

MINUTES OF THE REGULAR COUNCIL MEETING  
TOWN OF LUSK  
MARCH 5, 2024, 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, March 5, 2024.

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

Also Present: Attorney Dennis Meier  
Todd Skrukrud, Public Works Director  
Desirae Matthews-LeLeux, Clerk/Treasurer  
Taylor Willis, Deputy Clerk/Treasurer  
Police Chief, Jacob Gordon  
Mike Mayville, EMS Director  
Trevor Barner, Golf Course Superintendent  
Linda Frye, Grant Writer  
Coe LeLeux, Golf Course Pro Shop Manager  
Royce Thompson, Airport Manager

Mr. Meier led everyone in the Pledge of Allegiance.

MAYOR Lytle called the meeting to order at 5:02 p.m.

COUNCIL MEMBER FILENER 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                   | \$848.20   |
| Allbright's True Value       | Supplies                            | \$1,104.10 |
| ALSCO/American Linen         | Mat Rental                          | \$156.08   |
| Ametek Magnetrol USA, LLC    | Sewer Equip Repair                  | \$3,468.33 |
| AT&T Mobility                | PD Phones & Tablets                 | \$445.55   |
| Black Hills Energy           | Gas Service                         | \$1,052.21 |
| Boldon Welding & Repair LLC  | Sanitation/Electric Equip Repair    | \$96.06    |
| Border State Industries Inc. | Electric Parts/Supplies             | \$2,809.08 |
| Caselle Inc.                 | Office Support/Maintenance/Software | \$1,258.00 |
| Casper College               | WAMCAT Training                     | \$369.00   |
| Century Link                 | Phone Services                      | \$1,127.92 |
| CMIT Solutions of WY Center  | PD Firewall                         | \$130.00   |
| Connecting Point             | Copier Lease                        | \$100.00   |
| Doyle J. Davies              | Municipal Judge/Supplies            | \$1,000.00 |
| Decker's Food Center         | Supplies                            | \$90.90    |
| Delta Dental                 | Employee Dental Insurance           | \$991.15   |
| EDM International, Inc       | Electric Professional Services      | \$1,731.25 |
| Energy Laboratories Inc      | Water samples/Well Monitoring       | \$570.00   |

|                               |  |              |
|-------------------------------|--|--------------|
| Franks Parts Company          | Parts/Supplies/Repairs/Fuel/Oil/Tools                              | \$3,624.38   |
| Gasfire Services              | Elect Vehicle Repairs  | \$617.24     |
| Great American Financial Serv | Copier Lease   | \$100.00     |
| Harberts, Michael             | IT Support   | \$295.00     |
| Hawkins, Inc                  | Pool Chemicals   | \$235.00     |
| HDR, Inc                      | Consultant Fees  | \$5,453.49   |
| Ideal Linen/Bluffs            | Parks/Shop Parts/Supplies  | \$149.99     |
| Interstate Batteries          | Airport Parts & Supplies   | \$144.95     |
| Jergenson, Doug               | Monthly Wage Animal Control  | \$1,540.00   |
| KERM-FM                       | Public Relations   | \$270.00     |
| Kurtzer's                     | Parks/Cemetery Equip Repair  | \$698.93     |
| Lumen                         | Phone, Long Distance   | \$23.67      |
| Lusk Fire Dept                | Retirement/IRAs  | \$14,471.50  |
| Lusk Herald                   | Legal Advertising/Advertising                                      | \$2,141.66   |
| Lusk Lodging Tax Board        | Tax Distribution   | \$2,378.63   |
| Matheson Tri-Gas Inc          | Ambulance Oxygen   | \$49.79      |
| Meier Building                | Rent   | \$800.00     |
| Meier Law Office              | Monthly Retainer   | \$3,000.00   |
| Midland Implement Co.         | Parks/Cemetery Equip Repair  | \$1,220.52   |
| 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  | \$51.03      |
| One-Call of Wyoming           | Dig Tickets  | \$27.25      |
| Ranchers Feed & Supply        | Golf Course Parts/Supplies   | \$161.55     |
| Rawhide Drug Co.              | Electric Parts/Supplies  | \$10.03      |
| Sanitation Products Inc       | New Equip Dumpster Purchase  | \$6,480.00   |
| Sinclair, Pine Bluffs         | Airport Fuel   | \$4,461.60   |
| Stinker Stores Inc            | Fuel   | \$2,754.56   |
| TDS Trash Collection Serv.    | Tipping Fees   | \$6,063.59   |
| Torrington Office Supplies    | Supplies   | \$667.91     |
| Underground Enterprises       | Transfer Station Fees  | \$2,100.00   |
| Visa 0681                     | Subscriptions/Supplies/Equipment/<br>Conference/Postage/Fees       | \$4,496.16   |
| Visa 0699                     | Return/Shipping  | \$61.77      |
| Visa 0707                     | PD Support/Maintenance/K-9 Unit/<br>Subscription/Supplies/Uniforms | \$697.23     |
| Visa 0715                     | Ambulance Emergency<br>Coverage/Training                           | \$1,033.46   |
| Vis 0723                      | Fire Department Equip  | \$422.94     |
| Visionary Broadband           | Internet Service   | \$562.80     |
| W.M.P.A.                      | Power Purchase   | \$126,596.75 |
| Western Medical Management    | Ambulance Billing Fees   | \$850.57     |
| WEX Bank                      | Fleet Fuel/Oil   | \$3,146.65   |
| Wheatland Garage Door LLC     | Transfer Station New Equip   | \$2,341.50   |

