

MINUTES OF THE REGULAR COUNCIL MEETING  
TOWN OF LUSK  
JANUARY 2, 2024, 5:00 P.M.

The Town Council of the Town of Lusk met in regular session at 4:59 p.m. in the Council Chambers of Town Hall on Tuesday, January 2, 2024.

Council Members Present: Mayor Doug Lytle, Council Members Dean Nelson, Tom Dooper, Chantry Filener, Ron Pfister

Also Present: Attorney Dennis Meier  
Todd Skrukud, Public Works Director  
Taylor Willis, Deputy Clerk/Treasurer  
Interim Police Chief, Jacob Gordon  
Mike Mayville, EMS Director  
Royce Thompson, Electric Supervisor & Airport Manager  
Linda Frye, Grant Writer

Mayor Lytle led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 4:59 p.m.

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

VOUCHERS FOR PAYMENT

AFLAC	Payroll Deduction	\$1,272.30
Allbright's True Value	Supplies	\$2,850.89
ALSCO/American Linen	Mat Rental	\$107.63
Black Hills Energy	Gas Service	\$1,228.62
Border State Industries Inc.	Electric Parts/Supplies	\$1,018.32
B-Right Testing Inc	Electric Safety Equipment	\$729.56
Brown, Caprice	Utility Deposit Refund	\$26.14
Caselle Inc.	Office Support/Maintenance/Software	\$2,258.00
Casper Star-Tribune	Police Dept Advertising	\$350.00
Century Link	Phone Services	\$1,215.48
Colorado Golf and Turf	Golf Course New Equipment	\$19,714.20
Connecting Point	Copier Lease	\$100.00
Doyle J. Davies	Municipal Judge/Supplies	\$1,066.00
Decker's Food Center	Supplies	\$69.01
Delta Dental	Employee Dental Insurance	\$991.15
Emergency Medical Products Inc	Ambulance Supplies	\$221.89
Energy Laboratories INC.	Water Samples	\$682.00
Farwest Line Specialties	Electric Safety and Training	\$142.47
Fife, Joseph C.	Youth Football Ref	\$60.00
First Net	PD Phones	\$445.50
Franks Parts Company	Parts/Supplies/Repairs/Fuel/Oil	\$1,448.60

Freudenthal & Bonds, P.C.	Sewerage Revenue Bond Fees	\$7,500.00
Gasfire Services	Water Dept/Shop Vehicle Repairs	\$70.74
Gordon, Jacob	Reimburse K-9 Unit	\$53.48
Gordon, Kristen	PD Cleaning	\$80.00
Great American Financial Services	Copier Lease	\$100.00
Harberts, Michael	IT Support	\$305.00
HDR, Inc	Consultant Fees	\$13,450.23
Interstate Batteries	Sanitation Equipment Repair	\$145.95
Jergenson, Doug	Monthly Wage Animal Control	\$1,540.00
Kunerth, Hunter & Sarah	Utility Deposit Refund	\$55.91
Lumen	Phone, Long Distance	\$21.41
Lusk Herald	Legal Advertising/Advertising	\$1,951.16
Lusk Lodging Tax Board	Tax Distribution	\$5,802.81
Matheson Tri-Gas Inc	Ambulance Oxygen	\$425.74
Meier Building	Rent	\$800.00
Meier Law Office	Monthly Retainer	\$3,000.00
Niobrara Chamber of Commerce	Promotion	\$187.50
Niobrara County Library	Internet Service	\$250.00
Niobrara County Treasurer	Communication Contract	\$6,301.50
Niobrara Electric Association	Utilities	\$50.71
One-Call of Wyoming	Dig Tickets	\$45.75
Pitney Bowes Global Financial	Lease Charges	\$163.53
Pitney Bowes Purchase Power	Postage	\$520.99
Ranchers Feed and Supply	Supplies	\$368.11
Sinclair, Pine Bluffs	Airport fuel	\$4,518.80
Stinker Stores Inc	Fuel	\$5,743.20
Summit Fire & Security	Fire Dept Extinguisher Service	\$128.00
TDS Trash Collection Serv.	Tipping Fees	\$3,208.47
Thompson Safety LLC	First Aid Training	\$525.00
Torrington Office Supplies	Supplies	\$180.46
Underground Enterprises	Transfer Station Fees	\$2,625.00
Visa 0681	Subscriptions/Supplies/Training/Postage /Fees	\$622.04
Visa 0699	Supplies/Fees/Support	\$118.81
Visa 0707	PD Subscription/Supplies/Postage	\$384.20
Visa 0715	Ambulance Supplies	\$284.36
Visionary Broadband	Internet Service	\$562.80
W.M.P.A.	Power Purchase	\$97,552.27
Western Medical Management	Ambulance Billing Fees	\$629.88
WEX Bank	Fleet Fuel	\$828.29
WY Dept of Environmental Quality	Transfer Station Post-Closure Premium	\$5,554.43
WY Dept of Revenue	Sales Tax	\$6,610.84
WY Dept. of Workforce Services	Worker's Compensation	\$1,960.42

