

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

Council Members Present: Mayor Douglas Lytle, Council Members Tom Dooper, Tom Dooper and Chantry Filener via phone.

Also Present: Attorney Dennis Meier
Todd Skrukrud, Public Works Director
Desirae Matthews-LeLeux, Clerk/Treasurer
Jacob Gordon, Police Chief
Taylor Willis, Deputy Clerk/Treasurer
Trevor Barner, Golf Course Superintendent
Mike Mayville, EMS Director
James Santistevan, Parks/Cemetery Dept and EMA Coordinator
Royce Thompson, Airport Manager
Brandie Collins, Lusk Herald

Taylor Willis led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 5:00 p.m. and asked for verbal votes due to Council member Filener being on the phone.

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve a consent agenda for item numbers three (3) through six (6). Items on consent agenda: Agenda, Bills, Payroll, Treasurer's report, Minutes. Verbal Vote-4-0. MOTION CARRIED.

VOUCHERS FOR PAYMENT

14 County Tire	Vehicle/Equip Repair	\$478.66
Affordable 307 Painting	Pool Painting	\$7,875.00
Aflac	Payroll Deduction	\$721.54
Allbright's True Value	Supplies	\$810.63
ALSCO	Mat Rental	\$96.90
Apex Energy Services, LLC	Street Work	\$12,100.00
AT&T Mobility	PD Phones/Tablets	\$445.95
Boldon Welding & Repair LLC	Shop Tools	\$44.43
Border State Industries Inc.	Electric Line Upgrade	\$1,110.08
Bound Tree Medical LLC	Ambulance Supplies	\$965.09
B-Right Testing Inc	Electrical Safety & Training	\$142.66
Caselle Inc.	Office Support & Maintenance	\$1,360.00
Casper College	WAMCAT Training	\$550.00
Century Link	Phone Services	\$1,248.01

Chadron Lock	Pool Lock Service	\$405.50
City of Casper	Tire Disposal	\$4,097.60
Connecting Point	Copier Lease/Fees	\$100.00
D.C. Drilling LLC	Golf Course Irrigation Repairs	\$436.34
Doyle J. Davies	Municipal Judge/Supplies	\$1,000.00
DBT Transportation Services LLC	AWOS Maintenance	\$5,943.00
Decker's Food Center	Supplies	\$66.12
Delta Dental	Employee Dental Insurance	\$1,087.60
Diamond Vogel	Swimming Pool Paint	\$3,767.77
Energy Laboratories, Inc	Water Samples	\$66.00
Ferguson Waterworks #1116	Irrigation Repair	\$2,418.23
Franks Parts Company	Parts/Supplies/Repairs/Fuel/Oil	\$2,443.86
GME Supply	Electric Safety & Training	\$416.00
Great American Financial Services	Copier Lease	\$100.00
Harberts, Michael	IT Services	\$3,355.00
HDR, Inc	Consultant Fees	\$3,012.27
Herren Bros. True Value	Golf Course New Construction	\$72.23
Ideal Linen/Bluffs	Parts/Supplies	\$359.96
Interstate Batteries	Equipment Repair	\$302.90
IRBY	Electric Meters/Equip	\$450.00
JP Cooke Company	Pet License	\$91.55
J&J Magnet	Golf Course Public Relations	\$355.00
Jergenson, Doug	Monthly Wage Animal Controls	\$1,540.00
Lawson Products, Inc	Tools/Supplies	\$73.29
Lumen	Phone, Long Distance	\$22.58
Lusk Herald	Legal Advertising/Advertising	\$3,053.04
Lusk Lodging Tax Board	Lodging Tax Distribution	\$7,492.93
M.C. Schaff & Associates, Inc	Engineering Fees	\$1,213.81
Marc	Parts/Supplies	\$707.45
Matheson Tri-Gas Inc	Ambulance Oxygen	\$342.69
Mayville, Mike	Reimburse AED Cabinet	\$260.97
Meier Building	Rent	\$800.00
Meier Law Office	Monthly Retainer	\$3,000.00
Midland Implement Co	Parts/Supplies	\$92.36
Niobrara Chamber of Commerce	Promotion	\$187.50
Niobrara County Library	Internet Service	\$250.00
Niobrara County Treasurer	Communication Contract/Property Tax	\$18,014.38
Niobrara Electric Association	Utilities	\$46.00
Northwest Pipe Fittings, Scottsbluff	Maintenance/Repairs	\$603.62
One-Call of Wyoming	Dig Tickets	\$23.25
Pauls Welding	Damaged Fence Repair	\$250.00

Ramkota Hotel	WWQ Conference	\$294.00
Ranchers Feed and Supply	Parts/Supplies/Repairs	\$136.32
Sinclair, Pine Bluffs	Fuel Purchase	\$4,564.80
Smith, Judy	Utility Deposit Refund	\$103.28
Spic and Span Cleaners	Snow Removal Mix	\$6,889.61
Straight Stripe Painting, Inc	Airport Project Contractor Payment	\$25,951.57
Sun Ridge Systems, Inc	RIMS Yearly Support	\$500.00
TDS Trash Collection Serv.	Tipping Fees	\$4,972.06
Torrington Office Supplies	Supplies	\$146.87
Underground Enterprises	Transfer Station Fees/Tires	\$2,900.00
Visa 0681	Subscriptions/Supplies/Maintenance/Training/ Postage	\$769.63
Visa 0707	K-9/Supplies/ Subscriptions/ Uniforms/ Jail Expense	\$1,510.89
Visa 0715	Ambulance Emergency Coverage/ Supplies	\$755.03
Visa 0731	Equip Repair/ Parts/Supplies	\$412.21
Visionary Broadband	Internet Service	\$562.80
W.M.P.A.	Power Purchase	\$99,973.46
WAM/WCCA	Lease Payment	\$786.55
Western Medical Management	Ambulance Billing Fees	\$1,071.47
WEX Bank	Fuel	\$3,604.86
Wurdeman, Carson	Utility Deposit Refund	\$59.11
WY Dept. of Revenue	Sales Tax	\$4,973.37
WY Dept of Transportation	PD Fuel Purchase	\$2,435.72
WY Dept. of Workforce Services	Worker's Compensation	\$2,063.97
WY Educators Benefit Trust	Employee Insurance	\$34,299.50
WY Law Enforcement Academy	PD Ammo/Training	\$1,698.95
WY Office of Emergency Med Serv	Ambulance Business License	\$20.00
WY Office State Lands & Investment	Loan Pmt MWL15001	\$4,689.32
WY Water Quality	Conference	\$242.00
Total Vouchers		\$302,657.10

<u>Manual Checks, October 2024</u>		
Smith, Jackson	Per Diem Life Guard Training	\$ 118.00
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84
Lusk Lodging Tax Board	Lodging Tax Distribution	\$ 7,146.99
WEX Bank	Fuel	\$ 3,145.54
AVI PC Engineering	Engineering Fees	\$ 25,600.65
Wyoming Dept of Revenue	Wyoming Sales Tax	\$ 5,904.03

Norberg, Rory	Per Diem Water Samples	\$ 24.00
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 565.26
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84
Munsell, Jeremy	TAP Fee Reimbursement	\$ 800.00
Postmaster	Utility Billing Mailings	\$ 344.09
Oftedal Construction, Inc	Contractor Payment	\$ 896,395.72
AVI PC Engineering	Engineering Fees	\$ 120,978.66
Apex Energy Services, LLC	Ranger Alley Contractor Pmt #1	\$ 131,594.47
Wyoming State Treasurer's Office	Unclaimed Properties Submitted 2024	\$ 726.74
	Total	\$ 1,193,959.83

<u>ACH - October 2024</u>		
Lusk State Bank	Health Savings Account	\$ 6,125.07
Elevon	Office Credit Card Fees	\$ 327.66
Empower Trust	WRS 457 Retirement	\$ 100.00
Wyoming Retirement System	Government Contribution	\$ 17,432.99
Xpress Bill Pay	Online Bill Pay Fees	\$ 119.00
Verizon Wireless	Ambulance Phones	\$ 89.74
Black Hills Energy	Pool Gas Utilities	\$ 880.34
Empower Trust	WRS 457 Retirement	\$ 100.00
Black Hills Energy	Shop Gas Utilities	\$ 45.39
Black Hills Energy	Warehouse Gas Utilities	\$ 51.83
Black Hills Energy	PD Gas Utilities	\$ 40.24
Black Hills Energy	Ambulance Gas Utilities	\$ 44.10
	Total	\$ 25,356.36

Visitors:

No Visitors

Department Updates:

Department Updates were given by Trevor Barner, Royce Thompson, James Santistevan, Chief Gordon, Mike Mayville, Desi LeLeux, and Todd Skrukrud.

Trevor Barner reported they have fall fertilizing done at the golf course. The old windows from the pro shop were installed in Idi's shack. They are still watering until the weather changes. Cops & Goblins went well.

Royce Thopson reported that the snowplow truck is at the shop waiting for the box and plow to be installed.

James Santistevan reported that they have the parks shut down and winterized and doing fall clean-up at the cemetery.

Chief Jacob Gordon gave a monthly report for October on the police department stating it was a busy month. He stated Cops & Goblins went great and thanked Trevor and the Chamber for all their help with the event. They will continue this each year. They received new computers and tablets. They will be escorting the Volleyball team out of town for the state competition.

Mike Mayville reported the Ambulance Department stats for the month of October. He reported that he received the Oneok grant for the PPE coveralls. MS-54 will be going into the shop to get an alignment.

Desi LeLeux reported that they closed the Phase II Interim Financing sewer loan with USDA. They were notified that they were denied the Oneok grant and the US Dept of Justice grant for the PD. The Oneok grant for the ambulance department PPE was in the amount of \$2,831.00. She and Todd met with HI-Q Technology partnered with the Wyoming State Energy Program for the site visit on the grant for the H-Vac system for town hall and the fire department. They also met with HDR last week and provided some grant opportunities for federal street funding. Continuing to work on the audit. They will be doing a rate study with WMPA. She, Taylor and Pete will be attending the WMPA training for rates and net metering in December. Reminder of the scheduled power outage on November 17th.

Todd Skrukrud reported the pool has been painted. The Ranger alley has been completed. He received two estimates on the shop roof and forwarded them to WARM. We received an estimate on the HVAC system from Zell Plumbing. Waiting to hear about the grant for that. HDR will be hear for the TAP grant next week to meet with some property owners on temporary easements. He reported on the project updates.

Old Business:

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the Charter Ordinance 1-1004 FY 2025 Amendment, on third and final reading. Budget increase \$61,860.00. Mayor Lytle explained the increase is for the regulators. MOTION CARRIED. Verbal vote 4-0

New Business:

Mayor Lytle requested to appoint Dean Nelson to fill the vacant council seat. COUNCIL MEMBER PFISTER MOVED. Failed for lack of a second.

Wyoming Community Gas Community Project Designations FY 2026 - \$5,930.67 was tabled.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the Pasture Lease Renewal for Gary Bayne- 40 acres in the "Industrial Park." MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the contract renewal for Golf Course Pro Shop Manager to Coe J. LeLeux. MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the Airport Lease Renewal for Lenard Pullis. MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Resolution No. 24-11, A Resolution to Update the Wyoming Region 2 Hazard Mitigation Plan. James explained that this is a 5-year plan that is for any hazard that may tear the town apart. It involves the county and each municipality within the county. MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Resolution No. 24-12, A Resolution to Amend the Town of Lusk, “Drug and Alcohol Policy for City Employees Who Are Required to Have a Commercial Driver’s Licensee” Specifically the Paragraph Captioned “Consequences.” MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve Resolution No. 24-13, A Resolution to Amend the Town of Lusk, Employee Policy Handbook as to Policy 702 “Drug and Alcohol Use,” Providing for Testing of Town Employees for Drugs and Alcohol. MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Resolution No. 24-14, A Resolution to Amend the Town of Lusk, Employee Policy Handbook as to the Policy Relating to Ambulance Personnel by Including a Drug and Alcohol Use Provision. MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to refuse all New Ambulance Bids received at the bid opening October 15, 2024. There was discussion that the bids were all over the place and the specifications need to be more specific. MOTION CARRIED. Verbal vote 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Ordinances 4-5-100 – 4-5-150, Ordinances Formally Establishing The Lusk Lodging Tax Board, on first reading. There was discussion on these ordinances adopting Wyoming statute. Chamber director Morgan Nolan shared some updates to the statutes. Council member Pfister stated they are working on a strategic plan and suggested a board be appointed quickly, if possible, to help get the grant they are working on. Mayor Lytle suggested a change to include Niobrara County qualified electors. MOTION CARRIED. Verbal vote 4-0.

The employee holiday gathering will be on Friday, December 13, 2024, at the Niobrara Country Club at 6:00 pm.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Employee Bonus’s for Full-time and Part-time personnel and to be the same as last year. MOTION CARRIED. Verbal vote 4-0

There will be two special meetings scheduled for Friday, November 15th and Monday, November 18th, 2024, at 10:00am for second and third reading of Ordinances 4-5-100 – 4-5-150.

The next regular council meeting will be Tuesday, December 3, 2024, at 5:00 p.m.

There being no further business to come before the Council, the meeting was adjourned at 5:45 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer