

MINUTES OF THE REGULAR COUNCIL MEETING
TOWN OF LUSK
March 4, 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, March 4, 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, Police Chief
Taylor Willis, Deputy Clerk/Treasurer
Mike Mayville, EMS Director
Trevor Barner, Golf Course Superintendent
Royce Thompson, Airport Manager
Brandie Collins, Lusk Herald

Todd Skrukrud led everyone in the Pledge of Allegiance.

MAYOR LYTLE called the meeting to order at 5:00 p.m.

COUNCIL MEMBER FILENER 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. MOTION CARRIED. 5-0

VOUCHERS FOR PAYMENT

| | | |
|----------------------------|------------------------------|-------------|
| 14 County Tire | Vehicle Repair | \$943.84 |
| Aflac | Payroll Deduction | \$721.54 |
| Allbright's True Value | Supplies | \$1,084.23 |
| ALSCO | Mat Rental | \$100.64 |
| AT&T Mobility | PD Phones/Tablets | \$446.00 |
| Barco Products, LLC | Parks Supplies | \$187.45 |
| Caselle Inc. | Office Support & Maintenance | \$1,360.00 |
| Casper College | WAMCAT Virtual Training | \$1,020.00 |
| Century Link | Phone Services | \$1,307.99 |
| Childrens Advocacy Project | Child Advocacy Services | \$1,500.00 |
| Communication Technologies | Ambulance New Equipment | \$943.50 |
| Connecting Point | Copier Lease | \$100.00 |
| Dana Kepner Co. | Annual RNI Renewal | \$12,954.86 |
| Doyle J. Davies | Municipal Judge, Supplies | \$1,073.00 |
| Decker's Food Center | Supplies | \$71.70 |
| Dell Marketing L.P. | Cyber Security New Supplies | \$2,743.11 |

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| Delta Dental | Employee Dental Insurance | \$1,087.60 |
| Energy Laboratories, Inc | Water Samples | \$76.00 |
| Franks Parts Company | Parts/ Supplies/ Repairs/ Fuel/Oil/ Snow Removal | \$3,894.66 |
| Global Propane | Waste Trtmnt Plant Propane | \$120.00 |
| Herren Bros. True Value | Shop Parts/ Supplies | \$41.57 |
| Ideal Linen/ Bluffs | Parts/ Supplies | \$86.95 |
| Interstate Batteries | Equipment Repair/ Parts/ Supplies | \$198.90 |
| IRBY | Electric Line Upgrade | \$271.00 |
| Jergenson, Doug | Monthly Wage Animal Control | \$1,609.17 |
| Kurtzer's | Equipment Repair | \$908.40 |
| Lexipol | PD Wellness App | \$999.00 |
| Lumen | Phone, Long Distance | \$21.34 |
| Lusk Herald | Legal Advertising/ Advertising | \$2,560.75 |
| Lusk Lodging Tax Board | Lodging Tax Distribution | \$3,309.86 |
| M.C. Schaff & Associates, Inc | Airport Engineering Fees | \$2,808.25 |
| Matheson Tri-Gas Inc | Ambulance Oxygen | \$54.19 |
| 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 |
| Postmaster | Mailing Permit Renewal | \$350.00 |
| Print Express | Office Supplies | \$402.28 |
| Quest Inc | Electric Line Upgrade | \$2,306.31 |
| TDS Trash Collection Serv. | Tipping Fees | \$2,943.57 |
| The Radar Shop | PD Radio Repair | \$188.00 |
| Thompson, Ty | Utility Overpayment Refund | \$5.38 |
| Underground Enterprises | Transfer Station Fees | \$2,800.00 |
| Visa 0681 | Subscriptions/ Supplies/ New Equipment/ Postage/ Hotel Reimbursement | \$1,921.28 |
| Visa 0699 | New Equipment/ Parts/ Supplies | \$192.00 |
| Visa 0715 | Ambulance Emergency Coverage/ Maint/ Fuel/ Oil/ Transportation | \$976.43 |
| Visa 1267 | Supplies/ Subscriptions/ Support/ Dues/Fees/ Training | \$439.61 |
| Visionary Broadband | Internet Service | \$562.80 |
| W.M.P.A. | Power Purchase | \$119,600.17 |
| Western Medical Management, Inc | Ambulance Billing Service | \$1,006.45 |

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| WEX Bank | Fuel | \$3,828.71 |
| Wyoming Dept of Revenue | Sales Tax | \$7,727.95 |
| WY Dept of Transportation | PD Fuel | \$1,290.29 |
| WY Dept. of Workforce Services | Worker's Compensation | \$1,931.70 |
| WY Educators Benefit Trust | Employee Insurance | \$34,298.50 |
| | Total Vouchers | \$237,961.93 |

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| <u>Manual Checks, February 2025</u> | | |
| Circuit Court of Niobrara County | Writ of Wages, Garnishment | \$566.31 |
| DC Drilling LLC | Water Maintenance/Repairs | \$28,388.70 |
| Lusk Lodging Tax Board | NC Extra Disbursement Oct-Nov 2024 | \$4,396.79 |
| Matheson Tri-Gas Inc | Ambulance Oxygen | \$55.73 |
| Norberg, Rory | Per Diem/ Water Samples | \$24.00 |
| WY Office State Lands & Investments | Loan DW242 Interest Phase II Water | \$179,386.94 |
| WY Dept of Transportation | Ambulance License Plate Transfer | \$2.00 |
| Postmaster | Utility Mailings | \$308.42 |
| | Total | \$213,128.89 |

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| <u>ACH - February 2025</u> | | |
| Lusk State Bank | Health Savings Account | \$6,416.74 |
| Elevon | Office Credit Card Fees | \$338.27 |
| Wyoming Retirement System | Government Contribution | \$18,032.47 |
| Xpress Bill Pay | Online Bill Pay Fees | \$119.00 |
| Verizon Wireless | Ambulance Phones | \$89.74 |
| Black Hills Energy | Shop Gas Utilities | \$659.97 |
| Black Hills Energy | Warehouse Gas Utilities | \$735.65 |
| Black Hills Energy | PD Gas Utilities | \$172.56 |
| Black Hills Energy | Ambulance Gas Utilities | \$550.79 |
| 941 Employers Federal Tax | Payroll FICA/FWT | \$11,730.87 |
| Empower Trust | WRS 457 Retirement | \$100.00 |
| 941 Employers Federal Tax | Payroll FICA/FWT | \$12,167.43 |
| Empower Trust | WRS 457 Retirement | \$100.00 |
| 941 Employers Federal Tax | Payroll FICA/FWT | \$1,944.04 |
| | Total | \$53,157.53 |

Visitors:

Kaylee Barner discussed the upcoming Ranch Rodeo scheduled for the weekend of July 25th & 26th, that will bring in a large number of teams. She wanted to see if the council had ideas or would consider some incentive package to keep the patrons in the community and not travel to other towns for things to do. She would like to discuss ideas at the next council meeting. It was

confirmed that the Alumni golf tournament was on the schedule and was an ongoing event year after year until they approached the council with requested changes.

Sheila Boldon with the Niobrara County's Semiquincentennial Committee shared with the council that America is turning 250 years old next year and Wyoming has funds available to celebrate. The commissioners have set up a Semiquincentennial Committee to plan for a celebration. They need letters of support to acquire grant funds for Niobrara County. Mayor Lytle agreed to sign letters of support to accommodate grant applications. She said they are discussing multiple medians with QR codes providing the history of different landmarks in the town. She asked Todd if there was a way to put up QR code signs around town. Her concerns are rules and regulations on that. She will work with Todd when it comes time.

Department Updates:

Barner reported he watered with the hot line last week and isn't opposed to getting some snow. He will be getting the patio project started which would include placing a sidewalk around the building. In doing so, it will compromise the putting green. He is looking at different ideas for moving things around to accommodate this project and will present his plans to the council.

Thompson reported that there is an ADSB system for aviation tracking being installed at the airport as well as internet for that. He has been working with MC Schaff on the security fence project which will rehab the current gate and install a new automatic gate on the north side of the airport. Todd and Royce met with Floyds Trucking on the new snowplow truck which was supposed to be here in January but will not arrive until May. They have agreed to extend the warrantee for the delay.

Mayville reported statistics for the month of February for the ambulance department. The new bumper was installed last week. He is working with the state to get the ambulance permitted. They may allow him to do the inspection.

Chief Gordon reported statistics for the month of February for the police department. He shared that they have an opening for a patrol officer position. The switch to T-Mobile has been completed. They have kept the same numbers.

LeLeux reported the Statement of Intent period opened March 1st for the Transportation Alternatives Program funding. She will meet with HDR to see what they will be submitting for that. The renewal periods for insurance have started. They received the MRG grant reimbursement of \$216,380 for the new ambulance. Mike is working on getting everything completed for the DEQ grant requirements so reimbursement can be submitted on that portion for the new ambulance. LeLeux will be getting budget sheets out to department heads next week to begin working on the budget. The internet is being installed at the airport. Continuing to get the fire department and ambulance internet switched over to the network internet. There will be \$280 per month savings by moving those. She and Taylor will be participating in the WAMCAT spring virtual training all month. Taylor will be attending the Wyoming Community Gas Forum in a couple weeks and will receive the WCG check at that time.

Skrukrud reported it has been a slow month. They will be installing the fire alarm system at the transfer station and getting a card reader to accept payments there. They have been doing inventory on signs that need replaced. Sent out a load of recycling. They had a water main break on the north side of town during the sub-zero temperatures. The project has started back up with subgrating in the alleys and there will have a meeting Wednesday to discuss the schedule. Mayor Lytle shared that they are working on expanding the footprint for the Phase III project to hopefully replace the AC water line. May need to ask SLIB to extend our scope of work. Will be discussing it at the weekly meeting.

Old Business:

No old business

New Business:

Mayor Lytle requested to appoint Terry Owens and Desirae Matthews-LeLeux to the Lodging Tax Board. COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER THOMPSON to approve the mayor's request. MOTION CARRIED. 5-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER to approve the Lodging Tax Board Bylaws. Council Member Pfister abstained MOTION CARRIED. 4-0

Danny and Cass Matney were present to answer questions regarding the Trap, Tee, Toss Golf Tournament request. Cass asked that the course be closed for the afternoon beginning at 10:00am and also asked for reduced green fees. Mayor Lytle shared that the council voted that reduced green fees would not be allowed for weekend tournaments, only weekday tournaments. COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the requested tournament dates: Saturday, August 9th, for the Trap, Tee Toss Tournament (9 Hole -closed course beginning at 10:00am); and Friday, May 9th for the High School Golf Tournament (closed course). MOTION CARRIED. 5-0

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to approve the airport hangar lease renewal for Dan Hansen. MOTION CARRIED. 5-0

COUNCIL MEMBER THOMPSON MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve the Professional Services Agreement with M.C. Schaff & Associates for FAA AIP Project 3-56-0018-021-2025 and WYDOT Project ALS014A, for a sum not to exceed \$37,638.00. This is for the Security Fence/Gates Project. The town's portion is 10%. MOTION CARRIED. 5-0

COUNCIL MEMBER DOOPER MOVED, SECOND BY COUNCIL MEMBER FILENER, to approve Resolution 25-03, A Resolution Authorizing the Lusk Animal Control Officer to Set an Amount Required to be Paid by an Animal Owner Desiring to Relinquish an Animal to the Custody of the Lusk Animal Shelter. There was much discussion on the fees associated with surrendering an animal and getting the proper vaccinations and alterations completed for adoption. It was stated that the Animal Control officer will oversee setting and collecting the fees before taking custody of any animal. MOTION CARRIED. 5-0

Mayor Lytle requested to do the public hearing for agenda item 12(g)(1) before executive session.

Mayor Lytle opened the public hearing at 5:36 pm and asked for public comment on the liquor license renewal application for Big D Oil Company, dba 1885 Travel Center, Retail License #3. Council Member Dooper asked if bars can open at 6:00 am. Mayor Lytle confirmed they can open at 6:00 am and close at 2:00 am. Royce Thompson asked if they have to have a facility attached to that license. Mayor Lytle answered that they must own the property or be leasing the property. Thompson continued by asking if they have to actively be selling alcohol. Mayor Lytle stated there are state statutes and legalities regarding that. There must be some activity within a year, but we are not at a year of being inactive on this license. Council Member Dooper shared there is different inactivity. Mayor Lytle asked for further comment. No further comments. Closed public hearing at 5:39 pm.

COUNCIL MEMBER FILENER MOVED, SECOND BY COUNCIL MEMBER PFISTER, to move into executive session at 5:39 pm for legal and contracts. MOTION CARRIED. 5-0

The council reconvened into regular session at 6:45 pm.

No action was taken on the Liquor License Renewal Application for Big D Oil Company, dba 1885 Travel Center, Retail License #3.

The next regular council meeting will be on Tuesday, April 1, 2025, at 5:00 p.m. There being no further business to come before the Council, the meeting was adjourned at 6:45 p.m.

Douglas E. Lytle, Mayor

ATTEST:

Desirae Matthews-LeLeux, Clerk/Treasurer