WY Educators Benefit Trust	Employee Insurance	\$32,218.25
WY First Aid & Safety Supply	Shop First Aid Supplies	\$268.00
WY Office of State Lands & Investments	Loan Payment DW219	\$6,750.49
Total Vouchers		\$250,462.29

<u>MANUAL CHECKS</u>	<u>December 2023</u>	
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 330.76
Wyoming Child Support	Writ of Wages, Garnishment	\$ 345.22
STC Construction Inc	Contractor Payment	\$ 449,678.23
AVI PC Engineering	Engineering Fees	\$ 3,564.40
AVI PC Engineering	Engineering Fees	\$ 21,621.59
Jassman, David	Refund overpayment	\$ 69.70
Kupke, Ridge	Rec Football Ref	\$ 60.00
Oftedal Construction, Inc	Contractor Payment	\$ 191,026.10
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 330.76
Wyoming Child Support	Writ of Wages, Garnishment	\$ 345.22
AVI PC Engineering	Engineering Fees	\$ 25,320.91
Oftedal Construction, Inc	Contractor Payment	\$ 500,868.87
WY Dept of Environmental Quality	Tank Registration Fee	\$ 200.00
Norberg, Rory	Per Diem, Water Samples	\$ 20.00
Postmaster	Utility Mailings	\$ 316.74
AVI PC Engineering	Engineering Fees	\$ 23,828.08
Oftedal Construction, Inc	Contractor Payment	\$ 90,389.30
Hickory Creek Catering	Reissue Lost Check	\$ 1,300.00
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 333.83
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 530.79
Crane Finance	Writ of Wages, Garnishment	\$ 109.04
Wyoming Child Support	Writ of Wages, Garnishment	\$ 345.22
	Total	\$ 1,310,934.76

<u>ACH - December 2023</u>		
Lusk State Bank	Health Savings Account	\$ 6,708.41
Elevon	Office Credit Card Fees	\$ 356.00
Wyoming Retirement System	Government Contribution	\$ 25,327.28
Xpress Bill Pay	Online Bill Pay Fees	\$ 119.00
Verizon Wireless	Ambulance Phones	\$72.33
	Total	\$32,583.02

Visitors:

Jessie Reed addressed the council regarding the TeamMates Mentor Program that she took over as Program Coordinator at the school. She shared what the program is about and that they are

looking for adult mentors particularly more male mentors. It is for mentees 3<sup>rd</sup> – 12<sup>th</sup> grades and it would only be during school hours for 30-60 minutes. Anyone can become a mentor with a successful background check.

Mayor Lytle recognized HDR Engineering that was in the audience to answer any questions.

Department Updates:

Royce Thompson reported the Airport crack seal project has been signed by the mayor. Seal coat will begin the middle of summer. They have been moving snow. There was a record on fuel sales again this year. He reported on the electric department, stating he has been going over future upgrades with Pete and discussing what to prioritize. They will look at changing out more poles this spring.

Mike Mayville reported information on the number of runs and transports in December for the ambulance department. He called ambulance companies again, waiting on preliminary numbers for the new ambulance. He should have numbers soon that he can provide to USDA. Global Emergency vehicles has year or two old trucks that will work and have shorter wait times.

Linda Frye reported that the Roadway grant (RCN grant) she submitted won't be awarded until spring of 2024. The RAISE grant is due February 28<sup>th</sup> for the roadways. MRG grant is due in February and is awarded in June through OSLI.

Sgt Jacob Gordon reported information on the number of incidents in December for the police department. Everything has been approved for the PD to use the state gas pumps, just waiting on proxy keys. Kennels for the animal shelter were ordered from True Value and have been installed.

Taylor Willis reported the audit was submitted on Friday, and we received submission confirmation from Wyoming Department of Audit today. The office will be working on end of year W-2's and 1099s. They will be sent out by the end of January. Mayor Lytle shared the audit findings and Linda clarified about having separate GL accounts.

Todd Skrukrud reported they have been doing snow removal and maintenance. Fisher roofing submitted an estimate for the Town Office roof of \$27,000. We are wrapping-up Phase II and there is money left for more utilities. We are working with AVI on a change order to include 10 blocks of water and 4 blocks of sewer.

New Business:

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

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the new airport hangar lease for Shannon Bruegger. MOTION CARRIED.

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Resolution No 24-1, A Resolution Designating a Depository of Funds of the Town of

Lusk, Wyoming, a Municipal Corporation Existing Under and by Virtue of the Laws of the State of Wyoming. MOTION CARRIED.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Ordinance No. 3-5-130, An Ordinance Amending Ordinance 3-5-130 of the Town of Lusk, Wyoming to Delete the Cemetery Fees Set Forth Therein and to Allow the Governing Body to Set Such Fees By Resolution From Time to Time, on first reading. Mayor Lytle explained that right now we have to go through three readings in order to change the fees and with the amendment the governing body has the power to set the fees as they see fit. MOTION CARRIED.

Ordinance No. 10-5-130, An Ordinance Amending Ordinance 10-5-130 of the Town of Lusk, Wyoming to Require Snow Removal from Sidewalks in Business Areas of the Town. There was discussion on liability and complaints. Fails for lack of motion on first reading.

There was a discussion on nuisances regarding junk. There is a nuisance ordinance. Mayor Lytle explained that it is difficult to enforce the ordinance because of the legal fees and costs associated. Attorney Meier explained the legal side of enforcing the ordinance. He checked with other municipalities and our ordinance reads about the same. Some have jail terms to enforce their ordinances. We have contempt power to enforce by statute. Mayor Lytle explained that we have had complaints regarding the zoning and the junk in these areas and that they may need to look into changing some of the zoning and how do they determine what is junk. Tabled for further discussion.

Levi Clark with Niobrara Electric Association addressed the council asking for the use of the golf course for a golf tournament on June 14<sup>th</sup> or 15<sup>th</sup> with reduced green fees for scholarship. He said the date can be changed if it needs to. Council member Dooper would like to see a list of past tournaments and stated Coe should have something to do with it and that Friday is better. Tabled for more information.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to move into executive session at 5:43 p.m. MAYOR LYTLE, COUNCIL MEMBERS DOOPER, FILENER AND PFISTER VOTED AYE, NELSON VOTED NAY. MOTION CARRIED.

The council reconvened into regular session at 6:18 p.m.

Mayor Lytle requested the Town Council to approve the appointment of Jacob Gordon as Chief of Police. COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER to approve the Mayor's appointment. MOTION CARRIED. Town Attorney Dennis Meier administered the swearing in of Jacob Gordon as Chief of Police of the Town of Lusk.

The next meeting is February 6, 2024, at 5:00 p.m.

There being no further business to come before the Council, the meeting adjourned at 6:23 p.m.

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Douglas E. Lytle, Mayor

ATTEST:

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Taylor Willis, Deputy Clerk/Treasurer