

MINUTES OF THE REGULAR COUNCIL MEETING
TOWN OF LUSK
June 3, 2025, 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, June 3, 2025.

Council Members Present: Mayor Douglas Lytle, Council Members, Thomas Dooper, Ronson Pfister, Chantry Filener, and Ty Thompson

Also Present: Attorney Dennis Meier
Todd Skrukrud, Public Works Director
Desirae Matthews-LeLeux, Clerk/Treasurer
Jacob Gordon, Chief of Police
Dawn Hall, Deputy Clerk/Treasurer
Mattie Pfister, Utility Billing Clerk

Royce Thompson, Airport Manager
Mike Mayville, EMS Director
Trevor Barner, Golf Course Superintendent
Brandie Collins, Lusk Herald

Council Member Thompson led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 5:06 p.m.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the consent agenda for items five (5) through eight (8). Items on consent agenda: Agenda, Bills, Payroll, Treasurer's Report, Minutes. MOTION CARRIED. 5-0

VOUCHERS FOR PAYMENT

14 County Tire	Vehicle Repair	\$986.00
Aflac	Payroll Deduction	\$982.95
AGCConstruction LLC	Golf Course Maintenance/ New Construction	\$1,800.00
Allbright's True Value	Supplies	\$909.73
ALSCO	Mat Rental	\$150.96
AT&T Mobility	PD Phones/ Tablets	\$400.40
Boldon Welding & Repair LLC	Golf Course Equipment Repair	\$51.48
Border States Industries Inc	Electric Line Upgrade	\$2,265.91
Caselle Inc.	Office Support & Maintenance	\$1,360.00
CDW Government	Airport New Equipment	\$222.70
Century Link	Phone Services	\$1,413.85
Communication Technologies	PD Radio Repairs	\$816.00
Connecting Point	Copier Service Contract/ Overage Fees	\$100.00
Core & Main	Water Metering System	\$1,400.00
Croell Redi-Mix	Sealing Chips	\$10,087.11

Doyle J. Davies	Municipal Judge	\$1,000.00
Decker's Food Center	Supplies	\$68.26
Delta Dental	Employee Dental Insurance	\$1,051.85
Energy Laboratories, Inc	Water Samples	\$76.00
Fair Manufacturing, Inc.	Streets New Equipment	\$18,322.00
Fairbanks Scales, Inc	Sanitation Supplies	\$261.60
Fisher Roofing and Restoration	Shop New Roof	\$96,474.00
Franks Parts Company	Parts/ Supplies/ Repairs/ Fuel/Oil/ Tools/ New Equipment	\$2,528.32
Fyr-Tek	Ambulance Equipment Repair	\$140.65
Global Propane	Repairs/ Parts/ Fuel/ Oil	\$2,694.53
Herren Bros. True Value	Golf Course New Construction	\$149.76
Honey Badger Towing and Recovery	Gravel Hauling	\$2,500.00
Ideal Linen/ Bluffs	Parts/ Supplies	\$145.63
Jergenson, Doug	Monthly Wage Animal Control	\$1,609.17
Lamb, Gary & Lala	Ambulance Payment Refund	\$73.23
LeLeux Enterprise, LLC	Golf Course Pro Shop	\$3,000.00
Lexipol	Ambulance Training	\$702.24
LLC Falcon Ridge Consulting	Utility Deposit Refund	\$92.34
Lumen	Phone, Long Distance	\$18.80
Lusk Herald	Legal Advertising/ Advertising	\$1,877.14
Lusk Lodging Tax Board	Lodging Tax Distribution	\$4,681.29
Luskwyoming.com	Public Relation Advertising	\$100.00
MC Schaff & Associates, Inc	Airport Engineering Fees	\$14,730.00
Managed IT Services	IT Services	\$5,145.00
Matheson Tri-Gas Inc	Ambulance Oxygen	\$57.43
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	\$46.00
Northwest Pipe Fittings, Inc Scottsbluff	Irrigation Repairs	\$645.00
One-Call of Wyoming	Dig Tickets/ Group Membership	\$40.95
Osage Lake Designs, LLC	Rec Dept Uniforms	\$487.00
Peaks & Prairies, GCSA	Annual Membership Dues	\$165.00
QTPod	Airport Base & Cell Subscription	\$1,675.00
Quest Inc	Electric Line Upgrade	\$203.24
Quill LLC	Office Supplies	\$141.97

Ranchers Feed and Supply	Maintenance/ Parts/ Supplies/ Fuel/ Oil	\$141.24
Sanitation Products, Inc	New Equipment	\$581.00
Silver Cliff Vet Clinic	Animal Control Vaccinations	\$72.00
Sinclair, Pine Bluffs	Airport Fuel	\$1,377.40
Smith, Chris	Reimburse Postage	\$16.14
TDS Trash Collection Serv.	Tipping Fees	\$4,525.61
Terex USA, LLC	Electric Equipment Repairs	\$2,031.86
The Sherwin-Williams Company	Fuel & Oil	\$1,247.94
Thompson Safety LLC	PD Training	\$375.00
Timberline Service, LLC	Gravel/ Road Base	\$5,527.80
Titan Machinery- Rapid City	Water Equip Repair	\$197.46
Underground Enterprises	Transfer Station Fees	\$2,725.00
United Healthcare Insurance Company	Ambulance Overpayment Refund	\$280.33
Visionary Broadband	Internet Service	\$562.80
W.M.P.A.	Power Purchase	\$87,857.39
Western Medical Management, Inc	Ambulance Billing Services	\$1,085.78
White, Jeff	Golf Course Trees	\$200.00
Wilcox, Cory	Uniform Reimbursement	\$362.20
WY Dept of Revenue	Sales Tax	\$5,202.40
WY Dept of Transportation	New Exempt Plate	\$10.00
WY Dept of Transportation	PD Fuel	\$53.10
WY Dept of Agriculture	Pool Food License	\$100.00
WY Dept of Transportation	Motor Fuel License	\$25.00
WY Dept. of Workforce Services	Worker's Compensation	\$3,020.55
WY Educators Benefit Trust	Employee Insurance	\$33,524.50
WY First Aid and Safety Supply	Supplies	\$145.71
Yancey LLC	IT Services	\$1,787.50
	Total Vouchers	\$347,425.20

<u>Manual Checks, May 2025</u>		
Holmes, Neil	Sewer Vehicle Repairs	\$ 188.00
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 369.82
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 566.31
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84
Fink, Jeremiah	Per Diem- Training	\$ 136.00
Gordon, Jacob	Per Diem- Training	\$ 204.00
Oftedal Construction, Inc	Contractor Payment	\$ 482,169.66
Thompson, Royce	Ambulance Mileage	\$ 144.20
Zell Heating & Cooling LLC	Town Hall/Recycling Building Maintenance	\$ 13,444.00

Norberg, Rory	Per Diem- Water Samples	\$ 24.00
Visa 0723	Fire Dept Training/ Supplies	\$ 647.00
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 369.82
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 596.79
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84
Postmaster	Utility Billing Mailings	\$ 309.72
Wyoming Secretary of State	Notary Public Fees Dawn & Mattie	\$ 120.00
Hammer, Linda Joyce	Mileage/ Per Diem- Training	\$ 180.00
Himes, Cody	Per Diem- Training	\$ 68.00
Scherger, Katherine	Per Diem- Training	\$ 68.00
Widrick, Archer	Per Diem- Training	\$ 68.00
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 360.86
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 566.31
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84
	Total	\$ 501,524.01

<u>ACH - May 2025</u>		
Lusk State Bank	Health Savings Account	\$ 6,416.74
Elevon	Office Credit Card Fees	\$ 401.68
Wyoming Retirement System	Government Contribution	\$ 16,892.56
Xpress Bill Pay	Online Bill Pay Fees	\$ 131.00
Verizon Wireless	Ambulance Phones	\$ 89.74
Wyoming Dept of Workforce Services	Unemployment Benefit- Pfister	\$ 405.54
Black Hills Energy	Shop Gas Utilities	\$ 230.12
Black Hills Energy	Warehouse Gas Utilities	\$ 253.48
Black Hills Energy	PD Gas Utilities	\$ 95.75
Black Hills Energy	Ambulance Gas Utilities	\$ 245.46
941 Employers Federal Tax	Payroll FICA/FWT	\$ 12,425.75
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 12,921.83
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 227.52
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 13,465.13
941 Employers Federal Tax	Payroll FICA/FWT	\$ 2,248.58
	Total	\$ 66,750.88

Public Comment:

Mayor Lytle asked for public comment on the 2025-2026 Fiscal Year Budget. He stated that there was a change to the budget of what was advertised as there was a need to put back in the Airport Plow Truck as we have not received it yet, and the Recreation Grant funding that was awarded. There was no public comment.

Visitors:

Danny Matney was present to give an update on the Niobrara Ranch Rodeo on July 25th and 26th. He shared that Trevor is on the committee as well. He explained that they have a 100-team limit and there will be upwards of 1000 people here for that rodeo. They will be working with Chief Gordon and the Sheriff's Department. They may need extra garbage duty that weekend at the fairgrounds. There will be a concert on Friday night. Teams will arrive on Thursday. He was available for questions. Mayor Lytle commented that he received a sponsorship form and explained the town cannot give sponsorships. Matney explained they have raised a good amount of donations with 90% coming from outside of town and 30% of that coming from out of state. There was a discussion on dumpsters being available for that weekend.

Department Updates:

Thompson reminded everyone that the Airport Fly-In is scheduled for Saturday, July 19th with a free breakfast and flour bombing. He is going to ask the chamber if they would be interested in doing a farmers' market out there that day. He reported that they received the bid proposals for the security gate project, and it went better than expected. He stated that we do not have the snowplow truck yet. It is waiting for an FAA radio to be installed because they installed the wrong radio.

Chief Gordon gave statistics for the month of May for the police department. Conducted interviews for the new officer position. Fink went to a taser instructor training. Citizen Rims is the updated version of Crime Graphics. He said the county's website has the old link to the town's website and that link is broken. Council member Filener said he would let them know. Chief Gordon attended WASCOP and had good networking and training there.

Barner reported that the cement work is done around the club house. Dirt work around the pads is finished. Next step is to remove the grass from patio toward nine green and shave the hill out, as the club house sits in a hole. Get the driving range irrigation back in and sod will come out of torrington. The goal is to have the driving range back by alumni. Rough motor is getting rebuilt in-house.

Mayville gas statistics for the month of May for the Ambulance. Richardson passed his class A A-NREMT exam and is filing for his new license with the state. Merry will be taking her exams in the next few days. He has been reviewing rates and said we are behind the national average and will present the rates for the council's approval. He would like to have the new equipment finished being set up. Mayor Lytle said he spoke with IT and they are working on the point-to-point system and getting it attached to the building.

LeLeux reported that OSLI will be doing a site visit on Friday. The TAP Application opened on June 1st and is due July 15th. She will start the application next week with help from HDR. Payment was issued on the shop roof and is hoping to get the insurance check this month. The

Rec Department received the Rec Grant of \$5,500, and the Pool Swimming Lessons received \$5,000. She reported they have new bond council, Eric Boyer from Torrington, who is currently working on our Phase 2 Interim Closing for our water loan with USDA, then will move into working on our Phase 3 Sewer Interim Financing next. The workers' comp premium rates are going down for local government employees. Clerical Office Employees have stayed the same. The WY Retirement Pension Rates for law enforcement are increasing 1.8% again this year. Brawk Cole is the new office assistant.

Skrukrud reported that the pool opened on Sunday with 80 people. The shop roof is complete. The Town Hall roof was also completed this year, and they both have 15-year warranties. The HVAC system was finished up and the heater at the recycling center is getting finished up now. Clean up week has started, and they have sent four roll offs already. Mowing has been ongoing. Tractor went down and is waiting on parts to repair. Spraying in the parks and striping will start next week. The State already came through and striped but they didn't do the parking areas. James is going to put in two new zones at the playground to add to the system that was installed last year. The snow box was ordered for the old plow truck from the airport. The project has started on the east alley today and will start asphalt next week, then will move over to the west side alleys.

Old Business:

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON to approve the third reading of the 2025-2026 budget with revenues of \$22,264,578.00 and expenditures of \$22,264,578.00. MOTION CARRIED. 5-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER to approve the new livestock permit for Michelle Fife- Poultry. It was noted that all signatures were obtained. MOTION CARRIED 5-0

New Business:

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER DOOPER to approve the livestock permit renewals for Grey Lacey- chickens; Royce Thompson- chickens; Leslie Erwin- chickens; and Randy & Cindy Starkey- chickens. Skrukud reported no issues. MOTION CARRIED. 5-0

COUNCIL MEMBER THOMPSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Resolution No. 25-05, A Resolution Authorizing a Change in Signatory for Bank Accounts and Credit Cards at BMO, Lusk State Bank, Wyoming Government Investment Fund, and Wyoming Class. Maylor Lytle explained this is to remove Taylor and add Dawn to all accounts. MOTION CARRIED. 5-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON, to approve Resolution No 25-06, A Resolution of the Governing Body of the Town of Lusk, Wyoming Approving the Recommendation of M.C. Schaff & Associates, Inc. To Accept the Bid of Gorsuch & Sons, Inc., DbA Van Pelt Fencing – Gering, Ne, For FAA AIP Project 3-56-0018-021-2025 / WYDOT Project Als014, Security Fence Rehabilitation at the Lusk Municipal Airport. The bid amount is \$63,185.30. Royce shared that he confirmed that the bids were

comparing apples to apples. He explained that this project is replacing one gate and putting a new one on the north side. MOTION CARRIED. 5-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON to approve the 2025 Golf Tournament Requests for the Manville 4th of July Golf Tournament on Saturday, June 21st, 2025. Course closure only if they have enough teams to fill the tournament. MOTION CARRIED. 5-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the Open Container Permit for Adult Softball at Northside Park on Mondays from June 9th to August 3rd. Council member Dooper asked about the fee rates and how they are so different for a farmers' market being a day vs a year rate and not this permit. There was discussion on permit rates. MOTION CARRIED. 5-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON, to move into executive session at 5:41 pm for contracts. MOTION CARRIED. 5-0

The council reconvened into regular session at 6:17 pm.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON, to approve the Contract for Solid Waste Transport with Underground Enterprises LLC for \$565 per load plus changes in the contract. MOTION CARRIED. 5-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the Contract for Services with Converse Hope Center. A contract providing services for victims of domestic violence, stalking and sexual assault. The contract amount is up to \$10,000, with the changes of removing the voucher program and providing quarterly payments of \$2,500 starting in July, requiring receipts to be submitted showing that all money is being used within the boundaries of the Town of Lusk. Mayor Lytle explained that we can only provide services for people in the municipality of the Town of Lusk per Wyoming Statute 35-1-614. MOTION CARRIED. 5-0

The next regular council meeting will be on Tuesday, July 1, 2025, at 5:00 p.m.

There being no further business to come before the Council, the meeting was adjourned at 6:22 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer