

MINUTES OF THE REGULAR COUNCIL MEETING
TOWN OF LUSK
May 6, 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, May 6, 2025.

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

Also Present: Attorney Dennis Meier
Todd Skrukud, Public Works Director
Desirae Matthews-LeLeux, Clerk/Treasurer
Taylor Willis, Deputy Clerk/Treasurer
Dawn Hall, Utility Billing Clerk
Mike Mayville, EMS Director
Trevor Barner, Golf Course Superintendent
Brandie Collins, Lusk Herald

Dawn Hall 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 FILENER, 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. 5-0

VOUCHERS FOR PAYMENT

14 County Tire	Vehicle Repair	\$644.08
Aflac	Payroll Deduction	\$655.30
Allbright's True Value	Supplies	\$1,731.55
ALSCO	Mat Rental	\$100.64
Animal Care Equipment & Services	Parts/ Supplies	\$35.04
Barco Municipal Products Inc	Parts/ Supplies	\$903.91
Best Buy Business Advantage Acct	New Equipment	\$531.28
Boldon Welding & Repair LLC	Golf Course Equip Repair	\$45.65
Border States Industries Inc	Electric Line Upgrade/ New Equipment	\$2,210.56
Bound Tree Medical LLC	Ambulance Supplies	\$803.24
Caselle Inc.	Office Support & Maintenance	\$1,360.00
CDW Government	Airport New Equipment	\$43.20
Century Link	Phone Services	\$1,292.81
Column Software PBC	Airport Improvement Project	\$876.96
Connecting Point	Copier Lease	\$100.00
CTA Technology LLC	PD New Equipment	\$3,500.00
Doyle J. Davies	Municipal Judge, Supplies	\$1,073.00

Decker's Food Center	Supplies	\$106.56
Delta Dental	Employee Dental Insurance	\$1,016.10
Double Y	Shop Fuel/ Oil	\$296.00
Energy Laboratories, Inc	Water Samples	\$76.00
Ferguson Waterworks #1116	Electric Meters/ Equip	\$18,153.80
Franks Parts Company	Parts/ Supplies/ Repairs/ Fuel/Oil/ Elect Line Upgrade	\$1,999.22
Global Propane	Sewer Propane	\$560.88
Harberts, Michael	IT Services	\$1,145.00
Hawkins, Inc	Pool Parts/ Supplies	\$4,491.78
HDR, Inc	Consultant Fees	\$41,699.04
IRBY	Electric Line Upgrade	\$1,270.00
Jergenson, Doug	Monthly Wage Animal Control	\$1,609.17
Jirdon Agri Chemicals	Fertilizer/ Chemicals	\$8,276.74
KERM-FM	Public Relation Misc	\$225.00
Lexipol	PD Training	\$617.04
Lumen	Phone, Long Distance	\$19.73
Lusk Herald	Legal Advertising/ Advertising	\$3,184.11
Lusk Lodging Tax Board	Lodging Tax Distribution	\$1,951.95
Matheson Tri-Gas Inc	Ambulance Oxygen	\$280.98
Meier Building	Rent	\$800.00
Meier Law Office	Monthly Retainer	\$3,000.00
Midland Implement Co	Equipment Repairs	\$444.32
Municipal Emergency Svcs	FD SCBA Testing	\$1,869.44
Niobrara Chamber of Commerce	Promotion	\$187.50
Niobrara Conservation District	Parks Trees	\$1,340.00
Niobrara County Library	Internet Service	\$250.00
Niobrara County Treasurer	Communication Contract/ Property Taxes	\$18,014.35
Niobrara Electric Association	Utilities	\$46.00
Normont Equipment Company	Sweeper Parts	\$1,636.06
Northwest Pipe Fittings, Scottsbluff	Repairs	\$3,049.68
One-Call of Wyoming	Dig Tickets	\$34.65
Potter Electric LLC	Ambulance Vehicle Repairs	\$550.00
Quest Inc	Electric Line Upgrade	\$283.73
Sinclair, Pine Bluffs	Aiport Fuel	\$4,970.00
Spic and Span Cleaners	Snow Removal Supplies	\$5,887.84
TDS Trash Collection Serv.	Tipping Fees	\$4,231.97
The Radar Shop	PD Radio Recertification	\$656.00
Titan Machinery- Rapid City	Water Parts/ Supplies	\$553.02
TW Enterprises	Electric Line Upgrade	\$949.09
Underground Enterprises	Transfer Station Fees	\$2,180.00

