REGULAR CITY COUNCIL MEETING May 10, 2022 7:00 PM City Hall



Mayor:
Seth Coleman
Council President:
Darla Ives
Council Members:
James Hollander
Sara McCarthy
Brad Neumiller

#### **AGENDA**

#### **CALL TO ORDER**

**ROLL CALL** 

#### PLEDGE OF ALLEGIANCE

#### **CONSENT AGENDA**

#### **Minutes**

- 1. Council Meeting Minutes 4-26-2022
- 2. Executive Session Minutes for a Legal Issue
- 3. Executive Session Minutes for a Personnel Issue
- 4. Executive Session Minutes for a Personnel Issue

#### **City Licenses**

5. New and Renewal Business and Contract License 5-10-2022

#### **Financial Approvals**

- <u>6.</u> Fire Payroll
- 7. Regular/Police Payroll
- 8. Financial Breakdown Reports
- 9. Treasurer Report for April 2022

#### ORDINANCES AND RESOLUTIONS

- 10. Ordinance 779: Second Reading of the FY 23 Budget
- <u>11.</u> <u>Ordinance 780, First Reading</u>: An Ordinance Amending and Republishing Title 2 on Administration and Personnel
- **12.** Ordinance 781, First Reading: An Ordinance Amending and Republishing Title 5 Business Licenses and Regulations

- 13. Ordinance 782, First Reading: An Ordinance Amending Title 10 to Add Chapter 10.64 on Bicycles, E-Bicycles, Toy Vehicles, Rollerblades, In-Line Skates, Roller Skates, Snowboards, Skis, Roller skis, Scooter, E-Scooters, Coaster, Skateboards and Similar Devices
- **14. Resolution 2022-18** A Resolution Establishing an Increase In Water, Sewer and Sanitation Rates to Meet the Fiscal Obligations of this Enterprise
- **15.** Resolution 2022-19: A Resolution Affirming the City of Mills Police Department will Retain the COPS Hiring Award Officer Position

#### **COUNCIL APPROVALS**

**OPEN DISCUSSION** 

**EXECUTIVE SESSION** 

**ADJOURNMENT** 

**NEXT MEETING** - May 24th, 2022 @ 7:00pm/ June 14th, 2022 @ 7:00pm

NEXT WORK SESSION - May 24th , 2022 @ 6:00pm/ June 7th, 2022 @ 10:00am/ June 14th, 2022 @ 6:00pm

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.

REGULAR CITY COUNCIL MEETING April 26, 2022 7:00 PM City Hall



Mayor:
Seth Coleman
Council President:
Darla Ives
Council Members:
James Hollander
Sara McCarthy
Brad Neumiller

#### **MINUTES**

#### **CALL TO ORDER**

Mayor called the meeting to order at 7:00pm.

#### **ROLL CALL**

#### **PRESENT**

Mayor Seth Coleman
Council President Darla Ives
Council Member Jim Hollander
Council Member Sara McCarthy
Council Member Brad Neumiller

#### PLEDGE OF ALLEGIANCE

#### **CONSENT AGENDA**

#### **Minutes**

#### 1. Council Meeting Minutes 4-12-2022

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### 2. Personnel Issue 4-12-2022

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### 3. Personnel Issue #2 4-12-2022

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### **City Licenses**

#### 4. New and Renewal Business and Contractor Licenses 4-26-2022

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### **Financial Approvals**

#### 5. Financial Breakdown Report

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### 6. Fire Payroll: 3-31-2022 to 4-11-2022

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### 7. Regular Payroll: 3-27-2022 to 4-10-2022

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### ORDINANCES AND RESOLUTIONS

#### **8. Ordinance 779**: First Reading of the FY 23 Budget

Motion made by Council President Ives, Seconded by Council Member Neumiller. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

#### COUNCIL APPROVALS

#### **OPEN DISCUSSION**

Mark Milakin was present to talk about a WWII crash site that is in Mills on private property. He has contacted the owner and they would like to keep it the way it is and not have any traffic on the property. Mark wants to keep it preserved there were people that died there and just like any other site they would be treated with respect. He has asked the owner if he could put up a memorial plaque up on the property to honor the men and women who died there. He will let us know when it is and the Council can come watch.

#### **EXECUTIVE SESSION**

#### 9. Legal Issue

Mayor asked for a motion to go into Executive Session for a Legal Issue at 7:12pm.

Motion made by Council Member McCarthy, Seconded by Council President Ives. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

Back from Executive Session at 7:25pm: No Action Taken

#### 10. Personnel Issue

Mayor asked for a motion to go into Executive Session for a Personnel Issue at 7:25pm.

Motion made by Council Member Neumiller, Seconded by Council Member McCarthy. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller.

Back from Executive Session at 7:37pm: No Action Taken

#### 11. Legal Issue

Mayor asked for a motion to go into Executive Session for a Personnel Issue at 7:37pm.

Motion made by Council President Ives, Seconded by Council Member Hollander. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller.

Back from Executive Session at 7:45pm: No Action Taken

#### **ADJOURNMENT**

Mayor asked to adjourn the meeting at 7:45pm.

Motion made by Council Member Neumiller, Seconded by Council Member Hollander. Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**NEXT MEETING** - May 10th, 2022 @ 7:00pm/ May 24th, 2022 @ 7:00pm

**NEXT WORK SESSION** - May 3rd, 2022 @ 2:00pm / May 9th, 2022 @ 9:00am/ May 24th, 2022 @ 6:00pm

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

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Mayor, Seth Coleman

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City Clerk, Christine Trumbull

#### Item # 5.

# **Council Meeting MAY 10TH, 2022**

## **NEW BUSINESS LICENSES**

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1			
2			
3			
1			

### **RENEWAL BUSINESS LICENSES**

	REINEWAL BUSIII	NESS LIC	ENSES	
	BUSINESS NAME		FIRE INSPECTION	INSURANCE
1	CHUCK'S AUTO REPAIR SERVICE (C.A.R.S)	#9413	YES	YES
2	COMPASS COMPRESSION SOLUTIONS	#9414	N/A	YES
3	CUNDY BIZ	#9578	YES	YES
4	DRAKES LANDSCAPING & EXCAVATION	#9563	YES	YES
5	INTEGRITY AUTO BODY	#9583	YES	YES
6	KOMPAC MEAT PROCESSING	#840	YES	YES
7	PLAINS MARKETING	#945	YES	YES
8	REDBOX AUTOMATED RETAIL	#947	N/A	YES
9	ROCKIN BURGERS N DOGS	#9590	N/A	N/A
10	S & L CLASSICS	#914	YES	N/A
11	WATERS & SON CONSTRUCTION	#9425	N/A	YES
12	WYOMING BUILDING SUPPLY	#922	N/A	YES
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

27

#### Item # 5.

# **Council Meeting MAY 10TH, 2022**

	NEW CONTRACTOR LICENS	<u>ES</u>		
	BUSINESS NAME	FIRE	INSURANCE	CONTRACTOR ID
1	CROWING ROOSTER CUSTOM CONTRACTING	N/A	YES	YES
2	PLUMBING SOLUTIONS OF WYOMING	N/A	N/A	YES
	RENEWAL CONTRACTOR LICE	NSES		
	BUSINESS NAME	FIRE	INSURANCE	CONTRACTOR ID
1	24 HOUR HEATING & AIR CONDITIONING #9517	N/A	YES	YES
2				
3				
4				
5				
6				
7				
8 9				
10				
11				
12				
13				
14				
15				
16				

17



#### **PAYROLL**

Meeting Date: April 26<sup>th</sup>, 2022

Payroll Type: Fire Payroll

Date Range: 3-31-2022 to 4-11-2022

NET.....\$9229.99

DEDUCTIONS......\$3521.61

Federal Taxes.....\$854.00

Medicare.....\$172.43

Retirement ...... \$1370.16

Supplemental Insurance.....\$118.35

Insurance.....\$841.67

TOTAL PAYROLL.....\$12,751.60

City Clerk, Christine Trumbull

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Mayor, Seth Coleman



#### **PAYROLL**

Meeting Date: May 10th, 2022

Payroll Type: Regular/Police Payroll

Date Range: 4-11-2022 to 4-24-2022

NET......\$72,724.87

DEDUCTIONS......\$31,711.28

Federal Taxes.....\$8309.00

Medicare.....\$1443.95

Social Security......\$6063.44

Supplemental Retirement..... \$900.00

Supplemental Insurance......\$484.22

Child Support...... \$600.00

Insurance.....\$4518.12

Union Dues.....\$27.50

TOTAL PAYROLL.....\$104,436.15

City Clerk, Christine Trumbull

Mayor, Seth Coleman



## **CHECK LIST FOR**

May 10th, 2022

## **COUNCIL MEETING**

## City Hall/Court

4-20-2022	29442	Void
4-20-2022	29478	Void
4-21-2022	29517-29521	Manual
4-25-2022	29522	Void
4-25-2022	29525-29526	Transmittals
4-27-2022	29527	Manual
4-27-2022	29528-29533	Transmittals
4-27-2022	29534-29545	Manual
5-5-2022	29546-29587	Void
5-4-2022	29588-29629	Vouchers
	COURT	
4-27-2022	1680	Manual

COUNCIL:		
	MAYOR:	
	CITY CLERK:	



## **MANUAL CHECKS**

## City Hall

## May 10<sup>th</sup>, 2022

## **COUNCIL MEETING**

4-21-2022	29517	McChale Aquile Gundby	Summerfest	\$1000.00
4-25-2022	29518	Ariel Hovet-Bailey	Water Deposit Refund	\$17.91
4-25-2022	29519	Charter Communications	Bill	\$176.93
4-25-2022	29520	Erin Burridge	Water Deposit Refund	\$15.02
4-25-2022	29521	Kate Acord	Training	\$300.00
4-25-2022	29523	Verizon	Internet	\$1728.52
4-25-2022	29524	Wyoming Law Enforcement Academy	Training Class	\$675.00
4-27-2022	29527	Department of Revenue	Tax Repay Pay off	\$21,289.63
4-27-2022	29534	Department of Workforce Services	Workers Comp	\$5690.99
4-27-2022	29535	Rocky Mountain Power	<u>Utilities</u>	\$671.56
5-2-2022	29536	HUB International	Benefits	\$57,158.20
5-3-2022	29537	Mastercard	Credit Card	
5-3-2022	29538 Greiner Ford Tru		Truck Repairs	\$19,203.84
5-4-2022	29539	Adrian & Brook White	Water Deposit Refund	\$48.45



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5-4-2022	29540	Brandon Dickinson	Water Deposit Refund	\$38.89	
5-4-2022	29541	Dina & Bobby Crump	Water Deposit Refund	\$52.27	
5-4-2022	29542	Mike Coryell	Water Deposit Refund	\$100.00	
5-4-2022	29543	Tammy Hooker	Water Deposit Refund	\$40.39	
5-4-2022	29544	Verizon	Fire Department Machine To Machine	\$138.66	
5-4-2022	29545	Willaim Matt Baird	Water Deposit Refund	\$13.43	

TOTAL: \$107,783.23



## **MANUAL CHECKS**

COURT

May 10th, 2022

**COUNCIL MEETING** 

4 27 2022	1690	Division of Watin Court	6: 5 ::	A750.00
4-27-2022	1680	Division of Victim Services	Crime Prevention	\$760.00

TOTAL: \$ 760.00



**Voided Checks** 

May 10<sup>th</sup>, 2022

**Council Meeting** 

4-20-2022	29442	29527	Department of Revenue	Stamp Checks wrong	\$21,289.61	
4-20-22	29478 None		FYR-TEK	Paid with Credit Card	\$835.87	
4-25-2022	29522	None	Travis Forester	Needed to Final Bill	\$63.73	

TOTAL: \$22,189.21

Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022

Page: May 05, 2022 10:29AM

#### Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

[Report]. Vendor Number = {<>} {AND} 380 {AND} 4910 {AND} 790 {AND} 1310 (AND) 1340 {AND} 2080 {AND} 4200 {AND} 4210 {AND} 5470 {AND} 5480 {AND} 5950 {AND} 6480 {AND} 7040 {AND} 7280 {AND} 6450 {AND} 7170 [Report]. Vendor Number = {OR} {IS NULL}

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Atlas Off	fice Products, Inc							
620	Atlas Office Products, Inc	71114-0 B	10/19/2021	130,65	130.65	05/04/2022	05/04/2022	29588
620	Atlas Office Products, Inc	75115-0	04/21/2022	195,83	195,83	05/04/2022	05/04/2022	29588
620	Atlas Office Products, Inc	75115-1	04/25/2022	187.58	187.58	05/04/2022	05/04/2022	29588
620	Atlas Office Products, Inc	751 <b>78-</b> 0	04/25/2022	509.02	509.02	05/04/2022	05/04/2022	29588
620	Atlas Office Products, Inc	75179-1	04/27/2022	24.37	24.37	05/04/2022	05/04/2022	29588
620	Atlas Office Products, Inc	75215-0	04/26/2022	9.38	9.38	05/04/2022	05/04/2022	29588
620	Atlas Office Products, Inc	75282-0	04/28/2022	87.48	87.48	05/04/2022	05/04/2022	29588
То	tal Atlas Office Products, Inc:			1,144.31	1,144.31			
8 B R	ubber Stamp							
650	B & B Rubber Stamp	123015	04/22/2022	31.95	31,95	05/04/2022	05/04/2022	29589
То	otal B & B Rubber Stamp:			31,95	31.95			•
Big Hora	1 Tire, Inc							
7983	Big Horn Tire, Inc	04-58060	04/07/2022	74.95	74.95	05/04/2022	05/04/2022	29590
To	etal Big Horn Tire, Inc:			74.95	74.95			
ound T	ree Medical							
840	Bound Tree Medical	84476866	04/06/2022	859.53	859.53	05/04/2022	05/04/2022	29591
То	tal Bound Tree Medical:			859.53	859.53			
City of C	asper							
1510	City of Casper	222207	04/26/2022	19,952.25	19,952.25	05/04/2022	05/04/2022	29592
1510	City of Casper	2881	04/25/2022	1,117.43	1,117.43	05/04/2022	05/04/2022	29592
	City of Casper	611580	04/21/2022	482.76	482.76	05/04/2022	05/04/2022	29592
	City of Casper	611602	04/22/2022	419.04	419.04	05/04/2022	05/04/2022	29592
	City of Casper	611629	04/25/2022	402,84	402.84	05/04/2022	05/04/2022	29592
	City of Casper	611662	04/26/2022	1,002.78	1,002.78	05/04/2022	05/04/2022	29592
	City of Casper	611685	04/27/2022	635.04	635.04	05/04/2022	05/04/2022	29592
	City of Casper	611711	04/28/2022	493.56	493.56	05/04/2022	05/04/2022	29592
	City of Casper City of Casper	611737 611801	04/29/2022 05/03/2022	556.74 858.60	556.74 858.60	05/04/2022 05/04/2022	05/04/2022 05/04/2022	29592 29592
		011001	03/03/2022			00/04/2022	05/04/2022	20002
. 10	tal City of Casper:			25,921.04	25,921.04			
	tributors Inc							
1770	CPS Distributors Inc	0006307952-0	04/22/2022	103.14	103.14	05/04/2022	05/04/2022	29593
То	tal CPS Distributors Inc:			103.14	103.14			
urtis								
3850	Curtis	INV586534	04/13/2022	300.31	300.31	05/04/2022	05/04/2022	29611
To	tal Curtis:			300.31	300.31			

Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022 Page: 2 May 05, 2022 10:29AM

			Report	lates: 5/4/2022-5/5	5/2022			May 05, 2022 10:29AN
Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
CY Ace	Hardware							
8185	CY Ace Hardware	167/1	04/06/2022	38.97	38.97	05/04/2022	05/04/2022	29594
	CY Ace Hardware	176/1	04/13/2022	23.94	23.94	05/04/2022	05/04/2022	29594
	CY Ace Hardware	199/1	04/27/2022	83.98	83.98	05/04/2022	05/04/2022	29594
Т	otal CY Ace Hardware:			146,89	146.89			
Dewitt 1	Water Systems & Service							
	Dewitt Water Systems & Service	161334	03/30/2022	78.50	78.50	05/04/2022	05/04/2022	29595
т	otal Dewitt Water Systems & Service:			78.50	78.50			
Emerge	ency Medical Physicians, PC							
_	Emergency Medical Physicians, P	MARCH 2022	04/05/2022	250.00	250.00	05/04/2022	05/04/2022	29596
T	otal Emergency Medical Physicians, F	PC:		250.00	250,00			
Energy	Laboratories Inc							
2370	Energy Laboratories Inc	466988	04/20/2022	128.00	128.00	05/04/2022	05/04/2022	29597
Т	otal Energy Laboratories Inc:			128.00	128.00			
Fergus	on Enterprises LLC							
2530	Ferguson Enterprises LLC	0334548	04/07/2022	15.52	15,52	05/04/2022	05/04/2022	29598
Т	otal Ferguson Enterprises LLC:			15.52	15.52			
Galls								
8144	Galls	020811951	03/31/2022	161.98	161.98	05/04/2022	05/04/2022	29599
8144	Galls	020914226	04/13/2022	243.01	243.01	05/04/2022	05/04/2022	29599
۲	otal Galls:			404.99	404.99			
Grainge	er, Inc							
2840	Grainger, Inc	9268582245	04/05/2022	272.58	272.58	05/04/2022	05/04/2022	29600
2840		9269747383	04/06/2022	145.43	145.43	05/04/2022	05/04/2022	29600
2840	• .	9269747391	04/06/2022	86.12	86.12	05/04/2022	05/04/2022	29600
2840	Grainger, Inc	9273614736	04/08/2022	214.83	214.83	05/04/2022	05/04/2022	29600
٣	otal Grainger, Inc:			718.96	718.96			
Hach C	ompany							
	Hach Company	12941454	03/22/2022	131.95	131,95	05/04/2022	05/04/2022	29601
	Hach Company	12945925	03/23/2022	629.63	629,63	05/04/2022	05/04/2022	29601
2950	• •	12953285	03/28/2022	213.18	213,18	05/04/2022	05/04/2022	29601
2950	• •	12984513	04/13/2022	65,69	65.69	05/04/2022	05/04/2022	29601
Τ	otal Hach Company:			1,040.45	1,040.45			
Heather	r Duncan Malone							
	Heather Duncan Malone	00230	04/08/2022	2,223.00	2,223.00	05/04/2022	05/04/2022	29602
T	otal Heather Duncan Malone:			2,223.00	2,223.00			
Hensley	Battery LLC							
3090	Hensley Battery LLC	426750	04/22/2022	154.37	154.37	05/04/2022	05/04/2022	29603

Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022 Page: 3 May 05, 2022 10:29AM

		La de Marke La de Bata Maria Anna Anna Andre		B-1- B-11	Lest Ob. 1. D.:			
Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date:Paid	Last Check Date	Last Check Number
Т	otal Hensley Battery LLC:			154.37	154.37			
Homax					·			
3120	Homax	0583543-IN	03/23/2022	206.19	206.19	05/04/2022	05/04/2022	29604
3120	Homax	CL14003	03/31/2022	304.79	304.79	05/04/2022	05/04/2022	29604
3120	Homax	CL14004	03/31/2022	510,00	510.00	05/04/2022	05/04/2022	29604
3120	Нотах	CL14005	03/31/2022	569.99	569.99	05/04/2022	05/04/2022	29604
3120		CL14006	03/31/2022	2,732.75	2,732.75	05/04/2022	05/04/2022	29604
	Homax	CL14007	03/31/2022	221.02	221.02	05/04/2022	05/04/2022	29604
т	otal Homax:			4,544.74	4,544.74			
Hose &	Rubber Supply							
	Hose & Rubber Supply	01642130	03/26/2022	141.81	141.81	05/04/2022	05/04/2022	29605
T	otal Hose & Rubber Supply:			141.81	141.81			
Industri	al Distributors, Inc							
7849	Industrial Distributors, Inc	151556	04/21/2022	50.22	50.22	05/04/2022	05/04/2022	29606
Т	otal Industrial Distributors, Inc:			50.22	50.22			
Ingerso	il Rand							
3280	Ingersoll Rand	30970500	03/30/2022	11,384.37	11,384.37	05/04/2022	05/04/2022	29607
1	otal Ingersoll Rand:			11,384.37	11,384.37			
	re Center of Casper, Inc							
3320	InstaCare Center of Casper, Inc	BUCHHOLZ	04/04/2022	125,00	125.00	05/04/2022	05/04/2022	29608
Т	otal InstaCare Center of Casper, Inc:			125.00	125.00			
Intermo	untain Motor Sales Inc							
3370	Intermountain Motor Sales Inc	37324	04/06/2022	1,452.42	1,452.42	05/04/2022	05/04/2022	29609
3370	Intermountain Motor Sales Inc	37358	04/13/2022	397.62	397.62	05/04/2022	05/04/2022	29609
Т	otal Intermountain Motor Sales Inc:			1,850.04	1,850.04			
Kintlas '	Tent & Awning							
	Kistler Tent & Awning	28275	04/11/2022	00.00	00.00	05/04/0000	05/04/0000	00040
7628	<del>-</del>	28279	04/11/2022	90.00 40.00	90.00 40.00	05/04/2022 05/04/2022	05/04/2022 05/04/2022	29610 29610
т	otal Kistler Tent & Awning:			130.00	130.00			
Lenhart	Mason & Associates LLC							
	Lenhart Mason & Associates LLC	8848	04/06/2022	27,300.00	27,300.00	05/04/2022	05/04/2022	29612
Т	otal Lenhart Mason & Associates LLC	<b>:</b> :		27,300.00	27,300.00			
Menard	S							
	- Menards	42411	03/29/2022	9.16	9.16	05/04/2022	05/04/2022	29613
4250	Menards	42559	03/31/2022	151.84	151.84	05/04/2022	05/04/2022	29613
Т	otal Menards:			161.00	161.00			

Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022 Page: 4 May 05, 2022 10:29AM

			кероп с	lates: 5/4/2022-5/5	12022			May 05, 2022 10;29A
Vendor	Vendor Name	Invoice Number	invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Mission	Communications, Inc							
4420	Mission Communications, Inc	1062895	03/25/2022	1,042.20	1,042:20	05/04/2022	05/04/2022	29614
T	otal Mission Communications, Inc:			1,042.20	1,042.20			
Modern	Electric Company Inc							
4450	Modern Electric Company Inc	16302	04/26/2022	135.00	135.00	05/04/2022	05/04/2022	29615
Т	otal Modern Electric Company Inc.			135.00	135.00			
Nadine	McLeod							
4580	Nadine McLeod	040222	04/02/2022	4,015.00	4,015.00	05/04/2022	05/04/2022	29616
T	otal Nadine McLeod:			4,015.00	4,015.00			
NAPA A	Auto Parts							
4600	NAPA Auto Parts	829091	03/24/2022	68.21	68.21	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	830413	03/28/2022	262.36	262.36	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	830478	03/28/2022	102.99	102.99	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	830572	03/28/2022	26.00	26.00	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	831131	03/29/2022	50.35	50.35	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	831579	03/30/2022	54.87	54.87	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	833762	04/05/2022	8.31	8.31	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	834127	04/06/2022	97.60	97.60	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	836238	04/12/2022	8.79	8.79	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	836410	04/12/2022	100.15	100.15	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	836516	04/12/2022	76.81	76.81	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	838248	04/18/2022	8.79	8.79	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	838250	04/18/2022	8.79	8.79	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	838455	04/18/2022	30.44	30.44	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	839154	04/19/2022	122.99	122.99	05/04/2022	05/04/2022	29617
4600	NAPA Auto Parts	840264	04/22/2022	447.63	447.63	05/04/2022	05/04/2022	29617
Т	otal NAPA Auto Parts:			1,475.08	1,475.08			
Natrona	a County Sheriffs Office							
	Natrona County Sheriffs Office	4475	04/11/2022	11,910.78	11,910.78	05/04/2022	05/04/2022	29618
To	otal Natrona County Sheriffs Office:			11,910.78	11,910.78			
Northwe	est Contractor Supply							
	Northwest Contractor Supply	1550535	03/25/2022	14.71	14.71	05/04/2022	05/04/2022	29619
To	otal Northwest Contractor Supply:			14.71	14.71			
Power 9	Service, Inc							
	Power Service, Inc	PS1000006049	04/21/2022	2,742.00	2,742.00	05/04/2022	05/04/2022	29620
Te	otal Power Service, Inc:			2,742.00	2,742.00			
Quadier								
7985	Quadient, Inc	042022	04/20/2022	969.00	969,00	05/04/2022	05/04/2022	29621
Te	otal Quadient, Inc:			969.00	969,00			
	Mountain Electric Rocky Mountain Electric	7598	04/07/2022	1,885.00	1,885.00	05/04/2022	05/04/2022	29622

Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022 Page: 5 May 05, 2022 10:29AM

			Report o	lates: 5/4/2022-5/5	5/2022			May 05, 2022 10:29A
Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
8096	Rocky Mountain Electric	7600	04/11/2022	3,780.00	3,780.00	05/04/2022	05/04/2022	29622
Т	otal Rocky Mountain Electric:			5,665.00	5,665.00			
Safety -	Kleen Systems							
-	Safety - Kleen Systems	2108245598	04/01/2022	75.00	75.00	05/04/2022	05/04/2022	29623
Т	otal Safety - Kleen Systems:			75.00	75.00			
Stotz E	quipment							
8145	Stotz Equipment	35995	04/28/2022	74.80	74.80	05/04/2022	05/04/2022	29624
T	otal Stotz Equipment:			74.80	74.80			
Sutheri	ands							
6050	Sutherlands	197063	03/28/2022	11.69	11.69	05/04/2022	05/04/2022	29625
6050	Sutherlands	197077	03/28/2022	17.98	17.98	05/04/2022	05/04/2022	29625
6050	Sutherlands	197094	03/29/2022	47.37	47.37	05/04/2022	05/04/2022	29625
6050	Sutherlands	197101	03/29/2022	18.48	18.48	05/04/2022	05/04/2022	29625
6050	Sutherlands	197119	03/30/2022	10.09	10.09	05/04/2022	05/04/2022	29625
6050	Sutherlands	197404	04/08/2022	14.99	14,99	05/04/2022	05/04/2022	29625
6050	Sutherlands	197500	04/12/2022	39.98	39,98	05/04/2022	05/04/2022	29625
6050	Sutherlands	197626	04/18/2022	21,65	21.65	05/04/2022	05/04/2022	29625
6050	Sutherlands	197632	04/18/2022	15.76	15.76	05/04/2022	05/04/2022	29625
6050	Sutherlands	197954	04/29/2022	68.99	68,99	05/04/2022	05/04/2022	29625
T	otal Sutherlands:			266,98	266.98			
Verizon								
6610	Verizon	9904895359	04/23/2022	138.66	138.66	05/04/2022	05/04/2022	29544
Т	otal Verizon:			138.66	138.66			
Water D	eposit Refund							
7869	Water Deposit Refund	15035.9	05/01/2022	40.39	40.39	05/04/2022	05/04/2022	29545
7869	Water Deposit Refund	15100.5	04/28/2022	13,43	13.43	05/04/2022	05/04/2022	29545
7869	Water Deposit Refund	1930.6	05/02/2022	38.89	38.89	05/04/2022	05/04/2022	29545
7869	Water Deposit Refund	3145.2	02/28/2022	100.00	100.00	05/04/2022	05/04/2022	29545
7869	Water Deposit Refund	33401.1	04/27/2022	48.45	48.45	05/04/2022	05/04/2022	29545
7869	Water Deposit Refund	5315.3	04/25/2022	52.27	52.27	05/04/2022	05/04/2022	29545
T	otal Water Deposit Refund:			293.43	293,43			
Wear Pa	arts							
6760	Wear Parts	384961	04/14/2022	6.25	6.25	05/04/2022	05/04/2022	29626
T	otal Wear Parts:			6.25	6.25			
Manta	18hamina I aala 8 Cafa							
	Nyoming Lock & Safe Western Wyoming Lock & Safe	19659	05/02/2022	61.00	61.00	05/04/2022	05/04/2022	29627
To	otal Western Wyoming Lock & Safe:			61.00	61.00			
WICE-	olooging Inc				_			
	gineering Inc	2022 40222	04/00/0000	0.004.05	0.004.00	05/04/2022	05/64/6000	00000
	WLC Engineering Inc WLC Engineering Inc	2022-10222 2022-10223	04/08/2022 04/08/2022	2,281.25 472.00	2,281.25 472.00	05/04/2022 05/04/2022	05/04/2022	29628
	WLC Engineering Inc	2022-10230	04/08/2022	2,098.01	2,098.01	05/04/2022	05/04/2022 05/04/2022	29628 <b>2</b> 9628
				2,555.51	2,000.01		00.0 112022	23020

#### Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022

Page: 6 May 05, 2022 10:29AM

			Report	14(65. 5/4/2022-5/5	#ZUZZ			
Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
6920	WLC Engineering Inc	2022-10232	04/08/2022	6,003.50	6,003.50	05/04/2022	05/04/2022	29628
6920	WLC Engineering Inc	2022-10234	04/08/2022	2,852.38	2,852.38	05/04/2022	05/04/2022	29628
To	otal WLC Engineering Inc:			13,707.14	13,707.14			
Wyomin	g Steel & Recycling							
7230	Wyoming Steel & Recycling	171157	03/22/2022	25.00	25,00	05/04/2022	05/04/2022	29629
Te	otal Wyoming Steel & Recycling:			25.00	25.00			
G	rand Totals:			121,900.12	121,900.12			

	Dated: _	 ,
	Mayor:	 -
City	Clerk: _	
City	Council:	
City	Council:	
•		

Department Heads:	 	
-		

Item # 8.

Page:

CITY OF MILLS Payment Approval Report - Mills WY Report dates: 5/4/2022-5/5/2022 May 05, 2022 10:29AM Vendor Name Vendor Invoice Number Invoice Date 🐧 Net Amount Paid Date Paid Last Check Date Last Check Number Invoice Amount

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

[Report]. Vendor Number = {<>} {AND} 380 {AND} 4910 {AND} 790 {AND} 1310 (AND) 1340 {AND} 2080 (AND) 4200 (AND) 4210 (AND) 5470 (AND) 5480 (AND) 5950 (AND) 7040 (AND) 7280 (AND) 7280 (AND) 7170

[Report]. Vendor Number = {OR} {IS NULL}



#### **BILLS**

Meeting Date: April 26th, 2022

Bills

ACH......\$0.00

VOUCHERS......\$255,388.17

MANUAL CHECKS CITY HALL....\$103,484.12

MANUAL CHECKS COURT.....\$670.00

VOIDED CHECKS.....\$2956.65

Account	Beginning Balance	Deposits	Interest / Distribut ions	Disbursements	Ending Balance	Interest Earned FYTD
WGIF Water 7198 (99-10230)	\$44,578.11		\$11.27		\$44,589.38	\$63.86
Transfer 5% of billing						
WGIF Sewer 7199 (99-10240)	\$47,157.97		\$11.92		\$47,169.89	\$36.00
Transfer 7% of billing						
WGIF Sanitation 7200 (99-10250)	\$43,944.74		\$11.11		\$43,955.85	\$35.64
Transfer 10% of billing						
WGIF Reserve 7197 (99-10260)	\$32,887.34		\$8.31		\$32,895.65	\$19.43
WGIF General Fund 7207 (99-10270)	\$177,149.02		\$44.78		\$177,193.80	\$123.40
WGIF Parks 7240 (99-10280)	\$671.25		\$0.17		\$671.42	\$0.39
WGIF Police Fund (99-10310)	\$8,248.01		\$2.08		\$8,250.09	\$6.39
WGIF DWSRF #146 Radio Read (99-10300)	\$21,046.02		\$5.32		\$21,051.34	\$12.45
WGIF Fire Dept Trust Fund (99-10290)	\$8,735.08		\$2.21		\$8,737.29	\$5.62
WGIF Sewer Tap Fund (99-10320)	\$104,473.42		\$26.41		\$104,499.83	\$61.77
WGIF Buffalo Meadows Debt Reserve	\$1,743.14		\$0.44		\$1,743.58	\$0.58
Cannot touch this account						
WGIF Buffalo Meadows Asset Account	\$114,545.25		\$28.95		\$114,574.20	\$38.15
Totals	\$605,179.35	\$0.00	\$152.97	\$0.00	\$605,332.32	\$403.68

RESERVES REPAY AC					
Account					
WGIF Gen Fund Reserve					
WGIF Reserve					
WGIF Water Reserve					
WGIF Sewer Reserve					
WGIF Sanitation Reserve					
Total Repay Balance					

TOTAL ACCOUN				
Account				
nvestments Accounts Total				
mbulance				
IB Sweep Account				
ity Accounts				
Total Accounts Balance				

## **INVESTMENT ACCOUNTS**

l Item	#	(

City Accounts							
Account	<b>Ending Balance</b>	Interest	Account	<b>Ending Balance</b>	Interest		
Jonah Operations Account	\$325,831.84		Jonah Water Deposit Account	\$93,606.07			
Jonah Police Account	\$6,972.04		Jonah Municipal Account	\$61,432.41			
Jonah Court Bond Account	\$15,927.00						

## COUNT DETAIL

Repay Balance
\$177,149.02
\$32,895.65
\$44,589.38
\$47,169.89
\$43,955.85
\$345,759.79

# ### STAIL | Balance | \$605,332.32 | \$0.00

\$500.00 \$503,769.36 **\$1,109,601.68** 



## **April 2022 Account Balances**

Operations Account	\$325,831.84
Water Deposit	\$93,606.07
Municipal Court	\$61,432.41
Court Bond	\$15,927.00
Police	\$6,972.04
WFIG Water Reserve	\$44,589.38
WGIF Sewer Reserve	\$47,169.89
WGIF Sanitation Reserve	\$43,955.85
WGIF General Fund Reserve	\$177,193.80
WGIF Reserve	\$32,895.65
WGIF Sewer Tap Reserve	\$104,499.83
WGIF Police Reserve	\$8,250.09
WGIF Parks Reserve	\$671.42
WGIF FD Trust Fund	\$8,737.29
WGIF Radio Read Fund	\$21,051.34
WGIF Buffalo Meadows Asset Account	\$114,574.20
WGIF Buffalo Meadows Debt Reserve	\$1,743.58
Totals	\$1,109,101.68

City Treasurer, Alyssa Hartmann

Mayor, Seth Coleman

## AN ORDINANCE NO. 779: Second Reading for the FY 23 Budget Year

Item # 10.

AMEND ORDINANCE 767, APPROPRIATING MONEY FOR THE ANNUAL BUDGET OF THE CITY OF MILLS, WYOMING, FOR THE CONDUCT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MILLS, WYOMING FOR THE FISCAL YEAR 2023.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILLS, WYOMING,** after public hearing being duly held in accordance with the statues of the State of Wyoming:

<ol> <li>That the actual revenues of the of</li> </ol>	current fiscal year are as follows:
--	-------------------------------------

a. Fiscal Year 2023 General Revenue Fund \$4,232,192.00 b. One Cent & Special Revenue \$4,313,502.00 c. Enterprise Funds \$2,917,850.00

Total Revenue: \$11,463,544.00

2. That the actual expenditures for the current fiscal year are as follows:

a. Fiscal Year 2023 Actual Expenditures: \$11,482,098.00

3. That the actual expenditures for the 2023 budget year are as follows:

One Cent Projects	\$3,962,180.00	Total	\$11,482,098.00
Community Development	\$325,755.00	Admin Shop Enterprise	\$243,606.00
Fire Department	\$880,910.00	Courts	\$165,032.00
I.T. Department	\$157,165.00	Sanitation Department	\$547,993.00
Police Department	\$1,746,537.00	Sewer Department	\$523,189.00
Community Service Division	\$249,660.00	Water Treatment Plant	\$601,577.00
Administration Enterprise	\$456,207.00	Water Department	\$264,562.00
Grants & Loans	\$0.00	Parks Department	\$105,972.00
General Government	\$95,294.00	Public Works Shop	\$147,780.00
Administration	\$887,277.00	Streets	\$121,402.00

	PASSED ON FIRST READING	ON 26	OF April	2022.
	PASSED ON SECOND READ	ING ON	OF	2022.
Seth Coleman, N	Mayor			
Sara McCarthy, Co	puncil		Darla R. Ives, Counc	cil
James Hollander, (	Council	E	Bradley Neumiller,	Council
ATTESTED				

Christine Trumbull, City Clerk

## **REVENUE**

77 -				THE PROPERTY IN	
	CITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
77	EST. 1921	Passed 3/22/22	Passed 4/26/22		
(-	REVENUE	Ordinance #778	Ordinance #779		
	INTERGOVERNMENTAL				
10-31-100	Property Tax Income	\$500,000.00	\$700,000.00	\$700,000.00	\$0.00
10-31-150	Direct Deposit / Biennial	\$273,583.00	\$374,963.00	\$374,963.00	\$0.00
10-31-200	Cigarette Tax Income	\$57,000.00	\$50,000.00	\$50,000.00	\$0.00
10-31-250	Historical Horse Racing funds	\$170,000.00	\$160,000.00	\$160,000.00	\$0.00
10-31-300	Sales Tax Income	\$1,260,000.00	\$1,421,000.00	\$1,421,000.00	\$0.00
10-31-440	Diesel Tax	\$36,711.00	\$45,000.00	\$45,000.00	\$0.00
10-31-450	Gasoline Tax	\$140,806.00	\$180,000.00	\$180,000.00	\$0.00
10-31-550	Mineral Royalty Income	\$143,496.00	\$165,000.00	\$165,000.00	\$0.00
10-31-700	Severance Tax Income	\$129,000.00	\$150,000.00	\$150,000.00	\$0.00
10-31-900	Lottery	\$30,000.00	\$20,000.00	\$20,000.00	\$0.00
10-31-910	Skills games	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
	Hardship Funds	\$0.00	\$48,029.00	\$48,029.00	
	TOTAL INTERGOVERNMENTAL	\$2,745,596.00	\$3,318,992.00	\$3,318,992.00	\$0.00

## **FY23 BUDGET**

## **REVENUE**

_\$					
A SOUR	ITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
Con mount	EST. 1921	EST. 1921	Passed 4/26/22		
	REVENUE	Ordinance #778	Ordinance #779		
	PERMITS/LICENSES			A NORTH SHOPE	
10-32-150	Business License Income	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
10-32-200	Building Permits	\$175,000.00	\$150,000.00	\$150,000.00	\$0.00
10-32-300	Animal Control Income	\$8,000.00	\$5,000.00	\$5,000.00	\$0.00
10-32-350	Liquor License Application	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
10-32-400	Liquor License Advertising	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00
10-32-410	Bar Nunn	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
10-32-500	Evansville Animal Control	\$5,000.00	\$0.00	\$0.00	\$0.00
	<b>出版各面或例如</b>				
Market St.					1024
		1721525			
		le apendays		26 37 57 (# 10 A)	
				5734 (S) (S)	
	TOTAL PERMITS/LICENSES	\$233,700.00	\$200,700.00	\$200,700.00	\$0.00

## REVENUE

REVENUE Ordinance #778 GRANTS / LOANS    10-33-200   Cop Grant   \$41,000.00   \$82,000.00   \$41,000.00   \$10-33-950   Line of Credit   \$500,000.00   \$0.00   \$10-33-950   Cop Grant   \$10-33-950   Co			FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
REVENUE GRANTS / LOANS    10-33-200   Cop Grant   \$41,000.00   \$82,000.00   \$41,000.00   \$10-33-950   Line of Credit   \$500,000.00   \$0.00   \$10.00		ITY OF MILLS			Tizo secono	1120 111112
GRANTS / LOANS  0-33-200					CHARLES AND SET SE	<b>计别是影影</b> 似器
0-33-950 Line of Credit \$500,000.00 \$0.00 \$0.00 \$				oraniance ny is		
0-33-950 Line of Credit \$500,000.00 \$0.00 \$0.00 \$						
						\$0.00
TOTAL GRANTS & LOANS \$541,000.00 \$82,000.00 \$41,000.00	.0-33-950	Line of Credit	\$500,000.00	\$0.00	\$0.00	\$0.00
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TOTAL GRANTS & LOANS \$541,000.00 \$82,000.00 \$41,000.00 \$						
TOTAL GRANTS & LOANS \$541,000.00 \$82,000.00 \$41,000.00						
		TOTAL GRANTS & LOANS	\$541,000.00	\$82,000.00	\$41,000.00	\$0.00

## **REVENUE**

		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	CITYOFMILLS EST. 1921	Passed 3/22/22	Passed 4/26/22	1122222010	
1	REVENUE	Ordinance #778	Ordinance #779		
	FINES & PENALTIES	Oraniance w//o	Ordinance #773		
			52 (445) 245) 24		
10-35-100	Court Fines Income	\$200,000.00	\$300,000.00	\$300,000.00	\$0.00
10-35-300	Crime Prevention	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
10-35-400	Asset Forfiture	\$5,000.00	\$1,500.00	\$1,500.00	\$0.00
District HA					
				Programme (	
any ne lay 3					
	TOTAL FINES COURT	\$210,000.00	\$306,500.00	\$306,500.00	\$0.00
	THE COUNT	\$210,000.00	\$300,300.00	\$300,300.00	ŞU.UC

2					
/ Sign	CITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
CITY	EST. [92]	Passed 3/22/22	Passed 4/26/22		
	REVENUE	Ordinance #778	Ordinance #779		
	MISCELLANEOUS				
10-36-100	Miscellaneous Revenue	\$100,000.00	\$125,000.00	\$125,000.00	\$0.00
10-36-130	Charter Franchise Fee	\$28,000.00	\$24,000.00	\$24,000.00	\$0.00
10-36-230	Pacific Corp: RM Power	\$70,000.00	\$80,000.00	\$80,000.00	\$0.00
10-36-250	Lamar Companies	\$2,400.00	\$0.00	\$0.00	\$0.00
10-36-321	Ambulance Income	\$0.00	\$0.00	\$0.00	\$0.00
10-36-340	AT & T Tower Income	\$20,000.00	\$22,000.00	\$22,000.00	\$0.00
10-36-341	Black Hills Gas Franchise Fee	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00
10-36-420	Hall Rental Income	\$2,747.00	\$1,000.00	\$1,000.00	\$0.00
10-36-430	Interest Income	\$15,000.00	\$1,000.00	\$1,000.00	\$0.00
10-36-560	JAG.DCI Income	\$42,000.00	\$42,000.00	\$42,000.00	\$0.00
10-36-862	Special Events	\$5,000.00	\$0.00	\$0.00	\$0.00
10-36-900	One Cent Stablizaiton funds	\$0.00	\$0.00	\$0.00	\$0.00
10-36-910	Century Link	\$40,000.00	\$3,000.00	\$3,000.00	\$0.00
10-36-000	Reserve Funds (Carry Over)	\$102,731.45	\$0.00	\$0.00	\$0.00
10-36-000	Steel Income	\$0.00	\$0.00	\$0.00	\$0.00
10-36-000	Donation Income	\$0.00	\$0.00	\$25,000.00	\$0.00
10-36-000	Visionary Broadband	\$0.00	\$0.00	\$1,000.00	\$0.00
10-36-000	Mt. West Broadband	\$0.00	\$0.00	\$1,000.00	\$0.00
10-36-000	Cares Act	\$346,000.00	\$0.00	\$0.00	\$0.00
10-36-000	Editor Act	\$340,000.00	\$0.00	\$0.00	30.00
10-36-000				CONTRACTOR OF THE PARTY OF	
10 30 000					
				NEED MICH	
	TOTAL MISCELLANEOUS	\$813,878.45	\$338,000.00	\$365,000.00	\$0.00
	GRAND TOTAL:	\$4.544.474.65	64.246.422.22	£4.222.402.05	
sali vaka	GRAND TOTAL:	\$4,544,174.45	\$4,246,192.00	\$4,232,192.00	\$0.00
		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
2 C 1 V 2 T 1 C 1		Passed 3/22/22	Passed 4/26/22		
115745848		Ordinance #778	Ordinance #779		
		DIFFERENCE	\$297,982.45	\$14,000.00	\$4,232,192.00

## **FY23 BUDGET**

## **EXPENDITURES**

				Column8	Column9
25		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
A Salas	CITE V CONTINUE	Passed 3/22/22	Passed 4/26/22		
Contract of the Contract of th	CITY OF MILLS EST. 1921	Ordinance #778	Ordinance #779		
77	ADMINISTRATION			INCO SURFACE INCOME.	
	ADMINISTRATION		and said that is it		
10-44-100	Salaries	\$201,000.00	\$244,670.40	\$198,911.00	\$0.00
10-44-115	Payroll Taxes FICA	\$15,276.00	\$18,489.00		\$0.00
10-44-120	Workers Comp	\$5,547.00	\$6,889.00		\$0.00
10-44-125	Pension	\$18,900.00	\$22,644.00		\$0.00
10-44-130	Overtime	\$1,000.00	\$1,000.00		The state of the s
10-44-226	Postage	\$2,000.00	\$2,000.00		
	Office Supplies	\$5,000.00	\$5,000.00		\$0.00
10-44-240	Attorney Fees	\$70,000.00	\$140,000.00		\$0.00
10-44-267	Cleaning Supplies	\$4,000.00	\$4,000.00		\$0.00
10-44-270	WAM Membership	\$4,500.00	\$4,500.00		
10-44-290	Bonds Officals	\$20,000.00	\$20,000.00		
10-44-310	Contingencies	\$5,000.00	\$5,000.00		
10-44-350	Equipment Repairs	\$0.00	\$2,500.00		
10-44-351	Filing Fees	\$2,500.00	\$2,500.00		
10-44-352	Drug Testing	\$2,000.00	\$2,000.00		
10-44-405	Insurance Health	\$25,500.00	\$43,213.50		
10-44-620	Advertising	\$8,000.00	\$3,000.00	The same of the sa	
10-44-720	Professional Services	\$5,000.00	\$5,000.00		
10-44-725	Caselle Support	\$15,000.00	\$15,000.00		
10-44-723	Storm Water Casper	\$2,500.00	\$2,500.00		
10-44-841	Travel	\$0.00	\$2,000.00		
10-44-850	Telephone Verizon	\$17,000.00	\$23,000.00		
10-44-851	Cells Dept. Heads	\$9,000.00	\$9,300.00		
10-44-856	Uniforms	\$6,000.00			
10-44-860	Brad Johnson (Insurance)	\$12,000.00	\$7,000.00		
10-44-861	Financial Consultant	\$30,000.00	\$30,000.00		
10-44-863	LGLP	\$12,000.00	\$12,000.00		
10-44-890	Property Insurance	\$50,000.00	\$50,000.00		
10-44-909	Bank Fees	\$1,000.00	\$1,000.00		
10-44-910	Training	\$2,000.00			
10-44-930	Audit Fees	\$20,000.00	\$20,000.00		
10-44-940	Black Hills Gas	\$30,573.74			
10-44-941	Rocky Mountain Power	\$65,573.75	\$72,000.00		
10-44-941	New Hire Expenses	\$2,500.00	\$2,500.00		
10-44-981	Charter	\$5,000.00			
10-44-983	Centruy Link	\$1,500.00			
10-44-500	Dispatch	\$1,300.00	\$1,000.00		
10-44-000	Invoice Cloud Fees	\$0.00	\$120,000.00		
10-44-000	invoice cloud rees	\$0.00	\$0.00	\$0.00	\$0.00

## **EXPENDITURES**

AN		EVAN DACCED	THE PROPERTY OF	EVAN SECOND	EVOC ELLIPS
( )	ITY OF MILLS EST. 1921	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
77		Passed 3/22/22	Passed 4/26/22		
1	GENERAL GOVERNMENT	Ordinance #778	Ordinance #779		
10-49-100	Salaries	\$50,000.00	\$70,000.00	\$70,000.00	\$0.00
10-49-115	Payroll Taxes FICA	\$4,500.00	\$5,355.00	\$5,355.00	\$0.00
10-49-120	Workers Comp	\$1,500.00	\$1,995.00	\$1,995.00	\$0.00
10-49-405	Insurance	\$15,000.00	\$9,314.91	\$8,944.00	\$0.00
10-49-841	Travel	\$700.00	\$2,000.00	\$2,000.00	\$0.00
10-49-910	Training	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
10-49-915	Childrens Adv. Project	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
			1981 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982 - 1982		
ALPEST OF STREET	TOTAL GENERAL GOVERN.	\$77,700.00	\$95,664.91	\$95,294.00	\$0.00

## **EXPENDITURES**

AW					
	CITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
77	EST. 1921	Passed 3/22/22	Passed 4/26/22		
(-	MUNICIPAL COURTS	Ordinance #778	Ordinance #779		
10-51-100	Salaries	\$99,910.00	\$97,116.00	\$97,116.00	\$0.00
10-51-115	Payroll Taxes FICA	\$8,500.00	\$7,431.00	\$7,431.00	\$0.00
10-51-120	Workers Comp	\$2,758.00	\$2,769.00	\$2,769.00	\$0.00
10-51-125	Pension	\$9,362.00	\$9,101.00	\$9,101.00	\$0.00
10-51-130	Overtime	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-51-235	Office Supplies	\$0.00	\$1,500.00	\$1,500.00	\$0.00
10-51-241	Attorney Fees (Court)	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
0-51-310	Contingencies	\$0.00	\$500.00	\$500.00	\$0.00
10-51-405	Insurance Health	\$16,588.00	\$26,241.43	\$19,615.00	\$0.00
0-51-505	Public Defender	\$6,000.00	\$5,500.00	\$5,500.00	\$0.0
10-51-520	Jury Trials	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
10-51-909	Bank Fees	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
10-51-000	Invoice Cloud Fees	\$0.00	\$1,000.00	\$1,000.00	\$0.00
	TOTAL MUNICIPAL COURTS	\$163,618.00	\$171,658.43	\$165,032.00	\$0.0

# **EXPENDITURES**

A Division		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
Con	CITY OF MILLS		Passed 4/26/22	100000000	
7	COMMUNITY SERVICES	Ordinance #778	Ordinance #779		
10-53-100	Salaries	\$96,200.00	\$157,086.60	\$157,087.00	\$0.00
10-53-115	Payroll Taxes FICA	\$7,372.84	\$9,739.37	\$9,740.00	\$0.00
10-53-120	Workers Comp	\$2,487.68	\$4,476.97	\$4,477.00	\$0.00
10-53-125	Pension	\$8,530.84	\$13,933.58	\$13,934.00	\$0.00
10-53-130	Overtime	\$500.00	\$500.00	\$500.00	\$0.00
10-53-235	Office Supplies	\$800.00	\$2,000.00	\$2,000.00	\$0.00
10-53-310	Contingencies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-53-370	Fuel	\$4,500.00	\$5,500.00	\$5,500.00	\$0.00
10-53-405	Insurance Health	\$15,000.00	\$9,603.00	\$20,522.00	\$0.00
10-53-440	New equipment	\$1,000.00	\$2,500.00	\$2,500.00	\$0.00
10-53-600	Shelter Cost	\$25,000.00	\$15,000.00	\$15,000.00	\$0.00
10-53-700	Vet Cost	\$5,000.00	\$6,500.00	\$6,500.00	\$0.00
10-53-840	Supplies	\$1,800.00	\$4,000.00	\$4,000.00	\$0.00
10-53-841	Travel	\$1,000.00	\$1,000.00	\$1,000.00	\$0.0
10-53-855	Uniforms	\$1,000.00	\$2,000.00	\$2,000.00	\$0.0
10-53-900	Tires	\$500.00	\$500.00	\$500.00	\$0.0
10-53-910	Training	\$1,400.00	\$1,400.00	\$1,400.00	\$0.0
10-53-950	Vehicle Repairs	\$2,500.00	\$2,000.00	\$2,000.00	\$0.00
	TOTAL COMMUNITY SERVICE	\$175,591.36	\$238,739.52	\$249,660.00	\$0.0

# FY23 BUDGET EXPENDITURES

1		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
CID	CITY OF MILLS EST. 1921	Passed 3/22/22	Passed 4/26/22		
	POLICE DEPARTMENT	Ordinance #778	Ordinance #779		
10-54-100	Salaries	\$1,031,249.64	\$1,079,593.28	\$1,029,005.00	\$0.00
10-54-115	Payroll Taxes FICA	\$81,647.40	\$82,588.89	\$78,264.00	\$0.00
10-54-120	Workers Comp	\$30,618.60	\$30,768.41	\$30,309.00	\$0.00
10-54-125	Pension	\$96,067.56	\$97,534.11	\$92,278.00	\$0.00
10-54-130	Overtime	\$25,500.00	\$28,000.00	\$28,000.00	\$0.00
10-54-220	Ammo Weapons	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00
10-54-225	Vest Fund	\$3,500.00	\$7,500.00	\$7,500.00	\$0.00
10-54-235	Office Supplies	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
10-54-260	K-9	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00
10-54-270	Dues, books	\$3,000.00	\$2,000.00	\$2,000.00	\$0.00
10-54-310	Contingencies	\$3,500.00	\$2,500.00	\$2,500.00	\$0.00
10-54-330	Crime Scene Prev.	\$2,750.00	\$2,750.00	\$2,750.00	\$0.00
10-54-350	Equipment/Repairs	\$5,000.00	\$4,000.00	\$4,000.00	\$0.00
10-54-370	Fuel	\$28,000.00	\$41,000.00	\$41,000.00	\$0.00
10-54-380	Victims	\$500.00	\$500.00	\$500.00	\$0.00
10-54-405	Insurance-Health	\$132,000.00	\$138,283.20	\$196,931.00	\$0.00
10-54-415	Jail Cost	\$175,000.00	\$175,000.00	\$175,000.00	\$0.00
10-54-450	Office Equipment	\$0.00	\$3,000.00	\$3,000.00	\$0.00
10-54-500	911 Dispatch	90,000.00	\$0.00	\$0.00	\$0.00
10-54-855	Uniforms	14,000.00	\$12,000.00	\$12,000.00	\$0.00
10-54-900	Tires	2,500.00	\$3,000.00	\$3,000.00	\$0.00
10-54-910	Training and Travel	12,000.00	\$12,000.00	\$12,000.00	\$0.00
10-54-915	Licensing	4,000.00	\$2,000.00	\$2,000.00	\$0.00
10-54-950	Vehicle Repairs	4,500.00	\$7,500.00	\$7,500.00	\$0.00
10-54-980	Pre-employ. exams	2,000.00	\$2,000.00	\$2,000.00	\$0.00
			Remarks		
	TOTAL POLICE DEPARTMENT	\$1,762,333.20	\$1,748,517.89	\$1,746,537.00	\$0.00

# **EXPENDITURES**

A		EVOS DACCED	EVAN FIRET	EVER CECONO	EVALUED.
	CITYOFMILLS	FY22 PASSED	FY23 FIRST Passed 4/26/22	FY23 SECOND	FY23 THIRD
7	EST. 1921	EST. 1921 Passed 3/22/22			
1.	IT DEPARTMENT	Ordinance #778	Ordinance #779		
10-55-100	Salaries	\$86,100.00	\$88,683.00	\$88,683.00	\$0.00
10-55-115	Payroll Taxes FICA	\$6,586.65	\$6,586.65	\$6,587.00	\$0.00
10-55-120	Workers Comp	\$2,376.36	\$2,376.36	\$2,377.00	\$0.00
10-55-125	Pension	\$8,067.57	\$8,067.57	\$8,068.00	\$0.00
10-55-310	Contingencies	\$3,500.00	\$3,000.00	\$3,000.00	\$0.00
10-55-400	Support	\$2,500.00	\$2,000.00	\$2,000.00	\$0.00
10-55-405	Insurance-Health	\$9,570.00	\$9,282.90	\$15,750.00	\$0.00
10-55-720	Professional Services	\$5,000.00	\$4,000.00	\$4,000.00	\$0.00
10-55-850	VOIP	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
10-55-855	Security Subscriptions	\$8,000.00	\$8,000.00	\$8,200.00	\$0.00
10-55-860	Backups	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
10-55-865	Email	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00
10-55-885	Training	\$0.00	\$2,500.00	\$2,500.00	\$0.00
	s vertice are made				
			ALL ACTOR IS TO THE REAL PROPERTY.		
SECTION AND PROPERTY.					
APPENDING TO		<b>经验</b> 公益。在15年中的40年			
			大學 医克里克斯氏征		
		村 甲基甲基化物	生污色 法人		
	TOTAL IT DEPARTMENT	\$147,700.58	\$150,496.48	\$157,165.00	\$0.00

