

MINUTES OF THE REGULAR COUNCIL MEETING
TOWN OF LUSK
July 1, 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, July 1, 2025.

Council Members Present: Mayor Douglas Lytle, Council Members, Ronson Pfister, Thomas Dooper via phone, Chantry Filener joined the meeting at 5:43pm

Council Members Excused: 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
Trevor Barner, Golf Course Superintendent

Shawna Glendy led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 5:00p.m. and asked for verbal voting.

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the consent agenda for items 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	Vehicle Repair	\$25.00
Aflac	Payroll Deduction	\$655.30
Allbright's True Value	Supplies	\$1,856.40
ALSCO	Mat Rental	\$50.32
AT&T Mobility	PD Phones/ Tablets	\$200.20
Black Hills Energy	Pool Gas	\$1,131.23
Boldon Welding & Repair LLC	Streets Equipment Repair	\$1,766.13
Border States Industries Inc	Electric Parts/ Supplies	\$196.68
Caselle Inc.	Office Support & Maintenance	\$1,558.00
Century Link	Phone Services	\$1,567.44
Communication Technologies	Fire Dept Equipment Repair	\$1,043.14
Connecting Point	Copier Service Contract	\$100.00
Doyle J. Davies	Municipal Judge	\$1,000.00
Decker's Food Center	Supplies	\$56.50
Delta Dental	Employee Dental Insurance	\$991.15

Energy Laboratories, Inc	Water Samples	\$201.00
Floyd's Truck Center WY, Inc	Airport New Equipment	\$324,223.00
Franks Parts Company	Parts/ Supplies/ Repairs/ Fuel/Oil/ Tools/ New Equipment	\$2,634.30
Fyr-Tek	Ambulance Equipment Repair	\$1,631.42
Harberts, Michael	IT Services	\$5,945.00
Hawkins, Inc	Chemicals	\$3,431.64
HDR, Inc	TAP Grant Consultant Fees	\$1,559.54
Ideal Linen/ Bluffs	Parts/ Supplies	\$748.44
Jergenson, Doug	Monthly Wage Animal Control	\$1,609.17
Harrington, Joe	Utility Deposit Refund	\$150.78
LeLeux Enterprise, LLC	Golf Course Pro Shop	\$3,000.00
Local Govt. Liability Pool	Liability Renewal	\$17,333.00
Lumen	Phone, Long Distance	\$21.24
Lusk Herald	Legal Advertising/ Advertising	\$2,183.51
Lusk Lodging Tax Board	Lodging Tax Distribution	\$3,140.04
McKee, Dawn	Lifeguard Training Instruction	\$700.00
Meier Building	Rent	\$800.00
Meier Law Office	Monthly Retainer	\$3,000.00
Midland Implement Co	Equipment Repair/ Parts/ Supplies	\$1,799.59
Miles, Samantha	Per Diem - Training	\$102.00
Mind Your P's & Q's	Airport Fly-In Shirts	\$1,522.50
NCHS Skills USA	Pool Sign	\$2,100.00
Newman Traffic Signs	Park Signs	\$152.73
Niobrara Chamber of Commerce	Promotion	\$187.50
Niobrara County Library	Internet Service	\$250.00
Niobrara County Treasurer	Communications Contract /ESRI GIS Maintenance	\$7,611.35
Niobrara Electric Association	Utilities	\$46.00
Northwest Pipe Fittings, Inc Scottsbluff	Irrigation Repairs	\$264.10
One-Call of Wyoming	Dig Tickets	\$54.60
Pitney Bowes Global Financial	Lease Charges	\$163.53
Pitney Bowes Purchase Power	Postage	\$541.99
Quill LLC	Office Supplies	\$136.14
Ranchers Feed and Supply	Parts/ Supplies/Equip Repair	\$200.10
Scherger, Katherine	Mileage/ Per Diem- Training	\$314.80
Sigvartsen, Patti	PD Office Supplies	\$30.00
Sinclair, Pine Bluffs	Airport/ Golf Course Fuel	\$14,425.70
Terex USA, LLC	Electric Equipment Repairs	\$2,096.05
TextMyGov	Software Management	\$3,000.00
Bouley, Todd & Barbara	Utility Deposit Refund	\$42.19

Trail Motel	Football Camp Rooms	\$198.00
TW Enterprises	Shop Parts/ Supplies	\$209.95
Underground Enterprises	Transfer Station Fees	\$2,260.00
United Healthcare Insurance Company	Ambulance Overpayment Refund	\$52.95
Visionary Broadband	Internet Service	\$562.80
W.A.R.M. Property Insurance	Cyber/ Property Insurance	\$47,389.13
W.M.P.A.	Power Purchase	\$87,969.58
Western Medical Management, Inc	Ambulance Billing Services	\$1,334.81
Wyoming Depart of Transportation	PD Fuel	\$3,443.54
WY Dept. of Workforce Services	Worker's Compensation	\$2,371.39
WY Educators Benefit Trust	Employee Insurance	\$32,173.17
WY First Aid and Safety Supply	Supplies	\$2.03
Yancey LLC	IT Services	\$1,637.52
Zell Heating & Cooling LLC	Ambulance Barn Maintenance	\$163.50
	Total Vouchers	\$599,318.81

<u>Manual Checks, June 2025</u>		
Hometown Country	Shop Uniforms- Todd	\$ 400.00
Osage Lake Designs, LLC	Recreation Camp Uniforms	\$ 1,025.00
Zell Heating & Cooling LLC	Town HVAC/ Recycling Building Upgrade	\$ 13,444.00
WEX Bank	Fuel/ Oil	\$ 3,722.01
Visa 0681	IT/ Subscriptions/ Supplies/ K9/ Maint/ Repairs/ Uniforms/ Training	\$ 1,714.67
Visa 0699	Parts/ Supplies	\$ 56.54
Visa 0715	Vehicle Repair/ Parts/ Supplies/ Meals	\$ 497.57
Visa 0731	Golf Course Misc/ Equip Repair	\$ 355.07
Visa 1267	PD Subscription/ Uniforms/ Training/ Equipment/ Investigation	\$ 1,084.81
Border State Industries Inc	Electrical Line Upgrade	\$ 1,236.25
Harberts, Michael	Reissue Check #48094	\$ 5,145.00
Matthews-LeLeux, Desirae	WAM Conference Mileage/ Per Diem	\$ 338.40
Thompson, TY	WAM Conference Mileage/ Per Diem	\$ 248.40
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 600.18
Wyoming Child Support	Writ of Wages, Garnishment	\$ 400.61
Chang, Steve	Rec Camp Coach Pay	\$ 450.00
Felton, Demarcus	Rec Camp Coach Pay	\$ 400.00
Neal, Lorenzo	Rec Camp Coach Pay	\$ 450.00
Norberg, Rory	Per Diem- Water Samples	\$ 24.00

Zacharias, Logan	Rec Camp Coach Pay	\$ 200.00
Skrukrud, Todd	WAM Conference Per Diem	\$ 122.00
Niobrara County School Dist	Basketball Camp	\$ 60.00
Circuit Court of Niobrara County	Circuit Court Citation	\$ 100.00
Postmaster	Utility Mailings	\$ 314.94
AVI PC Engineering Inc	Engineering Fees	\$ 40,712.30
Oftedal Construction, Inc	Contractor Payment	\$ 791,571.92
Gordon, Jacob	Per Diem- Training	\$ 152.00
Hickory Creek Catering	Rec Camps Catering	\$ 390.00
Owren, Jay	Per Diem- Training	\$ 152.00
Swisher, Amy	Rec Volleyball Camp Coach Pay	\$ 1,395.00
Northway, Dan	HVAC Electrical Work	\$ 1,315.00
Torrington Sod Farms	Golf Course Sod	\$ 4,065.00
AVI PC Engineering Inc	Engineering Fees	\$ 822.70
Circuit Court of Niobrara County	Writ of Wages, Garnishment	\$ 612.04
Wyoming Child Support	Writ of Wages, Garnishment	\$ 400.61
Adaptive Resources Inc	Yearly Groundwater Sampling	\$ 4,500.00
Stryker Sales, LLC	Ambulance New Equipment	\$ 55,623.64
Boldon Diesel Services, LLC	Fire Dept Equipment Repair	\$ 8,478.77
Thompson, Kory	New Equipment	\$ 4,000.00
CPS Distributors	Golf Course Annual Plan	\$ 10,650.00
Croell Redi-Mix	Gold Course Concrete Blocks	\$ 5,406.00
	Total	\$ 962,636.43

<u>ACH - June 2025</u>		
Lusk State Bank	Health Savings Account	\$ 6,125.07
Elevon	Office Credit Card Fees	\$ 525.18
Wyoming Retirement System	Government Contribution	\$ 27,407.99
Xpress Bill Pay	Online Bill Pay Fees	\$ 131.00
Verizon Wireless	Ambulance Phones	\$ 89.74
941 Employers Federal Tax	Payroll FICA/FWT	\$ 13,475.90
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 14,750.95
Empower Trust	WRS 457 Retirement	\$ 100.00
941 Employers Federal Tax	Payroll FICA/FWT	\$ 1,997.03
	Total	\$ 64,702.86

Visitors:

Marylou Larson addressed the council with concerns regarding a neighboring property. She reported ongoing issues with neglected pet waste, stating that a large accumulation of dog feces has remained on the premises for several years. Ms. Larson cited health and sanitation risks, particularly due to two young children who frequently play in the affected yard. She also noted that the neighbors had recently acquired ducks and chickens, which raised additional concerns. Ms. Larson requested enforcement of relevant ordinances to address the situation. Mayor Lytle acknowledged that the Town has received prior complaints about the same residence. Chief Gordon confirmed that Animal Control recently visited the property, and that the residents are in the process of obtaining a permit for livestock. He will follow up with Ms. Larson regarding the matter.

Connie Starkey approached the council seeking clarification on Ordinance 8-15-100(c)(2), stating that it lacks a clear definition of hours of operation for Bar & Grill establishments. Mr. Meier explained that such operations follow restaurant license service restrictions—specifically, once food service ends, all alcohol sales must cease. Ms. Starkey requested a formal definition of "food service," noting that the local ordinance currently does not define the term. Mayor Lytle clarified that, in the absence of a local definition, state statute prevails. He added that alcohol service must end by 2:00 a.m., though the council retains authority to impose stricter limitations. Further discussion ensued regarding the differences between retail and Bar & Grill liquor licenses, including: Presence of minors on premises, which is more restricted for retail licenses; Off-premise sales permissions; License fee structures, with Bar & Grill licenses paying the minimum and retail licenses paying the maximum; Sales ratio requirements for Bar & Grill licenses (60% food, 40% alcohol). Mayor Lytle affirmed the council's authority to audit licensee sales figures to ensure compliance. Ms. Starkey emphasized the importance of protecting the community's youth and called for consistent and equitable enforcement across all license types. During this discussion, Shawna Glendy from Legends Bar & Grill was granted permission to speak regarding a prior incident involving minors on the premises after food service had ceased. Ms. Glendy stated it was a training issue and that the waitstaff had since been advised accordingly. Ms. Starkey reiterated the need for a clearly defined "food service" standard and expressed a desire for fairness among license holders. Mr. Meier will draft revisions to the ordinance to include Bar & Grill licenses.

Department Updates:

Department Updates were given by Chief Gordon, Royce Thompson, Trevor Barner, Desi LeLeux, and Todd Skrukrud. Thompson reported that the airport snowplow has arrived and is waiting for the blades and stickers. He reminded everyone that the Fly-In is July 19th beginning at 7:00am. LeLeux reported that the TAP Grant application is due by July 15th. USDA did a site visit with their state director. The Lusk Safe Pathways Phase I Construction Project has a mandatory pre-bid meeting on July 16th at 2:00pm with the bid opening on July 29th.

Old Business:

None

New Business:

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER to approve the temporary open container permit for Legend of Rawhide. Chief Godon asked about the parameters of the length of the parade. MOTION CARRIED. 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the new livestock permit for William and Rachel Walker for chickens. There was one signature missing but Skrukrud explained that it is a vacant lot and the owner isn't reachable. He does not feel there would be any issue. MOTION CARRIED. 4-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Charter Ordinance 1-1004, An Ordinance Providing for the Appropriations of Money to Defray all the Necessary Expenses and Liabilities of the Town of Lusk, Wyoming, Specifying the Objects, Purposes and Amounts of Such Appropriations and Fixing the Same as the Appropriations for the Year Ending June 30, 2026. MOTION CARRIED. 4-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER to approve Resolution No 25-07, A Resolution Authorizing the Submission of an Application for Federal Funding Through the Transportation Alternatives Program Administered by the Wyoming Department of Transportation for the Town of Lusk for the Purpose of the Lusk Safe Pathways Phase II Project, in the amount of \$115,603.93. MOTION CARRIED. 4-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to approve Resolution No 25-08, A Resolution Authorizing and Directing the Mayor and the Town Clerk of the Town of Lusk to Execute, on Behalf of the Town, that Certain "Communication/ 911/ Dispatch Services Operations Agreement." MOTION CARRIED. 4-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER DOOPER, to move into executive session at 5:58 pm for personnel. MOTION CARRIED. 4-0

The council reconvened into regular session at 6:32 pm.

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

There being no further business to come before the Council, the meeting was adjourned at 6:34 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer