

MINUTES OF THE REGULAR COUNCIL MEETING
TOWN OF LUSK
DECEMBER 6, 2022, 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 December 6, 2022.

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

Absent: Council Member Adam Dickson

Also Present: Attorney Dennis Meier
Desirae Matthews-LeLeux, Clerk/Treasurer
Samantha Eddy, Deputy Clerk/Treasurer
Todd Skrukruud, Director of Public Works
Linda Frye, Grant Manager/Writer
Chief Bo Krein

Mayor Lytle led everyone in the Pledge of Allegiance.

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

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

VOUCHERS FOR PAYMENT

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| AFLAC | Payroll Deduction | \$744.74 |
| Allbright's True Value | Supplies | \$940.72 |
| ALSCO/American Linen | Mat Rental | \$532.14 |
| American Red Cross | Lifeguard Training/First Aid | \$105.00 |
| Axon | PD Training | \$375.00 |
| Baker & Associates Inc. | Groundwater Monitoring Fees | \$295.00 |
| BankCard Center 0344 | Equip. Repair/Supplies/Subscriptions/K-9 Unit/Public Relations | \$3,017.42 |
| BankCard Center 4359 | PD Subscriptions/Postage/K-9 Unit/Supplies/Ammunition | \$1,127.63 |
| BankCard Center 9385 | Ambulance Parts/Supplies/Repairs; Shop Tools | \$335.55 |
| Bautista, Alina | Muni Court Citation Refund | \$2.00 |
| Bellwood Tree Service LLC | Cemetery Tree Removal | \$4,500.00 |
| Black Hills Energy | Gas Service | \$1,078.52 |
| Boldon Welding & Repair Services | Shop Supplies/Pool Repairs | \$272.84 |
| Border State Industries | Electric Parts and Supplies | \$42.18 |
| Caselle Inc. | Office Support & Maintenance | \$1,233.00 |

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| Casper College | Training | \$69.00 |
| Casper Star Tribune | Airport Advertising | \$700.64 |
| CenturyLink | Phones/Internet | \$940.91 |
| CMIT Solutions of WY | PD IT | \$918.00 |
| Connecting Point | Copier Lease | \$200.00 |
| Doyle J. Davies | Municipal Judge/Postage | \$1,000.00 |
| DBT Transportation Services | AWOS Maintenance | \$5943.00 |
| Decker's Food Center | Supplies | \$88.98 |
| Delta Dental Plan | Employee Paid Insurance | \$745.10 |
| Empower Trust Company | WRS 457 Plan Deferred | \$200.00 |
| Energy Laboratories Inc | Water Samples | \$3,312.00 |
| Fairbanks Scales, INC | Sanitation Parts/Supplies | \$133.73 |
| Fink, Jeremiah | Per Diem/Training | \$152.90 |
| First Net | PD Phones | \$253.73 |
| Franks Parts Company | Parts/Supplies/Repairs | \$1,843.55 |
| Gordon, Jacob | K9 Supplies | \$46.16 |
| Great American Financial Services | Copier Lease | \$311.00 |
| Honey Badger Towing | PD Towing | \$300.00 |
| Ideal Linen/Bluffs | Shop Supplies | \$143.50 |
| JP Cooke Company | Pet Licenses | \$76.00 |
| Jergenson, Doug | Monthly Wage Animal Control | \$1,400.00 |
| Jerry's Electric | Electric Line Upgrade | \$4,720.00 |
| Kellett, Steven | EMS Reimburse Meals/Supplies | \$129.99 |
| Krein, Bo | Reimburse PD Supplies | \$34.77 |
| Lumen | Phone, Long Distance | \$25.47 |
| Lusk Herald | Legal Advertising/Advertising | \$2,124.00 |
| Lusk Lodging Tax Board | Tax Distribution | \$6,309.16 |
| Matheson Tri-Gas Inc. | Ambulance Oxygen | \$373.09 |
| Meier Building | Rent | \$800.00 |
| Meier Law Office | Monthly Retainer | \$3,000.00 |
| Metz, Debra | Utility Deposit Refund | \$37.87 |
| Mike Harberts | IT Security/Maintenance | \$2,711.00 |
| Niobrara Chamber of Commerce | Promotion | \$187.50 |
| Niobrara County Library | Internet Service | \$250.00 |
| Niobrara County Treasurer | Communications Contract | \$6,301.50 |
| Niobrara Electric Assoc. | Utilities/ Parts & Supplies | \$298.05 |
| One-Call of Wyoming | Tickets | \$244.50 |
| Owren, Jay | Per Diem Training | \$177.51 |
| Pitney Bowes Inc | Office Supplies | \$74.69 |
| Print Express | Office Supplies | \$1,256.68 |
| R&R Products Inc. | Golf Course Parts/Supplies | \$195.60 |
| Ranchers Feed & Supply | Snow Removal | \$261.59 |
| Rawhide Drug Co. | Office Supplies | \$14.99 |