|                                |                                  |              |
|--------------------------------|----------------------------------|--------------|
| WY Assn of Municipalities      | WAM Conference                   | \$780.00     |
| WY Dept of Revenue             | Sales Tax                        | \$6,794.97   |
| WY Dept of Transportation      | Fire Dept License Plate Transfer | \$2.00       |
| WY Dept of Transportation      | PD Fuel                          | \$772.48     |
| WY Dept. of Workforce Services | Worker's Compensation            | \$1,905.73   |
| WY Educators Benefit Trust     | Employee Insurance               | \$27,601.50  |
| Wyoming Machinery Corp         | Street Equip Repair              | \$5,676.48   |
| Total Vouchers                 |                                  | \$267,822.09 |

|                                  |                                 |               |
|----------------------------------|---------------------------------|---------------|
| <u>MANUAL CHECKS</u>             | <u>February 2024</u>            |               |
| Gordon, Kristen                  | PD Cleaning                     | \$ 120.00     |
| Kruse, Pete                      | Per Diem, Safety Meeting        | \$ 20.00      |
| Lashmett, Justin                 | Per Diem, Safety Meeting        | \$ 20.00      |
| WY Dept of Transportation        | PD Fuel                         | \$ 198.76     |
| Circuit Court of Niobrara County | Writ of Wages, Garnishment      | \$ 549.13     |
| Crane Finance                    | Writ of Wages, Garnishment      | \$ 86.60      |
| Wyoming Child Support            | Writ of Wages, Garnishment      | \$ 345.22     |
| STC Construction Inc             | Contractor Payment              | \$ 123,191.25 |
| Laramie County Fire Authority    | Fire Truck Purchase             | \$ 30,000.00  |
| Farwest Line Specialties         | Reissue Check                   | \$ 142.47     |
| Norberg, Rory                    | Per Diem, Water Samples         | \$ 20.00      |
| Postmaster                       | Utility Mailings                | \$ 319.93     |
| Matthews-LeLeux, Desirae         | Per Diem/Mileage WAM Convention | \$ 311.94     |
| Nelson, Dean                     | Per Diem/Mileage WAM Convention | \$ 311.94     |
| Circuit Court of Niobrara County | Writ of Wages, Garnishment      | \$ 539.45     |
| Wyoming Child Support            | Writ of Wages, Garnishment      | \$ 345.22     |
| AVI PC Engineering Inc           | Engineering Fees                | \$ 94,849.11  |
| Oftedal Construction, LLC        | Contractor Payment              | \$ 214,193.74 |
|                                  | Total                           | \$ 465,564.76 |

|                            |                         |             |
|----------------------------|-------------------------|-------------|
| <u>ACH - February 2024</u> |                         |             |
| Lusk State Bank            | Health Savings Account  | \$6,125.07  |
| Elevon                     | Office Credit Card Fees | \$355.94    |
| Wyoming Retirement System  | Government Contribution | \$17,356.31 |
| Xpress Bill Pay            | Online Bill Pay Fees    | \$119.00    |
| Verizon Wireless           | Ambulance Phones        | \$72.33     |
|                            | Total                   | \$24,028.65 |

Mayor Lytle called for public comment on the following Liquor License Applications:  
 Transfer of the retail liquor license from Company Three LLC dba Spirits -to- Big D Oil Company dba  
 1885 Travel Center

Zack Policky represented Big D Oil Company and spoke on behalf of the transfer stating they will take over operating as it is being operated for now.

A Public visitor asked if it was going to remain as it is now or is it going to be converted to a convenient store, and will it cause issues with the licensing restrictions having minors in the building.

Council member Dooper answered by stating other establishments have liquor stores and minors are not allowed in there. Policky responded by stating if it does get converted, it will have a separate area with a door for liquor sales.

Renewal: L & J Halligan LLC dba The Pub: No Public Comment

Renewal: Lusk Liquor Store and Lounge LLC dba Lusk Liquor Store and Lounge: No Public Comment

#### Visitors:

Ashley Gray and Kaylynn Blackburn with 307 Disposal shared that they have questions and information on the town's garbage service. They will work with Todd and go over any questions.

Trevor Barner spoke on behalf of the Alumni Golf Tournament and requested to have reduced green fees and a closed course, on Friday, June 21st. There was discussion on this being an annual tournament. Alumni board bylaws state alumni weekend is the 4<sup>th</sup> weekend in June. COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER NELSON to approve the alumni golf tournament to be the 4<sup>th</sup> weekend in June on Friday, annually with reduced green fees and waived trail fees. MOTION CARRIED.

Council member Filener requested to start the process to sell the old ladder truck to recoup some of the cost of the new fire truck. Attorney Meier stated it would have to be appraised and on record and advertised for three weeks. COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER NELSON, to approve the sale of the old ladder truck. Council member Filener abstained. MOTION CARRIED.

Verlene Matney approached the council as a citizen asking to revisit the ordinance on "minors in the bar." As the manager of the Lusk Liquor Store and Lounge she stated they would like to open the beer garden back up. That is handled with the Chief of Police. She also asked if the council would consider a special permit for the Lusk Liquor Store and Lounge to have minors in the back room and patio areas, as well as the bathroom and office. Mayor Lytle suggested working with the Chief of Police to present something to the council. He continued, "Minors in the bar" has been visited many times and failed. The Town of Lusk has not allowed minors in the bar. They have always been more conservative on the subject.

#### Department Updates:

Department updates were given by Royce Thompson, Linda Frye, Coe LeLeux, Mike Mayville, Trevor Barner, Chief Gordon, Desi LeLeux, and Todd Skrukrud.

Linda Frye reported that there was an anonymous doner that would gift \$100,000 for the new ambulance if we can provide a match. The match needs to come after the pledge, or match funds moving forward. Mike Mayville added that we have collected \$42,930 in local personal and business gifts, and we have other grant applications submitted. They will get more information on the details of this gift.

Coe LeLeux requested to have a reduced slow-day rate once or twice a week that he can advertise to bring in more golfers with specific requirements. Trevor is on board with this plan. Mayor Lytle said it would be possible and asked that he provide a rate structure and dates for the council to consider.

Chief Gordon reported that they are doing a trial run with cameras that are LPRs (License plate readers). The first in the state. He is working with Cheyenne who has an LPR server. The readers only provide information on hot plates for amber alerts, kidnapping suspects, stolen vehicles, and human trafficking suspects.

Mayor Lytle reported on the WAM Convention and shared the concerns about ARPA funding and the obligation date being changed in legislation.

Desi LeLeux reported that the Election Filing period starts Friday, March 8<sup>th</sup> through March 22<sup>nd</sup>. She reported that the insurance money on the transfer station was received. Will start advertising for office help. Mayor Lytle explained the need to attend the SLIB meeting in April regarding our ARPA funding.

Todd Skrukruud reported the 50% plans have been submitted for Phase 3. He is still looking for a sanitation worker.

Old Business:

COUNCIL MEMBER NELSON 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 as May Be Appropriate, on third reading. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to run fees in Ordinance No. 3-5-130 as is until a resolution is set forth by the council. MOTION CARRIED.

New Business:

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the retail liquor license transfer for Big D Oil Company dba 1885 Travel Center, Retail License #3. Council Member Pfister recused himself from the vote but is in support of the transfer. MOTION CARRIED.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the retail liquor license renewals for L & J Halligan LLC dba The Pub, and Lusk Liquor Store and Lounge LLC dba Lusk Liquor Store and Lounge. MOTION CARRIED.

Wyoming Child And Family Development local Match was tabled.

WAM official voting delegate was tabled.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER NELSON, to approve the Airport Hanger Lease renewal for Dan Hanson. MOTION CARRIED.

Airport Hay Lease bids received February 23, 2024: 8:51am Royce Thompson, \$2,500 cash lease; 10:41am Louis Hammer, \$4,100 cash lease with multiple years. The council will discuss bids in executive session.

WEBT renewal was tabled.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Resolution 24-03, A Resolution Establishing a Public Records Policy and Fee Schedule for the Providing of Public Records by the Town of Lusk, Wyoming. Council member Pfister-no vote. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Ordinance No. 8-5-110, An Ordinance Amending Ordinance 8-5-110 to Include Right of Entry by Law Enforcement to Inspect for Compliance, on first reading. Attorney Meier explained that this makes it more specific. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to move into executive session at 6:04 p.m. MOTION CARRIED.

The council reconvened into regular session at 6:33 p.m.

COUCIL MEMBER DOOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the Airport Hay Lease for Louis Hammer at \$4,100 per year for a term of 5 years, the other contract stipulations the same and the mayor to sign the contract when completed. Payment due upon execution of contract. MOTION CARRIED.

Mayor Lytle encouraged people to get involved that see a need for a change in the community or like the community the way it is. The election is May 7, 2024.

There being no further business to come before the Council, the meeting was adjourned at 6:35 p.m.

The next regular meeting will be Tuesday, April 2, 2024, at 5:00 p.m.

---

Douglas E. Lytle, Mayor

ATTEST:

---

Desirae Matthews-LeLeux, Clerk/Treasurer