

MINUTES OF THE REGULAR COUNCIL MEETING  
TOWN OF LUSK  
January 7, 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, January 7, 2025.

Council Members Present: Mayor Douglas Lytle, Council Members Thomas Dooper, Ronson Pfister, and Chantry Filener- joined the meeting at 5:17pm

Also Present: Attorney Dennis Meier  
Todd Skrukrud, Public Works Director  
Desirae Matthews-LeLeux, Clerk/Treasurer  
Jacob Gordon, Police Chief  
Taylor Willis, Deputy Clerk/Treasurer  
Mike Mayville, EMS Director  
Sheila Boldon and Tom Wasserburger, Lodging Tax Board  
Morgan Nolan, Chamber of Commerce  
Brandie Collins, Lusk Herald

Desi LeLeux led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 5:01 p.m.

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

**VOUCHERS FOR PAYMENT**

14 County Tire	Parts/ Supplies/ Vehicle Repair	\$105.00
Aced Embroidery	Ambulance Supplies	\$2,830.00
Aflac	Payroll Deduction	\$721.54
Allbright's True Value	Supplies	\$609.48
ALSCO	Mat Rental	\$145.35
AT&T Mobility	PD Phones/Tablets	\$445.95
Bloomers, LLC	Funeral Plant	\$53.95
Border State Industries Inc.	Electric Line Upgrade	\$973.02
Carver, Florek, & James	Audit Expense	\$34,965.70
Caselle Inc.	Office Support & Maintenance	\$1,360.00
CDW Government	PD Fortinet/ Cyber Security	\$4,789.35
Century Link	Phone Services	\$1,322.76
CJ Enterprises	Shop Maintenance	\$435.00
Connecting Point	Copier Lease	\$100.00
Doyle J. Davies	Municipal Judge/Supplies	\$1,073.00
Decker's Food Center	Supplies	\$20.86

Delta Dental	Employee Dental Insurance	\$1,087.60
Energy Laboratories, Inc	Water Samples/ Well Monitoring	\$146.00
Franks Parts Company	Parts/Supplies/Repairs/Fuel/Oil	\$1,101.07
Great American Financial Services	Copier Lease	\$100.00
Harberts, Michael	IT Services	\$535.00
HDR, Inc	Consultant Fees	\$6,452.41
Hotel Laminates	Hotel Ad / Golf Course	\$300.00
Jergenson, Doug	Monthly Wage Animal Controls	\$1,609.17
Jirdon Agri Chemicals	Parks/ Cemetery Fertilizer	\$13,800.00
Lawson Products, Inc	Shop Tools/ Supplies	\$30.82
Lumen	Phone, Long Distance	\$18.51
Lusk Herald	Legal Advertising/ Advertising	\$2,665.32
Lusk Lodging Tax Board	Lodging Tax Distribution	\$4,698.43
Matheson Tri-Gas Inc	Ambulance Oxygen	\$55.73
Meier Building	Rent	\$800.00
Meier Law Office	Monthly Retainer	\$3,000.00
Municipal Emergency Svcs	Fire Dept Supplies /Equip Repair	\$565.40
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
One-Call of Wyoming	Dig Tickets	\$23.25
Packard, Lloyd	Utility Deposit Refund	\$80.57
Pitney Bowes Global Financial	Leasing Charges	\$163.53
Pitney Bowes Inc	Supplies	\$91.29
Pitney Bowes Purchase Power	Postage	\$541.99
Shores, Chirstopher	Utility Deposit Refund	\$49.20
Sinclair, Pine Bluffs	Airport Fuel Purchase	\$4,344.00
TDS Trash Collection Serv.	Tipping Fees	\$4,229.78
Torrington Office Supplies	Supplies	\$46.99
Underground Enterprises	Transfer Station Fees	\$2,625.00
Visa 0681	Subscriptions/ Supplies/ K-9 /Postage	\$847.07
Visa 0699	Parts/ Supplies	\$160.98
Visa 0715	Ambulance Emergency Coverage/ Maintenance	\$700.94
Visa 1267	Supplies/ Subscriptions/ Support/ Membership	\$653.29
Visionary Broadband	Internet Service	\$562.80

W.M.P.A.	Power Purchase	\$94,187.89
WAM/WCCA	Shop Heater Lease Payment	\$786.55
Western Medical Management	Ambulance Billing Fees	\$1,045.43
WEX Bank	Fuel	\$2,896.19
Wildwood Tree Service LLC	Cemetery Tree Removal	\$5,000.00
WY Assn of Municipalities	Conference Registration	\$265.00
Wyoming Dept of Revenue	Sales Tax	\$6,341.86
WY Dept of Transportation	PD Fuel Purchase	\$1,931.28
WY Dept. of Workforce Services	Worker's Compensation	\$1,924.33
WY Educators Benefit Trust	Employee Insurance	\$34,839.50
WY Office State Lands & Investments	Loan Payment CW191	\$41,743.29
<b>Total Vouchers</b>		<b>\$299,783.42</b>

<b><u>Manual Checks, December 2024</u></b>		
Jergenson, Doug	Salary- Amendment Catch -up	\$ 207.51
Norberg, Rory	Per Diem Water Samples	\$ 24.00
Kruse, Pete	Per Diem Safety Meeting	\$ 24.00
Lashmett, Justin	Per Diem Safety Meeting	\$ 24.00
Apex Energy Services, LLC	Reissue check #47485	\$ 12,100.00
Lusk Herald	Legal/Advertising	\$ 1,744.26
VISA 0715	Ambulance Emergency Coverage/ Vehicle Repairs	\$ 645.48
Wyoming Dept of Revenue	Sales Tax	\$ 5,486.17
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 368.77
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 595.75
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84
International Institute of Muni Clerks	Dues & Fees	\$ 355.00
AVI PC Engineering Inc	Engineering Fees	\$ 57,323.01
Oftedal Construction Inc	Contractor Payment	\$ 256,396.45
Niobrara County Circuit Court	Reimb Citation Payment incorrectly paid to Town	\$ 140.00
Niobrara County Circuit Court	Reimb Citation Payment incorrectly paid to Town	\$ 205.00
Postmaster	Utility Bill Mailings	\$ 327.99
Oftedal Construction Inc	Contractor Payment	\$ 284,332.15
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 362.46
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 565.26
Wyoming Child Support	Writ of Wages, Garnishment	\$ 307.84

Kerkes, Steven & Lorna	Utility Deposit/ Over Payment Refund	\$ 208.46
Bruegger, Shannon	Reimburse overpayment Hanger Lease	\$ 900.00
	<b>Total</b>	<b>\$ 622,951.40</b>

<b><u>ACH - December 2024</u></b>		
Black Hills Energy	Pool Gas Utilities	\$ 351.73
Lusk State Bank	Health Savings Account	\$ 6,125.07
Elevon	Office Credit Card Fees	\$ 308.79
Wyoming Retirement System	Government Contribution	\$ 27,102.80
Xpress Bill Pay	Online Bill Pay Fees	\$ 119.00
Verizon Wireless	Ambulance Phones	\$ 89.74
Black Hills Energy	Shop Gas Utilities	\$ 212.51
Black Hills Energy	Warehouse Gas Utilities	\$ 191.03
Black Hills Energy	PD Gas Utilities	\$ 76.05
Black Hills Energy	Ambulance Gas Utilities	\$ 205.27
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 5,325.76
941 Employers Federal Tax	Payroll FICA/FWT	\$ 11,518.30
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 11,689.48
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 2,382.64
Empower Trust	WRS 457 Retirement	\$ 100.00
	<b>Total</b>	<b>\$ 66,098.17</b>

Visitors:

No Visitors

Department Updates:

Department Updates were given by Mike Mayville, Chief Gordon, Lodging Tax Board, Desi LeLeux, and Todd Skrukrud.

Mayville reported statistics for the month of December for the ambulance department. He reported that two EMT's started the A class. The graphics package should be complete by the end of the month, still waiting on the Stryker package.

Chief Gordon reported statistics for the month of December and gave a yearly report for the police department. He reported that cameras got installed at the high school.

The Lodging Tax Board reported they are getting a handle on everything and working on a monthly budget, then working toward a yearly budget. Boldon reported there is currently approximately \$87,000 in their account with \$24,000 being earmarked for the director's salary. There is \$500 outstanding for a special project. They have by laws that should be ready for

council approval soon. They would like to request Morgan Nolan as the Lodging Tax Director for council approval.

LeLeux reported the audit was completed and sent to the state, the clearing house and all funding partners. The office will have W-2's completed by the end of the week. IUP's for FY2026 are due by the end of the month, and there should be forgiveness dollars available. A representative from Wyoming Retirement will be here on January 21<sup>st</sup> to give a presentation to town employees. WAM Conference is January 22-24 with a new elected official bootcamp on the 22<sup>nd</sup>. Council member Pfister stated he would like to attend.

Skrukrud reported business as usual. Well #10 had a motor that burned up and there was wear on the pump. Both were replaced. Doing inventory on street signs. He received confirmation from WARM to move forward with the shop roof. Mayor Lytle shared that he contacted all council members and signed a Declaration of State of Emergency for the shop roof.

Old Business:

No old business

New Business:

Mayor Lytle requested to appoint Ty Thompson to fill the vacant council seat. COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER to approve the Mayor's request. MOTION CARRIED. 3-0

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the request of Morgan Nolan as Lodging Tax Director. MOTION CARRIED. vote 4-0

New Livestock Permit for Nola Blackburn – Horse, was tabled until more information is obtained.

COUNCIL MEMBER THOMPSON MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the Amendment to Agreement for Engineering Services HDR Project #13074517 "Lusk Safe Pathways". MOTION CARRIED. 4-0

Council Member Filener joined the meeting at 5:17pm.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve Resolution 25-01, A Resolution Designating a Depository of the Funds of the Town of Lusk, Wyoming, a Municipal Corporation Existing Under and by Virtue of the Laws of the State of Wyoming. MOTION CARRIED. 5-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER THOMPSON, to approve Resolution No. 25-02, A Resolution Authorizing Transfers in the 2024-2025 Fiscal Year Budget to Comply with Wyoming Statute 16-4-108, Limitation on Expenditures or Encumbrances, Documentation of Expenditures; and Revenues Collected Not Foreseen. MOTION CARRIED. 5-0

The next regular council meeting will be on Tuesday, February 4, 2025, at 5:00 p.m.  
There being no further business to come before the Council, the meeting was adjourned at 5:19 p.m.

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Douglas E. Lytle, Mayor

ATTEST:

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Desirae Matthews-LeLeux, Clerk/Treasurer