

MINUTES OF THE REGULAR COUNCIL MEETING  
TOWN OF LUSK  
NOVEMBER 7, 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, November 7, 2023.

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

Also Present: Attorney Dennis Meier  
Desirae Matthews-LeLeux, Clerk/Treasurer  
Taylor Willis, Deputy Clerk/Treasurer  
Officer Jay Owren  
Trevor Barner, Golf Course Superintendent  
Mike Mayville, EMS Director  
Royce Thompson, Electric Supervisor & Airport Manager  
Linda Frye, Grant Writer  
James Santistevan, Parks/Cemetery Manager & EMA

Chantry Filener led everyone in the Pledge of Allegiance.

MAYOR PRO TEM DOOPER 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 correction to the agenda. MOTION CARRIED.

VOUCHERS FOR PAYMENT

|                              |   |            |
|------------------------------|---|------------|
| 14 County Tire               | Vehicle Repairs                                 | \$781.97   |
| AFLAC                        | Payroll Deduction                               | \$848.20   |
| Allbright's True Value       | Supplies  | \$1,165.67 |
| ALSCO/American Linen         | Mat Rental                                      | \$215.26   |
| Anderson, Andrew             | Utility Deposit Refund                          | \$35.82    |
| BankCard Center 2477         | Shop Parts/Supplies                             | \$139.70   |
| BankCard Center 3814         | Parts/Supplies/Equipment/Subscription           | \$574.83   |
| BankCard Center 7939         | PD Supplies/Ammo/Uniform/Fuel/Oil Subscriptions | \$574.86   |
| Bauerkemper's Inc            | Fire Dept Supplies                              | \$83.94    |
| Black Hills Energy           | Gas Service                                     | \$167.56   |
| Border State Industries Inc. | Electric Parts/Supplies                         | \$1,198.38 |
| Bush-Wells                   | Rec Dept Football Camp                          | \$326.40   |
| Caselle Inc.                 | Office Support & Maintenance                    | \$1,233.00 |
| Casper Star-Tribune          | PD Ad   | \$160.00   |
| Century Link                 | Phone Services                                  | \$990.10   |
| Century Lumber Center        | Golf Course Supplies                            | \$143.76   |
| CMIT Solutions of WYCenter   | PD Firewall                                     | \$130.00   |

|                                   |                                     |             |
|-----------------------------------|-------------------------------------|-------------|
| Connecting Point                  | Copier Lease                        | \$100.00    |
| Doyle J. Davies                   | Municipal Judge                     | \$1,066.00  |
| Decker's Food Center              | Supplies                            | \$82.50     |
| Delta Dental                      | Employee Dental Insurance           | \$913.65    |
| Douglas Embroidery                | Uniforms- Lashmett                  | \$183.90    |
| Energy Laboratories INC.          | Water Samples                       | \$66.00     |
| First Net                         | PD Phones                           | \$445.50    |
| Franks Parts Company              | Parts/Supplies/Repairs              | \$2,982.16  |
| Frye, Linda                       | Fuel Reimburse/Meeting              | \$41.45     |
| Gasfire Services                  | Vehicle/Equipment Repairs           | \$2,463.58  |
| Global Propane                    | Sewer Fuel/Propane                  | \$773.38    |
| Great American Financial Services | Copier Lease                        | \$100.00    |
| Harberts, Michael                 | IT Support                          | \$2,495.00  |
| Hometown Country                  | Uniforms                            | \$294.99    |
| International Institute           | Clerk Dues/Fees                     | \$210.00    |
| Interstate Batteries              | Shop Vehicle Repairs                | \$282.90    |
| Jergenson, Doug                   | Monthly Wage Animal Control         | \$1,540.00  |
| LACAL Equipment, Inc.             | Street Vehicle Repairs              | \$1,248.22  |
| Lawson Products, Inc              | Shop Tools/Supplies                 | \$365.46    |
| Lumen                             | Phone, Long Distance                | \$24.62     |
| Lusk Fire Dept                    | ½ Quarterly Retirement              | \$637.50    |
| Lusk Herald                       | Legal Advertising/Advertising       | \$3,226.50  |
| Lusk Lodging Tax Board            | Tax Distribution                    | \$7,314.91  |
| Mayville, Mike                    | Reimburse Fuel/Hotel Meeting        | \$217.07    |
| Meier Building                    | Rent                                | \$800.00    |
| Meier Law Office                  | Monthly Retainer                    | \$3,000.00  |
| Midland Implement Co.             | Parks/Cemetery Parts/Supplies       | \$143.55    |
| Newman Traffic Signs              | Streets Supplies                    | \$141.50    |
| Niobrara Chamber of Commerce      | Promotion                           | \$187.50    |
| Niobrara County Library           | Internet Service                    | \$250.00    |
| Niobrara County Treasurer         | Communication Contract/Property Tax | \$16,968.27 |
| Niobrara Electric Association     | Utilities                           | \$49.21     |
| Niobrara Hospital District        | Pre-Employment Physical             | \$100.00    |
| Northwest Lineman College         | Modules                             | \$676.00    |
| Northwest Pipe Fittings Rapid     | Water Supplies                      | \$2,356.10  |
| One-Call of Wyoming               | Dig Tickets                         | \$21.75     |
| Phipps, Jacob                     | Reimburse Uniforms                  | \$96.00     |
| Ranchers Feed and Supply          | Uniforms                            | \$72.00     |
| Rocky Mountain Info Network       | Annual Membership                   | \$50.00     |
| Silver Cliff Vet clinic           | K-9 Spay/Medication                 | \$165.00    |
| Sinclair, Pine Bluffs             | Airport Fuel                        | \$2,080.00  |
| Stinker Stores Inc                | Fuel                                | \$5,701.85  |
| TDS Trash Collection Serv.        | Tipping Fees                        | \$8,501.23  |
| Thompson Safety LLC               | First Aid/CPR Training              | \$525.00    |

|                                 |                             |              |
|---------------------------------|-----------------------------|--------------|
| Torrington Office Supplies      | Supplies                    | \$193.19     |
| Underground Enterprises         | Transfer Station Fees/Tires | \$3,900.00   |
| Visa 0699                       | Conference Hotel            | \$302.40     |
| Visa 0707                       | K-9 Food, Subscription      | \$103.60     |
| Visionary Broadband             | Internet Service            | \$562.80     |
| W.M.P.A.                        | Power Purchase              | \$100,265.38 |
| Western Medical Management      | Ambulance Billing Fees      | \$934.31     |
| WEX Bank                        | Fleet Fuel                  | \$445.67     |
| WY Dept of Revenue              | Sales Tax                   | \$5,222.96   |
| WY Dept. of Workforce Services  | Worker's Compensation       | \$1,904.31   |
| WY Educators Benefit Trust      | Employee Insurance          | \$28,236.50  |
| Wyoming Law Enforcement Academy | Field Training              | \$236.00     |
| WY Office State Lands & Invest  | Loan Payment                | \$4,689.32   |
| Total Vouchers                  |                             | \$224,726.14 |

| <u>MANUAL CHECKS</u>             | <u>October 2023</u>            |                 |
|----------------------------------|--------------------------------|-----------------|
| Circuit Court of Niobrara County | Writ of Wages, Garnishment     | \$ 521.42       |
| Wyoming Child Support            | Writ of Wages, Garnishment     | \$ 368.30       |
| AVI PC Engineering               | Engineering Fees               | \$ 32,415.27    |
| Oftedal Construction, Inc        | Contractor Payment             | \$ 553,656.32   |
| Kruse, Pete                      | Per Diem/Meeting               | \$ 20.00        |
| Lashmett, Justin                 | Per Diem/Meeting               | \$ 20.00        |
| Oftedal Construction, Inc        | Contractor Payment             | \$ 356,423.83   |
| Norberg, Rory                    | Per Diem/Water Samples         | \$ 20.00        |
| TDS Trash Collection Service Inc | Transfer Station Tipping Fees  | \$ 6,700.09     |
| Visa 0681                        | Annual Fee Office              | \$ 29.00        |
| Visa 0699                        | Annual Fee Shop                | \$ 29.00        |
| Visa 0707                        | Annual Fee Police Dept         | \$ 29.00        |
| Visa 0715                        | Annual Fee Ambulance           | \$ 29.00        |
| Visa 0723                        | Annual Fee Fire Dept           | \$ 29.00        |
| Visa 0731                        | Annual Fee Golf Course         | \$ 29.00        |
| Circuit Court of Niobrara County | Writ of Wages, Garnishment     | \$ 530.79       |
| Wyoming Child Support            | Writ of Wages, Garnishment     | \$ 345.22       |
| Postmaster                       | Utility Mailings               | \$ 408.51       |
| Oftedal Construction, Inc        | Contractor Payment             | \$ 39,832.57    |
| Wyoming Dept of Transportation   | Transfer Station Trailer Plate | \$ 10.00        |
| AVI PC Engineering               | Engineering Fees               | \$ 7,078.09     |
| Oftedal Construction, Inc        | Contractor Payment             | \$ 44,478.53    |
| Circuit Court of Niobrara County | Writ of Wages, Garnishment     | \$ 344.12       |
| Wyoming Child Support            | Writ of Wages, Garnishment     | \$ 345.22       |
|                                  | Total                          | \$ 1,043,692.28 |

### Visitors:

Brian Wakefield & Rachelle Anderson with Benchmark of Torrington addressed the council with a zoning change request for the Hollon Frontier Village. Mr. Wakefield presented a letter for the request with a map labeled as a preliminary plat map and had some questions regarding the south boundary of the property as well as utilities. He explained that Hollan would like to develop a couple lots on Ballancee with water and sewer and would like to pave a portion of the street and add an alley behind it. He stated they had some questions and would like to start the conversation regarding this matter. There was much discussion on understanding the request and details.

Mayor Lytle joined the meeting at 5:08 p.m.

### Department Updates:

Royce Thompson reported as the Airport Manager that Desi and he had a conference call with the engineer and Wyoming Aeronautics about the seal coat project that is done every four years. The town's portion is about 10% and will happen around July. He also reported about the electric department stating they have been working on a line going to the sale barn. They are waiting on materials. They are looking at a line change out on Radium St. Justin has received his books and will take his first test in a week or so.

Linda Frye reported that she keeps checking on the Safer Grant but doesn't think we received it. The last money that was given out was in September. She put in a federal grant for streets for five million (\$5,000,000). She and Desi went to the SLIB meeting. She is working on a USDA Community Facilities Grant for the Ambulance asking for \$50,000, as well as submitting a letter to NEA for \$10,000. She will be submitting a Federal Raise Grant through WYDOT for streets.

Trevor Barner reported that they are winterizing and getting pipes blown out at the golf course and the greens top dressed. The weather is nice. He may have to water if the weather continues to be nice. The hotline is ready, and he stated majority of the water is done in January/February. He stated those are the months you worry about winter desiccation. He wants to get everything blown out in November but can water when it's needed.

James Santistevan reported on parks and cemetery stating everything winterized and doing ground maintenance. There is grass growing. He left it tall enough to hold moisture in. He reported on Emergency Management that we received the Homeland Security Grant for Fire Department Radios and more will be discussed later on the agenda.

Mike Mayville reported on the Ambulance Service. He has one EMT that has been coming in from Lance Creek and has been available and happy to do ALS runs. He is working with another EMT that is advanced and interested in getting recertified. He has been working with Jen Davis at the Governor's office on funding sources from other agencies to help pursue an ambulance. Then he will have more information for the February SLIB meeting. Denny, Desi, Taylor, and Mike met with BCBS Medicare Advantage Program representatives regarding an agreement to be an in-network provider in Wyoming. It won't be active until 2025 but have to have everything in place in 2024 for the marketplace. They reached out to us because we are a provider of the

Ambulance Service. It is not a benefit to the Town other than getting paid quicker for billings. It would be a benefit to the enrollees.

Officer Jay Owren gave the police department statistics for the month of October. He reported that a new officer was hired and started on November 1<sup>st</sup> and is studying case law and procedures and will be introduced into taking calls of service. He presented a letter of recognition and a plaque from Best Friends Animal Society to Doug Jergensen and Lusk Animal Control and Animal Shelter for achieving a 95% or more survival rate as a no-kill shelter.

Desirae LeLeux reported that they closed on the Interim Financing Loan on October 24<sup>th</sup> with Lusk State Bank. She received the award letter from WYDOT for the Lusk Safe Pathways Construction Grant in the amount of \$1,105,094 with the TAP funding of \$1million and local match of \$105,094. Once the design is completed, we will have to do a consultant selection again due to the funding being over \$250,000. She and Taylor completed CPR/First Aid training last week with instructor Royce Thompson. She reminded everyone if they haven't received their Public Officer Training Certificate, please let her know so she can reach out to obtain those. She reported at the SLIB meeting we were awarded the recommended amount of \$1,215,978. We were not awarded any money for the Street Sweeper and Vac Truck. We received the grant agreement for the Cyber Security Grant in the amount of \$140,000. The weekly construction meeting was rescheduled for tomorrow to accommodate schedules. She reported on the project stating they are working behind the school on sewer and the street will be shut down for about 10 days, and landscaping is being completed.

Old Business:

Wyoming Community Gas Designation was tabled.

New Business:

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the new livestock permit for Kenneth Durham with no roosters. MOTION CARRIED.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Resolution No 23-24, to approve Angry Irishman as the caterer for the employee holiday gathering. MOTION CARRIED.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to move into executive session at 6:14p.m. MOTION CARRIED.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to move into executive session at 6:14p.m. MOTION CARRIED.

The council reconvened into regular session at 6:42p.m.

The council discussed in executive session that Todd Skrukrud will move forward discussing a possible tower lease agreement with Union Wireless.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER NELSON, to authorize and direct the mayor to execute a formal contract with AVI for Phase 3 Engineering if it is identical to the proposal with changes discussed in executive session. MOTION CARRIED.

The next regular Council meeting will be Tuesday, November 7, 2023, at 5:00 p.m.  
There being no further business to come before the Council, the meeting adjourned at 6:45p.m.

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Douglas E. Lytle, Mayor

ATTEST:

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Desirae Matthews-LeLeux, Clerk/Treasurer