		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	FIRE DEPARTMENT	Passed 3/22/22	Passed 4/26/22		1123 1111112
		Ordinance #778	Ordinance #779		
10-56-100	Salaries	\$529,212.00	\$485,720.26	\$485,721.00	\$0.00
10-56-115	Medicare	\$17,444.00	\$7,042.94	\$7,043.00	\$0.00
10-56-120	Workers Comp	\$14,607.00	\$13,843.03	\$13,844.00	\$0.00
10-56-125	Pension	\$84,676.00	\$77,715.17	\$77,716.00	\$0.00
10-56-130	Overtime	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
10-56-131	Holiday Overtime	\$0.00	\$18,932.16	\$18,933.00	\$0.00
10-56-132	Volunteer/Pay Per Call	\$18,000.00	\$22,812.50	\$22,813.00	\$0.00
10-56-135	FLSA Overtime	\$28,000.00	\$35,703.10	\$35,704.00	\$0.00
10-56-210	Wellness/Fitness	\$2,500.00	\$5,050.00	\$5,050.00	\$0.00
10-56-235	Office Supplies	\$500.00	\$250.00	\$250.00	\$0.00
10-56-310	Contingencies	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
10-56-350	Equipment Repairs	\$0.00	\$2,500.00	\$2,500.00	\$0.00
10-56-370	Fuel	\$9,500.00	\$9,500.00	\$9,500.00	\$0.00
10-56-392	Fire Investgation	\$0.00	\$250.00	\$250.00	\$0.00
10-56-393	Fire Prevention	\$1,000.00	\$250.00	\$250.00	\$0.00
10-56-394	On Coming Testing	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
10-56-405	Health Insurance	\$75,000.00	\$67,221.00	\$93,629.00	\$0.00
10-56-425	Medical Supplies	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
10-56-502	911 Fire Dispatch	\$0.00	\$0.00	\$0.00	\$0.00
10-56-510	Air packs & Bottles	\$2,500.00	\$500.00	\$500.00	\$0.00
10-56-620	Building & Grounds	\$1,500.00	\$5,000.00	\$5,000.00	\$0.00
10-56-730	Service Agreements	\$8,000.00	\$7,967.00	\$7,967.00	\$0.00
10-56-815	Tires	\$2,500.00	\$10,000.00	\$10,000.00	\$0.00
10-56-855	Uniforms	\$7,000.00	\$7,900.00	\$7,900.00	\$0.00
10-56-910	Training	\$3,500.00	\$9,000.00	\$9,000.00	\$0.00
10-56-915	Licensing	\$2,500.00	\$4,539.25	\$4,540.00	\$0.00
10-56-950	Vehicle Repairs	\$5,000.00	\$7,500.00	\$7,500.00	\$0.00
10-56-963	Incentive Pay	\$7,000.00	\$5,800.00	\$5,800.00	\$0.00
10-56-970	Fire Fighter/Floor Plan	\$0.00	\$0.00	\$0.00	\$0.00
10-56-000	Seasonal Program	\$0.00	\$0.00	\$0.00	\$0.00
No Carried	BEING THE RESERVE				
				· 大学等等	
	TOTAL FIRE DEPARTMENT	\$869,439.00	\$854,496.41	\$880,910.00	\$0.00

# FY23 BUDGET EXPENDITURES

4		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	CITY OF MILLS	Passed 3/22/22	Passed 4/26/22		TO VEH HARACE
7	COMMUNITY DEVELOP.	Ordinance #778	Ordinance #779	5 30 4 1 5 5 7 8 6 W	
	COMMONTT DEVELOT.	Ordinance #778	Ordinance #775		
10-57-100	Salaries	\$157,815.00	\$165,705.75	\$161,916.00	\$0.00
10-57-115	Payroll Taxes FICA	\$12,073.00	\$12,676.65	\$12,387.00	\$0.00
10-57-120	Workers Comp	\$4,356.00	\$4,573.80	\$4,615.00	\$0.00
10-57-125	Pension	\$14,787.00	\$15,526.35	\$15,172.00	\$0.00
10-57-200	MPO	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
10-57-310	Contingencies	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
10-57-339	Surveying (WLC)	\$10,000.00	\$0.00	\$0.00	\$0.00
10-57-370	Fuel	\$1,500.00	\$1,700.00	\$1,700.00	\$0.00
10-57-405	Insurance - Health	\$17,299.00	\$17,442.84	\$28,265.00	\$0.00
10-57-499	Planning (WLC)	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00
10-57-500	Town Promotion	\$2,055.00	\$2,500.00	\$2,500.00	\$0.00
10-57-550	GIS Casper	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
10-57-680	Planning & Zoning	\$8,100.00	\$5,400.00	\$5,400.00	\$0.00
10-57-841	Travel	\$0.00	\$6,000.00	\$6,000.00	\$0.00
10-57-855	Uniforms	\$400.00	\$300.00	\$300.00	\$0.00
10-57-905	Tools & Equipment	\$200.00	\$500.00	\$500.00	\$0.00
10-57-910	Training	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
10-57-950	Vehicle Repairs	\$0.00	\$500.00	\$500.00	\$0.00
10-57-951	Electrical Inspector	\$24,000.00	\$25,000.00	\$25,000.00	\$0.00
10-57-000	Health Department	\$0.00	\$0.00	\$15,000.00	\$0.00
		REPRESENTATION OF THE PROPERTY			
	1 公司人民共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共				
			non Live III		
		<b>建筑建设设置</b>			ATTENDED TO
	TOTAL COMMUNITY DEVELOP.	\$298,085.00	\$304,325.39	\$325,755.00	\$0.00

# FY23 BUDGET EXPENDITURES

		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	CITY OF MILLS EST. 1921	Passed 3/22/22	Passed 4/26/22	1123 3220110	F129 MIND
	STREET DEPARTMENT	Ordinance #778	Ordinance #779		
	JIKEET DEI AKTIVIENT	Ordinance #778	Ordinance #773		A CONTRACTOR OF A CONTRACTOR O
10-61-100	Salaries	\$48,880.00	\$49,920.00	\$49,920.00	\$0.00
10-61-115	Payroll Taxes FICA	\$3,740.00	\$3,820.00	\$3,820.00	\$0.00
10-61-120	Workers Comp	\$1,350.00	\$1,423.00	\$1,423.00	\$0.00
10-61-125	Pension	\$4,580.00	\$4,678.00	\$4,678.00	\$0.00
10-61-130	Overtime	\$1,500.00	\$1,000.00	\$1,000.00	\$0.00
10-61-310	Contingencies	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00
10-61-370	Fuel	\$9,500.00	\$9,500.00	\$9,500.00	\$0.00
10-61-390	Ice Slicer	\$18,391.51	\$20,000.00	\$20,000.00	\$0.00
10-61-405	Insurance Health	\$9,124.00	\$9,118.00	\$10,261.00	\$0.00
10-61-840	Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
10-61-841	Travel	\$0.00	\$500.00	\$500.00	\$0.00
10-61-855	Uniforms	\$300.00	\$300.00	\$300.00	\$0.00
10-61-900	Tires	\$1,500.00	\$2,500.00	\$2,500.00	\$0.00
10-61-910	Training	\$0.00	\$1,000.00	\$1,000.00	\$0.00
10-61-950	Vehicle Repairs	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00
10-61-980	Cutting Edges	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
				\$0.00	\$0.00
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			1000		
	TOTAL STREET DEPARTMENT	\$117,865.51	\$120,259.00	\$121,402.00	\$0.00

# **EXPENDITURES**

A 8		EVOS DACCED	EVAN EINEE	EVAN CECOND	EVAN TILIBR
	CITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
77	EST. 1921	1.2000//	Passed 4/26/22		
1	SHOP DEPARTMENT	Ordinance #778	Ordinance #779		
10-64-100	Salaries	\$90,480.00	\$93,205.00	\$93,205.00	\$0.00
10-64-115	Payroll Taxes FICA	\$6,694.00	\$7,131.00	\$7,131.00	\$0.00
10-64-120	Workers Comp	\$2,500.00	\$2,657.00	\$2,657.00	\$0.00
10-64-125	Pension	\$8,478.00	\$8,734.00	\$8,734.00	\$0.00
10-64-130	Overtime	\$0.00	\$0.00	\$0.00	\$0.00
10-64-235	Office Supplies	\$1,000.00	\$500.00	\$500.00	\$0.00
10-64-260	Buildings & Grounds	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
10-64-310	Contingencies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-64-350	Equipment Repairs	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-64-370	Fuel	\$2,000.00	\$3,000.00	\$3,000.00	\$0.00
10-64-405	Insurance Health	\$9,400.00	\$9,118.00	\$9,353.00	\$0.00
10-64-570	Mosquito Control	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
10-64-650	Radio	\$500.00	\$500.00	\$500.00	\$0.00
10-64-820	Safety Equipment	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
10-64-840	Supplies	\$7,500.00	\$4,000.00	\$4,000.00	\$0.00
10-64-841	Travel	\$0.00	\$500.00	\$500.00	\$0.00
10-64-855	Uniforms	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00
10-64-900	Tires	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-64-905	Tools & Equipment	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
10-64-910	Training	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
10-64-950	Vehicle Repairs	\$1,000.00	\$1,500.00	\$1,500.00	\$0.00
<b>第二人</b>					
	TOTAL SHOP DEPARTMENT	\$146,252.00	\$147,545.00	\$147,780.00	\$0.00

# FY23 BUDGET EXPENDITURES GENERAL FUI Item # 10.

		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	CITY OF MILLS	Passed 3/22/22	Passed 4/26/22	1.123 32301.0	1123 111132
	PARK DEPARTMENT	Ordinance #778	Ordinance #779		Day 6 Sept. 1988
	PARK DEL ARTIMENT	Gramance 1770	Ordinance w//3	HAD IN THE SECOND STREET, SAN THE SECOND STRE	
10-70-100	Salaries	\$44,724.00	\$49,920.00	\$49,920.00	\$0.00
10-70-115	Payroll Taxes FICA	\$3,422.00	\$3,820.00	\$3,820.00	\$0.00
10-70-120	Workers Comp	\$1,234.00	\$1,423.00	\$1,423.00	\$0.00
10-70-125	Pension	\$4,190.00	\$4,678.00	\$4,678.00	\$0.00
10-70-130	Overtime	\$0.00	\$1,000.00	\$1,000.00	\$0.00
10-70-310	Contingencies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-70-370	Fuel	\$2,500.00	\$3,500.00	\$3,500.00	\$0.00
10-70-405	Insurance Health	\$9,400.00	\$9,400.00	\$19,831.00	\$0.00
10-70-690	Porta Potties	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
10-70-840	Supplies	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00
10-70-841	Travel	\$0.00	\$500.00	\$500.00	\$0.00
10-70-855	Uniforms	\$0.00	\$300.00	\$300.00	\$0.00
10-70-900	Tires	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
10-70-910	Training	\$0.00	\$500.00	\$500.00	\$0.00
10-70-950	Vehicle Repairs	\$3,000.00	\$5,000.00	\$5,000.00	\$0.00
10-70-960	Tree Trimming	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
10-70-970	Weed & Feed	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
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	<b>2. 计反对的变形系统性系统区积</b> 至				
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	TOTAL PARKS DEPARTMENT	\$82,970.00	\$95,541.00	\$105,972.00	\$0.00

### **EXPENDITURES**

STEELS OF	TTVOEMILIC	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
CIP.	ETTY OF MILLS	Passed 3/22/22	Passed 4/26/22		
77		Ordinance #778	Ordinance #779		
				The state of the s	and the second
Company of the Compan					
	GRAND TOTAL	\$4,518,425.14	\$4,877,949.93	\$4,882,784.00	\$0.00
					THE REPORT OF STREET
		THE SECURE OF STREET		THE RESERVE AS	
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				Carries and Section 2015	Series Was agreed
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STILL ST			NORSE SECTION		
			(1886) 1888 2076 59		
DESCRIPTION					
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				CALLED CORRESPONDED	
			HEART LOTE TO A STATE	TERRITOR TO THE	
Service Control					
	Maria Profession Control Land				

# ONE-CENT

# SPECIAL REVEN Item # 10.

					77.00
Sills	CITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
T. T.	EST. 1921	Passed 3/22/22	Passed 4/26/22		
1	FUND 12	Ordinance #778	Ordinance #779		
	ONE CENT/REVENUES				
12-30-321	Ambulance Income	\$170,000.00	\$160,000.00	\$160,000.00	\$0.00
12-30-350	Bus Route Income	\$0.00	\$34,000.00	\$34,000.00	\$0.00
12-30-400	One Cent Tax	\$1,060,000.00	\$1,200,000.00	\$1,200,000.00	\$0.00
12-30-420	Lease on Building	\$2,000.00	\$0.00	\$0.00	\$0.00
12-30-430	Cares Act	\$0.00	\$346,000.00	\$346,000.00	\$0.00
12-30-440	SLIB-Riverfront	\$0.00	\$1,919,502.00	\$1,919,502.00	\$0.00
12-30-000	Seasonal Wildland Fire	\$0.00	\$35,000.00	\$35,000.00	\$0.00
12-30-000	Buffalo Meadows Recapture	\$0.00	\$170,000.00	\$170,000.00	\$0.00
12-30-000	National Parks Grant	\$0.00	\$250,000.00	\$250,000.00	\$0.00
12-30-000	Tap Grant (Pathways)	\$0.00	\$250,000.00	\$250,000.00	\$0.00
12-30-000	Brush Truck	\$0.00	\$99,000.00	\$99,000.00	\$0.00
12-30-000	Fire Grants	\$0.00	\$10,000.00	\$10,000.00	\$0.00
	TOTAL ONE CENT/REVENUES	\$1,232,000.00	\$4,473,502.00	\$4,473,502.00	\$0.00

# ONE-CENT

# SPECIAL REVEI Item # 10.

		EV22 DACCED	EVAN FIRET	EVAN CECOND	EVOS THIRD
KULS	TTYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	FST 1921	Passed 3/22/22	Passed 4/26/22		
1		Ordinance #778	Ordinance #779		
	ONE-CENT PROJECTS				
12-45-100	Economic Develop. Plan	\$35,000.00	\$0.00	\$0.00	\$0.00
12-45-107	Electronic Signs	\$79,000.00	\$0.00	\$0.00	\$0.00
12-45-200	Sustaiable Stragies	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
12-45-220	I.T. Contigency	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
12-45-230	SLIB Riverfront	\$0.00	\$2,132,780.00	\$2,132,780.00	\$0.00
12-45-240	Street Repairs	\$150,000.00	\$100,000.00	\$100,000.00	\$0.00
12-45-260	Buildings & Grounds	\$408,800.00	\$275,000.00	\$275,000.00	\$0.00
12-45-268	Library	\$0.00	\$0.00	\$0.00	\$0.00
12-45-280	FTA Bus Route	\$0.00	\$45,000.00	\$45,000.00	\$0.00
12-45-300	Wayfinding Signs	\$0.00	\$40,000.00	\$40,000.00	\$0.00
12-45-310	Unrealized Gains/Losses	\$200,000.00	\$0.00	\$0.00	\$0.00
12-45-350	New Equipment - PD	\$85,000.00	\$60,000.00	\$60,000.00	\$0.00
12-45-351	New Equipment - FD	\$70,000.00	\$50,000.00	\$50,000.00	\$0.00
12-45-390	General Hardware/Software.	\$45,000.00	\$60,000.00	\$60,000.00	\$0.00
12-45-450	Office Equipment - PD	\$2,000.00	\$0.00	\$0.00	\$0.00
12-45-000	Fire Grants	\$0.00	\$12,000.00	\$12,000.00	\$0.00
12-45-000	Wildland Fire	\$0.00	\$35,000.00	\$35,000.00	\$0.00
12-45-000	Citizen Relief Fund	\$0.00	\$0.00	\$0.00	\$0.00
12-45-000	USDA Public Works Loan	\$0.00	\$170,000.00	\$0.00	\$0.00
12-45-000	Buffalo Meadows Recapture	\$0.00	\$340,000.00	\$170,000.00	\$0.00
12-45-000	Brush Truck	\$0.00	\$132,000.00	\$132,000.00	\$0.00
12-45-000	Tap Grant (Pathways)	\$0.00	\$300,000.00	\$300,000.00	\$0.00
12-45-000	National Parks Grant	\$0.00	\$335,800.00	\$335,800.00	\$0.00
12-45-000	Community Events	\$0.00	\$10,000.00	\$10,000.00	\$0.00
12-45-861	Radio Read Repay	\$6,700.00	\$6,800.00	\$6,800.00	\$0.00
12-45-870	Complaince - IT	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
12-45-875	Security Cams - IT	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
12-45-880	Printer - IT	\$10,000.00	\$17,000.00	\$17,000.00	\$0.00
12-45-890	Infrastructure - IT	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
12-45-891	Franchise with Mountain West	\$0.00	\$0.00	\$0.00	\$0.00
12-45-991	Fiber	\$70,000.00	\$68,000.00	\$68,000.00	\$0.00
12-45-993	Tax Repay	\$16,500.00	\$0.00	\$0.00	\$0.00
12-45-996	Ambulance Billing	\$13,600.00	\$12,800.00	\$12,800.00	\$0.00
12-45-998	Summerfest	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
					and the second second
	TOTAL One-Cent/Projects	\$1,291,600.00	\$4,302,180.00	\$3,962,180.00	\$0.00

# ONE-CENT

# SPECIAL REVEN Item # 10.

2		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	ITY OF MILLS	Passed 3/22/22	Passed 4/26/22		
1		Ordinance #778	Ordinance #779		
TOTAL	ONE-CENT REVENUE	\$1,232,000.00	\$4,473,502.00	\$4,313,502.00	\$0.00
TOTAL	ONE-CENT EXPENSES	\$1,291,600.00		\$3,962,180.00	\$0.00
TOTAL	ONE-CENT EXPENSES	\$1,291,600.00	\$4,302,180.00	\$3,962,180.00	\$0.00
M. W. O. O. 2017	DIFFERENCE	¢50,500,00	ć474 222 00	¢254 222 00	to or
	DIFFERENCE	-\$59,600.00	\$171,322.00	\$351,322.00	\$0.00
Committee of the Commit					
	HOLDER STANDE LENGTH				
	BOOK BELLEVIEW OF THE STATE OF				
				MARKED AND SERVICE	
				Metal Market	
				Kojas kaljeni.	

### **ENTERPRISE**

				Column8	Column9
8		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
1		Passed 3/22/22	Passed 4/26/22		
	EST. 1921	EST. 1921 Ordinance #778	Ordinance #779		
770	ENTERPRISE FUNDS				
51-37-100	Tap Fees & Hydrant Water	\$100,000.00	\$130,000.00	\$130,000.00	\$0.00
51-37-200	Water Income	\$918,677.00			
	Sewer Income	\$735,000.00	\$815,850.00		
53-37-200					
54-37-200	Sanitation Income	\$600,000.00	\$622,000.00		
51-37-102 50-37-150	Administrative Cost Buffalo Meadows	\$130,000.00 \$116,279.05	\$150,000.00 \$0.00		
	TOTAL ENTERPRISE FUNDS	\$2,599,956.05	\$2,917,850.00	\$2,917,850.00	\$0.00

### **ENTERPRISE**

36	T				
4		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	CITY OF MILLS EST. 1921	Passed 3/22/22	Passed 4/26/22	THE PARTY OF THE P	Volument Institution
7	FUND 50	Ordinance #778	Ordinance #779		
	ENTERPRISE ADMIN.				
	D EUROPE DE TRANSPORTE DE T				
50-46-100	Salaries	\$44,720.00	\$41,600.00	\$104,000.00	\$0.00
50-46-115	Payroll Taxes FICA	\$3,421.00	\$3,183.00	\$7,957.00	\$0.00
50-46-120	Workers Comp	\$1,234.00	\$1,156.00	\$2,964.00	\$0.00
50-46-125	Pension	\$4,190.00	\$3,898.00	\$9,745.00	\$0.00
50-46-130	Overtime	\$1,000.00	\$1,000.00	\$2,000.00	\$0.00
50-46-220	Sensus Meters	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
50-46-226	Postage	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
50-46-235	Office Supplies	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00
50-46-310	Contingencies	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
50-46-335	Engineer Expense (WLC)	\$60,000.00	\$65,000.00	\$65,000.00	\$0.00
50-46-336	Grant Writing (WLC)	\$5,000.00	\$0.00	\$0.00	\$0.00
50-46-337	GIS (WLC)	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
50-46-405	Insurance Health	\$9,766.00	\$9,473.02	\$20,112.00	\$0.00
50-46-725	Caselle Support	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
50-46-850	Telephone (Verizon)	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
50-46-863	LGLP	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
50-46-000	Lease on Sanitation Truck	\$48,428.36	\$48,429.00	\$48,429.00	\$0.00
50-46-000	Invoice Cloud Fees	\$0.00	\$20,000.00	\$20,000.00	\$0.00
50-46-909	Bank Fees	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
50-46-930	Audit Fees	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
50-46-940	Black Hills Gas	\$64,268.26	\$64,268.26	\$31,000.00	\$0.00
50-46-941	Rocky Mountain Power	\$64,268.26	\$64,268.26	\$30,000.00	\$0.00
50-46-982	Charter	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
50-46-983	Century Link	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
50-46-000	USDA Buffalo Meadows	\$123,463.48	\$0.00	\$0.00	\$0.00
50-46-000	Tap Fee Buffalo Meadows	\$22,000.00			
					24 - 25 - 25 - 25 - 25 - 25 - 25 - 25 -
					G WE NEED IN
	TOTAL FUND 50 ADMIN.	\$566,759.36	\$437,275.54	\$456,207.00	\$0.00
	TO THE COLOR STORMS	\$300,733.30	7737,273.34	3430,207.00	<b>30.00</b>

# **ENTERPRISE**

A	+	EV22 DACCED	EVAN FIRET	EVAN SECOND	EVAN TUUDD
	CITYOFMILLS	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
7	EST. 1921	Passed 3/22/22	Passed 4/26/22		
-	SHOP ENTERPRISE	Ordinance #778	Ordinance #779		
50-47-100	Salaries	\$48,880.00	\$49,920.00	\$49,920.00	\$0.00
50-47-115	Payroll Taxes FICA	\$3,740.00	\$3,978.00	\$3,978.00	\$0.00
50-47-120	Workers Comp	\$1,350.00	\$1,482.00	\$1,482.00	\$0.00
50-47-125	Pension	\$4,580.00	\$4,873.00	\$4,873.00	\$0.00
50-47-370	Fuel	\$750.00	\$1,500.00	\$1,500.00	\$0.00
50-47-405	Insurance Health	\$15,807.00	\$15,807.00	\$9,353.00	\$0.00
50-47-410	Supplies	\$1,500.00	\$2,500.00	\$2,500.00	\$0.00
50-47-000	USDA Buffalo Meadows	\$0.00	\$0.00	\$170,000.00	\$0.00
					ME HES WAS
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B-13-8 (tr. 2/8					
				Arabani wa Katani i	
	TOTAL SHOP ENTERPRISE	\$76,607.00	\$80,060.00	\$243,606.00	\$0.00

### **ENTERPRISE**

A		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	WATER DISTRIBUTION	Passed 3/22/22	Passed 4/26/22	TIZS SECOND	1123 111110
7		Ordinance #778	Ordinance #779		[[72] E 5417/54
(;	WATER DISTRIBUTION	Ordinance #778	Ordinance #779		
51-81-100	Salaries	\$106,041.00	\$110,241.00	\$110,241.00	\$0.00
51-81-115	Payroll Taxes FICA	\$8,036.00	\$8,434.00	\$8,434.00	\$0.00
51-81-120	Workers Comp	\$2,900.00	\$3,142.00	\$3,142.00	\$0.00
51-81-125	Pension	\$9,844.00	\$10,330.00	\$10,330.00	\$0.00
51-81-130	Overtime	\$1,500.00	\$1,000.00	\$1,000.00	\$0.00
51-81-280	Hydrants	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
51-81-310	Contingencies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
51-81-370	Fuel	\$2,500.00	\$3,500.00	\$3,500.00	\$0.00
51-81-405	Insurance Health	\$18,310.00	\$18,310.00	\$19,615.00	\$0.00
51-81-430	Meters	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
51-81-620	One - Call	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
51-81-826	Ferguson RNI	\$10,000.00	\$15,000.00	\$15,000.00	\$0.00
51-81-840	Supplies	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
51-81-841	Travel	\$500.00	\$500.00	\$500.00	\$0.00
51-81-855	Uniforms	\$300.00	\$300.00	\$300.00	\$0.00
51-81-860	UP Railroad	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
51-81-900	Tires	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
51-81-910	Training	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
51-81-950	Vehicle Repairs	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
51-81-951	WGIF Enterprise Reserve	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
51-81-960	Water Repairs	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
				<b>医原始性性原性</b>	
ext. Sign					
				AKEU KANTES	
	TOTAL WATER				
	DISTRIBUTION	\$252,431.00	\$263,257.00	\$264,562.00	\$0.00

### **ENTERPRISE**

		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
	WATER TREATMENT	Passed 3/22/22	Passed 4/26/22	F123 SECOND	FIZ3 INIKU
7					WATER TO THE WAY
C.	WATER TREATIVIENT	Ordinance #778	Ordinance #779		as constitutions
52-82-100	Salaries	\$210,100.00	\$235,000.00	\$235,000.00	\$0.00
52-82-115	Payroll Taxes FICA	\$16,072.00	\$17,185.00	\$17,185.00	\$0.00
52-82-120	Workers Comp	\$5,800.00	\$6,403.00	\$6,403.00	\$0.00
52-82-125	Pension	\$19,685.00	\$21,049.00	\$21,049.00	\$0.00
52-82-130	Overtime	\$2,000.00	\$4,000.00	\$4,000.00	\$0.00
52-82-230	Wyoming Water	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
52-82-235	Office Supplies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
52-82-310	Contingencies	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
52-82-360	Clean & Inspection	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
52-82-370	Fuel	\$3,000.00	\$4,000.00	\$4,000.00	\$0.00
52-82-405	Insurance Health	\$33,684.00	\$35,516.70	\$27,240.00	\$0.00
52-82-440	New equipment	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
52-82-720	Professional Services	\$7,500.00	\$8,500.00	\$8,500.00	\$0.00
52-82-810	Repair & Maintenance	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00
52-82-840	Supplies	\$95,000.00	\$95,000.00	\$95,000.00	\$0.00
52-82-850	Printing	\$200.00	\$200.00	\$200.00	\$0.00
52-82-855	Uniforms	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
52-82-905	Tools & Equipment	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
52-82-910	Training	\$3,000.00	\$3,500.00	\$3,500.00	\$0.00
52-82-950	Vehicle Repairs	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
52-82-975	Well Maintenance	\$10,000.00	\$20,000.00	\$20,000.00	\$0.00
52-82-976	Rocky Mountain Power	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00
		100000000000000000000000000000000000000		\$60,000.00	<b>40.00</b>
	TOTAL WATER TREATMENT	565,541.00	\$609,853.70	\$601,577.00	\$0.00

### **ENTERPRISE**

\$					
A COURSE	CITYONNILE	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
Cro	CITY OF MILLS EST. 1921	EST. 1921 Passed 3/22/22 Passe			
	SEWER DEPARTMENT	Ordinance #778	Ordinance #779		
53-83-100	Salaries	\$96,720.00	\$106,081.00	\$54,080.00	\$0.00
A TEXT THE PROPERTY OF THE					
53-83-115	Payroll Taxes FICA	\$7,400.00	\$8,116.00	\$4,138.00	\$0.00
53-83-120	Workers Comp	\$2,670.00	\$3,024.00	\$1,542.00	\$0.00
53-83-125	Pension	\$9,063.00	\$9,941.00	\$5,068.00	\$0.00
53-83-130	Overtime	\$3,000.00	\$2,000.00	\$1,000.00	\$0.00
53-83-310	Contingencies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
53-83-360	Clean & Inspection	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
53-83-370	Fuel	\$2,500.00	\$3,000.00	\$3,000.00	\$0.00
53-83-405	Insurance Health	\$17,094.00	\$17,094.00	\$10,261.00	\$0.00
53-83-420	Lift Stations	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
53-83-620	201 Regional Sewer	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00
53-83-750	Sewer Repairs	\$10,000.00	\$0.00	\$0.00	\$0.00
53-83-840	Supplies	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
53-83-841	Travel	\$500.00	\$500.00	\$500.00	\$0.00
53-83-855	Uniforms	\$600.00	\$600.00	\$600.00	\$0.00
53-83-900	Tires	\$500.00	\$500.00	\$500.00	\$0.00
53-83-910	Training	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
53-83-950	Vehicle Repairs	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
53-83-952	201 Tap Fees	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00
53-83-951	WGIF Reserve	\$30,000.00	\$40,000.00	\$40,000.00	\$0.00
THE SAME OF					
(基準)。					
	TOTAL SEWER DEPARTMENT	\$582,547.00	\$593,356.00	\$523,189.00	\$0.00

### ENTERPRISE

1		FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
Cin	CITY OF MILLS EST. 1921	Passed 3/22/22	Passed 4/26/22	1 123 3223112	1123 11110
7	SANITATION ENTERPRISE		Ordinance #779		
	SANTATION ENTERNINGE	Ordinance #778	Ordinance #775		
54-84-100	Salaries	\$162,241.00	\$170,561.00	\$170,561.00	\$0.00
54-84-115	Payroll Taxes FICA	\$12,412.00	\$13,048.00	\$13,048.00	\$0.00
54-84-120	Workers Comp	\$4,480.00	\$4,862.00	\$4,862.00	\$0.00
54-84-125	Pension	\$15,187.00	\$15,982.00	\$15,982.00	\$0.00
54-84-130	Overtime	\$5,000.00	\$3,000.00	\$3,000.00	\$0.00
54-84-250	Balefill	\$175,000.00	\$175,000.00	\$175,000.00	\$0.00
54-84-260	New Dumpsters	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
54-84-310	Contingencies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
54-84-370	Fuel	\$18,000.00	\$22,500.00	\$22,500.00	\$0.00
54-84-405	Insurance Health	\$26,000.00	\$32,006.80	\$39,140.00	\$0.00
54-84-840	Supplies	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
54-84-855	Uniforms	\$900.00	\$900.00	\$900.00	\$0.00
54-84-900	Tires	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
54-84-910	Training	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
54-84-938	Sanitation Repairs	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
54-84-950	Vehicle Repairs	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
54-84-951	WGIF Reserve	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00
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			MITTER STORES TO SERVICE STORES	TO STANCE FOR A SECTION	
			COLUMN COMMENSAL OF		
	TOTAL SANITATION ENTER.	\$522,220.00	\$540,859.80	\$547,993.00	\$0.00

### FY23 BUDGET ENTERPRISE

*					
A STUSSA	ITWORNIEC				
CIL	ITY OF MILLS EST. 1921	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
		Passed 3/22/22	Passed 4/26/22	<b>医抗性管理性</b>	
		Ordinance #778	Ordinance #779		
TOTAL	ENTERPRISE REVENUE	\$2,599,956.05	\$2,917,850.00	\$2,917,850.00	\$0.00
TOTAL	ENTERPRISE EXPENSES	\$2,566,105.36	\$2,524,662.04	\$2,637,134.00	\$0.00
				KEN TOKE	<b>阿斯拉斯斯</b>
	DIFFERENCE	£22.050.00	6202 407 06	4000 745 00	40.00
SECRETARIA NO S	DIFFERENCE	\$33,850.69	\$393,187.96	\$280,716.00	\$0.00
				Electric texts	<b>基本发展</b>
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		I SAFS MALEN STATE			Latin Sala
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				Miss Espains () public	
				是相對於表面	
		MATERIAL PARENT			
NE Wes					S. Fried S. S. Wall

2				Column8	Column9
1 Sales	TTVOEMILIC	FY22 PASSED	FY23 FIRST	FY23 SECOND	FY23 THIRD
Carp Man	ITY OF MILLS	Passed 3/22/22	Passed 4/26/22		
	FY22	Ordinance #778	Ordinance #779		
	BALANCE				
	HERE WERE STORY				
	REVENUE				
	General Fund	\$4,544,174.45	\$4,246,192.00	\$4,232,192.00	\$0.00
	Special/One-Cent	\$1,232,000.00	\$4,473,502.00		
	Enterprise	\$2,599,956.05	\$2,917,850.00	\$2,917,850.00	
		CASTO STATE			
	TOTAL REVENUE BALANCE	\$8,376,130.50	\$11,637,544.00	\$11,463,544.00	\$0.00
	EXPENDITURES				
	General Fund (Expenditures)	\$4,518,425.14	\$4,877,949.93	\$4,882,784.00	\$0.00
	Special/One-Cent (Expend.)	\$1,291,600.00	\$4,302,180.00		
	Enterprise (Expenditures)	\$2,566,105.36	\$2,524,662.04	\$2,637,134.00	
	TOTAL EXPEND. BALANCE	\$8,376,130.50	\$11,704,791.97	\$11,482,098.00	\$0.00
		Property Control	<b>411,701,731,37</b>	<b>\$11,402,030.00</b>	40.00
					<b>为的人的工程</b>
	DIFFERENCE	\$0.00	-\$67,247.97	-\$18,554.00	\$0.00
				E REPORT OF THE PERSON	
				Marian California	
			<b>特别的影响</b>		
		-38 (497 day) 1 days (497 days)			
				100 年 3 年 3 年 3	

#### **ORDINANCE NO. 780**

### AN ORDINANCE AMENDING AND REPUBLISHING TITLE 2 ON ADMINISTRATON AND PERSONNEL

**WHEREAS,** The City of Mills, Wyoming has had the occasion to review its recently updated Title 2 of its Ordinances and to revise the same; and

**WHEREAS**, after said review and deliberation, certain amendments there to were seen to be in order; and

**WHEREAS**, certain provisions which were previously amended constituted amendments that are Charter Ordinances providing for exemptions, and are not now being changed, but none the less are being referenced in this updated Ordinance as the Ordinance is being republished.

**WHEREAS,** The city is exempted by the Charter ordinances previously codified in this chapter from the provisions of Wyoming Statutes WS 15-5-101 15-11-103, 15-11-202, 22-23-103, 22-23-503, 22-23-602 and 15-3-104 (1977, as amended.) These statutory provisions shall not apply to the city.

**NOW THEREFORE**, The City Council of the City of Mills hereby amends its existing Title 2 such the the attached text shall reflect Title 2 as amended.

This ordinance shall be in full force and effect upon passage on three readings and publication.

PASSED on 1st reading t	he day of May, 2022.
PASSED on 2 <sup>nd</sup> reading the	day of
PASSED, APPROVED AND ADOPTED on	3 <sup>rd</sup> and final reading this day of , 2022
CITY OF MILLS, WYOMING	
Seth Coleman, Mayor	Sara McCarthy, Council
Darla R. Ives, Council	James Hollander, Council

Brad Neumiller, Council
ATTESTED:
Christine Trumbull, City Clerk

#### **TITLE 2 ADMINISTRATION AND PERSONNEL**

Chap	oters:
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<u>2.04</u>	City Council
2.08	Ordinances and Resolutions
<u>2.12</u>	City Administrator
<u>2.16</u>	<u>City Offices – Generally</u>
<u>2.20</u>	Offices of Emergency Services
<u>2.32</u>	Public Works Department
<u>2.36</u>	Community Development Department
<u>2.40</u>	Finance Department
<u>2.44</u>	Office of the City Clerk
<u>2.46</u>	City Engineer
<u>2.48</u>	City Attorney
<u>2.52</u>	Municipal Court
<u>2.56</u>	Boards and Commissions – Generally
<u>2.76</u>	Election and Terms of Mayor and Councilmen
<u>2.80</u>	Oath of Office and Bonds
<u>2.84</u>	Compensation of Officers and Employees
2.88	Personnel Rules and Regulations

**Miscellaneous Provisions** 

### CHAPTER 2.04 CITY COUNCIL

#### 2.04.010 - Organization.

2.90

- (a) The municipal officers of the City shall consist of a Mayor and four councilmen, who shall be a body corporate and politic, and shall constitute the governing body of the City.
- (b) Everywhere in the City ordinances for the City of Mills, the use of the word "City" or "city" shall be deemed to have the same meaning, and shall refer to the municipality.

#### 2.04.020 - Mayor.

The Mayor shall preside at meetings of the governing body and shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him by the Constitution of the state of Wyoming, statutes, or the provisions of this code. He shall be recognized as the head of the City government for all ceremonial purposes, by the courts for

serving civil processes and by the government for the purposes of military law. The Mayor shall be the manager of the Departments and their personnel and may do so through such designees as he may appoint.

#### 2.04.030 - Election of president.

At the first meeting of the official year following the election, the governing body shall elect from its membership a president of the council, who shall conduct the meetings in the absence of the Mayor, and perform such other duties as shall be conferred and imposed upon him by ordinance or statute in the event the Mayor is rendered unable to act by reason of absence or disability. The president of council shall, in that capacity, be authorized to sign official documents for the City and checks, in the absence of the Mayor.

The president of the council shall also serve as the Mayor pro tem.

#### 2.04.040 - Powers and duties—Generally.

The corporate authority of the City shall be vested in the council, as the governing body of the City. The governing body shall have and shall exercise the powers, privileges and duties granted and conferred by statute.

#### 2.04.050 - Power to make regulations, ordinances, and resolutions.

The governing body shall have the power to make and publish ordinances, resolutions, and regulations not inconsistent with the laws of the state for carrying into effect or discharging the powers and duties conferred by statute; and to enforce obedience to such ordinances by municipal court fines not exceeding seven hundred fifty dollars (\$750.00), and where appropriate and provided by Ordinance, levy and enforce such civil penalties as provided by ordinance or statute

#### 2.04.060 - Appointment of city officials.

- (a) The Mayor shall appoint a city administrator, city clerk, city treasure, clerk of court, city judge, chief of police, fire chief, assistant fire chief, city engineer, city attorney, community development director, building official, and public works director and fix their salaries or compensation. The Mayor shall also appoint members of the Planning and Zoning Board, and all members of all other boards and committees created in code. The City Council shall vote to confirm or reject any said appointment, with a majority of the City Council being required in order to approve the appointment. The salary or compensation may be changed from year to year and these appointed officials may be discharged and their employment terminated at any time at the discretion of the Mayor provided, however, that no such termination may occur within the first thirteen (13) months of the term of a new Mayor who did not serve in the prior term without the permission of the City Council.
- (b) All other City positions shall be made by the Mayor or his designee. Said positions may be terminated at any time at the discretion of the Mayor or his designee, after the 13<sup>th</sup> month

of his first term. The Mayor may consult the Governing Body on personnel matters when he deems prudent or necessary.

(c) Unless otherwise specifically provided for, all City appointments shall be for a period of four (4) years.

#### 2.04.070 - Power to make laws relating to health and welfare.

In addition to all other powers, the governing body may make any provisions or regulations not in conflict with state law and deemed necessary for the health, safety, or welfare of the City.

#### 2.04.080 - Filling vacancies in position of councilperson.

- (a) A vacancy exists in the office of councilperson in the event of removal from the City, conviction of a felony, or any other reason specified in Wyoming Statutes 1977, as amended, Section 22-18-101.
- (b) If a vacancy occurs, the City council shall appoint an eligible person to the office who shall serve until his successor is elected at the next general municipal election and qualified.
- (c) The procedure for appointment to fill a vacancy in the office of councilperson shall include:
  - (i) Application in writing to the City clerk on a form prepared by the City clerk;
  - (ii) Interviews of applicants, conducted by the City council in executive session, at a regular meeting of the City council or at a special meeting of the City council following notice as required by law;
  - (iii) Appointment by motion and vote of the City council at a regular meeting of the City council or at a special meeting of the City council following notice as required by law.
- (d) The procedure for appointment to fill a vacancy in the office of councilperson may include consideration and deliberation of the appointment in executive session, if approved by a majority of the members of the City council present.

#### 2.04.70 Conduct of Members of the Governing Body

- (a) Members of the City's elected Governing body, made up of the City Council and the Mayor, shall all times conduct themselves with the decorum required of the office. No member shall disparage City employees, the Council, individual Councilpersons or the Mayor at any time. Members of the Governing body shall:
  - (i) Attend all Council meetings of which they have notice unless a matter of sufficient importance precludes them from doing so, in which case they shall provide notice to the City Clerk of their anticipated absence as soon as practical. In no case shall a Councilperson or the Mayor miss more than

25% of regular City Council work session and general sessions in any one year.

- (ii) Excuse themselves from matters in which they have a direct financial interest or personal conflict.
- (iii) Make reasonable efforts to remain informed of City Council business and City official business and matters at all times.
- (iv) Accept such appointments as the City Council or Mayor shall make of individual Councilpersons.
- (v) Perform those duties ordinarily and customarily incumbent upon a member of the Governing body.
- (vi) Members of the Governing Body shall submit to the same drug testing policies and procedures as City of Mills employees with it a positive test indicating illegal or impairing drug use being deemed improper conduct in office.
- (b) Should 35% of the registered voters in the City of Mills sign a petition to have a member of the Governing body removed the Council must have a hearing on the same within thirty (30) days of the petition being received and the signatures verified. Any vote to remove the member shall be by unanimous consent. A vote to remove a member under this section shall take effect immediately.
- (c) No member of the Governing body may be removed through these provisions except through a hearing in which the member has a right to participate and provide testimony and evidence.
- (d) At all times all members of the Governing body shall present themselves with the physical attire and grooming appropriate for their station and the circumstances in which they are appearing and in such a manner as to present a professional appearance. The members of the Governing body shall at all times present themselves in such a manner that sets the standard for the department heads of the City and shall never be less professional than that which is expected of department heads and administrative employees or less professional than expected or anticipated of any member of the community who may present themselves to the governing body. In keeping to this policy, the following items shall be minimum guidelines to which members of the Governing body shall adhere:
  - (i) Members of the Governing body shall not wear clothing items bearing the logos of businesses or organizations, other than the City of Mills, while conducting City business, nor shall the Members wear clothing items with slogans or phrases, except to the extent that they promote the City of Mills and are authorized by the City of Mills.
  - (ii) Members may wear shirts that bear the City of Mills' logo
  - (iii) Members shall be issued name tags reflecting their positions and shall wear them during official functions unless impractical.
  - (iv) iv. All clothing must be clean, in good repair, and appropriate for the setting.

- (v) v. Except when appropriate for an outdoor setting, t-shirts and jerseys shall be discouraged.
- (vi) Caps and hats shall not be worn indoors except in circumstances in which they reflect a religious observance or custom.
- (vii) To the extent practical and applicable, members of the public shall be encouraged to observe these rules during meetings of the City Council during which members of the Governing Body are expected to observe them.
- (f) Should 75% of the City Council judge that a member of the Governing body has failed in to perform in accordance with the provisions set forth above, the City Council may make such censure of the Members as the City Council sees fit, including fining said member an amount not in excess of \$750.00. Should the Council, by unanimous consent, view an action as warranting removal, the City Council may vote to remove a member with the removal taking effect immediately upon the City Council so voting.

#### 2.04.090 - Meetings—Regular.

Regular meetings of the governing body shall be held at City Hall on a date set by the City Council by resolution, and subject to modification from time to time by the City Council. In the event of a conflict or other need, the Mayor may cancel the meeting and call a new time and date as provided by law or choose to not hold any meeting until the next scheduled meeting.

#### 2.04.100 - Meetings—Special.

- (a) The Mayor or any two Council members shall have power to call special meetings of the city council, the object of which shall be submitted to the council in writing, and the call and object, as well as the disposition thereof, shall be made a matter of record upon the journal.
- (b) It is the duty of the city clerk to notify the governing body, the public, and post on the website of the City and at the City Hall, Mills Police Department, Mills Public Library and the United States Post Office in Mills Wyoming of any special meeting, which notices shall give the time and place of such special meeting and indicate the business to be transacted at such meeting. No other business shall be considered at a special meeting.

#### 2.04.110 - Meetings—Executive session.

When the nature of the business falls within Wyoming Statutes 1977, Section 16-4-405, the governing body may, by a majority vote of the members present, go into executive session and exclude the public thereon. Such sessions shall be held:

(a) With the attorney general, county attorney, district attorney, city attorney, sheriff, chief of police or their respective deputies or other officers of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access.

- (b) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions.
- (c) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party;.
  - (d) On matters of national security.
- (e) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price.
  - (f) To consider acceptance of gifts, donations, and bequests.
  - (g) To consider or receive any information classified as confidential by law.
- (h) To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all such negotiations.
  - (i) No votes shall be conducted or taken during an Executive Session.

#### 2.04.115 – Meetings—Electronic or Remote Participation

Members may join a meeting by phone or video but at least one (1) member and the Clerk must be present at the physical meeting location and the meeting must be open to the public, except where otherwise restricted by law.

#### 2.04.120 - Meetings—Adjourned or recessed.

Adjourned or recessed meetings may be reconvened at such time as the council may determine.

#### 2.04.130 - Work sessions.

The governing body may hold public study sessions in order to study, discuss or analyze matters which have been, are, or may be subject to the consideration of the governing body. No "action" as defined by Wyoming Statutes 2007, Section 16-4-402, may be taken at a study session. Work sessions shall be consist of three work sessions by month on a date set by the City Council by resolution and subject to modification from time to time by the City Council.

#### 2.04.140 - Rules of order—Generally.

The rules of parliamentary practice contained in "Robert's Rules of Order" shall guide the conduct of regular and special meetings of the governing body of the city on all matters where same are applicable and in which same are not inconsistent with the provisions of state law; in which case the provisions of state law shall prevail.

#### 2.04.150 - Call to order—Quorum.

- (a) At the hour appointed for its meeting, the governing body shall be called to order by the presiding officer.
- (b) A majority of the governing body constitutes a quorum for the transaction of business at any meeting.

#### 2.04.160 - Record of proceedings.

- (a) The City clerk or designated person shall attend all regular and special meetings of the governing body and make an accurate record of all business transacted at each meeting. The manner in which each member of the governing body votes upon any proposition or upon the passage of any bylaw, resolution or ordinance shall be entered in the minutes. The name of the member making a motion shall also be entered in the minutes.
  - (b) The minutes of the proceedings shall be open for inspection at any reasonable time.
- (c) The governing body shall publish to the City's website the minutes of all its regular and special meetings and the titles of all ordinances passed. The minutes shall include every bill presented to the governing body showing the amount of the bill, the amount allowed, what the bill was for, and by whom claimed. Publication shall be made once.

#### 2.04.170 - Preservation of order.

The Mayor or presiding officer at council meetings shall preserve order, prevent personal reflections, confine members in debate to the question and shall decide who shall be first heard when two members arise at the same time. Any member of the council when called to order by the presiding officer shall at once suspend his remarks.

#### 2.04.180 - Minutes of executive sessions.

Minutes of executive sessions of the City council, as authorized by Wyoming Statutes 1977, as amended, Section 9-11-105, shall be sealed and entered in an official journal of the City in the appropriate fashion, subject to production by appropriate legal process.. The minutes of executive sessions shall contain the following:

(a) A record of the vote approving the executive session. The vote having been taken before discussion of the executive matter.

- (b) The location of the executive session.
- (c) The names of the members of the City council present at the executive session.
- (d) The names of the members of the City council absent from the executive session.
- (e) The time that the executive session was called to order and the time adjourned.
- (f) The topic of the executive session, as described by the appropriate subsection of Wyoming Statutes 1977, as amended, Section 16-4-405, or the appropriate portion thereof.

# CHAPTER 2.08 ORDINANCES AND RESOLUTIONS

#### **ARTICLE I. - ORDINANCES**

#### 2.08.010 - Required for legislation.

All municipal legislation shall be by ordinance, unless provided otherwise by law.

#### 2.08.020 - Form.

All ordinances shall be in writing and passed pursuant to rules and regulations adopted by the governing body. No ordinance, except one making appropriations or one for the codification or general revision of ordinances, may contain more than one (1) subject which shall be expressed clearly in the title. Ordinances making appropriations and ordinances relating to codification or general revision of ordinances shall be limited to those respective subjects.

#### 2.08.030 - Ordaining clause.

The style of all ordinances shall be: "Be it ordained by the City Council of the City of Mills, Wyoming ..."

#### 2.08.040 - Public reading.

Every ordinance shall be publicly read on three (3) different days. Public reading may be by title only. At least ten (10) days shall elapse between the introduction and final passage of every ordinance. For an emergency ordinance, the requirements of this section may be suspended by the affirmative vote of three-fourths (3/4) of the elected and qualified members of the governing body. No franchise may be granted by emergency ordinance.

#### 2.08.050 - Vote required for passage.

Passage of an ordinance requires the affirmative vote of the majority of the elected members of the governing body. The passage of an emergency ordinance requires the affirmative vote of three-fourths (3/4) of the elected and qualified members of the governing body.

#### 2.08.060 - Effective date.

Every ordinance before becoming effective shall be published on the City website. An ordinance shall become effective after passage, approval, and publication by the governing body.

#### 2.08.070 - Signature and attestation.

Every ordinance shall, within seven (7) days after passage, be signed by all members of the governing body, and attested by the clerk, who shall affix the seal of the City thereto and record the ordinance in the book of ordinances. The attestation of the clerk shall show the ordinance was duly published. The ordinance shall subsequently recorded with the County Clerk of Natrona County Wyoming, in accordance with the applicable provisions of law and procedures of the County Clerk.

#### 2.08.080 - Emergency ordinances.

Emergency ordinances shall become effective upon proclamation of the Mayor, and as soon thereafter as is practicable, they shall be published to the City website.

#### 2.08.100 - Amendment and repeal.

Amendments and repeals of ordinances, or sections thereof, shall be by ordinance. An amending ordinance shall set forth the entire ordinance or section as amended.

#### 2.08.110 - Charter ordinances.

- (a) Except for statutes uniformly applicable to all cities and Citys and statutes prescribing limits of indebtedness, the City may by charter ordinance exempt itself from the effects of all or any part of a statute that otherwise would apply to it.
- (b) Such charter ordinance shall be titled and may provide that the whole or any part of any statute, which would otherwise apply to the City, as specifically designated in the ordinance shall not apply to the City. Such ordinance may provide other provisions on the same subject.
- (c) Passage of a charter ordinance requires the affirmative vote of two-thirds (2/3) of the elected members of the governing body.
- (d) Every charter ordinance shall be published once each week for two (2) consecutive weeks in the official City newspaper. No charter ordinance shall take effect until the sixtieth (60th) day after its final publication. Referendum procedures may be initiated prior thereto as provided for in Article 13, Section 1(c) of the State of Wyoming Constitution.
- (e) An approved charter ordinance, after becoming effective, shall be recorded by the City clerk in a book maintained for that purpose with a certificate of the procedures of adoption. A certified copy of the ordinance shall be filed with the Secretary of State.

### **Article II**

### **Resolutions**

#### 2.08.120 - When used.

A resolution shall be used when the order of the governing body is of a special or temporary character or an expression or opinion concerning some particular business and is not intended to permanently direct and control matters.

#### 2.08.130 - Form.

All resolutions shall be in writing and passed pursuant to rules and regulations adopted by the governing body.

#### 2.08.140 - Style.

The style of all resolutions shall be: "Be it resolved by the City Council of the City of Mills, Wyoming ..."

#### 2.08.150 - Vote required for passage.

Passage of a resolution requires the affirmative vote of the majority of the elected members of the governing body.

#### **2.08.160 - Effective date.**

A resolution shall become effective after it has been publicly read and approved by the governing body.

#### 2.08.170 - Signature and attestation.

After a resolution has been approved, the same shall be signed by every member of the Governing body and attested to by the City clerk who shall attach the seal of the City thereto and record the resolution in the book of resolutions.

### CHAPTER 2.12 CITY ADMINISTRATOR

#### **2.12.010 - Exemption from state statute.**

The city shall not be governed by the provisions of Wyoming Statutes 2007, as amended, Sections 15-3-204, 15-1-108, and 15-1-103 (a) (xxxvii).

#### 2.12.020 - Employment—Salary.

The governing body shall retain a city administrator, city attorney and municipal judge, and fix their respective salaries. The city administrator is an employee and serves at the pleasure of the Mayor. The salary may be changed from year to year, and the city administrator may be discharged, and that employment terminated at any time by the Mayor as long as such complies with 2.04.060. The City Administrator may also serve as a department head of any of the various departments of the City while also serving as the City Administrator. His salary will be set by the Mayor taking into account the responsibilities and functions he performs. The salary shall not exceed the appropriations made by the annual budget set by the Governing Body.

The city attorney and the municipal judge may be contractors and shall serve at the pleasure of the Mayor. Fees for the city attorney and municipal judge shall be as authorized by the City Council.

#### **2.12.025 - Duties of Mayor.**

The Mayor shall:

- (a) Preside at all meetings of the governing body, and in the Mayor's absence a council President shall act as Mayor pro tem;
  - (b) Have superintending control of all officers and affairs of the city.
  - (c) Oversee compliance with the ordinances and laws;
- (d) Sign commissions and appointments and all bonds, contracts and other obligations required to be signed in the name of the city; and
- (e) Have one (1) vote on all matters coming before the governing body upon which a vote is taken, except a vote:
  - (i) To override a veto;
  - (ii) To confirm an appointment other than a vote to break a tie vote of the governing body; and
- (f) Pursuant to a hearing for removal or discharge as provided in W.S. Sections 15-2-102(b)(iv)(C) or 15-3-204(b)(iv)(C) (2007).

#### **2.12.040 - Expert services.**

The Mayor may employ experts to perform unusual or special services.

#### 2.12.045 – Duties of City Administrator

A. The City Administrator shall report to the Mayor and shall take all direction from the office of the Mayor. The City Administrator shall be the conduit of information of the operations of the City to the governing body. Members of the governing body shall direct all questions and requests for information or data through the City Administrator so he may insure all of the governing body receives such information and remains appropriately informed on all relevant issues. The City Administrator shall be responsible for the day to day administration of the application of the City's budget and authorized spending.

#### The City Administrator in addition shall:

- (a) Oversee the operation of the day to day administration of the city. The Mayor shall provide the City Administrator direction and set the policies for the operation and administration of the city. The governing body shall direct any questions, issues, or concerns regarding the operation and/or administration of the city through the City Administrator. The City Administrator or his designee shall investigate and provide clear, complete, and unbiased information in response to such questions, issues, or concerns to the entire governing body to assist the governing body in making policy decisions for the city. The Mayor shall also provide input and recommendation to the governing body on such requests.
- (b) Attend all meetings of the governing body and may recommend to the governing body adoption of such measures as the City Administrator deems necessary for the health, safety, and welfare of the community or for the improvement of municipal services.
  - (c) Perform all duties imposed on the position consistent with state laws or ordinances.
- (d) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the city adopted by the governing body.
- (e) Be responsible to the Mayor for the administration of all departments of the city and supervise the administrative functions of such departments.
- (f) Prepare and submit to the governing body reports that are required or that the administrator or governing body may consider advisable.
- (g) Keep the governing body fully advised of the financial status of the city, presenting a monthly report on the financial condition and future needs.
- (h) Prepare a proposed budget annually, submit it to the Mayor and be responsible for its administration after adoption by the governing body.
- (i) Perform all duties imposed on the position by ordinances adopted by the governing body which is not inconsistent with state laws.

(j) Prepare annually recommendations to the governing body on the compensation plan and fringe benefits package for all city positions and shall also make recommendations to the governing body concerning the personnel manual position descriptions and position classification changes.

#### 2.12.050 - Appointment powers.

- (a) All employees shall be appointed, suspended, transferred, and removed by the Mayor or appointee, subject to the personnel regulations of the city as adopted by the governing body.
- (b) All of the appointees of the Mayor shall report to the city administrator for issues concerning the day to day operations of the City so he may stay informed on those issues he is to report to the Mayor and Governing Body.
- (c) The City Administrator when acting as the designee of the Mayor may appoint and remove all subordinates, clerks, assistants, laborers, and servants and fix the compensation of those appointed by him within the limits fixed by the governing body and the law, consistent with the city's ability to pay. Appointment shall be on the basis of merit. He shall seek the advice of the governing body on personnel matters as he deems necessary.

#### 2.12.060 - Management of utilities.

- (a) The city administrator shall manage any utility owned and operated by the city. Subject to the laws relating to public utilities, the governing body shall fix all rates and compensation to be paid by consumers of water, sewer, sanitation, or any service furnished by any other public utility owned or operated by the city.
- (b) All utilities servicing the City or existing in the City, to include water, sewer, sanitation, shall be required to have a franchise agreement, irrespective of whether they are providing those services within the City itself and pursuant to the authority granted to municipalities under WS 15-1-101 et seq.

## CHAPTER 2.16 CITY OFFICES—GENERALLY

#### 2.16.010 - Departments and department heads enumerated.

The administrative services of the city shall be divided in the following department and offices and shall be under the control and supervision of a department head who shall have the title indicated:

Office of the City Clerk	City Clerk
Community Development Office	Community Development Director
Finance Office	City Treasurer
Emergency Services Office	Director of Emergency Services
A. Police Department	Chief of Police
B. Fire Department	Fire Chief
Public Works Department	Public Works Director
Municipal Court	Municipal Court Clerk

#### 2.16.020 - Responsibilities of department and office heads.

- (a) Each department and office heads shall perform all duties required of his office by state law, the charter, this code and ordinances of the City, and such other duties not in conflict therewith as may be required by the City administrator.
- (b) The heads of the various administrative departments and offices shall be immediately responsible to the City Administrator for the effective administration of their respective departments and all activities assigned thereto. The Administrator may set aside any action taken by a department head and may supersede him in the functions of his office if doing so advances the directives he has been given by the Mayor. Two (2) or more departments may be headed by the same individual. In the case of a vacancy in any office or during the absence of any department head, the administrator may designate an interim acting head of the department or may perform, personally, the functions of the office.
  - (c) Department heads to be salaried positions.

#### 2.16.030 - Department authority over employees.

Each department head shall have the authority to appoint and remove, subject to the personnel regulations and the approval of the Administrator, all subordinates under him. Each department head may, subject to the approval of the administrator, promulgate rules and regulations for the orderly management of their respective departments. Department heads shall consult with the City Administrator, and or Mayor, before terminating a subordinate in an effort to have peer review to ensure City policies, and best employment practices are followed and that the subordinate's rights are not infringed. All department heads are authorized to communicate with the city attorney on personal matters when the need arises. In doing so they shall also inform the Mayor and City Administrator of such communication, unless doing so would likely create a conflict of interest.

# CHAPTER 2.20 OFFICE OF EMERGENCY SERVICES

#### 2.20.010—Office Established.

There shall be an Office of Emergency Services which shall contain the Police Department and the Fire Department. The purpose of the Office of Emergency Services shall be to coordinate, organize and direct the overall emergency and safety response for the City of Mills.

#### 2.20.020---Director of Emergency Services.

The Office of Emergency Services shall be presided over by the Director of Emergency Services. The Director of Emergency Services shall be the Chief of Police unless the Mayor determines that a separate Director of Emergency Services is necessary, and the City Council approves the hiring a separate Director.

#### **Chapter 2.20.030 – Police Department Established**

There shall be a Police Department which shall be charged with enforcing the laws and ordinances of the City of Mills, Natrona County, the State of Wyoming and the United States, as appropriate and as authorized for a municipal police department under the laws of the State of Wyoming. The police department shall consist of a police chief appointed by the Mayor and so many police officers as are authorized by the council, who have been appointed by the director of emergency services.

#### 2.20.040 - Police Chief—Duties.

The police department shall be headed by the Police Chief who shall be the commanding officer of the police force. He shall have the following responsibilities and powers:

- (a) To direct the police work of the City and be responsible for the enforcement of the law and order throughout the City.
- (b) To prescribe such policies and procedures for the orderly management and general governance of the city police department, as shall be approved by the city council.
- (c) The performance of other related duties as directed by the City Administrator or City Council.
- (d) The administration of the community service division consisting, animal control and code enforcement.

#### 2.20.050 - Powers of police officers.

- (a) The Chief of Police and any sworn officer shall have all the powers granted to peace officers by the laws of this state.
- (b) Police officers shall have power to arrest all persons found in the act of violating any law or provisions of this code or law of the state or aiding or abetting in any such violation, and shall arrest any person found under circumstances which would warrant a reasonable man in believing that such person had committed a crime.
- (c) Police officers shall have the power and authority, and it shall be their duty to serve and execute warrants and other process for the summoning, apprehension and commitment of any person charged with a violation of any provision of this code.

#### **Chapter 2.20.060 – Fire Department Established**

There shall be a Combination Fire Department which shall be charged with providing for qualified full-time and paid volunteer fire fighters and such associated emergency service personnel as appropriate and as authorized for a municipality under the laws of the State of Wyoming. At all times the Mills Fire Department shall be organized as a Combination Fire Department featuring both full-time and paid volunteer fire fighters.

#### 2.20.070 - Fire Chief—Powers and duties.

The fire department shall be headed by the Fire Chief who shall be the commanding officer of the fire department. He shall have the following responsibilities and powers:

- (a) The Fire Chief shall be responsible for the administration and enforcement of the Uniform Fire Code, adopted by the City, all ordinances relating to fire prevention and suppression and all applicable state statutes as well as all duties prescribed by Wyoming State Statute.
- (b) The Chief of the fire department shall be the administrative officer of the department, subject to the rules and regulations prescribed and the orders and ordinances made from time to time by the governing body and shall have the following powers and duties:
  - (i) To be responsible for all property belonging to the department and all firemen and fire companies in the service of the department, in the proper discharge of their duties;
  - (ii) To see that the ordinances of the City applicable to the fire department are faithfully observed;
  - (iii) To have sole command at all fires over all officers and all persons who may be present, and to take all proper measures for the extinguishment of fires, the protection of lives and property and the preservation of law and order;
  - (iv) To examine into the condition of the apparatus, buildings and other property belonging to the City and used by the fire department and see that all fire

- hydrants are in good working order at all times. Under his supervision, all hose belonging to the department must be tested at least once a year;
- (v) To keep a complete and correct inventory of all property belonging to the department;
- (vi) To keep a roll of members showing attendance at all monthly meetings and fires and report the same to the governing body. The fire chief shall present a monthly written report to the governing body showing all fires and shall, in addition to showing the fires, show the number of meetings held, and, upon request of the governing body, shall include any other information or data that may be necessary or required.

#### 2.20.080 - Fire Chief—Emergency powers.

- (a) The Chief of the fire department, or any assistants in command, may prescribe limits in the vicinity of any fire within which no persons excepting those who reside therein, firemen and policemen, and those admitted by any order of any officer of the fire department shall be permitted to come.
- (b) The Fire Chief or any assistant in command shall have the power to cause the removal of any property, whenever it shall become necessary for the preservation of such property from fire, or to prevent the spreading of fire or to protect adjoining property.
- (c) The Fire Chief shall have the power to issue appropriate citations in performing their duties under the Uniform Fire Code.
- (d) The Fire Chief shall ensure that adequate fire department personal and apparatus are available for deployment in the City of Mills before allocating such resources to medical transports, or mutual aid deployments.
- (e) The Fire Chief shall ensure every member of the City of Mills Combination Fire Department displays attitudes and actions that promote the service of paid volunteer Mills firefighters, and shall dismiss from employment any member of his department who does not promote such attitudes and actions.
- (f) The fire chief shall have the power to issue appropriate citations in performing their duties under the Uniform Fire Code.

#### 2.20.090 - Appointment of Firemen.

The fire department shall be composed of the Chief, one (1) assistant full-time fire chief, and such other subordinate officers and firemen as may be approved by the governing body. All firemen shall be appointed by the director of emergency services. The fire chief shall have the authority to suspend from duty any fireman for cause. The department shall be a combination fire department meaning that it shall consist of one full time Chief, seven (7) full time firefighters consisting of three (3) captains, and four (4) engineers or firefighters. These shall be arranged into three (3) two-man shifts consisting of a captain and either an engineer or firefighter. The seventh

position shall join the shift of the Chiefs determination but shall fill in for vacation and sick time for other members of the department. All other fire personal shall be paid volunteer fire department personal.

#### **2.20.110 - Duties of Members.**

All members of the fire department shall perform such duties as may be required of them by the Fire Chief or other authorized officials.

#### 2.20.120 - Fire Chief—Additional Powers and Duties.

The Fire Chief, or his designee, shall:

- (a) To inspect, as often as may be necessary, all buildings and premises for the purpose of ascertaining and causing to be corrected any conditions which would reasonably tend to cause fire or contribute to its spread, or any other violation of the purpose or provisions of the Uniform Fire Code and of any other law or standard affecting fire safety;
- (b) To investigate promptly the cause, origin and circumstances of each and every fire occurring in the jurisdiction involving loss of life or injury or destruction or damage to property and, if it appears that such fire is of suspicious origin, he shall take immediate charge of all physical evidence relating to the cause of the fire and shall pursue the investigation to its conclusion.

#### **2.20.130 - Compensation.**

The Chief of the fire department and the full time and volunteer firemen shall receive such pay as may be from time to time established by the governing body for each fire and department meeting attended, or as set by resolution.

#### 2.20.160 - Lost and found property.

- (a) The police department will book into the property room, safeguard, and properly dispose of all property which comes into its custody. The department shall strive to maintain property in the same condition as received for possible presentation as evidence in court. Unless property is contraband or must be used as evidence in court, every reasonable effort shall be made to insure its return to its rightful owner. Property which cannot be returned to its rightful owner shall be disposed of in accordance with the procedure as set forth in subsection B of this section.
- (b) Lost and found property, other than contraband, turned into the police department shall be disposed of in the following manner:
  - (i) If the owner of the property is known, or the name of the owner can be discovered, the owner shall be notified by certified mail, return receipt requested, that the property must be claimed within thirty (30) days of receipt of the letter. The letter will specifically point out that if the property

- is not claimed within thirty (30) days, and if no extension has been granted by the police department, the property shall be sold at public auction.
- (ii) If the identity of the owner is not known and cannot be established, the property shall be held by the police department for a period of not less than ninety (90) days and posted to City website. If at the end of ninety (90) days the property is still unclaimed, the property shall be disposed of as the City sees fit.

#### <u>2.20.170 – Disposal of lost and found property.</u>

- (a) Notice of sale shall be published on the City's website for at least ninety (90) days. Such notice shall contain a full description of the property to be disposed of, and the time, date, and place of such disposal.
- (b) The sale of abandoned motor vehicles shall be in accordance with Wyoming Statutes 1977, as amended, Sections 31-14-101 through 31-14-110, inclusive.
- (c) Contraband and property having no value shall be destroyed in accordance with departmental procedures.
- (d) Proceeds of any sale of property shall be turned into the City treasurer for deposit into the general fund. All expenses incurred in such a sale shall be paid from the general fund.
- (e) Auctions shall be conducted by a disinterested party who shall be appointed by the chief of police. In no case shall the auctioneer or member of the auctioneer's family be permitted to bid on items that are to be sold. No auctioneer shall enter into any agreement to have a friend bid on any item with the intent to obtain the item from the friend at a later time. All sales will be recorded to include an item description and amount received. The funds shall be turned over to the City treasurer and a receipt shall be given by the treasurer, which receipt shall be placed in the police department's permanent records with a record and description of the property sold.

# CHAPTER 2.32 PUBLIC WORKS DEPARTMENT

#### 2.32.010 - Functions and responsibilities.

The public works department shall be headed by the Public Works Director who shall have the following responsibilities:

- (a) The maintenance of all streets, the cleaning of improved streets, the removal of snow and the maintenance of alleys;
- (b) The planning, development, maintenance and operation of all parks and cemeteries in the City and the planting of trees throughout the City in any public area;
- (c) The repair, maintenance and inventory control of all municipal equipment and vehicles;
- (d) The performance of other related duties as directed by the City Administrator or governing body.

#### 2.32.020 – Divisions of Public Works Department

The public works department shall consist of streets, parks, sanitation, water treatment, water distribution, and sewer.

# CHAPTER 2.36 COMMUNITY DEVELOPMENT DEPARTMENT

#### 2.36.010 - Functions and responsibilities.

The community development department shall be headed by the Community Development Director. The Community Development Director shall be responsible for:

- (a) The preparation of comprehensive reports or presentations on community development projects to boards and commissions.
- (b) The review of all preliminary development proposals, site plans and maps, petitions for rezoning, special reviews, conditional use permits, annexation, and subdivision maps.
- (c) The development and maintenance of the city land use plan and other applicable local laws.
- (d) The supervision of the building safety division, which shall be headed by the building official.

(e) The performance of other related duties as directed by the City Administrator or the governing body.

#### 2.36.020 – Divisions of Community Development Department

The community development department shall consist of economic development, building division and planning division.

#### 2.36.030 - Building Official duties and responsibilities.

The Building Official shall be the designated building inspector and shall have the powers and duties to administer and enforce all provisions of the International Building, Residential, Energy Conservation, Plumbing, Fuel Gas, and Mechanical Codes, the National Electrical Code, the Uniform Code for the Abatement of Dangerous Buildings, the Uniform Code For Building Conservation, the city zoning code and all other building regulations of the city, presently enacted or which may be amended from time to time.

### CHAPTER 2.40 FINANCE DEPARTMENT

#### 2.40.010 - Functions and responsibilities.

The finance department shall be headed by the City Treasurer Director who shall have the following responsibilities:

- (a) To receive any money derived for the benefit of the City from any and all sources and to credit such money to the proper funds.
- (b) To disburse money for the City only on proper orders signed by the City Clerk or the City Treasurer and countersigned by the Mayor.
- (c) To keep permanent, accurate and complete accounts and records of all receipts, orders, and warrants.
- (d) To endorse upon or attach to every bond or other evidence issued by the City pursuant to law a certificate that the same is within the lawful debt of the City and is issued pursuant to law.
- (e) To perform such other duties as may be directed by the City Administrator or governing body or by law.

# CHAPTER 2.44 OFFICE OF THE CITY CLERK

#### 2.44.010 - Functions and responsibilities.

The office of the City Clerk shall be headed by the City Clerk who shall have the following responsibilities:

- (a) To attend the meetings of the governing body and record the minutes thereof, which minutes, after approval, shall be signed by the Mayor and attested by the City Clerk;
  - (b) To safely keep the corporate seal, papers, records, and books belonging to the City;
- (c) To preserve consecutive records of all resolutions and ordinances passed by the governing body;
- (d) To attest the signature of the Mayor and affix the City seal to all resolutions and ordinances passed, all bonds and business licenses issued, and such other documents as may require the same;
- (e) To attest all orders and warrants upon the City Treasurer, keeping an accurate permanent record thereof;
- (f) To issue business licenses, liquor licenses, cemetery permits and deeds and other permits in accordance with City code or state statute;
- (g) To perform other related duties as directed by the City Administrator, the governing body or by law.

### CHAPTER 2.46 CITY ENGINEER

#### 2.46.010 - Appointment.

A City Engineer shall be appointed according to the provisions of Section 2.12.050. The City Engineer shall be a registered professional engineer licensed to do business in the state of Wyoming. Nothing in these ordinances shall be read to preclude the appointment of a City Engineer who is a contractor to the city, rather than a full-time employee of the city. The City Engineer shall have the authority to designate an employee or employees subordinate to him to perform tasks under his direction and control.

#### 2.46.020 - Duties.

The City Engineer shall be responsible for:

- (a) Preparation of plans, specifications, contract documents, estimates, reports, inspections, construction supervision, construction surveying and property surveys for all construction, changes, and improvements in the physical properties of the city.
- (b) The performance or supervision of the survey of all streets, alleys, avenues, public ways and all other such places as shall be required by the governing body.
  - (c) The review of subdivision public improvement plans with city staff and developers.
- (d) The approval of engineering plans prepared by other engineers for conformance with city standards.
  - (e) The performance of related duties as directed by the governing body.

#### 2.46.030 - Specialty projects.

The City may, upon the recommendation of the City Engineer, City Council, and/or the City Administrator, request proposals from other engineers, architects or surveyors that possess expertise to perform services for city projects that require expertise outside of the registered abilities and/or expertise of the city engineer.

### CHAPTER 2.48 CITY ATTORNEY

#### **2.48.010 - Appointment.**

The Mayor shall appoint a City attorney as provided in Section 2.04.060. The City attorney shall be the legal representative of the City and shall advise the governing body and City officials in matters relating to their official powers and duties. The City attorney shall be an attorney at law admitted to practice in Wyoming. The Mayor may appoint such deputy attorneys and assistants as they may deem necessary. Nothing in this ordinance shall be read to preclude the appointment of a City attorney who is a contractor rather than an employee of the City. The City attorney shall have the authority to designate an employee or employees subordinate to him to perform tasks under his direction and control.

#### 2.48.020 - Duties.

(a) The City attorney or his deputy shall represent the City in legal proceedings, supervise the drafting of all ordinances and the preparation of all legal documents. The attorney or his deputy shall prosecute violations of the provisions of this code in municipal court. He or his deputy shall attend all council meetings and shall perform all services incident to his position as may be required by law or municipal ordinance.

(b) Nothing shall preclude the City from appointing deputy attorneys who are not full time employees of the City and who are not employees of the City Attorney, provided however that they shall remain a deputy of the City Attorney in his official capacity.

#### 2.48.030 - Special counsel.

The governing body may, on its own motion or upon request of the City attorney, in special cases employ special counsel to represent the City.

### CHAPTER 2.52 MUNICIPAL COURT

#### 2.52.010 - Created and established.

There is created and established in the City a municipal court for the trial of all offenses arising under the ordinances of the City. The office of police justice (municipal judge) is established to preside over the municipal court.

#### 2.52.020 - Jurisdiction—Venue change.

- (a) The municipal court and the municipal judge presiding therein shall have exclusive jurisdiction to hear and determine all cases arising under this code and the ordinances of the City for a violation thereof, and no change of venue shall be granted in any case.
- (b) The municipal judge shall have jurisdiction to fine, enter judgment, and hear, try, and determine all cases arising under any provision of this code or the ordinances of the City.

#### 2.52.030 - Appointment—Qualifications.

The municipal judge and alternate municipal judges shall be appointed by the Mayor with the consent of the City council, shall be a resident of the County, and meet the criteria set forth for Circuit Court Judges set forth at WS Section 5-9-111 and shall become vacant at that age for mandatory vacancy set by Wyoming Const. Art 5 Section 5..

#### 2.52.040 - Term of office—Compensation.

The governing body shall set the salary of the municipal judge. The salary may be changed from year to year and the municipal judge may be discharged and his employment terminated at any time by a majority vote of the governing body. The regular term of the municipal judge shall be as otherwise set forth in these statutes.

#### 2.52.050 - Bond.

The municipal judge shall give a bond to the City in the amount set by resolution conditioned for the performance of all his duties in accordance with law and the ordinances of the City and that he will turn over to the parties entitled thereto or as may be prescribed by the ordinances of the City, all moneys collected by him by virtue of his office as municipal judge.

#### 2.52.060 - General court procedure.

The procedure of the municipal court shall, as nearly as possible, conform to that provided by the general laws of the state in courts of the justice of the peace. In addition, the City may, by ordinance, provide such additional rules of procedure as may be found necessary for the proper conduct of the municipal court; provided, that the same do not conflict with the general laws of the state and appeals to the district court from the judgments and decisions of the police justice shall be allowed, in all cases, such appeals to be taken in the manner now provided by law for appeals from justices of the peace.

#### 2.52.070 - Postponement of trial—Recognizance generally.

Whenever a person charged with a violation of a city ordinance is held to appear for examination or trial before the police justice, the police justice may postpone the trial or the case to a certain day, in which case he may require the defendant to enter into a recognizance, with sufficient sureties, conditioned that he will appear before the police justice at the time and place appointed, then and there to answer the complaint alleged against him.

#### 2.52.080 - Postponement of trial—Deposit—Breach of recognizance.

When a person is ordered by the police justice to enter into a recognizance, he may, at the discretion of the police justice, be permitted to sign his own recognizance, or furnish sureties, or deposit with the police justice or his designee the amount named in the bond, in cash, and should said person so recognized fail to appear and comply with all of the requirements of the bond, the police justice having cognizance of the same shall, if there are no mitigating circumstances, at once declare the bond forfeited and order the cash so deposited to be turned into the general fund of the treasury of the City. If in the progress of any trial before the police justice, it should appear that the accused ought to be put on trial for an offense not cognizable before the justice, he shall immediately stop all further proceedings before him, and proceed as in other cases exclusively cognizable before the district court.

#### 2.52.090 - Punishment by fine—Contempt.

Any person convicted before the police justice shall be punished by such fine as may be provided by ordinance and bond schedule; provided, that no such fine shall be greater than seven hundred fifty dollars (\$750.00) as authorized by Wyoming Statutes 1980, Section 15-1-103(a)(xli). The police justice shall have the same power to punish for contempt as justices of the peace have in like cases.

#### 2.52.100 - Appeals from municipal court.

Appeals from the judgment or sentence of the police justice may be taken to the district court in the same manner as is now provided by law for appeals from justice courts in criminal cases and shall be dealt with by the courts as criminal cases.

#### 2.52.110 - Disposition of fines.

All fines and penalties collected, arising from a breach of the ordinances of the City, shall be paid into the City treasury.

#### 2.52.120 - Monthly reports to council.

The clerk of courts shall make monthly reports, in writing, to the governing body of all cases which may have come before him, the disposition of the same and all fines collected during the preceding month.

#### 2.52.130 - Powers and duties under direction of court.

#### 2.52.130 - Powers and duties under direction of court.

The clerk of the court shall exercise the powers conferred and perform the duties enjoined upon the clerk by statute, municipal ordinance, the common law and as assigned to the clerk by the Mayor or the Mayor's designee and in the performance of the clerk's duties the clerk shall be under the direction of the Mayor or the Mayor's designee and City Clerk, in the service first of the Municipal Court, and then in the service of the City Clerk.

#### 2.52.140 - Duties designated.

#### 2.52.140 - Duties designated.

The clerk shall file together and carefully preserve all papers delivered to the clerk for that purpose in every action or proceeding. The clerk shall not permit the papers to be taken from the clerk's office except to be used at a session of the court or upon legal process, and the clerk shall be liable upon the clerk's official bond to a party suffering injury on account of any violation of this section. Upon the order of a judge of competent jurisdiction or of this court, the clerk may transmit by express or registered mail to an attorney of the state appearing in the action or proceeding, who resides in a different county or away from the City, such original files as are not represented by copies in the clerk's office, and the clerk shall take the attorney's receipt for each paper in each case.

#### 2.52.150 - Endorsement of papers.

The clerk shall endorse upon every paper filed with him the date of the filing thereof, and upon every order for a provisional remedy, and upon every undertaking given under the same, the date of its return to his office.

### 2.52.160 - Recordkeeping.

The clerk shall keep the journals, records, books, and papers appertaining to the court, and record its proceedings.

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The clerk shall keep the journals, records, books, and papers appertaining to the court, and record its proceedings.

## CHAPTER 2.56 BOARDS AND COMMISSIONS—GENERALLY

#### **2.56.010 - Appointment.**

Unless otherwise provided by ordinance, all boards and commissions shall be appointed by the Mayor and all such boards and commissions shall be advisory in character unless otherwise provided. Any vacancy occurring in the membership of any board or commission shall be filled by the Mayor by appointment. Governing body members may be members of Board of Commissioners.

#### 2.56.020 - Expenses.

Except as otherwise provided in this chapter and Chapters 2.60 through 2.72, all members of boards and commissions shall serve with compensation at an amount to be determined by the City Council on a per meeting basis and shall be paid necessary expenses incurred in the discharge of their official duties.

#### 2.56.030 - Selection of chairman—Adoption of rules of procedure.

Each board and commission shall provide and choose its own chairman from its membership and shall have powers to make and adopt such rules of procedure and regulations not inconsistent with other provisions of this code, as may be necessary for the proper conduct of its business and the effective accomplishment of its functions and duties. A copy of such rules of procedure and regulations shall be filed with the City clerk.

#### 2.56.040 - Boards and commissions enumerated.

The following boards and commissions having been duly created in accordance with this chapter are continued and vested with all powers and duties conferred upon such boards by statute or municipal ordinance:

- (a) Board of adjustment, with the Planning and Zoning Committee sitting in this role;
- (b) Board of appeals; with the Governing Body plus the City Engineer sitting in this role;
  - (c) Planning and zoning commission; and

- (d) Board and commissions which the Statutes of the State of Wyoming require the City to have;
- (e) Other advisory boards as needed and authorized by the Council or the Mayor, provided however that informal planning and organizational board upon which Councilmen sit on a volunteer or appointment basis shall not be subject to compensation unless specifically authorized by the Council.

#### Chapter 2.72 - DISASTER AND CIVIL DEFENSE UNIT

#### **2.72.010 - Established.**

The Mayor and all elected officials and all appointed officers and employees of the City are authorized and directed to join with the board of county commissioners and all other elected officials and appointed officers of the county for the purpose of establishing a City-county disaster and civil defense unit under the provisions of Wyoming Statutes 1977, as amended, Sections 19-5-101 through 19-5-116.

#### **2.72.020 - Duties of officials.**

The Mayor and other duly elected officials and the appointed officers of the City are authorized and directed to do and perform every act that may be lawfully required of them by the Director of Disaster and Civil Defense for the state under the provisions of Wyoming Statutes 1977, as amended, Sections 19-5-101 through 19-5-116.

## CHAPTER 2.76 ELECTION AND TERMS OF MAYOR AND COUNCILMEN

#### 2.76.010 - Elective offices established—Term.

The elective officers of the city shall be a Mayor and four councilmen. The term of office of the Mayor and the councilmen shall be four years and until successors are qualified. The Mayor shall be elected at large. Pursuant to the provisions found at Article 13, Sec 1, of the Wyoming Constitution the, the City of Mills shall provide that councilmen shall be elected at large and not by wards or districts, and therefore the provisions of WS § 15-11-103 and WS 22-23-103 pertaining to wards shall not apply to the city

#### 2.76.020 - Coordination of municipal and primary elections.

The city municipal primary and general elections shall be held at the same time, in the same manner, at the same polling places, and conducted by the same precinct officials, using the same poll lists, as the statewide primary and general elections.

#### 2.76.030 - Candidates for municipal and primary elections.

All candidates for municipal office shall be nominated at the municipal primary election. Candidates equal to twice the number to be elected to each office who receive the highest number of votes at the primary election are nominated to run for the office at the next general election.

#### 2.76.040 - Commencement of term.

The term of office of a person elected at the municipal general election commences on the first regularly scheduled City Council meeting in January following the general election.

### <u>2.76.050</u> - Terms on which existing offices expire upon a Councilperson's successor being sworn in.

A person shall hold their appointment to the City Council until their successor is sworn in at the January meeting following the general election.

#### 2.76.060 - Residency requirements.

All elective municipal officers shall be qualified electors resident in the city.

#### 2.76.070 - Exemption of certain state statutes.

The city is exempted by the Charter ordinance codified in this chapter from the provisions of Wyoming Statutes WS 15-5-101 15-11-103, 15-11-202, 22-23-103, 22-23-503, 22-23-602 and 15-3-104 (1977, as amended.) These statutory provisions shall not apply to the city.

## CHAPTER 2.80 OATH OF OFFICE AND BONDS

#### 2.80.010 - City administrator, department heads and other officials.

The City administrator, each department head, law enforcement officer and elected official shall, before entering upon the performance of the duties of such office, subscribe an oath to honesty and faithful performance and discharge the duties of such office to the best of his ability.

#### 2.80.020 - Officers having custody of money.

Each City officer, or clerk of the City, having custody of money belonging to the City shall, before entering upon the performance of his respective duties, be required to furnish a bond in the amount prescribed in this chapter for such office, which bond shall be conditioned upon the following:

- (a) The faithful performance by such officer or clerk of all the duties of his office as prescribed by law;
- (b) The safekeeping of all money which may come into his hands by virtue of his office;

- (c) The prompt payment thereof to those persons who are legally authorized to receive the same in the manner provided by law; and
- (d) The delivery by him to his successor in office of all money then held by him as such officer.

Each of such officers and his sureties, respectively, shall be responsible for the safekeeping and paying over according to law of all funds which shall come into his hands by virtue of his office.

#### 2.80.030 - Minimum amounts.

The bonds of the various City officers and clerks shall be in minimum amounts as follows:

City treasurer	Set by Resolution.
Blanket bond all employees	Set by Resolution.

When approved, such bonds shall be filed in the City clerk's office.

The governing body may, by resolution, increase the amounts of such bonds, and may also require similar bonds to be furnished by any employee having custody of City funds.

#### 2.80.040 - Premiums due to surety company.

When the bond of any officer of the City shall be furnished by a surety or guaranty company, the premium due such company for furnishing such bond shall be paid out of the public funds of the City.

#### 2.80.050 - Sureties—Qualifications.

Whenever any bond, recognizance or other obligation is by law, ordinance, rules or regulations of the City required or permitted to be tendered or filed with sureties, and whenever the performance of any act or obligation or the refraining from any act or obligation is required or permitted to be guaranteed, such bond, undertaking, obligation, recognizance or guarantee may be executed either by a guaranty or surety company qualified to act as surety or guarantor under the laws of the state.

### CHAPTER 2.84 COMPENSATION OF OFFICERS AND EMPLOYEES

#### 2.84.010 - Salary structure.

The salary structure shall be established by council action during the annual budget process, or at such other times as may be appropriate. No employee shall be assigned to a salary grade or step not in accordance with the salary structure.

#### 2.84.030 - Compensation for elected officials.

The Mayor shall be paid Two Thousand and no/100 dollars (\$2,000.00) per month for his or her services. Each councilmember shall be paid One Hundred Fifty and no/100 dollars (\$150.00) per actual regular meeting attended. In addition, members of the governing body shall be reimbursed for expenses incurred in the performance of their official duties.

Compensation for elected officials serving on board and commissions shall only be with compensation if otherwise authorized for said board or commission, and at the rate authorized for the board of commission. Compensation for elected officials serving on advisory or informal boards or committees shall only occur upon authorization of the City Council.

#### 2.84.040 - Fringe benefits.

- (a) All full-time permanent employees of the City shall be provided employee benefits as may be established by the governing body by resolution.
- (b) The City may, by resolution of the City Council, provide benefits to permanent part time employees.
- (c) The City treasurer is authorized to deduct any participating employee's share for the benefits from the employee's paycheck.

## CHAPTER 2.88 PERSONNEL RULES AND REGULATIONS

#### 2.88.010 - Rules and regulations established.

The City administrator shall establish comprehensive rules and regulations providing for the recruitment of employees, terms of employment, disciplinary action, grievance procedures and such other matters relating to personnel management as the City administrator may deem necessary. These rules and regulations shall be compiled in a manual of personnel rules and regulations which is to be adopted by the governing body by resolution. Such manual shall be made available to all employees. The manual shall include a pay plan which shall apply to all positions in the City service except elected officials and council-appointed positions. The pay plan

shall provide for job descriptions, position classification, performance evaluation, job evaluation and salary structure.

#### 2.88.020 - Equal employment opportunity policy.

- (a) It shall be the policy of the City to provide equal employment opportunity for employment and advancement to all qualified applicants and employees. It shall be the responsibility and duty of all City officials and department heads to carry out the policies, guidelines and corrective measures as set forth in the manual of personnel rules and regulations.
- (b) Contractors, subcontractors, and suppliers conducting business with the City shall affirm and subscribe to the fair practices and nondiscrimination policies as set forth by the City.

#### 2.88.030 – Civil service Commission Not Required.

Under the provisions of Article 13, Sec 1 of the Wyoming Constitution, the City of Mills exempts itself from the requirement of having a Civil Service Commission under WS 15-5-101 et seq.

#### 2.88.040 – Fund Raising and Representation of the City

- (a) No City Office, City Official, City Councilman or City Employee shall use a personal website, publication, or electronic media in a fashion which purports to represent the City of Mills or any of its subdepartments or branches.
- (b) No City Employee shall appear in a uniform or part of a uniform associated with his office as part of an effort to solicit funds or participation in any matter except as authorized by the City of Mills through the City Council.
- (c) No official symbols or insignia of the City of Mills shall be used by any employee in an effort to solicit funds or participation in any matter except as authorized by the City of Mills through the City Council.
- (c) Any funds solicited in violation of this provision shall be deemed to belong to the City of Mills and shall be turned over to the City of Mills upon the City providing notice to any party violating this section. Upon providing such notice, said party shall account for said funds and their whereabouts within forty-eight (48) hours of having received notice.
- (d) Any fundraising that is in any way related to an employee's employment, an official's position, or a Councilman's office with the City shall require said individual to complete an annual financial disclosure form to the City clerk that details expenditures and revenues. This shall include the submission of the same that are associated with political campaigns, fund raising efforts by entities that are associated with the City or its subdivisions or employees. Unions or associations of City employees that represent City employees in any capacity shall likewise submit annually a financial disclosure as set forth in this subsection.

#### 2.88.040 – Handbook not a contract

Should the City of Mills choose to issue an Employee Handbook, that handbook shall not be deemed to constitute a Contract of Employment. The City may elect to change the provisions of said handbook, without notice, at any time. All City Employee Handbooks issued after the adoption of this provision shall include a notice of this provision.

## CHAPTER 2.90 Miscellaneous Provisions

#### 2.90.10 – Appeals by Contractors.

All appeals of matters by licensed Contractors or those seeking to be licensed Contractors that relate to their licensure or work performed under their licenses shall be to the City Council of the City of Mills which shall sit, in that capacity, in place of a Board of Appeals for the purpose of hearing said appeals.

#### <u>2.90.20 – Pay for Commissions and Boards</u>

The City Council may set, where otherwise not set by State Statute, such pay for members of City Boards and Commissions as it sees fit. Pay in such instances shall be set by Resolution and shall remain in place until such time as it is altered or rescinded by Resolution.

#### 2.90.30 - Legal Advertisements.

Pursuant to the Provisions found at Article 13, Sec. 1, of the Wyoming Constitution, in all instances in which there exists a Statute requiring the City of Mills to advertise or place notices in a newspaper, the City of Mills shall instead place said notice or advertisement, except where it elects to do the same in a newspaper, on the City's website and three designated public places in the City of Mills. Unless provided for otherwise, the public places will be the Mills City Hall, the Mills Library, and the United States Post Office in the City of Mills. All such notices shall remain in place for that period specified by State Statute for running an advertisement or a notice in a newspaper.

Nothing in this provision shall preclude the City from running an advertisement or notice in a newspaper should it choose to do so.

#### **ORDINANCE NO. 781**

### AN ORDINANCE AMENDING AND REPUBLISHING TITLE 5 **BUSINESS LICENSES AND REGULATIONS**

WHEREAS, The City of Mills, Wyoming has had the occasion to review its recently updated Title 5 of its Ordinances and to revise the same; and

WHEREAS, after said review and deliberation, certain amendments there to were seen to be in order; and

WHEREAS, certain provisions which were previously amended constituted amendments that are Charter Ordinances providing for exemptions, and are not now being changed, but none the less are being referenced in this updated Ordinance as the Ordinance is being republished.

NOW THEREFORE, The City Council of the City of Mills hereby amends its existing Title 5 such the the attached text shall reflect Title 5 as amended.

This ordinance shall be in full force and effect upon passage on three readings and publication.

PASSED on 1st reading the day of May, 2022.				
PASSED on 2 <sup>nd</sup> read	ing the day of		, 2022.	
PASSED, APPROVED AND ADOI	PTED on 3 <sup>rd</sup> and fina , 2022	al reading this _	day of	
CITY OF MILLS, WYOMING				
Seth Coleman, Mayor	•	Sara McCarthy	, Council	
Darla R. Ives, Council		James Hollande	er, Council	
Brad Neumiller Council				

Item	

ATTESTED:	
Christine Trumbull, City Clerk	

#### <u>Title 5 - BUSINESS LICENSES AND REGULATIONS</u>

#### **Chapter 5.04 - GENERAL BUSINESS LICENSE REGULATIONS\***

#### **5.04.010 - Application.**

Every person desiring to engage in any business, trade, profession or calling for which a license is required by this code, unless the requirements for procuring the license are specifically set forth, shall fill out, sign and file with the City clerk a petition or application for the license, which shall state:

- A. The name of the person desiring the license, and in case of a corporation or limited liability company the name of the president or chairman, and in case of a partnership the name of each partner;
  - B. The residence or place of business;
  - C. The business, calling or profession in which the applicant wishes to engage;
  - D. The location where such business or calling is to be carried on;
  - E. The applicant's Wyoming sales tax number;
  - F. Such other items of information as the City council may require.

#### 5.04.020 - License—Contents.

Every license issued hereunder shall show upon its face:

- A. The name of the business to whom issued;
- B. Sum paid
- C. Kind of business;
- D. Time for which issued;
- E. Place where business is to be carried on:

#### 5.04.030 - Issuance conditions.

The City clerk shall issue and deliver the license to the applicant upon the payment of the fee as provided, and upon completion of any other legal requirements. The City clerk shall deposit the bond in the event the license requires a bond.

#### 5.04.040 - Licenses required for specific businesses.

Licenses shall be required for the following businesses which maintain a permanent physical presence within the City or which are otherwise listed below:

- A. Junk dealers:
- B. Pawnshops;
- C. Itinerant merchants/unsolicited salesmen;
- D. Secondhand dealers;
- E. Sale of alcoholic beverages.
- F, Businesses maintain a permanent physical presence within the City.

#### 5.04.050 - Fees.

Fees for the licenses outlined in Section 5.04.040 shall be established by resolution of the City council.

#### 5.04.060 - Term.

No license shall be issued for any period of time longer than one year and shall expire one year from date of issuance. No license shall be transferable except upon application to the City council. It shall be within the discretion of the City council to grant or deny any application for transfer. Operators of all businesses licensed hereunder are required to comply with all legal orders of the inspecting officer with regard to sanitation, safety, health and compliance with the provisions of this code including having an annual fire inspection and providing proof of liability insurance for such business. Any person who shall operate, or engage in any business whatsoever within the City, without obtaining a license of such operation as required, after ten days following notification or the expiration of any license issued hereunder, shall be deemed a violator under the terms of this section and shall be fined as provided in Section 5.05.150 of this chapter. Each additional day that such business is continued in operation without the required license, shall constitute a separate offense. All license fees are due upon receipt of application. Any license fees paid after issuance date for the purpose of renewal shall be doubled. All licenses issued hereunder shall be nontransferable, and not subject to either transfer or assignment of ownership for any cause.

#### **5.04.070 - Posting required.**

Every license shall be posted in the business in a conspicuous place. It is the duty of the licensee to show the license at any time when requested to do so by a police officer, code enforcement officer, any member of the City council or any City employee charged with the supervision of the business licensed or whose duty it is to collect license fees.

#### 5.04.080 - Revocation and suspension—Conditions.

All licenses shall be subject to the City ordinances in force at the time of issuance, and to any ordinances subsequently passed by the City council. The City council may revoke or suspend any license granted when it appears that the licensee is violating any City ordinances, state or federal regulations or laws in the transaction of the trade, profession, business, or calling for which the license was granted.

#### 5.04.090 - Rights terminated when license revoked.

Upon the revocation of any license and notice to that effect being given such licensee, all rights of the licensee to carry on such business, trade, profession or calling shall immediately cease and terminate; and if such licensee shall continue to further engage in such business, trade,

profession or calling he shall be deemed to be doing so in violation of the provisions of this code, and be subject to the fines and penalties herein provided.

#### **Chapter 5.08 - ALCOHOLIC BEVERAGES**

#### **Chapter 5.08 ALCOHOLIC BEVERAGES**

#### **5.08.010 Definitions.**

For the purposes of this chapter the words and terms defined in this section have the meaning ascribed to them, unless the context otherwise requires:

- 1. "Alcoholic liquor" means any spirituous or fermented fluid, substance or compound other than malt beverage, intended for beverage purposes which contains at least one-half of one percent of alcohol by volume.
  - 2. "Barrel" is a unit of liquid measure equal to thirty-one (31) U.S. gallons.
- 3. "Brewery" means a commercial enterprise at a single location producing more than fifty thousand (50,000) barrels per year of malt beverage.
- 4. "Building" means a roofed and walled structure built or set in place for permanent use.
  - 5. "Club" means any of the following organizations:
    - a. A post, charter, camp or other local unit composed only of veterans and its duly organized auxiliary, chartered by the Congress of the United States for patriotic, fraternal or benevolent purposes and, as the owner, lessee or occupant, operates an establishment for these purposes within the state;
    - b. A chapter, lodge or other local unit of an American national fraternal organization and, as the owner, lessee or occupant, operates an establishment for fraternal purposes within the state. As used in this subparagraph, an American fraternal organization means an organization actively operating in not less than thirty-six (36) states or having been in active continuous existence for not less than twenty (20) years, but does not mean a college fraternity;
    - c. A hall or building association of a local unit specified in subparagraphs (A) and (B) of this paragraph, of which all of the capital stock is owned by the local unit or its members, operating clubroom facilities for the local unit;
    - d. A golf club having more than fifty (50) bona fide members and owning, maintaining or operating a bona fide golf course together with a clubhouse;
    - e. A social club with more than one hundred (100) bona fide members who are residents of the county in which it is located, owning, maintaining or operating club quarters, incorporated and operating solely as a nonprofit corporation under the laws of this state and qualified as a tax-exempt organization under the Internal Revenue Service Code and having been continuously operating for a period of not less than one (1) year. The club shall have had during this one (1) year period a bona fide membership paying dues of at least twenty-five dollars (\$25.00) per year as recorded by the secretary of the club, quarterly meetings and an actively engaged membership carrying out the objects of the club. A social club shall, upon applying for a license, file with the licensing authority and the division, a

true copy of its bylaws and shall further, upon applying for a renewal of its license, file with the licensing authority and the division a detailed statement of its activities during the preceding year which were undertaken or furthered in pursuit of the objects of the club together with an itemized statement of amounts expended for such activities. Club members, at the time of application for a limited retail liquor license pursuant to W.S. 12-4-301, shall be in good standing by having paid at least one (1) full year in dues;

- f. Club does not mean college fraternities or labor unions;
- g. A political subdivision of this state owning, maintaining, or operating a bona fide golf course together with a clubhouse.
- 6. "Intoxicating liquor," "alcoholic liquor," "alcoholic beverage" and "spirituous liquor" are synonymous in meaning and definition.
- 7. "Licensee" means a person holding a: retail liquor license; limited retail liquor license; resort liquor license; twenty-four (24) hour malt beverage permit; restaurant liquor license; catering permit; bar and grill liquor license; malt beverage wholesale license; limited transportation liquor license; manufacturer's license; manufacturer's satellite permit; winery permit; winery satellite permit; out-of-state shipper's license; microbrewery permit; or special malt beverage permit issued under W.S. 12-4-504.
- 8. "Licensing authority" means the governing body of the City of Mills, Wyoming, with the responsibility to issue, control, and administer a particular license; or staff designee.
- 9. "Malt beverage" means any fluid, substance or compound intended for beverage purposes manufactured from malt, wholly or in part, or from any substitute thereof, containing at least one-half of one percent of alcohol by volume.
- 10. "Microbrewery" means a commercial enterprise at a single location producing malt beverage in quantities not to exceed fifty thousand (50,000) barrels per year and not less than fifty (50) barrels per year.
- 11. "Operational" means offering alcoholic liquor and/or malt beverages for sale on an ongoing weekly basis to the general public under a license.
- 12. "Original package" means any receptacle or container used or labeled by the manufacturer of the substance, containing any alcoholic liquors or malt beverages.
- 13. "Person" means and includes an individual person, partnership, corporation, joint venture, proprietorship, limited liability company and any other entity or organization which is recognized as a person by the law.
- 14. "Resident" means a domiciled resident and citizen of Wyoming for a period of not less than one (1) year who has not claimed residency elsewhere for any purpose within a one (1) year period immediately preceding the date of application for any license or permit authorized under this chapter.
- 15. "Restaurant" means space in a building maintained, advertised, and held out to the public as a place where individually priced meals are prepared and served primarily for on-premise consumption and where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages.
- 16. "Sell" or "sale" includes offering for sale, trafficking in, bartering, delivering or dispensing, and pouring for value, exchanging for goods, services, or patronage, or an exchange in any way other than purely gratuitously. Every delivery of any alcoholic liquor or malt beverage made otherwise than my gift constitutes a sale.

- 17. "Wholesaler" means any person except the Wyoming Liquor Division, who sells any alcoholic or malt beverage to a retailer for resale.
- 18. "Winery" means a commercial enterprise manufacturing wine in a single location in Wyoming.

#### 5.08.020 Sales establishments generally.

- A. Location. The place in which alcoholic liquors and malt beverages are sold under a liquor license or permit shall be located in the licensed building, at such location upon the premises for which the liquor license or permit is issued as shall be approved by the licensing authority. Alcoholic beverages secured in the licensed building or dispensing area(s) may be served only in the licensed building and in an immediately adjacent fenced or enclosed area as approved by the licensing authority. This adjacent area shall not be in another building.
- B. Limitation on Items Sold. Only alcoholic liquors and malt beverages, nonalcoholic beverages, food and tobacco may be sold and served in the licensed building.
- C. Gambling. No gambling shall be permitted in a licensed building or dispensing area(s).
- D. Inspection. The governing body which issued the license shall, as often as may be deemed necessary. inspect the licensed building, dispensing area(s) or adjoining area(s) where alcoholic beverages are served to determine whether or not the requirements of this chapter, as amended, and requirements as to sanitation and fire hazards are being complied with.
- E. Separation of Facility for On- and Off-Premises Consumption. The retail licensee shall maintain a separate area for the sale of alcoholic liquors and malt beverages for off-premises consumption from the area used to serve customers for on-premises consumption. In such case:
  - 1. The facility for making sales for off-premises consumption shall be located adjoining the facility for making sales for on-premises consumption and shall be designed to comply with the provisions of Section 5.04.120;
  - 2. Except as otherwise restricted in Section 5.04.120, the facilities may be separated by a glass or other suitable partition if they are connected by a doorway to permit persons to pass freely between the two facilities; and
  - 3. No additional fee as described in subsection A of this section shall be assessed against a licensee who separates the licensed building in this manner.
- F. Except as provided in this section, no licensee or agent, employee or server thereof shall knowingly permit any person under the age of twenty-one (21) years to enter or remain in the licensed building where alcoholic or malt beverages are dispensed in an establishment that provides adult entertainment and/or is primarily for on-premises consumption where the primary source of revenue from the operation is from the sale of alcoholic or malt beverages unless:
  - 1. The establishment is operating a restaurant with a commercial kitchen where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages;

- 2. The establishment operates a commercial kitchen, persons under the age of twenty-one (21) years may enter or remain in the licensed building until the hour of ten p.m.;
- 3. Limited retail licenses (clubs) are exempt from the age restrictions listed above:
  - a. Limited retail license holders may dispense alcoholic or malt beverages from locations outside of their licensed building as approved by the governing body.
- 4. Establishments that operate primarily for off-premises sales shall maintain a separate area for the sale of alcoholic or malt beverages.
- 5. Nothing in this section shall be read to preclude an individual employed by a license holder as a server who is at least eighteen (18) years of age from working in a sales establishment.

### 5.08.030 Sale, etc., to or by persons under the age of twenty-one years or intoxicated individual.

- A. It is unlawful for any person under the age of twenty-one (21) years to purchase, sell, possess or solicit the purchase or sale of intoxicating or malt liquors in the city.
- B. It is unlawful for any person to sell, give or deliver intoxicating or malt liquors to any person under the age of twenty-one (21) years.
- C. It is unlawful for any person under the age of twenty-one (21) years to enter or remain in an establishment that is primarily for off-premises sales of alcoholic liquor and/or malt beverages unless accompanied by a parent, spouse or legal guardian who is twenty-one (21) years of age or older.
- D. It is unlawful for any person regardless of age to sell, give or otherwise deliver any alcoholic or malt beverage to any intoxicated individual.
- E. Any person who violates this section shall be deemed guilty of a misdemeanor, punishable by a fine of up to seven hundred fifty dollars (\$750.00), up to six months in jail, or both.

#### **5.08.040** Hours of sale.

Except as otherwise restricted by Section 5.04.120, all persons licensed under this chapter shall close the licensed building and cease the sale of both alcoholic liquors and malt beverages promptly at the hour of two a.m. each day, and shall clear the licensed building of all persons other than employees by two-thirty a.m., and shall keep the same closed until six a.m. each day; except, that on Sundays not occurring on December 31, such places may only open the licensed building between the hours of nine a.m. and twelve midnight a.m., and shall clear the licensed building of all persons other than employees by ten-thirty p.m. Holders of restaurant liquor licenses shall operate the dispensing area(s) with the foregoing hours of operation, and additionally shall cease all sales of alcoholic liquors and malt beverages at the time food sales and services cease. Clubs holding special club licenses are exempt from all provisions concerning hours of operation.

#### 5.08.050 Possession or consumption of alcohol in public places or on private property.

- A. It is unlawful for any person to consume any alcoholic liquor or malt beverage or to possess an open container of any alcoholic liquor or malt beverage in or upon any property owned by the city, within the city's jurisdiction, or its public streets, alleys, schools and parks without a duly issued permit.
- B. It is unlawful for any person to drink, consume or exhibit alcoholic liquors or malt beverages in or upon any property owned by any person other than the city, whether such person is in a private vehicle or not, unless such drinking or exhibition is with the express permission of the owner of the property.
  - C. "Open container" is any container of alcoholic liquor or malt beverage that is not:
    - 1. In the original unopened package or container, the seal of which has not been broken and from which the original cap, cork or other means of closure has not been removed. Notwithstanding this section, a resealed bottle of wine may be transported as provided in Wyoming Statutes Section 12-4-410(e);
    - 2. In the trunk or any other outside compartment of the vehicle that is not readily accessible to any person in the vehicle while the vehicle is in motion;
    - 3. In the unoccupied back of a pickup truck out of reach of the driver even though access is available through a window;
    - 4. In an unoccupied rear compartment of a vehicle not equipped with a trunk or other outside compartment and the rear compartment is not readily accessible to the driver and not normally occupied by passengers while the vehicle is in motion; or
    - 5. Secured in a cabinet or compartment of a recreational vehicle, and the cabinet or compartment is not readily accessible to the driver while the recreational vehicle is in motion. The alcoholic beverage shall remain secured and shall not be accessed by the driver or any passenger at any time the vehicle is in motion.
- D. Violation of this section is a misdemeanor punishable by a fine of not more than seven hundred fifty dollars (\$750.00), or by imprisonment for not more than six months, or both.

#### 5.08.100 Liquor license or permit required, term, transfer—exception.

A. It is unlawful for any person to sell, offer for sale, traffic in, barter, deliver for value, exchange for goods, services or patronage, or exchange in any way other than purely gratuitously, any alcoholic or malt beverage in the city without first obtaining a retail liquor license, limited retail (club) license, restaurant license, resort license, bar & grill license, special malt beverage permit, microbrewery permit, winery permit, satellite winery permit, satellite manufacturer's permit, 24 hour catering permit, 24 hour malt beverage permit, or manufacturer's off-premise permit from the licensing authority; provided, however, that this section shall not apply to wholesale sales of malt beverages by persons holding a license therefor issued by the state liquor division.

- B. Each liquor license issued by the licensing authority under this article shall be signed by the mayor and attested by the clerk. The following shall be shown in each license: (1) the name of the licensee; (2) a description of the place in which alcoholic or malt beverages may be sold; (3) the date of issuance; (4) the amount of the fee; and (5) that the fee has been paid.
- C. Each person holding a license or permit under this article shall display the license or permit in a conspicuous place at the licensed premises.
- D. A liquor license issued under this article shall be a personal privilege, good for one year, unless sooner revoked; provided, that the executor or administrator of the estate of any deceased licensee, when such estate consists in whole or in part of the business of selling alcoholic or malt beverages under a license, may exercise the privilege of the deceased licensee under such license until the expiration of the same; and provided further, that in the event of a major loss or damage to the licensed premises by an unforeseen natural cause, the license may be renewed on different premises on the same basis as an original application, except for the payment of the license fee, which renewed license shall expire as of even date as the original license; and provided further, that the owner of such license, or the executor or administrator of the estate of any deceased licensee, by an actual bona fide sale made in good faith, may assign and transfer such license and the assignee or transferee thereof, subject to the condition and approval hereinafter stated, may exercise the privilege of continuing the business authorized by such license, without the payment of any additional license fee, until the expiration, however, that such assignee or transferee shall first make and file a sworn application showing the qualifications of such person or assignee or transferee to take and hold a retail liquor license, and all subject to the approval of the licensing authority.
- E. Except as herein provided, no license shall be transferred or sold, nor shall it be used for any place not described in the license at the time of issuance, nor shall it be subject to attachment, garnishment or execution. No refund of all or any part of any license fee shall be made at any time following the issuance thereof.

#### 5.08.110 Issuance of liquor licenses and permits by category.

- A. Liquor licenses and permits issued by the licensing authority shall be categorized as follows:
  - 1. Retail liquor License;
  - 2. Limited retail (club) license;
  - 3. Restaurant license:
  - 4. Bar & grill license;
  - 5. Manufacturer's off-premises permit;
  - 6. Microbrewery permit;
  - 7. Winery permit;
  - 8. One-day malt beverage permit;
  - 9. One-day open container permit;
  - 10. One-day catering permit
  - 11. Special Malt Beverage permit.

#### 5.08.120 Liquor license requirements – restrictions by category, delivery.

- A. Each applicant for a license must comply with the following restrictions and requirements for the issuance of a license within their respective category:
  - 1. Retail License. Licensee is permitted to sell alcoholic liquor or malt beverages for use or consumption on premise, off premise, or both but not for resale without the express approval from the liquor division.
    - Drive-in Area Requirements. A drive-in area adjacent to or a. contiguous to the licensed building may be used by the holder of a retail liquor license from six a.m. each day and shall cease all sales transactions and close the conduct of all business in the drive-in area promptly at the hour of twelve a.m. each day, and shall keep the same closed until six a.m. each day; except, that on Sundays such places may only open the drive-in area between the hours of twelve noon and ten p.m. The licensing authority which issued the retail liquor license shall determine whether traffic conditions; or physical circumstances, hindering law enforcement should require a decision forbidding or restricting sales and delivery in any drive-in area. Upon approval of the governing body which issued the retail license, a drive-in area adjacent to or contiguous to the licensed building may be used by the holder of a retail liquor license for taking orders, making delivery of and receiving payment for alcoholic liquor or malt beverages, or other goods as allowed under the following conditions:
      - i. The holder of the retail liquor license shall own the area or hold a written lease for the period for which the license was issued:
      - ii. No part of the area used for orders, delivery and making payment shall be more than forty (40) feet distant from the licensed building;
      - iii. The area shall be well-lighted and subject to inspection by the governing body which issued the license at any and all times;
      - iv. No walls or screens may be positioned or situated so as to interfere with observing and checking the part of the area used for orders, delivery and payment;
      - v. No order shall be accepted from nor delivery made to a person under twenty-one (21) years of age or a person who is visibly intoxicated to any extent, in the area;
      - vi. No part of a publicly owned sidewalk, highway, street or alley may be used for taking orders, delivery and payment; and
      - vii. Alcoholic liquor or malt beverages shall be sold and delivered in the drive-in area only in the original, unopened package, and consumption of alcoholic liquor or malt beverages in the drive-in area shall not be permitted.

- b. Shipping of manufactured wine. A retail liquor licensee may ship not more than a total of twelve cases of manufactured wine directly to any one (1) household in any twelve (12) month period provided the licensee:
  - i. Ships the manufactured wine only to individuals who are at least twenty-one (21) years of age for such individual's personal use and not for resale;
  - ii. Ensures that all shipping containers of manufactured wine shipped pursuant to this subsection are conspicuously labeled with the words: "CONTAINS ALCOHOLIC BEVERAGES. ADULT (OVER 21) SIGNATURE REQUIRED FOR DELIVER"; and
  - iii. Ensures that all of its shipments within the state are made by a licensed carrier and further ensure that the carriers comply with the requirement to obtain an adult signature.
- 2. Limited Retail (Club) License. The applicant must be a bona fide club as defined by Wyoming Statutes, Section 12-1-101(a)(iii). At least fifty-one (51) percent of the membership of a social club as defined by Wyoming Statutes, Section 12-1-101(a)(iii)(E), shall sign a petition, prescribed by the Wyoming State Liquor Division, indicating a desire to secure a special club license. A club holding a special club license shall not sell alcoholic or malt beverages for consumption anywhere except within the licensed premises and for consumption by its members and their accompanied guests only. It shall be the duty and obligation of the club to check and regulate sales to members and their accompanied guests to ensure that all alcoholic or malt beverages sold are consumed within the building, space or premises.
- 3. Restaurant License. Applicants must submit a valid food service permit upon application. The applicant must satisfy the licensing authority that the primary source of revenue from the operation of the restaurant will be derived from food services. The applicant, for renewal, must present a profit and loss statement audited by a recognized public accountant, separated into two categories: (1) food service sales; and (2) alcoholic and malt beverage sales, showing a breakdown of gross sales indicating that not less than sixty (60) percent of gross sales from the preceding twelve (12) months of operation was derived from food services. Restaurant licensees shall not sell alcoholic or malt beverages for consumption off the premises. Alcoholic and malt beverages shall be dispensed and prepared for consumption in the licensed building areas approved by the licensing authority. No consumption of alcoholic or malt beverages shall be permitted in the dispensing areas, nor shall any person, other than employees over eighteen (18) years of age, be permitted to enter the dispensing areas. All sales of alcoholic and malt beverages authorized by a restaurant liquor license shall cease at the time food sales and services cease. No restaurant liquor licensee shall promote or operate the restaurant as a bar and lounge. A restaurant liquor licensee may permit a patron to remove one (1) unsealed bottle of

- wine for off-premises consumption provided that the patron has purchased a full course meal and consumed a portion of the bottle of wine with the meal on the restaurant premises. A partially consumed bottle of wine that is to be removed from the premises shall be securely sealed by the licensee. Wine which is resealed shall not be deemed an open container.
- 4. Bar & Grill License. Subject to availability, restaurants, as defined by W.S. 12-1-101(a)(xiv), may be licensed by the licensing authority under a bar and grill liquor license. In addition to the application requirements required by this chapter, the license applicant shall submit a valid food service permit issued by the state of Wyoming upon application. An applicant for a bar and grill liquor license shall satisfy the licensing authority that the primary source of revenue from the operation of the restaurant to be licensed will be derived from food services and not from the sale of alcoholic liquor or malt beverages. When renewing a bar and grill liquor license, the licensing authority shall condition renewal upon a requirement that not less than sixty (60) percent of gross sales from the preceding twelve (12) months' operation of a licensed restaurant be derived from food services. Upon application for license renewal, a license holder shall submit an annual report to the licensing authority on the sales of the licensed restaurant. The report shall contain the annual gross sales figures of the restaurant and shall separate the gross sales figures into two categories: food service sales; and alcoholic liquor and malt beverage sales. The annual report shall be submitted upon a form approved by the licensing authority. All sales of alcoholic or malt beverages authorized by a bar and grill liquor license shall cease at the time food sales and services cease. Bar and grill liquor licensees shall not sell alcoholic or malt beverages for consumption off the premises owned or leased by the licensee. Bar and grill liquor licenses shall not be sold, transferred, or assigned by the holder. Bar and grill liquor licenses shall automatically terminate and revert back to the city if the holder of the license ceases to do business.
- 5. Manufacture's Off-Premises Permit. Applicants for a manufacturer's offpremises permit shall complete and submit an application no less than fortyeight (48) hours prior to the event. Applications will be reviewed by the chief of police or designee and the city clerk or designee. The permit will be issued by the city clerk or designee without public notice or hearing, to any person holding a manufacturer's license. A manufacturer's offpremises permit authorizes the permittee to sell product manufactured at the site identified on the manufacturer's license only for sales at meetings, conventions, private parties, dinners and other similar gatherings to promote their product. No permittee holding a manufacturer's off-premises permit shall sell or permit consumption of any of their manufactured product off the premises described in the permit. A manufacturer's off-premises permit shall be issued for one twenty-four (24) hour period. No holder of a manufacturer's license shall receive more than twelve (12) manufacturer's off-premises permits in any one calendar year. The cost of such permits shall be fifty dollars (\$50.00) per twenty-four (24) hour period within city

- limits and fifty dollars (\$50.00) for such permits outside city limits, or such amount as the council may set from time to time by resolution.
- 6. Microbrewery Permit. The licensing authority may issue a microbrewery permit authorizing a permit holder to brew a malt beverage and dispense the brewed malt beverage for on-premise consumption. The licensing authority will follow the provisions of W.S. 12-4-415.
- 7. Winery Permit. The licensing authority may issue a winery permit authorizing a permit holder to manufacture wine and dispense the manufactured wine for on-premise and limited off-premise personal consumption. The licensing authority will follow the provisions of W.S. 12-4-414.
- 8. One-day Malt Beverage Permit. Applicants for a malt beverage permit shall complete and submit an application, no less than forty-eight (48) hours prior to the event. Applications will be reviewed by the chief of police or designee and the city clerk or designee. The permit will be issued by the city clerk or designee without public notice or hearing, to any responsible person, organization, or microbrewery for the onsite sale and consumption of malt liquors only at a picnic, bazaar, fair, rodeo, or similar public gathering. No person or organization holding such permit shall sell any alcoholic liquor except malt liquors, and no microbrewery holding such permit shall sell any other malt liquors other than their own manufactured product on the premises described on the permit. The permit shall be issued only for the day or days named therein and it shall not authorize the sale of malt liquors for more than twelve (12) days by any one person or organization in any one calendar year with the exception of a picnic, bazaar, fair, rodeo, or similar public gathering. The licensing authority may attach rules and regulations and other stipulations they deem appropriate to this permit. The cost of such permit shall be fifty dollars (\$50.00) for any responsible individual, organization, or microbrewery or such amount as the council may set from time to time by resolution.
- 9. One-day Open Container Permit. A twenty-four (24) hour open container permit may be granted or denied at the sole discretion of the licensing authority without public notice or hearing. The licensing authority may attach rules and regulations, hours, and such other stipulations as they deem appropriate to such permit. The permit shall be issued only for the day or days named therein and it shall not authorize open containers for more than twelve (12) days by any one person or organization in any one calendar year. The cost of such permit shall be fifty dollars (\$50.00) or such amount as the council may set from time to time by resolution. Nothing in this section shall be construed to substitute the permit granted herein for retail licenses for resale, permits for resale or similar provisions of this code.
- 10. One-day Catering Permit. Applicants for a catering permit shall complete and submit an application, no less than forty-eight (48) hours prior to the event. Applications will be reviewed by the chief of police or designee and the city clerk or designee. The permit will be issued by the city clerk or designee without public notice or hearing, to any person holding a retail

liquor license. A catering permit shall entitle the holder to sell alcoholic or malt beverages off premises at meetings, conventions, private parties and dinners or similar gatherings not capable of being held within the licensed premises. The permit holder shall abide by all rules and regulations associated with his/her retail liquor license and shall not be permitted to sell or permit consumption of alcoholic or malt beverages off the premises described in the permit. The permit shall be for twenty-four (24) hours and the hours of sale must conform to Section 5.04.050. No retail liquor license holder shall receive more than a total of twenty-four (24) catering permits for sales at the same premises within the normal term of the retail liquor license, April 1st through March 31st of each year. The cost of such permit shall be fifty dollars (\$50.00) for such permits within city limits, and fifty dollars (\$50.00) for such permits outside city limits, or such amount as the council may set from time to time by resolution.

- 11. Special Malt Beverage Permit. The licensing authority may issue a special malt beverage permit to any responsible person or organization for sales of malt beverages at public auditoriums, civic centers, or events centers. The licensing authority shall specify the duration of the permit and where malt beverages may be sold and consumed under the permit. The licensing authority may provide additional rules and regulations dependent upon the event.
- B. Delivery of alcoholic liquors and malt beverages. Retail liquor licensees, microbrewery permit holders, winery permit holders, winery satellite permit holders, and manufacturer licensees with a satellite location may deliver or contract to have delivered alcoholic liquors and malt beverages to customers provided:
  - 1. All sales of alcoholic liquors and malt beverages shall take place in the licensed building. Orders of alcoholic liquors and malt beverages may be placed by phone, online, or through a mobile application. All deliveries shall be completed during the licensee's remaining operating hours on the same day the alcoholic liquors or malt beverages are removed from the inventory of the licenses premise.
  - 2. No order shall be received nor shall any delivery be made to or by a person under the age of twenty-one (21) years. All deliveries shall require the purchaser to provide to the deliverer a valid government issued identification demonstrating the purchaser is twenty-one (21) years of age or older.
  - 3. All package sales and deliveries of alcoholic liquors and malt beverages for off-premises consumption shall be sealed. For purposes of this paragraph, "sealed" means a product enclosed in its original package and unopened; in a plastic bag and heat sealed closed; or in a container that has a breakable seal incorporated in the container cap.
  - 4. Any contract delivery service shall adhere to the requirements of this subsection when delivering alcoholic liquors and malt beverages.
  - 5. Microbrewery permit holders, winery permit holders, winery satellite permit holders, and manufacturer licensees with a satellite location shall

only deliver or contract to have delivered their respective manufactured products.

#### 5.08.130 Fees.

All licensees shall pay, in advance for such license and advertising cost, the established fees for the liquor licenses and permits that have been set by the Council and which are in effect at the tme that payment for said fees become due.n.

#### 5.08.140 Liquor License Applications generally.

- A. Any person desiring a liquor license authorized by this code shall apply to the licensing authority. The application shall be made under oath upon a form to be prepared by the attorney general and furnished to the licensing authority. The application shall be filed in the office of the city clerk and shall contain the following provisions:
  - 1. The location and a description of the licensed building in which the applicant will sell under the license, if the building is in existence at the time of application. If the building is not in existence, the location and an architect's drawing or suitable plans of the building and premises to be licensed:
  - 2. The age, and residence, and of each applicant and each partner, if the application is made by more than one individual or by a partnership;
  - 3. A disclosure of any criminal record of the applicant or any partner equal to a felony conviction under state law and of any conviction for a violation of state law relating to the sale or manufacture of alcoholic liquor or malt beverages within ten (10) years prior to the filing of the application;
  - 4. If the applicant is a corporation:
    - a. The name, age, and residence of each officer, director and stockholder holding, either jointly or severally, ten (10) percent or more of the outstanding and issued capital stock of the corporation, and
    - b. Whether any officer, director or stockholder with ten (10) percent or more ownership has been convicted of a violation of law as provided in subsection (A)(3) of this section;
  - 5. If the applicant is a limited liability company:
    - a. The name, age and residence of each officer, manager and member holding, either jointly or severally, ten percent (10%) or more of the outstanding ownership of the limited liability company; and
    - b. If any officer, manager or member with ten percent (10%) or more ownership has been convicted of a violation of law as provided in subsection (A)(3) of this section.
  - 6. A statement indicating the financial condition and financial stability of the applicant.
- B. No person or partner shall have any interest, directly or indirectly, in a license or permit unless he or she signs and verifies the application for the license or permit.

- C. No corporation shall be granted a license unless two or more of the officers or directors sign and verify the application on behalf of the corporation and also verify upon their oath as individuals that the statements and provisions are true.
- D. No limited liability company shall be granted a license or permit unless at least one (1) of the officer, managers, or member signs and verifies the application on behalf of the company and also verifies upon their oath that the statements and provisions contained therein are true.
- E. Corporate and limited liability company licensees and permittees shall advise the licensing authority within thirty (30) days in writing of any change in the information in the application required by paragraph 5 or 6 of this section. The licensing authority shall provide the liquor division a copy of the notification of change.
- F. Any person desiring a liquor permit authorized by this code shall apply to the licensing authority. The application shall be made upon a form furnished by the licensing authority. The permit application shall be filed in the office of the city clerk and shall contain the following provisions:
  - 1. The name, address and contact information of applicant or the responsible party.
  - 2. The location and description of event purpose, date(s) and time(s) of event, and the number of attendees and if minors will be present.
  - 3. A detailed explanation of the applicants security plan, how the applicant will enforce the prohibition of underage access and consumption, the restricted permitted area plan, and the designated driver plan.

#### 5.08.150 Notice of application.

When an application for a license, renewal, or any transfer of location or ownership thereof has been filed in the office of the city clerk under this article, it shall be the duty of the clerk to publish, once a week for two consecutive weeks, in a newspaper of general circulation in the city. The city clerk shall also post the notice on the city or town's official website. The notice shall state that a named applicant has applied for a license, permit, renewal or transfer thereof, and that protests against the issuance, renewal or transfer of the license or permit will be heard at a designated meeting of the licensing authority. Each applicant shall, at the time of filing their application, pay an amount sufficient to cover the cost of publishing notice provided for in this section. Notices may be substantially in the following form:

NOTICE OF APPLICATION FOR A	
Notice is hereby given that on the day of, 20 (name of applicant) filed an application fo license, in the office of the Clerk of the City of M	r a
for the following described building (insert address):	

and pro	otests, if	`any th	ere be,	against	the is	sua	nce of	such	licen	ıse
will be	heard	at the	hours	of	M,	on	the		day	of
		, 20,	in the (	City Hal	1.					
Date										
Signed										

#### 5.08.160 Issuance or denial.

- A. Any license or permit authorized under this code shall not be issued, renewed or transferred until on or after the date set in the notice for pa protests. If a renewal or transfer hearing, the hearing shall be held no later than thirty (30) days preceding the expiration date of the license or permit. A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:
  - 1. The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;
  - 2. The purpose of this chapter shall not be carried out by the issuance, renewal or transfer of the license or permit;
  - 3. The number, type and location of existing licenses or premises meet the needs of the vicinity under consideration;
  - 4. The desires of the residents of the city will not be set or satisfied by the issuance, renewal or transfer of the license or permit; or
  - 5. Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit.
- B. When any application is filed with the licensing authority, the city clerk shall immediately forward a copy of the application to the liquor division. Upon approval or denial of an application, the city clerk shall promptly notify the liquor division.
- C. An applicant for a renewal license or permit may appeal to the district court from an adverse decision by the licensing authority. No applicant for a new license shall have a right of appeal from the decision of the licensing authority denying an application.

#### 5.08.170 Restrictions on issuance.

- A. A license authorized by this code shall not be held by, issued or transferred to:
  - 1. Any person who does not own the licensed building or does not holds a written lease for the period for which the license will be effective containing an agreement by the lessor that alcoholic or malt beverages may be sold upon the leased premises, except as provided by subsection (A)(4) of this section;
  - 2. Any licensee whose building in which alcoholic or malt beverages may be sold is not in existence or operational within one year after a license or permit has been issued;
  - 3. A retail liquor license shall not be renewed if the licensee did not, during the previous one-year term of the license, meet the definition of operational;

- 4. A manufacturer of alcoholic beverages or wholesaler of malt beverages;
- 5. A minor;
- 6. A college fraternity or organization created by one or more college fraternities;
- 7. A chamber of commerce:
- 8. A corporation which is not qualified to do business in Wyoming;
- 9. An individual who is not a resident;
- 10. Any partnership or group of two or more persons unless each individual interested, directly or indirectly, is a resident.

#### 5.04.180 Revocation/suspension of a license or permit, violations, and penalties.

- A. If the licensee fails to adhere to the provisions of this chapter or applicable laws of the state, the liquor licensee shall be subject to the provisions herein. To provide for an orderly administration of this chapter, and the maintenance of existing liquor licenses or permits, the city establishes a system for suspension and/or revocation of a liquor license or permit. Violations of this chapter by any licensee or employee or agent of a liquor licensee, while acting in the service of the licensee, shall be imputed to the licensee for the purposes of this section.
- B. All liquor licensees, their agents, and employees must conduct the licensed liquor building and/or premises in compliance with provision of the laws of Wyoming related to liquor and city code related to liquor.
- C. Proof of violation of any provisions of this chapter or applicable laws of the state by a licensee or the licensee's agent or employee is sufficient grounds for suspension or recommendation of revocation of the license and licensees and permittees may be reprimanded or assessed a civil penalty at the discretion of the governing body, as outlined in subsection F.
- D. The governing body may impose progressive penalties for multiple violations of any laws, city codes and rules within the preceding three-year period as specified unless mitigating circumstances indicate the penalty should be reduced, or aggravating circumstances indicate the penalty should be increased. The governing body shall consider the licensee's prior violation history, the licensee's good faith effort to prevent a violation, and the existence of written policies governing the licensee's employee conduct as mitigating circumstances before taking an action against a licensee who is not in compliance with the provisions of this chapter.

E. Violation Chart:

	Type of Violation	Code
1.	Making a false statement on a liquor license or one-day liquor permit application	W.S. 12-4-102
2.	Failure to notify city of changes in application information for liquor license within thirty (30) days	W.S. 12-4-102(c)
3.	Sale or transfer of liquor license without permission of the city	RMC 5.04.100(e) W.S. 12-4-601(a)
4.	Failure to post liquor license or one-day liquor permit	RMC 5.04.100(c) W.S. 12-5-702(c)
5.	Open after hours; sales or dispensing after hours	RMC 5.04.040 W.S. 12-5-101
6.	Refusal to permit entry or inspection	RMC 5.04.020(d) W.S. 12-5-201(a)

	Type of Violation	Code
7.	Drive-in area conditions	RMC 5.04.120 W.S. 12-5-301
8.	Sale of alcoholic liquor or malt beverage to underage person	RMC 5.04.030 W.S. 12-6-101
9.	Unauthorized minors in licensed building or dispensing area(s)	RMC 5.04.030(c) W.S. 12-5-201(a)
10.	Gambling or other prohibited acts	RMC 5.04.020(c)
11.	Failing to obtain a limited use permit for sexually oriented events	RMC 9.08.210
12.	Limited retail liquor license: selling alcoholic liquor or malt beverages to non-members unless they are an accompanied guest of a member	W.S. 12-4-301(c)
13.	Failure to pay sales tax	RMC 5.04.180 W.S. 12-7-103
14.	All liquor licenses other than full retail or resort: selling alcoholic liquor or malt beverages for consumption off premises	W.S. 12-4-401; 12-5-201(e)(h)(j)
15.	Sale to an intoxicated person	RMC 5.04.030; 9.08.110 W.S. 12-5-301(v)
16.	Manufacturing, rectifying, or sale of alcoholic beverages without a license or permit	RMC 5.04.100 W.S. 12-8-102
17.	Furnishing to a minor by allowing an employee under the age of eighteen (18) years to serve alcohol to customers	W.S. 12-6-101(a); 12-6-101(e)
18.	Failing to comply with regulations pertaining to out-of-jurisdiction catered events	RMC 5.04.120
19.	Failure to maintain operational status	W.S. 12-4-103 RMC 5.04.170

#### F. Notification of Liquor Violation.

- 1. Municipal Court. Not later than thirty (30) days following disposition of a charge which results in a conviction to a liquor licensee, agent, or employee for a liquor violation in municipal court, the court shall report the following information to the city clerk:
  - a. The fact that a licensee, permittee, or employees and/or agents of a licensee or permittee have been convicted of a violation of the city code; and
  - b. The date of the alleged violation; and
  - c. Whether the municipal court disposition has been appealed. For purposes of this section, a conviction includes a finding of guilt after trial, a plea of guilty, or a plea of nolo contendere.
- 2. Notice of Violation to Liquor Licensee. Upon notice to the city clerk of a proof of violation of any one or more violation(s) as outlined in subsection E, the city clerk shall notify the liquor licensee of the violation(s) via regular mail to the address of the licensee listed on the licensee's most recent liquor

- license application to the city. The notice shall include the description of the violation and provide for a reasonable timeframe to mitigate the violation. If the licensee fails to correct the violation within a reasonable timeframe, the clerk shall submit the violation to the governing body and the governing body may hold a hearing as outlined in subsection (F)(3).
- 3. Notice of Hearing before Governing Body. If the governing body chooses to hold a hearing regarding violation(s), all evidence will be admitted and considered prima facie evidence of the liquor licensee's violation(s). The purpose of the hearing is to allow the liquor licensee the opportunity to offer corrections to the information and action taken by liquor licensee to mitigate the violation(s), and for the governing body to determine whether the liquor licensee should face restrictions or suspension of the liquor license. Notice of such violation shall be served by regular mail to the address of the licensee listed on the licensee's most recent liquor license application to the city, and shall include a statement:
  - a. That the city received proof of violation(s), and that a fine, suspension and/or revocation of the licensee's license is possible; and
  - b. Summarizing the nature and date(s) of the incidents resulting in the violation(s).
- 4. Hearing Before Governing Body. The hearing before the governing body shall be conducted under the Wyoming Administrative Procedures Act (Wyoming Statutes Section 16-3-101 et seq.) and rules as adopted from time to time by the governing body.
- 5. Penalties. Following the hearing described in this section, and based upon the information considered and received at such hearing, the governing body may:
  - a. Issue a written warning and/or require a mitigation plan of the violation by licensee; or
  - b. Order a fine and/or suspension of license: The suspension of the liquor license shall remain in effect until the governing body lifts the suspension, a court competent jurisdiction lifts the suspension, or the city clerk receives notice from the State of Wyoming that the sales tax liability has been satisfied. Penalties provided in this section are based on the violations of ordinances outlined in subsection E herein against a liquor licensee within a three-year period beginning each year on the first day of April through the last day of March of the following year. Any convictions of liquor law violations during this period of time involving the same licensed liquor building and/or premises may be used by the governing body to determine a gross violation and suspension or recommend revocation of a licensee's license. The maximum fine is seven hundred fifty dollars (\$750.00) per occurrence.
- 6. Revocation. If it appears to the governing body that a liquor license should be revoked, the governing body may authorize the city attorney to prepare and file with the district court a petition to revoke the licensee's license. If

a license is revoked, except as provided in Wyoming Statutes Section 12-7-201(d) concerning the expiration of a license while a revocation order is under appeal, the liquor licensee of such revoked license shall not be eligible to apply for a new liquor license for a period of twelve (12) months from the date of revocation. In the event a suspension occurs, the clerk shall send by certified mail one copy of the suspension notice to the last known address of the liquor licensee and to the director of the state department of revenue. Additionally, the clerk shall post one copy of the suspension notice on the liquor license or permitted building or premises. Immediately upon the posting of the suspension notice, the sale, offering to sell, distribution, or trafficking of liquor or malt beverages in unlawful. Further, the licensee shall either remove all of the alcoholic liquor and malt beverages from the licensed building and/or premises or secure the alcoholic liquor and malt beverages in a manner approved in writing by the chief of police or his designee.

- 7. Appeal. Action by the governing body suspending a liquor license of a licensee shall be subject to review in the district court upon exhaustion of administrative appeals in accordance with the procedural rules heretofore or hereinafter adopted by the Wyoming Supreme Court concerning the review of administrative actions. Filing an appeal as provided in such rules, stays enforcement of the suspension decision pending final order of the appeal.
- **Section 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.
- **Section 3.** This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

#### **Chapter 5.20 - COMMUNITY TELEVISION SYSTEMS**

#### 5.20.010 - Installation permit—Required.

No television wires or cables shall be constructed in or across public streets, alleys or sidewalks within the City unless a permit for such construction has been issued by the building inspector.

#### 5.20.020 - Standards and specifications.

All television wires and cables shall be installed in accordance with the requirements of the National Electric Code in current use in the City. If amendments to such code are subsequently adopted by the City, then any installation of television wires and cables thereafter shall follow then existing amendments.

#### 5.20.030 - Inspection—Correction of unsafe conditions.

The building inspector of the City is empowered to inspect or reinspect any television wires or cables crossing public streets, alleys or sidewalks in the City and, if such wires and cables are

found to be unsafe or found not to have been installed in accord with the requirements of the National Electric Code adopted under Section 5.20.030, the building inspector shall notify the person owning such wires and cables to correct the condition within a time specified by the building inspector. If the owner of such wires and cables fails to correct such unsafe condition within the time specified by the building inspector, the building inspector may, in this event, remove or cause such wires and cables crossing the City streets, alleys or sidewalks to be removed at the cost of the owner thereof. Failure of the owner of such wires or cables to correct such violations of this chapter within the time specified by the building inspector shall constitute a violation of this chapter.

#### **Chapter 5.28 - JUNK DEALERS**

#### **5.28.010 - Definitions.**

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- A. "Junk" means waste or junked, dismantled or wrecked automobiles or parts thereof, old or scrap copper, brass, metal, wire, rope, rags, batteries, tires, paper, trash, clothing, rubber, debris, iron, steel, household recyclables, and any other old or scrapped ferrous or nonferrous material, which in general may or may not be turned into some other use.
- B. "Junkyard" means a place in excess of two hundred square feet, where junk is bought, sold, exchanged, baled, packed, disassembled, handled or stored, including auto wrecking yards, house wrecking yards, used lumber yards and places or yards for storage of salvaged house wrecking and structural steel material and equipment; but not including places where such uses are conducted entirely within a completely enclosed building.

#### 5.28.020 - License required.

Every person engaged in the business of dealing in junk within the City shall obtain a license under the provisions of Section 5.04.010 of this title, and pay a fee, which shall be established by resolution of the City council.

#### Chapter 5.36 - PAWNSHOPS/SECONDHAND DEALERS

#### **5.36.010 - Definitions.**

For the purposes of this chapter, pawnbroker and secondhand dealers shall pertain to those businesses subject to Wyo. Stat. Sec. 33-6-106.

#### 5.36.020 - License—Requirements.

- A. It is unlawful for any person at any time to engage in the business of pawnbroker/secondhand dealer within the City without first having obtained a license to engage in such business, in accordance with the terms of this chapter. All locations where the business is to be conducted within the City shall be specified in the license.
- B. Any out-of-City/state secondhand dealers who are conducting business on a temporary basis must obtain licensing documents, and must follow the same regulations as local secondhand dealers.

C. Unless a person has first obtained a license from the administrator of the Wyoming Uniform Consumer Credit Code, authorizing him to engage in the business of making supervised loans, he/she shall not be eligible to hold a pawnbroker license.

#### 5.36.030 - License—Application—Changes of ownership—Fees.

Any person desiring to engage in the business of a pawnbroker/secondhand dealer shall file with the City clerk an application for a license, under the provisions of Section 5.04.010, and pay a license fee as established by resolution of the City council. Any change of ownership shall require a new license application and license.

#### **5.36.050 - License—Bond.**

Prior to issuance of any license under this chapter, the applicant shall furnish the City clerk with a bond in the amount of one thousand dollars, which shall be conditioned upon the applicant's observance of the provisions of this code applicable to the applicant, and upon payment of all damages that may accrue to any person by reason of any fraud or misconduct in managing such business.

#### 5.36.060 - License—Revocation conditions—Appeals.

Any person, firm or corporation who shall violate or fail to comply with any of the provisions of this chapter three or more times in any twelve-month period shall, after a hearing conducted before the City council or its designated hearing examiner at which such violations or failures are established by a preponderance of the evidence, have his/her license revoked, and shall forfeit his/her bond. The decision of the City council may be appealed to the Seventh Judicial District Court in the same manner as the decision of an agency may appeal under the Wyoming Administrative Procedures Act

#### 5.36.070 - Recordkeeping requirements—Inspection authority.

- A. Every person licensed as a pawnbroker/secondhand dealer shall be required to have a computer with an internet connection along with a printer. Software for the computer must be capable of accessing the internet, and running or accessing City-approved pawn tracking software and websites. Printer must be able to print City authorized forms.
- B. Every person licensed as a pawnbroker/secondhand dealer shall keep at each location specified in the license a record of the name of each person pawning/selling property, the date and time of the transaction, and the number of the property identification ticket for each transaction and the completed and signed declaration of ownership form. Such information shall be kept in a substantial, well-organized notebook. Computer entries shall be printed and must be uploaded into the City-approved computer site daily, and the printed form is to be signed by the seller and placed into the book. All entries shall be made within twenty-four hours of the transaction. If the computer or printer is disabled, a City of Mills approved temporary handwritten form may be used until the information can be placed into the computer system. Once entered into the computer and printed, the temporary ticket shall be attached to the computer-printed copy and placed into the book. All entries shall be made either in ink or indelible pen, and no entry shall be erased, obliterated, deleted, altered or defaced. The book herein shall be kept in a clean and legible condition.
- C. All books and records required to be kept in subsection B of this section shall be kept in accordance with accepted accounting practices, and such records shall be preserved and shall be

available for inspection for a period of four years from the date of the original transaction, or two years from the final entry made thereon, whichever is later.

- D. Every person licensed as a pawnbroker/secondhand dealer shall make available for inspection the book mentioned in subsection B of this section when requested to do so by law enforcement or other officer of the City, and permit such officer to make a copy thereof, and shall also exhibit any personal property, bonds, notes or other securities that may be left with such licensed person for the inspection of any of the above-named officers when requested to do so.
- E. In addition to the requirement in subsection B of this section, every pawnbroker/secondhand dealer shall, within twenty-four hours of the time the transaction takes place, record the details of the transaction in the computer, or upon a property identification ticket, if the computer is disabled which shall contain the following:
- 1. An accurate, detailed description of all pledged, purchased or traded goods at the location, particularly describing any identifying marks, including, but not limited to, any and all trademarks, identification numbers, serial numbers, model numbers, owner-applied numbers, brand names or other identifying marks or characteristics that may be on such property, bonds, notes or other securities, and photographed. If the transaction is less than five dollars, the item is not required to be documented. Large quantities (over twenty) of similar items shall have the total number of items documented and only ten specifically identified.

Jewelry descriptions shall require color, metal type and grade or quality, setting style and description, stone type, color, clarity, size, cut, number and approximate weight, damage, inscriptions and any other information reasonably and commonly used in the description of jewelry.

- 2. A record of the type of identification being used along with any identification numbers from the identification form along with name, current residence and accurate description of each person pledging goods; such description shall include, as to each person, their approximate height and weight, hair and eye color, race and sex, date of birth and phone number.
- 3. A record of the amount for which the property is pledged or purchased.
- 4. A record of the date upon which the pledge expires.
- F. In addition to the information required in paragraph E of this section, the pawnbroker/secondhand dealer shall at the time of making the pawn transaction, outright purchase or trade, must obtain a written declaration of ownership from the customer stating:
- 1. Whether the property that is the subject of the transaction is solely owned by the customer and, if not solely owned by the customer, the customer shall attach a power of attorney from all co-owners of the property authorizing the customer to sell or otherwise dispose of the property;
- 2. How long the customer has owned the property;
- 3. Whether the customer or someone else found the property; and
- 4. If the property was found, the details of the finding.

The pawnbroker/secondhand dealer shall require the customer to sign his or her name, in the presence of the pawnbroker/secondhand dealer, on the declaration of ownership and in the register to be kept under this article. Each such declaration shall be signed by the pawnbroker/secondhand dealer at the time of the transaction. The customer shall be given a copy of the receipt for the pawn transaction, outright purchase or trade.

G. All pawnbrokers/secondhand dealers are required to keep the computer and printer in operating condition and keep on hand sufficient supplies for printing the property identification tickets. Such property identification tickets shall be available to any law enforcement officer and shall reflect all of the business done on the preceding day.

- H. All property, notes, bonds, or securities purchased outright shall be recorded in the same manner as those for pawn.
- I. It shall be considered to be a separate transaction each time a pawn broker or secondhand dealer acquires property from any one person.
- J. A description of the physical premises of any licensed pawnbroker/secondhand dealer business, including any area in which tangible personal property is located, to include any warehouse or other storage locations away from the licensed place of business, shall be included on the original license, and notification shall be given to the City clerk when another location has been added to the licensed business. These premises shall be subject to inspection by the Mills police department during all business hours and other times of apparent activity, for the purpose of investigation and inspection of books, records, and inventory. Where any part of the licensed premises consists of a locked area, such area shall be made available for inspection, without delay, upon the request of any member of the Mills police department.

Except for items in plain view, if any inspection is conducted hereunder, the peace officer conducting such inspection shall document the same on a form approved by the Mills police department and shall, within twenty-four hours of conducting such inspection, provide a copy thereof to the pawnbroker/secondhand dealer.

# <u>5.36.080</u> - Holding time and procedure for pledged goods—Hold orders and surrender of property.

- A. All pledged, purchased, outright purchased, or traded goods, with the exception of donated goods, shall be held for a period of fifteen days, during which time the same shall not be shown, either for sale or for inspection, to any person other than a police officer, other City officer, or the owner thereof, unless said goods are subject to a hold order as described in subsection C of this section, in which case the goods may not be shown, sold or disposed of until the hold order is released. Goods that have been bought and returned by the same person, and have already been held for the required period are not subject to this provision.
- B. All pledged, purchased, outright purchased, or traded goods shall be kept in a separate enclosed portion of the business, free from public view and accessible only to employees and members of law enforcement. At no time will any property be set for display or sale until the above holding period has elapsed, unless said goods are subject to a hold order as described in paragraph C of this section, in which case the goods may not be shown, sold or disposed of until the hold order is released.
- C. Hold orders and surrender of property.
- 1. Any peace officer may order a pawnbroker/secondhand dealer to hold any tangible personal property deposited with or in the custody of any pawnbroker/secondhand dealer, if the officer has reasonable suspicion to believe that such property is connected with criminal activity, for purposes of further investigation. No sale or disposition may be made of such property held by any pawnbroker/secondhand dealer while the hold order remains outstanding. Any such hold order shall be effective for ninety days only, unless a criminal prosecution is undertaken with regard to any such property within such ninety-day period, in which event the hold order shall remain in effect until the prosecuting agency has notified the pawnbroker/secondhand dealer that the prosecution has been completed or dismissed. This shall be accomplished by issuing a release of property hold order form.
- 2. If any peace officer determines, after investigation, that any article of personal property held by a pawnbroker/secondhand dealer is stolen or illegally obtained property, such officer may

take such property into evidence after giving the pawnbroker a receipt (Mills property evidence form) for it which sets forth the Mills police department case number as well as the reason for the confiscation.

- D. 1. If property that has been taken into custody by the Mills police department pursuant to this chapter is no longer needed for investigation or prosecution of a crime and no conviction for a crime involving the seized property has been obtained, the property shall be returned to its owner, as determined by the Mills police department. If a conviction has been obtained, the property shall be disposed of or returned, as determined by the court in which the conviction occurred.
- 2. If it appears that ownership of the property is in dispute between the pawnshop or secondhand dealer, and a person reporting the property stolen or otherwise claiming an interest in the property, before such return is completed, the department shall notify both the pawnshop or secondhand dealer from which it was seized and any other party claiming ownership of the item.
- 3. This notification shall be in the form of a letter describing the property, the initial department determination of the party to whom the property shall be returned, and a statement that if either party disagrees with that determination, they may file with the property and evidence division of the Mills police department, within fifteen days of the mailing of the letter, a request for judicial review of the ownership of the item.
- 4. Upon timely receipt of a request for review, the department shall notify the Mills court of said request. The Mills court shall then schedule, at its earliest convenience, a hearing on the matter. Notices of setting shall be sent by the court to the Mills police department property and evidence division, the Mills City attorney's office, the party making the objection to the return of the item, and the party to whom the department has proposed returning the item.
- 5. This review shall be an administrative hearing before the City of Mills Mills court, pursuant to the Wyoming Administrative Procedures Act, with the burden being on the claimant to prove by a preponderance of the evidence their ownership of the property.
- 6. If their burden is not met, or a request for hearing is not timely made, the property shall be returned to the owner as determined by the department, after thirty days from the date of the notification letter, or in compliance with the order of the court, as applicable.

#### 5.36.090 - Finance charges, advertising and loan terms.

- A. Information concerning finance charges, term of agreement, and all other relevant information concerning a pawn transaction, shall be disclosed to any person desiring to enter into a pawn transaction with a pawnbroker at the time of the transaction, and all information disclosed shall conform to the requirements of Federal Reserve Regulation Z of the Truth in Lending Act, and applicable Wyoming Statutes. All property identification tickets shall have the maximum rate of interest to be charged printed on the face thereof. The printing shall be conspicuous, in a legible and clearly readable size print.
- B. A pawnbroker shall not engage in false or misleading advertising concerning the terms or conditions of credit with respect to a pawn transaction.
- C. Except as provided below, the term of any pawn transaction made under this chapter shall not exceed thirty days; provided, however, that a pawnbroker shall allow a grace period of fifteen days following the expiration of the term of any loan during which period interest shall not be charged and during which period the property pawned may be redeemed by the debtor. At the expiration of the thirty-day term, the pawnbroker may, at the depositor's request, renew the loan for an additional thirty-day term; the grace period shall not apply to renewed loans.

- D. No pawnbroker/secondhand dealer, or the employee thereof, shall:
- 1. Make any agreement requiring personal liability from a customer in connection with a pawn transaction;
- 2. Divide or separate a pawn transaction into two or more transactions for the purpose or with the effect of obtaining a total pawn finance charge exceeding that authorized by this chapter;
- 3. Enter into a pawn transaction, accept pledged goods, or make a purchase from any person under the age of eighteen years, unless a parent or legal guardian is on scene when the transaction takes place;
- 4. Accept any waiver in writing or otherwise of any right or protection accorded a customer under this chapter;
- 5. Fail to return pledged goods to a customer upon payment of the full amount due the pawnbroker under the terms of the pawn transaction;
- 6. Make any charge for insurance in connection with a pawn transaction;
- 7. Require, directly or indirectly, any individual to redeem pledged goods or make any payment on a pawn transaction;
- 8. Accept in pawn or acquire, by purchase or trade any property normally manufactured with a permanently embossed or attached serial number, on which the serial number is missing, obliterated, defaced or otherwise altered; provided, however, this provision shall not apply to sticker-type serial numbers which were affixed to the property by the manufacturer with glue only, and which are missing at the time of the pawn or purchase transaction;
- 9. Knowingly or willfully make any false representation upon, or in any way falsify any property identification ticket, receipt, pawn/secondhand document or business record;
- 10. Enter into any transaction, accept pledged goods or make a purchase from any person under the influence of alcohol, narcotics or stimulants;
- 11. Enter into any pawn/secondhand dealer transaction or accept pledged goods from any person not possessing a valid Wyoming driver's license with picture of the licensee, Wyoming identification card with picture of the licensee, or valid driver's license issued by another state with a picture of the licensee, or current military identification card with picture of the identified individual, or a valid passport with picture of the individual named therein, along with at least one of the following forms of identification, or in lieu thereof, at least two of the following forms of identification: Social Security card, valid temporary driver's license, immigration papers, Mills recreation card, lodge card, major credit card. The pawnbroker/secondhand dealer is required to maintain a photocopy of the above-listed forms of identification when entering into any transaction.

#### 5.36.110 - Unlawful pawn/secondhand dealer practices.

- A. It is unlawful for any person to give false information to any pawnbroker/secondhand dealer regarding either themselves or the property being pledged or disposed of by sale or trade.
- B. It is unlawful to alter the appearance of or conceal the true identity of any item being pledged or disposed of by sale or trade.
- C. It is unlawful for anyone to pledge, or dispose of by sale or trade any item where a serial number has been altered, defaced or removed.
- D. It is unlawful for anyone to pledge or dispose of by sale or trade any item which belongs to an individual who is under eighteen years of age unless the person is the parent or legal guardian of such minor individual.
- E. It is unlawful to pledge or dispose for sale or trade any item which is known to be stolen.

#### 5.36.120 - Violation—Penalty.

Any person who violates the provisions of this chapter is guilty of a misdemeanor, and shall be punished as provided in Chapter 1.28 of this code.

#### **Chapter 5.38 - ITINERANT MERCHANTS/UNSOLICITED SALESMEN**

#### **5.38.010 - Definitions.**

- A. "Itinerant merchant" or "itinerant business," as used in this chapter, shall include all persons not having a permanent place of business in the City, engaged in selling or offering for sale, any goods, services, carnival rides or merchandise of whatever nature, in any open space, from a temporary stand, under tents, canopies, or membrane structures, from a vehicle on property not owned by such person, or in any other manner from any place which is not located in a building which meets building code requirements and which has been approved for occupancy.
- B. "Permanent place of business" means a building meeting building code requirements and approved for occupancy by the City. Such building shall be on a properly zoned lot for the particular business conducted.
- C. "Prohibition sign" means any and all signs or notices in the English language of legible size, designed and apparently intended to serve notice or convey the meaning that any person coming upon the property where the same is posted as an unsolicited salesman is unwelcome and is not to call upon the occupant or tenant of the property.
- D. "Residential property" means any and all homes, houses, basements, apartments, trailers, tents, hotels and other buildings or structures or portions thereof used or occupied by any person as a home or place of abode located within the City.
- E. "Temporary stand" means any structure which does not meet building codes required for human occupancy.
- F. "Tents, canopies and temporary membrane structures" means structures used for a temporary purpose as defined by the Uniform Fire Code, including but not limited to air-inflated structures, air supported structures and tents.
- G. "Unsolicited salesman" means any person who sells, offers for sale, takes or solicits orders for, gives away, delivers or promises to deliver in the future or displays any goods, wares or merchandise or other personal property of any kind whatsoever, who sells, offers for sale, offers to, solicits or takes orders for the performance of or distributes literature or other information of any and all types of services including securities, policies of insurance, reading material or entertainment at or upon any residential property other than such residential property as is owned or occupied by such person without invitation of the owner or occupant. However, any person operating a business from their home within the City, and who conducts activities covered by this chapter in conducting that business, shall be exempt from the provisions of this chapter. Unsolicited salesmen shall not include an itinerant merchant.

#### 5.38.020 - License—Required—Term—Exemptions.

A. No person shall carry on the trade or occupation of itinerant merchant or unsolicited salesman within the City until such person shall have obtained an annual license, under the provisions of Section 5.04.010 of this title, and paid a fee, which shall be established by resolution of the City council.

B. No person may carry on business as an itinerant merchant for more than ten total days in any one year. Any person carrying on business as an itinerant merchant for any longer than ten days in any one calendar year shall obtain a permanent place of business in the City from which to operate; however, vendors of fresh produce and/or Christmas trees may apply to the Mayor or his designee for one ninety-day exemption to this chapter per year.

Following the ninety-day exemption period, vendors of Christmas trees and/or fresh produce may apply to the Mayor or his designee for one thirty-day extension of the exemption for a reasonable business need.

Any denial by the Mayor or his designee may be appealed to the City council or its designated hearing examiner under Section 2.22.020 of this code by filing a written notice of appeal with the Mayor within ten days of the denial.

- C. Any participants in an event recognized by the Mayor or his designee, such as a craft fair, festival, bazaar or similar activity shall be exempt from the provisions of this chapter.
- D. Charitable organizations and all persons representing them are exempt from the provisions of this chapter, provided that the charitable organization shall secure from the Mayor a letter of exemption which shall be issued to such charities as the Mayor shall find to have lawful charitable purposes. The Mayor's letter of exemption shall be available at all times on the premises for inspection by any police officer or any other officer authorized to inspect for licenses or letters of exemption.

#### 5.38.030 - License—Application.

Every person shall procure a license to engage in the trade or occupation of itinerant merchant or unsolicited salesman and shall fill out, sign and deposit with the City clerk a petition or application for a license, which shall state:

- A. The name of the person desiring the license;
- B. The residence, and in case of a corporation, the name of the president; and if a partnership, the names of the partners;
- C. The location where the trade or occupation will be conducted;
- D. The applicant's Wyoming sales tax license number;
- E. Such other information as may be required by the Mayor or by the provisions of this title.

#### 5.38.040 - Location.

All itinerant businesses must be in a location which shall not create a traffic hazard, shall provide approved paved off-street parking, and shall provide temporary sanitary facilities or obtain written permission to utilize permanent sanitary facilities within four hundred feet of the proposed location.

#### 5.38.050 - Unlawful acts designated.

It is unlawful for an itinerant merchant or unsolicited salesman to:

- A. Carry on the business or calling of an itinerant merchant or unsolicited salesman without a license as required by this chapter;
  - B. Enter upon any residential property which is posted with a prohibition sign;

C. Refuse to leave or continue solicitation on residential property after being advised by the occupant or tenant that he or she does not wish the product solicited or does not wish the solicitation to continue.

#### 5.38.060 - Violation—Penalty.

Any person found to be violating this chapter shall be guilty of a misdemeanor punishable by a fine no less than one hundred dollars and no more than seven hundred fifty dollars. Each day of violation of this chapter shall be considered a separate and distinct violation of this chapter.

#### **5.40.010** Franchise Agreements.

A. Wherever it has been provided by state or Federal statute that a municipality may grant or require a franchise agreement, including where a municipality has the right to grant authority to any person or firm to carry on the operation of a public utility or a communications or telecommunications operation or business, the City of Mills shall require said persons or firms to enter into the same. Said franchise agreements shall contain:

- 1. Auch terms as the governing body deems proper to any utility company, and, for communication companies, in accordance with W.S. 15-1-131, provided no **franchise** may be entered into with any person in which that person is given an exclusive right for any purpose whatsoever.
- 2. Grant to any franchisee utility company the privilege to install and maintain necessary installations under or over any streets, alleys or avenues;
- 3. Contract for a specified time period with any franchisee electric light or gas company for the necessary energy and service for the lighting of streets, public buildings or other requirements of the city or town;
- 4. Upon renewal or initial grant or renewal after condemnation of a **franchise**, may provide in the **franchise** that the franchisee shall furnish a gas distribution system through which any supplier, including the franchisee, may sell and distribute natural gas as provided by subsection (b) of this section, to any person served by the distribution system, provided that before any city or town implements this subparagraph, the question of whether or not to do so shall be submitted to and approved by a majority of the electors of the city or town voting on the question at a one-time election called for that purpose
- 5. All franchise agreements entered into by a governing body with a communications company under this section or with a cable company pursuant to 47 U.S.C. § 541 et seq. shall:
- (a) Be fair and reasonable;
- (b) Be competitively neutral and nondiscriminatory;
- (c) Comply with all requirements of applicable federal and state laws and ordinance;
- (d) Not unreasonably impair or inhibit the deployment of communications services;
- (e) To the extent practical encourage the deployment of communications services to serve consumers.

- 6. **Franchise** fees assessed under a **franchise** agreement entered into pursuant to this section shall:
- (i) Be passed through to customers unless otherwise agreed;
- (ii) Not be assessed on revenues from internet access service.
- 7. A communications company assessed a **franchise** fee on local exchange services by shall not be assessed any additional **franchise** fees, including an assessment on any other communications services.
- 8. Any holder of a cable **franchise** pursuant to 47 U.S.C. § 541 et seq. shall be exempt from the provisions of this section except as provided in this subpart. Subject to federal law and the provisions of this subsection, the City of Mills may assess a **franchise** fee on gross revenues as determined in accordance with generally accepted accounting principles for the provision of cable service over a cable system operated by a holder of a cable **franchise** pursuant to 47 U.S.C. § 541 et seq. As used in this subsection, "gross revenues" shall not include any taxes, fees or assessments collected by a holder of a cable **franchise** from subscribers that are passed through to a government agency, including the user fee assessed by the federal communications commission, **franchise** fees, sales taxes and utility taxes. Nothing in this subsection shall be construed to prohibit or alter any decision the City of Mills to not impose the **franchise** fee authorized by this section or any decision by the City of Mills to enter into an agreement with a holder of a cable **franchise** to impose a **franchise** fee on only a portion of the gross revenues from the provision of cable service subject to **franchise** fees under federal law and the provisions of this subsection.
- B. A franchisee proposing to enter into a franchise agreement shall provide to the city a request for negotiations. Negotiations between the city and a proposed franchisee shall not exceed one hundred eighty (180) days unless agreed to by the parties in writing. A request made under this subsection shall include, at a minimum, the date of the request for negotiations, the proposed date for the start of negotiations, the date by which negotiations shall terminate and the contact information for the proposed franchisee.
- C. The City may approve such franchise fees by Resolution or Ordinance.

#### **5.40.010** Franchise Agreements Index

The Town Clerk shall keep an index of all Franchise Agreements entered into by the City together with such pertinent information as the parties thereto and the date and terms of the Agreement. All such agreements shall be available for public inspection upon reasonably request.

#### **ORDINANCE NO. 782**

#### AN ORDINANCE AMENDING TITLE 10 TO ADD CHAPTER 10.64 ON BICYCLES, E-BICYCES, TOY VEHICLES, ROLLERBLADES, IN-LINE SKATES, ROLLER SKATES, SNOWBOARDS, SKIS, ROLLERSKIS, SCOOTERS, E-SCOOTERS, COASTERS, SKATEBOARDS AND SIMILAR DEVICES

**WHEREAS,** The City of Casper, Wyoming has amended their ordinances to provide for dockless vehicles; and

**WHEREAS**, said vehicles are now found in the City of Mills with no agreements pertaining to their use and no ordinances governing the same; and

**WHEREAS**, the owners of rental dockless vehicles services partner with municipalities upon their having created ordinances governing their use; and

**WHEREAS**, The City of Mills is interested pursuing such agreements with the providers of rental dockless vehicles.

**NOW THEREFORE**, The City of Mills hereby passes the attached Ordinance regarding dockless vehicles and related means of transportation.

This ordinance shall be in full force and effect upon passage on three readings and publication.

PASSED on 1 <sup>st</sup> reading the day of May, 2022.					
day of					
$3^{ m rd}$ and final reading this day of _, 2022					
Sara McCarthy, Council					
James Hollander, Council					

Brad Neumiller, Council

ATTESTED:	
Christine Trumbull, City Clerk	

#### City OF MILLS

#### **RESOLUTION 2022-18**

# A RESOLUTION ESTABLISHING AN INCREASE IN WATER, SEWER AND SANITATION RATES TO MEET THE FISCAL OBLIGATIONS OF THIS ENTERPRISE.

**WHEREAS**, Ordinance 603 of the City of Mills authorizes the City Council to establish water rates of the City by Resolution adopted by the City Council, and:

**WHEREAS**, Ordinance 604 of the City of Mills authorizes the City Council to establish sewer and sanitation rates of the City by Resolution adopted by the City Council, and:

**WHEREAS**, the governing body of the City of Mills, Wyoming has considered the results of a water feasibility study and additional expenses necessary for infrastructure repair and determined the water, sewer and sanitation rates should be increased, and:

**WHEREAS**, the City Of Mills has reviewed the actual costs of the labor, equipment and operation of Public water, sewer and sanitation system, and:

**WHEREAS**, the City of Mills is responding to the request of users over several years to bill such services monthly and not quarterly, and:

**WHEREAS**, the City of Mills has had the radio read meter system operational for most of the last year, and:

**WHEREAS**, the City of Mills will require an increase in water, sewer and sanitation to meet the fiscal obligation of the City, and:

**WHEREAS**, the City of Mills will require an administration fee to cover cost associated with the monthly billing, and:

**MILLS** to set the rates for water, sewer and sanitation as stated in the chart on this resolution and adopt the policy changes in said Resolution, effective March 1<sup>st</sup>, 2022.

#### • Rates For New Service:

Service initiation Fee: To excluded same owner and same address for shut off request: \$20.00

Basic Commercial Deposit: \$100.00

Basic Residential Deposit: \$100.00

#### • Reconnection Fees:

#### (Service terminated for non-payment)

Meter Sent for Turn Off: \$20.00

Meter Locked or Removed: \$100.00

#### • Administration Fee (Monthly):

Residential: \$4.00

Commercial: \$6.00

#### The City of Mills will raise sewer rates by 11% to begin 2022 and by 11% again to start 2023.

#### • Residential Sewer:

- ° Flat Rate
  - Current: \$20.07 monthly (per unit)
  - Starting March 1, 2022: \$22.28 monthly (per unit)
  - Starting January 1, 2023: \$24.73 monthly (per unit)

#### • Out of City Residential Sewer:

- ° Flat Rate
  - Current: \$30.11 monthly (per unit)
  - Starting March 1, 2022: \$33.42 monthly (per unit)
  - Starting January 1, 2023: \$37.10 monthly (per unit)

#### • Commercial Sewer:

- ° Minimum Charge
  - Current: \$26.62 per month
  - Starting March 1, 2022: \$29.55 per month
  - Starting January 1, 2023: \$32.80 per month
- ° Volume Rate (Over 3000 gal.)
  - Current: \$2.16 per thousand gallons
  - Starting March 1, 2022: \$2.40 per thousand gallons
  - Starting January 1, 2023: \$2.66 per thousand gallons

#### • Out of City Commercial Sewer:

#### ° Minimum Charge

• Current: \$39.93 per month

Starting March 1, 2022: \$44.32 per monthStarting January 1, 2023: \$49.20 per month

#### ° Volume Rate (Over 3000 gal.)

• Current: \$3.24 per thousand gallons

Starting March 1, 2022: \$3.60 per thousand gallons
Starting January 1, 2023: \$4.00 per thousand gallons

#### • Residential & Commercial Water:

#### ° Minimum Charge

• Current: \$8.98 per month

Starting March 1, 2022: \$9.00 per monthStarting January 1, 2023: \$9.45 per month

#### ° Volume Rate (Over 1500 gal.)

• Current: \$3.00 per thousand gallons

Starting March 1, 2022: \$3.75 per thousand gallons

• Starting January 1, 2023: \$4.00 per thousand gallons

#### • Out of City Residential & Commercial Water:

#### ° Minimum Charge

• Current: \$13.47 per month

Starting March 1, 2022: \$13.50 per monthStarting January 1, 2023: \$14.18 per month

#### ° Volume Rate (Over 1500 gal.)

• Current: \$4.50 per thousand gallons

• Starting March 1, 2022: \$5.63 per thousand gallons

• Starting January 1, 2023: \$6.00 per thousand gallons

#### Monthly Residential Trash Collection Fee:

#### ° Flat Rate

• Current: \$18.19 monthly (per unit)

• Starting March 1, 2022: \$22.00 monthly (per unit)

• Starting January 1, 2023: \$23.50 monthly (per unit)

Description	Rate
Additional 96 Gallon Toter - Monthly (per unit charge) Effective March 1, 2022	\$10.00
Additional 96 Gallon Toter - Monthly (per unit charge) Effective January 1, 2023	\$12.00
Additional Requested Pickup Service per 96 gallon Toter	\$15.00
Special Permit Service (Door to Truck to Door Service) – Monthly Fee	\$5.00
Habitual Late Set Out Penalty Fee – per incident	\$15.00
Extremely Dense or Heavy Waste per 96 gallon Toter	Double Fee

#### • Monthly Commercial Trash Collection Fee: 8%

The following are monthly rates for sanitation

# of pickups	95 gal.	300 gal.	2 yard	3 yard	4 yard
1	\$22.00	\$60.72	\$60.72	\$83.34	\$107.38
2			\$121.44	\$166.70	\$214.76
3			\$182.16	\$250.02	\$322.14
4			\$242.88	\$333.36	\$429.52
5			\$303.60	\$416.70	\$536.90

#### **Multiple-Dwelling Units**

- The monthly water/sewer usage charge for a multiple-dwelling unit that is separately metered shall be calculated by applying the rates established for single-family residences.
- The monthly water usage charge for a multiple-dwelling unit complex that is master metered shall be calculated by dividing the total water/sewer usage by the total number of dwelling units and applying the rates established for single-family residences. The monthly water usage charge for such multiple-dwelling unit complex shall be determined by multiplying the charge per dwelling unit by the total number of dwelling units. The number of dwelling units for mobile home and travel trailer parks shall be determined by calculating the number of available spaces.

#### **Combination Residential and Commercial / Industrial Users**

- Combination residential and commercial / industrial users whose primary activity is not commercial / industrial related will be classified as multiple-dwelling units and will be charged using the multiple-dwelling unit formula at 100% of the minimum single-family residence monthly usage and rate.
- Combination residential and commercial / industrial users whose primary activity is commercial / industrial in nature are charged the appropriate commercial-industrial rates.

#### Separate metered fire line

• All customers with a *separate fire line and meter* installed, will be billed a minimum monthly charge of \$7.50 unless there is consumption, and then the appropriate metered rate class charges (commercial) will apply above the minimum.

<sup>\*</sup>If commercial customer does not own container, a 10% increase is applied to the rate.

#### **Construction Water Usage**

• Upon receipt of service the City will provide a hydrant meter for the purposes of measuring the construction water usage. Usage will be billed at the rate of \$35.00 per month minimum for the first 2,000 gallons, and \$5.00 per 1,000 gallons thereafter. The user will be responsible for lost or broken equipment.

#### **Bulk Water Usage**

• The taking of bulk water is allowed only from a designated hydrant during normal business hours, unless an application for after-hours delivery is filed by the customer and approved. Bulk water customers will be responsible for paying overtime charges incurred at \$20/hr. with a minimum charge of one hour, if applicable, in addition to the rate of \$35.00 for the first 2,000 gallons, and \$5.00 per 1,000 gallons thereafter.

#### **Outside Town Limits Users**

• All users of City water service outside City limits will be charged 1 ½ times the amount of the applicable minimum charge and 1 ½ times the amount of all applicable charges for water used above the minimum charge.

#### **Sewer Users Not Receiving Town Water**

- Single-family residences will be charged for sewer using the applicable rates regardless of how many gallons actually may be used.
- Multiple-dwelling units will be charged for sewer using the applicable rates per unit, regardless of how many gallons actually may be use, or, at the option of the owner, based on metered water supply.
- Commercial / industrial users and combination residential and commercial / industrial users are charged on a per-home equivalent.

## **Garbage Collection**

### **Rollout Carts for Household Waste**

- Carts should be at the curb before 7:00 a.m., with the front of the cart facing the street, and 3 feet of distance between the carts themselves and any other objects such as mailboxes, vehicles, fences, etc. to facilitate automated pickup.
- <u>Missed Collection:</u> If your garbage was not picked up on your regular collection day due to the driver missing it or you forgot to set it out, please call the Mills City Hall within two business days to remedy the issue. If you forget to put your trash out the fee will be on a case by case basis and set by resolution.
- **Severe Weather:** When collection is delayed by severe weather, Mills will make every effort to pick up your garbage before your next collection day. This means evening and/or weekend collection may become necessary so please make sure to leave your

garbage at the curb to give us every opportunity to empty your cart. If your garbage is not able to be picked up, we will collect double the volume on your next regularly scheduled collection day at no additional charge.

#### **Questions?**

Contact Mills City Hall at (307) 234-6679 for assistance.

#### **Cart Assistance**

If you, or someone you know, is physically unable to move their carts to the curb for pickup, you may be eligible for the City's cart assistance program. To participate in the program, there cannot be anyone at the location physically capable of moving the cart. Interested individuals should *contact City Hall*, at (307) 234-6679 for more information, and to register for assistance.

#### **Cart Repair**

Broken carts must be reported so they can be placed on a list for servicing! To request your broken garbage be repaired, please contact City Hall, at (307) 234-6679 who will then schedule the carts for service.

Reminder: All bills are due the 30th of each month. Any utility bill not paid in full by the 15<sup>th</sup> of the following month, will be assessed \$20.00 for late / or reconnect fee to your account, unless a payment arrangement is made with the City. If the fee is assessed the account balance must be paid in full before water is restored. Payment arrangements must be made prior to the 15<sup>th</sup> of the following month. Payments must be received no later than 4:30 PM for same day turn on. If received after 4:30 PM turn on will be the next business day.

*If commercial customer does not own container, a 10% increase will be applied to the base rate							
PASSED, ADOPTED AND APPROVED on this	day of	, 2022.					

Seth Coleman, Mayor	Sara McCarthy, Council
Darla R. Ives, Council	James Hollander, Council
Dradley Newsiller Council	
Bradley Neumiller, Council	
ATTESTED:	
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Christine Trumbull, City Clerk

#### **RESOLUTION 2022-19**

# A RESOLUTION AFFIRMING THE CITY OF MILLS POLICE DEPARTMENT WILL RETAIN THE COPS HIRING AWARD OFFICER POSITION

**WHEREAS**, the City of Mills Police Department intends to apply for a U.S. Department of Justice (DOJ) COPS Hiring Program (CHP) grant to hire one police officer; and

WHEREAS, the City of Mills does not currently have this police officer position budgeted; and

**WHEREAS**, the City of Mills Police Department will, upon CHP award, retain the police officer in its budget for at least 12 months after the end of the funded award period of 36 months for a total of 48 months.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERING BODY OF THE CITY OF MILLS, WYOMING**, will allow the Mills Police Department to apply for a DOJ CHP grant to hire one police officer and will retain and budget for that police officer in its general fund budget at the end of the funded portion of the grant for a period of at least 12 months.

APPROVED, ADOPTED, AND PASSED ON THIS	DAY OF	2022.	
Mayor- Seth Coleman			
City Clerk, Christine Trumbull			
Darla R. Ives, Council	Sara	a McCarthy, Council	
James Hollander, Council	 Bra	d Neumiller Council	