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| Sinclair, Pine Bluffs | Golf Course Fuel | \$4,692.20 |
| TDS Trash Collection | Tipping Fees Transfer Station/Pump out | \$4,576.16 |
| Tollman, Rhonda | Reimburse PD Supplies | \$64.50 |
| Torrington Office Supplies | Supplies | \$69.90 |
| Underground Enterprises | Transfer Station Haul | \$1,800.00 |
| Visionary Communications Inc. | Internet Service | \$363.48 |
| WAM | WAM Conference Registration | \$705.00 |
| W.M.P.A. | Electrical Power Purchase | \$86,723.00 |
| Warne Chemical & Equip. Co | Golf Course Irrigation Repairs | \$204.52 |
| Western Medical Mng. Inc | Ambulance Billing Service | \$369.34 |
| Whitaker Oil, Inc. | Fuel & Oil | \$5,042.01 |
| WY Dept of Environmental Quality | Tank Registration Fees | \$200.00 |
| WY Assoc. of Rural Water | Membership | \$475.00 |
| WY Dept of Revenue | Sales Tax | \$5,999.46 |
| WY Dept. of Workforce Services | Worker's Compensation | \$1,814.48 |
| WY Educators Benefit Trust | Employee Medical/Life Premiums | \$24,515.25 |
| Wyoming Machinery Corp | Supplies/Equipment Repair | \$120.36 |
| Wyoming Retirement | Government Contribution | \$14,672.93 |
| Total Vouchers | | \$215,315.49 |

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| <u>MANUAL CHECKS</u> | <u>November 2022</u> | |
| Niobrara County Treasurer | Property Taxes | \$7,264.62 |
| Wyoming Department of Revenue | Wyoming Sales Tax | \$4,622.56 |
| Clerk of District Court, Second Judicial | Writ of Wages, Garnishment | \$348.56 |
| Wyoming Child Support | Writ of Wages, Garnishment | \$319.37 |
| Patrone's Landscaping & Tree Care | Electrcal Tree Trimming | \$3,125.00 |
| Tooley, Rebecca | Utility Deposit Refund | \$26.35 |
| Wyoming Secretary of State | Notary Fees | \$60.00 |
| Norberg, Rory | Per Diem/Water Samples Delivery | \$20.00 |
| Carrot-Top Industries Inc | Parks Parts/Supplies | \$217.46 |
| Kruse, Pete | Per Diem/Training | \$20.00 |
| Thompson, Royce | Per Diem/Training | \$20.00 |
| Eddy, Samantha | Per Diem/Training | \$134.25 |
| Youngquist, Sheila | Per Diem/Mileage- Training | \$439.52 |
| Eddy, Samantha | Mileage- Training | \$305.27 |
| Clerk of District Court, Second | Writ of Wages, Garnishment | \$348.56 |

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| Judicial | | |
| Wyoming Child Support | Writ of Wages, Garnishment | \$319.37 |
| Postmaster | Utility Mailings | \$296.74 |
| AVI PC Engineering Inc | Phase I Engineering Fees | \$20,430.08 |
| Oftedal Construction, Inc | Phase I Contractor Payment #15 | \$604,669.43 |
| | Total | \$642,987.14 |

Visitors:

No visitors.

Department Updates:

- Linda Frye reported she is working with James Santistevan on Cyber Security Grants to help with Cyber Security that is required by insurance. She stated WAM sends out emails and suggested that each Council member get on their email list. Legislation is coming up. Some key items are the Governor submitted his request for the budget asking for additional funds of \$26.5 million for Direct Distribution and requested \$10 million be put back into the Mineral Royalty Grant. Other bills are being presented. One is trying to bring back governments paying property tax.
- Chief Krein gave a report on Police Department statistics for November. Two officers completed Radar Certification training. The PD has a radar down. A new radar was included in the new vehicle budget. Working on policy updates and force trainings. Juvenile Services Board is up and going. A part-time role is available through WyoHelp out of Goshen County.
- Desirae LeLeux reported they have been shorthanded in the office. One employee has been out but should be returning next week. Finishing up the Audit and preparing for tax season coming up.
- Todd Skrukrud reported they finished winterizing the golf course and put fungicide down. Fired up the hot line and won't top dress until after January when they get more sand. Working on finishing up lease agreement with PBS. They have been sanding and sweeping. Recycling has a load ready but can't get a load out. Electric Contractors have completed their work. They changed out 18 poles. Infrastructure Project is working in allies and will be wrapping up by end of week and then possibly laying off for the winter. Meeting this Friday. Transfer Station had a company here to clean but they have not finished. Still working with the insurance company on that. Not happy with the job the cleanup crew is doing. Insurance approved an electrical bid. They have been working on the electrical at the transfer station. Have temp power and the doors are operating.

Old Business:

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve Ordinance No. 13-15-120, An Ordinance Amending Existing Ordinance No. 13-15-120 To Increase the Building Permit Fee, on third and final reading. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER NELSON, to approve Ordinance No. 11-15-410, An Ordinance Amending Existing Ordinance No. 11-15-410 Which Establishes Amended Sewer Rates to Consumers Utilizing the Sewer System of the Town of Lusk, on third and final reading. MOTION CARRIED.

COUNCIL MEMBER NELSON MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve Ordinance No. 11-20-740, An Ordinance Amending Existing Ordinance No. 11-20-740, As Amended, Establishing Water Usage Rates, on third and final reading. MOTION CARRIED.

New Business:

WAM Conference is January 25-27 at Laramie County Community College

Holiday party is Friday, December 9th at the Country Club.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve Airport Hanger Leases for Travis Bruegger and Leonard Pullis. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to move into executive session for personnel & contracts at 5:13 p.m. MOTION CARRIED.

The Council reconvened into regular session at 6:29 p.m.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Christmas Bonuses for full-time and part-time employees. MOTION CARRIED.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER NELSON, to approve the pay-out of the Wyoming Hospital Association Retention Grant and pay the employer tax portion. Council member Filener abstained. MOTION CARRIED.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve M.C. Schaff & Associates, Inc as the Lusk Municipal Airport Engineer. MOTION CARRIED.

The next regular Council meeting will be Tuesday January 3, 2022, at 5:00 p.m.

There being no further business to come before the Council, the meeting was adjourned at 6:32 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer