

WORK SESSION MEETING
March 09, 2026
9:00 AM
City Hall



CITY OF MILLS
EST. 1921

Mayor:
Leah Juarez
Council President:
Brad Neumiller
Council Members:
Cherie Butcher
Sara McCarthy
Tim Sutherland

AGENDA

CALL TO ORDER

AGENDA ITEMS

- [1.](#) City Clerk - Utility Collections/Threshold
- [2.](#) City Administrator - Master Fee Schedule
3. City Attorney - Animal Ordinance

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.

Account Sent to Collections					
Account Number	Name	Address	Landlord	Date Billed	Amount
165111	Kadan Anderson	4462 Chalmers	Pam & Chuck Burrow	3/8/24	\$129.55
333081	Coree Buckallew	951 S Third Ave		8/1/22	\$299.32
142206	Butler Properties	305 Lakeview Dr	Butler Properties	11/9/23	\$29.03
142183	Butler Properties	313 Lakeview Dr	Butler Properties	11/9/23	\$174.70
141405	Sara Campbell	260 Crescent	Kyle Stalkup	10/1/24	\$136.89
193252	Jacob Cane	885 Discovery St		1/14/22	\$87.57
22705	John Carlton	202 Platte		9/1/25	\$230.57
5503	Dana Clark	419 Benton		6/9/23	\$73.26
161008	Christoph Debyah	4484 Mountain View Dr		4/47/25	\$158.91
36804	Hailee & Dellas Dewitt	414 Eighth St		12/20/23	\$142.48
333331	Zachery Dixon	4848 Pontiac		8/15/23	\$212.09
41210	Betsy Drake	447 Badger Ln		10/23/23	\$1,130.90
34104	Carol Elliot	724 Midwest		6/19/24	\$543.03
193253	Gage Hanley	885 Discovery St		1/1/25	\$177.86
569052	Jessie Johnson	826 Badger Ln	Hailey Tennant	9/2/25	\$144.12
21506	Theresa Kelly	418 First St		10/4/24	\$669.94
23106	Kori Kwiechinski	220 Platte	Kori Kwiechinski	9/1/22	\$121.41
73202	Lupe Loreda	20 S Fifth Ave		9/1/25	\$358.06
62601	Loaf & Jug	4603 W Yellowstone		3/1/25	\$174.50
26208	Julie Morse	606 Platte	Casper Rental Agency	1/2/23	\$239.72
52402	John Pattan	679 S Third Ave		6/2/22	\$374.55
42402	Richard Ravert	1110 Hoffman		10/9/25	\$493.81
91376	Susan Arner	504 S Fourth Ave		7/28/22	\$149.61
1501	Alberta Shaffer	129 Northwestern		9/12/25	\$145.16
76104	Choyce Spaulding	370 S Fifth Ave		2/1/23	\$103.87
112555	Clayton Starks	639 N Third Ave		5/18/23	\$347.61
97204	Dorothy Strohman	289 N Sixth Ave		11/20/23	\$120.04
10802	Tim Talbott	201 Riverview		8/1/25	\$328.01
334962	Tewes Design Studio	4656 W Yellowstone Hwy		9/18/25	\$68.00
21009	Christopher White	123 Midest		2/2/2026	\$426.21
91304	Homer William	573 S Fourth Ave		8/26/25	\$309.09
90503	Lisa Smout	668 S Sixth Ave		11/24/25	\$177.77
199402	Adam & Brittany Johnson	700 Pebble Mountain Dr		5/13/24	\$114.33
90804	Dilba/Hugo Huerta	5211 Pontiac		9/12/22	\$147.60
143951	Franklin Weir	4848 Lafayette Sp 16	CSI	3/2025	461.44
192352	Micheal Green	848 Discovery st		12/16/2025	374.95

180804	Brittney Norris	940 S Third Ave		12/16/2025	477.08
110204	Vina L Potter	5146 Oregon Trail		12/16/25	377
161952	Barbara Shepperson	4390 Dodge		12/16/25	590.76
101814	Larry Smith	455 N First Ave		1/27/26	\$178.50
				Total	\$10,999.30

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				Total	\$10,999.30



CITY OF MILLS

EST. 1921

MASTER FEE SCHEDULE

Unless otherwise noted, all rates and fees were approved on July 1, 2026, by Resolution #00-00 and are effective July 1, 2026. Any rate or fee may be amended by the City Governing Body without notice.

03/04/2026

Administrative Services

Liquor Licensing (Fees regulated by W.S. Chapter 12)

Permits	Fee
Catering / Malt Beverage (24 hr. permit)	\$50
Open Container (24 hr. permit)	\$50
Late Fee (Application submitted within 3 weeks of event)	\$50

Annual Liquor Licenses	Fee	
General Liquor License	\$1,500.00	
Bar and Grill Liquor License	First Year	\$10,500.00
	Renewals	\$3,000.00
Restaurant Liquor License	\$1,500.00	
Limited Retail Liquor License (club)	\$500.00	
Microbrewery/Winery License	\$500.00	
Distillery License	\$200.00	
Satellite Distillery License	\$500.00	
Resort License	\$1,500.00	
Special Malt Beverage Permit	\$500.00	
Publication Fee	\$90.00	
Transferable License Transfer Fee	\$100.00	
New/Transfer Inspection Fee	\$100.00	
Fees may be subject to change as per Wyoming Statute. Certain license fees may be prorated based on the time of year the license is sought. See Wyoming Statute.		

Service Charges

Service	Fee	
Returned Checks	\$35.00	
Notary Services	\$5.00 Per Signature	
Fingerprints	\$15.00	
Vin Inspection	\$10.00	
Incident/Accident Reports	\$3.00 Per Report	
Renting Park Shelter	\$50.00 Per Day (\$100.00 Deposit)	
Park Rental	\$200 per Day (\$500.00 Deposit)	
Public Space Use	\$200 per Day (\$500.00 Deposit)	
Open Container Wavier Request	\$50.00 Per Day	
Street Vendor	\$25.00 Per Day	
Door-to-Door	\$30.00 Per Day	
Produce Sales	\$200/90 Days	
Contractors License	\$35.00	
Mobile Home/RV Park License	\$125.00	
Home Occupation License	\$45.00	
Business License: Annual Fire Inspection Fee.	Self-Assessment	\$45.00
	Between 1 - 5,000 Sq. Ft.	\$75.00
	Between 5,001 - 10,000 Sq. Ft.	\$125.00
	Between 10,001 - 25,000 Sq. Ft.	\$250.00
	Greater Than 25,001 Sq. Ft.	\$350.00
	Businesses With Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00
Fire Sprinkler Inspection Fee.	Pressure Test	\$50.00
	Flow Test	\$75.00
	Rough-In Inspection	\$50.00
	Fire Sprinkler Final	\$75.00
	Fire Pump Final	\$100.00
	Standpipe System	\$50.00
	Fire Alarm System Final	\$75.00
Alternative Suppression Inspection Fee.	Commercial Hood Final	\$50.00
	Paint Booth/Spray Room	\$50.00
	Alternative Suppression	\$50.00
Re-Inspections (Each Occurrence)	\$50.00	

Special Media	Fee
Copies - Letter, Legal or 11x17	\$.50 Per Page
Fax	\$1.00 Per Page
Scanning Documents	\$1.00 Per Page
Video USB	\$25.00 Per USB
Video Redaction (1 Hour Minimum)	\$30.00 Per Hour
Tier One Information Requests: Easily accessible records within the immediate location of the request.	\$10.00 Per Request
Tier Two Information Requests: Searching for and locating documents not readily available within the immediate location of the request. (3 Hour Maximum)	\$25.00 Per Hour
Tier Three Requests: Locating and producing records where an excess of staff time over and above the Tier Two time of 3 hours and/or requiring transferring or redacting records.	\$40.00 Per Hour

Animal Control

Licensing

Service	Fee
Microchips	\$25.00
Microchip Transfer	\$10.00
License Unaltered	\$80.00
License Sterilized	\$40.00
License Unaltered (Annually)	\$35.00
License Sterilized (Annually)	\$20.00
License Sterilized if Microchipped	\$25.00
Replacement Registration Tag	\$2.00
Impound Fee with Registration	No Charge
Impound Fee without Registration	\$35.00
Daily Kennel Fee with Registration	\$10.00
Daily Kennel Fee without Registration	\$25.00
Voluntary Release	\$60.00
Trap Rental / Permit	\$5.00
Apiary License	\$25.00

Planning & Zoning

Preliminary Plat Review

Service	Fee
Preliminary Plat (Residential)	\$750.00
Preliminary Plat (Multi-Family Commercial)	\$1,200.00
Minor Boundary Adjustment	\$200.00

Final Plat Review

Service	Fee
Final Plat 25 Lots or Less (Residential)	\$1,000.00
Final Plat 26 Lots or More (Residential)	\$1,500.00
Final Plat (Multi-Family Commercial)	\$2,000.00

Engineering Plan and Construction Drawing Review

Service	Fee
Site Plan Review (Up to 20,000 Sq. Feet)	\$600.00
Site Plan Review (20,001- 43,560 Sq. Feet)	\$1,200.00
Site Plan Review (Over 43,561 Sq. Feet)	\$2,000.00
Landscaping Plan Review	\$100.00

Other Planning & Zoning Services

Service	Fee
Alley, Street, and Easement Vacations	\$300.00
Rezone Request	\$500.00
Conditional Use Request	\$500.00
Variance Request	\$500.00
Deviation Request	\$100.00
Annexation Report Preparation	First 10 Hours \$1,000.00
	Over 10 Hours \$50.00 Per Hour
Recordation Fees	\$150.00
Appeals Board Fees	\$150.00

Building

Permit Fees

Permit Type	Fee	
A Plan Review Fee is assessed on all building permits that exceed \$25,000.00 in valuation.		
Plan Review (Residential)	\$200.00	
Plan Review (Multi-Family Residential)	2-4 Units \$150.00 Per Unit	
	Over 4 Units Equal to 55% of Permit Fee	
Plan Review (Commercial and Industrial)	Equal to 55% of Permit Fee	
Building Permit	\$35.00 +	Up to \$100,000.00 *See Chart
	\$35.00 +	Over \$100,000.00 - \$820.00 for the First \$100,000.00 Plus \$5.50 for each additional \$1,000.00
After the Fact Permits	Construction Started Before Approval of Permit shall be Assessed Double the Building Permit Fees.	

Fees Based on Valuation of Improvements Unless Otherwise Indicated Below.

* See Attached Chart.

Simple Permits	Fee
Water or Sewer Replacement	\$50.00
Water Heater Replacement	\$50.00
Street Cut	\$50.00
Demolition (Residential)	\$100.00
Demolition (Commercial)	\$200.00
Manufactured/Mobile Home	\$75.00
Manufactured Home Compliance Inspection	\$300.00
Property Inspection	\$275.00
Re-Inspections (Each Occurrence)	\$50.00
New Contractor Testing	\$300.00

COMBINED BUILDING, ELECTRICAL, PLUMBING AND MECHANICAL PERMIT FEES

All permit fees are based on the valuation of the work, including materials and labor.

The permit applicant shall provide an estimated valuation at the time of application.

PERMIT COST IS \$35.00 PLUS VALUATION

03/04/2026

VALUATION		FEE
\$1.00	\$2,500.00	\$40.00
\$2,501.00	\$5,000.00	\$60.00
\$5,001.00	\$7,500.00	\$80.00
\$7,501.00	\$10,000.00	\$100.00
\$10,001.00	\$12,500.00	\$120.00
\$12,501.00	\$15,000.00	\$140.00
\$15,001.00	\$17,500.00	\$160.00
\$17,501.00	\$20,000.00	\$180.00
\$20,001.00	\$22,500.00	\$200.00
\$22,501.00	\$25,000.00	\$220.00
\$25,001.00	\$27,500.00	\$240.00
\$27,501.00	\$30,000.00	\$260.00
\$30,001.00	\$32,500.00	\$280.00
\$32,501.00	\$35,000.00	\$300.00
\$35,001.00	\$37,500.00	\$320.00
\$37,501.00	\$40,000.00	\$340.00
\$40,001.00	\$42,500.00	\$360.00
\$42,501.00	\$45,000.00	\$380.00
\$45,001.00	\$47,500.00	\$400.00
\$47,501.00	\$50,000.00	\$420.00
\$50,001.00	\$52,500.00	\$440.00
\$52,501.00	\$55,000.00	\$460.00
\$55,001.00	\$57,500.00	\$480.00
\$57,501.00	\$60,000.00	\$500.00
\$60,001.00	\$62,500.00	\$520.00
\$62,501.00	\$65,000.00	\$540.00
\$65,001.00	\$67,500.00	\$560.00
\$67,501.00	\$70,000.00	\$580.00
\$70,001.00	\$72,500.00	\$600.00
\$72,501.00	\$75,000.00	\$620.00
\$75,001.00	\$77,500.00	\$640.00
\$77,501.00	\$80,000.00	\$660.00
\$80,001.00	\$82,500.00	\$680.00
\$82,501.00	\$85,000.00	\$700.00
\$85,001.00	\$87,500.00	\$720.00
\$87,501.00	\$90,000.00	\$740.00
\$90,001.00	\$92,500.00	\$760.00
\$92,501.00	\$95,000.00	\$780.00
\$95,001.00	\$97,500.00	\$800.00
\$97,501.00	\$100,000.00	\$820.00

Utilities

Water

Service	Fee
Service Initiation Fee	\$20.00
Utility Refundable Deposit	\$100.00
Delinquent Late Fee	\$20.00
Water Turn on Fee (excluding New Accounts and Emergency Turn-ons)	\$30.00
Misc. Meter Repairs	\$50.00 + Current Materials Cost
Construction Hydrant Water	\$50.00 + \$7.25 for every 1,000 Gallons

Water Rates

Minimum Monthly Fee		Every 1,000 Gallons Consumed After	
Inside City Limits	Outside City Limits	Inside City Limits	Outside City Limits
\$12.50 First 2,000 Gallons	\$16.50 First 2,000 Gallons	\$5.25 for Every 1,000 Gallons Thereafter	\$7.25 for Every 1,000 Gallons Thereafter

Water Connection Fees

Tap Size	Connection Charge	Service Line Charge	Meter & Radio	Total
¾"	\$1,500.00	\$600.00	\$400.00	\$2,500.00
1"	\$2,000.00	\$700.00	\$600.00	\$3,300.00
1.5"	\$3,000.00	\$1,250.00	\$1,750.00	\$6,000.00
2"	\$4,500.00	\$2,000.00	\$2,000.00	\$8,500.00
3"	\$20,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$20,000.00
4"	\$30,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$30,000.00
6"	\$60,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$60,000.00
8"	\$90,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$90,000.00

***All Out of City Water Connection Fees Pay 1 ½ Times City Rates.**

Sewer

Sewer Rates

Residential Inside City	Residential Outside City	Commercial Sewer
\$27.75 Monthly	\$41.65 Monthly	\$36.80 Base Rate \$3.50 Every 1,000 Gallons Water Used

Sewer Connection Fees

Water Tap Size	Connection Charge	Sewer Investment	Regional Sewer	Total
¾"	\$1,000.00	\$1,000.00	\$1,516.00	\$3,516.00
1"	\$1,000.00	\$1,000.00	\$2,426.00	\$4,426.00
1.5"	\$1,000.00	\$1,000.00	\$3,032.00	\$5,032.00
2"	\$1,000.00	\$1,000.00	\$9,702.00	\$11,702.00
3"	\$1,000.00	\$1,000.00	\$19,405.00	\$21,405.00
4"	\$1,000.00	\$1,000.00	\$30,320.00	\$32,320.00
6"	\$1,000.00	\$1,000.00	\$60,460.00	\$62,460.00
8"	\$1,000.00	\$1,000.00	\$97,024.00	\$99,024.00
*Connection Charges on Sewer Taps Larger Than 4" Will be Negotiated.				
*All Out of City Water Connection Fees Pay 1 ½ Times City Rates.				

Sanitation

Service	Fee
Additional 96 Gallon Toter (Per Unit)	\$15.00 Monthly Fee
Additional 96 Gallon Toter Request Pickup	\$15.00 Per Toter
Habitual Customer Call Backs	\$15.00 Per Incident
Violation of Bagging Ordinance	\$25.00 to \$50.00 Per Incident
Extremely Dense or Heavy Waste	Double Fee
Misc. Commercial Dumpster Repair (Owned)	Current Cost of Materials & Labor
Misc. Commercial Dumpster Repair (Leased)	No Cost
Residential Clean-up Dumpster (2 Week Rental)	\$125.00 Per Dump

Sanitation Rates

All Rates for Sanitation are Monthly Billing					
Residential Sanitation					
\$35.00 Weekly Pickup					
Commercial Sanitation					
# Of Pick-ups	95 Gallon	300 Gallon	2 Yard	3 Yard	4 Yard
1	\$35.00	\$105.00	\$105.00	\$130.00	\$160.00
2			\$205.00	\$255.00	\$315.00
3			\$305.00	\$380.00	\$470.00
4			\$405.00	\$505.00	\$625.00
5			\$505.00	\$630.00	\$780.00
<i>If the Commercial Customer does not own the Container, a (\$15.00) Increase is Applied to the Base Rate.</i>					
Lease-Basis Commercial Sanitation					
# Of Pick-ups	95 Gallon	300 Gallon	2 Yard	3 Yard	4 Yard
1	\$35.00	\$105.00	\$120.00	\$145.00	\$175.00
2			\$220.00	\$270.00	\$330.00
3			\$320.00	\$395.00	\$485.00
4			\$420.00	\$520.00	\$640.00
5			\$520.00	\$645.00	\$795.00

Fee Waiver

The City Council may reduce, defer, or waive fees upon request if the proposed project advances significant goals, which include but are not limited to, the following	1. A project that is sponsored by a government entity, or a project that receives public funding.
	2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.
	Such requests shall be submitted, for action by the City Council, to the City Planner within 30 days of receipt and prior to the submittal of an application. All requests shall be made prior to initiating a project.