Visa 0681	Subscriptions/ Supplies/ New Equipment/ Postage/ K-9/ Repairs/ Elect Line Upgrade/ Training/ IT	\$3,000.63
Visa 0699	Repairs/ Parts/ Supplies	\$715.91
Visa 0715	Ambulance Emergency Coverage/ Maint	\$466.00
Visa 0731	Golf Course Parts/ Supplies/ Repairs	\$1,144.31
Visa 1267	Supplies/ Subscriptions/ Support/ New Equip/ Training/ Fees	\$601.57
Visionary Broadband	Internet Service	\$562.80
W.M.P.A.	Power Purchase	\$96,617.97
WAM/WCCA	Shop Heater Lease	\$786.55
Western Medical Management, Inc	Ambulance Billing Service	\$945.20
WEX Bank	Fuel	\$2,940.11
Wyoming Dept of Revenue	Sales Tax	\$6,134.65
WY Dept of Transportation	PD Fuel	\$862.61
WY Dept of Agriculture	Pool Health License Renewal	\$50.00
WY Dept. of Workforce Services	Worker's Compensation	\$1,851.52
WY Educators Benefit Trust	Employee Insurance	\$32,749.25
WY Office State Lands & Invest	Loan Payment- MWL15001	\$21,885.75
Wyoming Trailers	Streets New Equipment	\$9,600.00
Yancey LLC	IT Services	\$1,017.50
	Total Vouchers	\$335,752.30

<u>Manual Checks, April 2025</u>		
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 363.51
Visa 0681	Subscription/ New Equipment/ Parts/ Supplies/K9 /IT	\$ 1,975.22
WEX Bank	Fuel & Oil	\$ 3,349.87
Kruse, Pete	Per Diem- Safety Meeting	\$ 24.00
AT&T Mobility	PD Phones & Tablets	\$ 245.55
Norberg, Rory	Per Diem- Water Samples	\$ 24.00
Matthews-LeLeux, Desirae	Mileage/ Per Diem - Grant Summit	\$ 496.40
Pfister, Mattie	Mileage/ Per Diem - Grant Summit	\$ 496.40
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 363.51
AVI PC Engineering	Engineering Fees	\$ 35,348.47
Lusk Outdoors, LLC	Electric New Equipment	\$ 1,100.00
Visa 1267	Training/ Supplies/ Subscription/ Phones/ Tablets	\$ 619.69
Wyoming Dept of Revenue	Sales Tax	\$ 6,005.11

Postmaster	Utility Billing Mailings	\$ 312.77
Smith, Chris	Per Diem- Training	\$ 136.00
WY Office of Emergency Med Services	Ambulance Permit Fee	\$ 20.00
WY Office State Lands & Investments	CCL Phase 1 Payment	\$ 254,548.01
Niobrara County Circuit Court	Circuit Court Citation 27030Q/ Reybal	\$ 155.00
	Total	\$ 305,583.51

ACH - April 2025		
Lusk State Bank	Health Savings Account	\$ 6,416.74
Elevon	Office Credit Card Fees	\$ 662.49
Wyoming Retirement System	Government Contribution	\$ 16,966.08
Xpress Bill Pay	Online Bill Pay Fees	\$ 119.00
Verizon Wireless	Ambulance Phones	\$ 89.74
United State Dept of Agriculture	Rural Development Loan Payments	\$ 183,031.00
Black Hills Energy	Shop Gas Utilities	\$ 570.74
Black Hills Energy	Warehouse Gas Utilities	\$ 532.10
Black Hills Energy	PD Gas Utilities	\$ 150.19
Black Hills Energy	Ambulance Gas Utilities	\$ 425.74
941 Employers Federal Tax	Payroll FICA/FWT	\$ 11,119.08
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 11,228.15
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 1,868.12
	Total	\$ 233,379.17

Visitors:

Richelle Balcazar, Executive Director from Converse County Hope Center presented to the council a proposal of regionalizing the Hope Center in both Niobrara and Converse counties, due to the Helpmate Board not being able to reopen. Converse County Hope Center has currently been providing services in Niobrara County. Balcazar shared that they would like to put a full-time advocate dedicated to Niobrara County, but doing so requires further assistance and financing help. There was much discussion on how the town may be able to help in regionalizing their program to absorb Niobrara County. There were questions on how the county and city's help the current program. Mayor Lytle provided ideas of partnering with the county and would like to meet with them and will look into ways the town can aid them in their pursuit while staying within statute. Mayor Lytle expressed gratitude to Balcazar for her dedication and stepping up to provide this much-needed service in the community.

Becky Blackburn, Victim Witness Coordinator for Niobrara County, built on Balcazar's efforts by submitting a letter requesting the necessary funding match required for state and federal support of her position. She outlined the types of crimes for which she provides victim assistance and emphasized how being based in the County Attorney's office has been beneficial. She noted that this setup is increasingly aligning with the state's vision for the service. Mayor Lytle reiterated that forming a joint powers board and collaborating with the county would be a wise approach to ensure these two essential services are effectively provided in Niobrara County

Department Updates:

Updates were given by Mike Mayville, Trevor Barner, Desi LeLeux, and Todd Skrukrud. Department updates from Chief Gordon and Joyce Hammer, pool manager, were provided in the council packet. Skrukrud shared that the Spring Clean Up Week is scheduled for May 30th to June 6th from 12:00 pm to 5:00 pm daily except for Sunday.

There was a request to submit department updates ahead of the meeting to be included in council packets. The council agreed this could be an option. Skrukrud will discuss it with his department heads.

Old Business:

COUNCIL MEMBER THOMPSON MOVED, SECOND BY COUNCIL MEMBER DOOPER to approve the second reading of the 2025-2026 budget with revenues \$22,060,650.00; expenditures \$21,862.08.00. Council Member Pfister was absent during the vote. MOTION CARRIED. 4-0

Fire Chief Filener asked if they could start a Fire Department fund in the upcoming budget to help with match funding for grants on new equipment and vehicles. There was discussion on creating a fund and how much to contribute to this fund. COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON to approve creating a Fire Apparatus Investment Fund in the 2026FY Budget and move \$15,000 into it. Council Member Filener abstained. MOTION CARRIED 4-0

New Business:

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON to approve the 2025 Golf Tournament Requests for the Legend of Rawhide Golf Tournament on Saturday, August 23, 2025, with closed course, and Lusk Volunteer Fire Department Golf Tournament on Saturday, September 13th, 2025, with closed course. MOTION CARRIED. 5-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER to approve the livestock permit renewals for Cheri Thompson- chickens; Jenny Hester- chickens; Ashley Clark- chickens & goats; Jason & Becky Balckburn-chickens. Skrukrud reported no issues. MOTION CARRIED. 5-0

A new livestock permit for Michelle Fife- chickens was tabled.

The Child Advocacy Project Service Contribution of \$1,500.00 was approved in the budget. Mayor Lytle shared the purpose of this service.

COUNCIL MEMBER THOMPSON MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the Lodging Tax Board Budget for FY 2026. Council member Dooper asked if these funds can be used for director salary. Board Chair LeLeux answered sharing that the grant funds in the budget are allowed to be used for salary and state statute allows for a percentage of funds to be used for administration. Council Member Pfister abstained. MOTION CARRIED. 4-0

COUNCIL MEMBER THOMPSON MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve the Lusk State Bank's, a division of Banner Capital, proposal for Phase III USDA RD Interim Financing for the Sewer and Water loans. There was discussion on this having a fixed rate and no pre-payment penalties. MOTION CARRIED. 5-0

Police Department Bid Opening May 1, 2025, had 4 bidders submit purchase/lease bids. COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER THOMPSON, to approve the lease recommendation from Chief Gordon for the lowest bid received from Sheridan Motors purchase/lease bid for a new Police Pursuit Vehicle as follows: Durango- Purchase/uplift- \$57,582.00; Lease- \$955.41/month with a \$1 buyout. MOTION CARRIED. 5-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON, to approve RESOLUTION NO. 25-04 - A Resolution Authorizing Transfers in the 2024-2025 Fiscal Year Budget to Comply with Wyoming State Statue 16-4-108, Limitation on Expenditures or Encumbrances, Documentation of Expenditures; And Revenues Collected Not Foreseen; FROM EXPENDITURE: 10-60- 935 TAP Grant - 3rd St Construction \$94,900.00. TO EXPENDITURE: 10-50-810 Recycling New Equipment \$7,400.00; 10-60-960 Phase 2 Street Project \$86,000.00; 10-67-610 Irrigation Repairs \$1,500.00. MOTION CARRIED. 5-0

COUNCIL MEMBER PFISTER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the first reading of the 2025-2026 Budget. Revenues- \$21,914,150.00 and Expenditures- \$21,842,878.00. Mayor Lytle explained it will balance by third reading. MOTION CARRIED. 4-0

Mayor Lytle asked about painting the streets, Skrukrud stated they have purchased paint, but they are just waiting on WYDOT.

The next regular council meeting will be on Tuesday, June 3, 2025, at 5:00 p.m.

There being no further business to come before the Council, the meeting was adjourned at 6:31 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer