to move into executive session for contracts at 5:27 p.m. MOTION CARRIED.

The Council reconvened into regular session at 6:37 p.m.

Airport & Business Park Haying Contract Renewal has been tabled.

The next regular Council meeting will be Tuesday February 7, 2022, at 5:00 p.m.

There being no further business to come before the Council, the meeting was adjourned at 6:47 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer