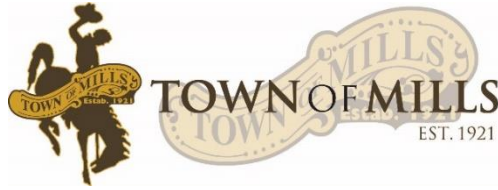


**REGULAR TOWN  
COUNCIL MEETING  
September 29, 2020  
7:00 PM  
Town Hall**



**Mayor:**  
Seth Coleman  
**Council President:**  
Sara McCarthy  
**Council Members:**  
Darla Ives  
James Hollander  
Ron Wales

---

## AGENDA

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARING

1. **Public Hearing:** Sullivan Zone Change

### CONSENT AGENDA

#### Minutes

2. Council Meeting September 15th, 2020

#### Town Licenses

3. New and Renewal Business and Contractor Licenses

#### Financial Approvals

4. Fire Payroll,
5. Regular/Police Payroll
6. Bill Report Breakdown

### ORDINANCES AND RESOLUTIONS

7. **Ordinance 750:** First Reading: An Ordinance to Rezone Tract 2, Sullivan Simple Subdivision; from Established Industrial to Established Residential

### COUNCIL APPROVALS

8. Authorize the Mayor and Town Administrator to Sign the Engagement Letter with Lenhart and Mason for FY 20 Audit

### OPEN DISCUSSION

### EXECUTIVE SESSION

9. Real Estate Issue

### ADJOURNMENT

**NEXT MEETING** - October 13th, 2020 @ 7:00pm/ October 27th, 2020 @ 7:00pm/ November 17th, 2020 @ 7:00pm/ December 15th, 2020 @ 7:00pm

**NEXT WORK SESSION** - October 12th, 2020 @ 9:00am/ October 13th, 2020 @ 6:00pm/ October 27th, 2020 @ 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.

**Public Hearing**

The Mills Town Council will hold a public hearing on 29 September 2020, at 7:05 p.m., or as time allows, at the Mills Town Hall located at 704 Fourth Street in Mills, Wyoming, to consider a petition for a zone change from Established Industrial (E-I) to Established Residential (E-R) for Tract 2, Sullivan Simple Subdivision, Town of Mills, Natrona County, Wyoming .

Comments can be made in writing and given to the Town Clerk or Town Planner prior to 22 September 2020. Comments will also be taken at the public hearings on the date, time, and location listed above.

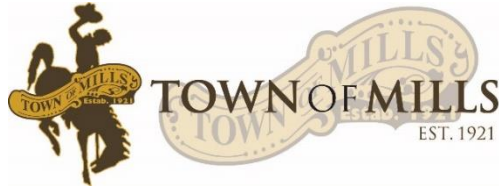
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(Do not include text below line – for reference only)

*For publication on: 30 August 2020*



**REGULAR TOWN  
COUNCIL MEETING  
September 15, 2020  
7:00 PM  
Town Hall**



**Mayor:**  
Seth Coleman  
**Council President:**  
Sara McCarthy  
**Council Members:**  
Darla Ives  
James Hollander  
Ron Wales

**MINUTES**

**CALL TO ORDER**

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

**ROLL CALL**

**PRESENT**

Mayor Seth Coleman  
Council President Sara McCarthy  
Council Member Darla Ives  
Council Member Jim Hollander  
Council Member Ronald Wales

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

Consent Agenda

**Minutes**

- 1. Council Meeting Minutes from 8-25-2020

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

- 2. Special Meeting Minutes 9-1-2020

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

- 3. Approval of the Executive Meeting Minutes from 8-25-2020 for a Real-Estate Issue

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

**Town Licenses**

4. Town Business and Contractor Licenses New and Renewal

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

**Financial Approvals**

5. Fire Payroll, 8-8-2020 to 8-19-2020

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

6. Fire Payroll, 8-20-2020 to 8-31-2020

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

7. Regular/Police Payroll: 8-17-2020 8-30-2020

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

8. Court Income for July 2020

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

9. Town Income Report July 2020

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

10. Town Income Report Aug 2020

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

Hollander, Council Member Wales

11. Bill Report

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

**ORDINANCES AND RESOLUTIONS**

**12. Ordinance 748: THIRD AND FINAL READING: Annexing Rivers Crossing**

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

**13. Ordinance 749: THIRD AND FINAL READING: Amending the Zoning Code**

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

**14. Resolution 2020-39: A Resolution Authorizing Submission of A Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board on Behalf of the Town of Mills for a grant for the Mills Fire Department for a New Truck**

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

**15. Resolution 2020-40: A Resolution Authorizing Submission of a Coronavirus Relief Grant Application to the State Loan and Investment Board on Behalf of the Governing Body.**

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

**16. Resolution 2020-41: A RESOLUTION AUTHORIZING THE DEVELOPMENT OF A COMMUNITY GARDEN**

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

**17. Resolution 2020-42: A RESOLUTION AUTHORIZING CESSATION OF PARTICIPATION IN CITY OF CASPER RECYCLING PROGRAM**

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

**COUNCIL APPROVALS**

**18. Council Approval of the Agreement with Environmental and Civil Solution LLC for the Buffalo Addition**

Mayor wanted it noted of the change and have the record reflect the new name of the subdivision. Shawn Gustafson stated that the new name is Buffalo Meadows.

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

**19. Council Authorizes the Mayor to Sign the Grant Agreement with Wyoming Energy Authority**

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

**OPEN DISCUSSION**

**ADJOURNMENT**

Mayor adjourn the meeting at 7:06pm.

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

**NEXT MEETING** - September 29th, 2020 @ 7:00pm/ October 13th, 2020 at 7:00pm/ October 27th, 2020 @ 7:00pm

**NEXT WORK SESSION** - September 15th, 2020 @ 6:00pm/ September 29th, 2020 @ 6:00pm/ October 12th, 2020 @ 9:00am

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.

---

Mayor, Seth Coleman



---

Town Clerk, Christine Trumbull

License # 9719

# Application for Business License - TOWN OF MILLS

DATE 8/30/2020

Item # 3.



Incomplete Applications will be returned. **Complete all fields in RED**

I, Cortnie Elrod, the owner of Grace home decor  
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 1130 Falcon Ave. Mills WY 82004  
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired (fee is doubled)
- Commercial \$65.00
- Home \$65.00
- Itinerant Sales \$25.00

**PAID** ✓  
SEP 21 2020  
TOWN OF MILLS

do hereby apply to the Town Council of the Town of Mills for a Business License to operate my  
home decor store within the Town of Mills for a  
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 29 day of SEPTEMBER, 2020, 2018.

**\*\*\*All door to door sales operating hours are limited to 8:00 A.M. to 8:00 P.M.\*\*\***

Business mailing address: 245 Sunflower  
City Casper State WY Zip 82004

Business phone number: 307-207-9805 WY Tax ID Number: 01012510

- Do you travel in and out of Mills, WY for your Business?  YES  NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY?  YES  NO If YES, how many? \_\_\_\_\_
- Does your business operate out of a commercial building?  YES  NO
- Does your business operate out of a residential home?  YES  NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)?  YES  NO

Signed Cortnie Elrod Print Name Cortnie Elrod

### Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the Town of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required.  
Please call Town Hall at 234.6679 if you have any questions.  
You may fax your insurance to 307.234.6528. To schedule your Fire Inspection call 307.439.1245.

OFFICE USE ONLY  
I, Christine Turnbull, Town Clerk of the Town of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the Town Council held on the 29 day of SEPTEMBER, 2018.  
Attest \_\_\_\_\_  
Town Clerk

OFFICE USE ONLY  
Insurance Expiration Date: 10-1-2021 Fire Inspection Completed Date: 9-20-2020



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/21/2020

Item # 3.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> John Heisey(2130380) 261 S Center St  Casper WY 82601-2523		<b>CONTACT NAME:</b> PHONE (A/C, NO, EXT): 307-265-2418 FAX (A/C, NO): 307-315-6717 E-MAIL ADDRESS: jheisey@farmersagent.com															
<b>INSURED</b> ELROD, CORTNIE 1130 FALCON ST  MILLS WY 82644		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Truck Insurance Exchange</td> <td>21709</td> </tr> <tr> <td>INSURER B: Farmers Insurance Exchange</td> <td>21652</td> </tr> <tr> <td>INSURER C: Mid Century Insurance Company</td> <td>21687</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: Truck Insurance Exchange	21709	INSURER B: Farmers Insurance Exchange	21652	INSURER C: Mid Century Insurance Company	21687	INSURER D:		INSURER E:		INSURER F:	
INSURER	NAIC #																
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INSURER C: Mid Century Insurance Company	21687																
INSURER D:																	
INSURER E:																	
INSURER F:																	

*GRACE HOME DECOR*

*9719*

**SCANNED**

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			HF6D2F	10/01/2020	10/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000	N	N		10/01/2020	10/01/2021	EACH OCCURRENCE \$ AGGREGATE \$ 1000000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



License # 9720

# Application for Business License - Town of Mills

DATE 9-21-2020 Item # 3.

Incomplete Applications will be returned. Complete all fields in RED



I, Cristopher Burt, the Operations Manager of Sound and Cellular  
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 2000 Pheasant Drive Casper, WY 82604  
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired (fee is doubled)
- Commercial \$65.00
- Home \$65.00
- Itinerant Sales \$25.00

do hereby apply to the Town Council of the Town of Mills for a Business License to operate my

low-voltage contractor within the Town of Mills for a  
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 29 day of SEPTEMBER, 2018.

Business mailing address: 2000 Pheasant Drive  
City Casper State WY Zip 82604

Business phone number: (307) 234-7256 WY Tax ID Number: 83-0298029

- Do you travel in and out of Mills, WY for your Business?  YES  NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY?  YES  NO If YES, how many? \_\_\_\_\_
- Does your business operate out of a commercial building?  YES  NO
- Does your business operate out of a residential home?  YES  NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)?  YES  NO

Signed [Signature] Print Name Cristopher Burt

**Fee is to be PAID before license is approved**

A business license is required for ANY business to operate within the Town of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required.  
Please call Town Hall at 234.6679 if you have any questions.  
You may fax your insurance to 307.234.6528. To schedule your Fire Inspection call 307.439.1245.

**OFFICE USE ONLY**

Insurance Expiration Date: 10-18-2020 Fire Inspection Completed Date: 12/14

**PAID**  
SEP 22 2020  
TOWN OF MILLS

**\*\*\* All door to door sales operating hours are limited to 8:00 A.M. to 8:00 P.M. \*\*\***

**OFFICE USE ONLY**  
I, CHRISTINE TRUMBULL Town Clerk of the Town of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the Town Council held on the 29 day of SEPTEMBER, 2018.  
Attest \_\_\_\_\_  
Town Clerk [Signature]

9720

# WY DEPT OF FIRE PREVENTION AND ELECTRICAL SAFETY

## CONTRACTOR CERTIFICATE



AWARDS THIS CERTIFICATE TO

**Sound and Cellular**

who has satisfactorily met the standards of the State of Wyoming as

administered by the Electrical Board and is hereby certified as

**LEVEL: LV-G Contractor**

ISSUE DATE: 07/27/2020

CONTRACTOR NUMBER: L-80048

EXPIRATION DATE: 07/01/2021

**Issued by State of WY Dept of Fire Prevention and Electrical Safety**

This certificate documents the successful completion of training and tes the level identified on the certificate under the provisions identified.



ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Ins. Svcs. CL Mills, 305 SW Wyoming Blvd. Mills, WY 82644, 307 266-6568. CONTACT NAME: Kristie Brown, PHONE: 307 995 1254, FAX: (A/C, No):, E-MAIL ADDRESS: kristie.brown@usi.com. INSURER(S) AFFORDING COVERAGE: INSURER A: St Paul Mercury Insurance Co (NAIC # 24791), INSURER B: Farmington Casualty Insurance (NAIC # 22640), INSURER C, D, E, F.



COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability, and Wy & Nd Stop Gap.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) WY & ND Stop Gap \$1,000,000 Each Accident \$1,000,000 Disease Policy Limit \$1,000,000 Disease Each Employee (See Attached Descriptions)

CERTIFICATE HOLDER: Town of Mills, P.O. Box 789, Mills, WY 82644. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

## DESCRIPTIONS (Continued from Page 1)

The General Liability, Automobile Liability and Umbrella Liability Policies include an automatic Additional Insured endorsement with " Primary and Non-Contributory " wording that provides Additional Insured status to the Certificate Holder, when required by written contract.

The General Liability, Automobile Liability and Umbrella Liability Policies provide a Blanket Waiver of Subrogation in favor of the same, when required by written contract.

Umbrella Follows Form.

Workers Compensation: Colorado & Texas  
Alternate Employer endorsement included

# Council Meeting SEPT 29, 2020

Item # 3.

## NEW BUSINESS LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE INSPECTION</b>	<b>INSURANCE</b>
1	Grace Home Décor	Yes	Yes
2	Sound & Cellular	N/A	Yes

## RENEWAL BUSINESS LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE INSPECTION</b>	<b>INSURANCE</b>
1	307 Meat Processing	Yes	Yes
2	71 Construction	N/A	Yes
3	Belzona Rocky Mountain	Yes	Yes
4	Equipment Maintenance Products	Yes	Yes
5	Friends Forever Childcare	Yes	Yes
6	Grizzly Excavating & Construction	Yes	Yes
7	High Plains Construction	N/A	Yes
8	Moss Saddles Boots & Tack	Yes	Yes
9	Stabil Drill Specialties	Yes	Yes
10			
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23			



# Council Meeting SEPT 29, 2020

## NEW CONTRACTOR LICENSES

BUSINESS NAME	CONTRACTOR ID	INSURANCE	FIRE
---------------	---------------	-----------	------

## RENEWAL CONTRACTOR LICENSES

BUSINESS NAME	CONTRACTOR ID	INSURANCE	FIRE
---------------	---------------	-----------	------

1	Big Badger Plumbing	Yes	Yes	N/A
2	Burback's Refrigeration	Yes	Yes	N/A
3	C B Plumbing	Yes	Yes	N/A
4	Fast & Fair Plumbing & Sewer	Yes	Yes	N/A
5	Kloe's Electrical Solutions	Yes	Yes	N/A
6	Mega Construction	Yes	Yes	N/A
7	Ray Clamp Masonry	Yes	Yes	N/A
8	Wayne Coleman Construction	Yes	Yes	N/A

9				
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23				



### PAYROLL

Meeting Date: September 29<sup>th</sup>, 2020

Payroll Type: Fire Payroll,

Date Range: September 1<sup>st</sup>, 2020 to September 12<sup>th</sup>, 2020

NET..... \$10,083.19

DEDUCTIONS.....\$3851.08

Federal Taxes.....\$964.00

Medicare..... \$188.02

Retirement ..... \$1427.58

Union Dues..... \$175.00

Supplemental Insurance.....\$146.38

Insurance.....\$950.10

TOTAL PAYROLL.....\$13,934.27

\_\_\_\_\_  
Town Clerk, Christine Trumbull

\_\_\_\_\_  
Mayor, Seth Coleman



### PAYROLL

Meeting Date: September 29<sup>th</sup>, 2020

Payroll Type: Regular/Police Payroll

Date Range: August 31<sup>st</sup>, 2020 to September 13<sup>th</sup>, 2020

NET..... \$72,677.40

DEDUCTIONS.....\$28,497.78

Federal Taxes.....\$7563.00

Medicare..... \$1414.21

Retirement ..... \$8230.99

Social Security.....\$6046.97

Supplemental Retirement..... \$910.00

Supplemental Insurance.....\$549.98

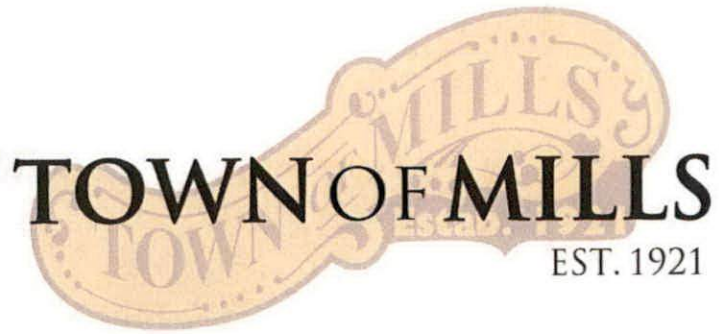
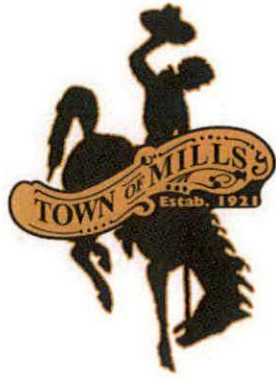
Insurance.....\$3182.63

Child Support.....\$600.00

TOTAL PAYROLL.....\$101,175.18

\_\_\_\_\_  
Town Clerk, Christine Trumbull

\_\_\_\_\_  
Mayor, Seth Coleman



## BILLS

Meeting Date: September 29<sup>th</sup>, 2020

### Bills

PETTY CASH.....	\$0.00
VOUCHERS.....	\$122,072.07
MANUAL CHECKS TOWN HALL.....	\$38,071.14
MANUAL CHECKS COURT.....	\$170.00
VOIDED CHECKS.....	\$700.00



**CHECK LIST FOR**  
**September 29<sup>th</sup> , 2020**  
**COUNCIL MEETING**  
Town Hall/Court

9-8-2020	25721-25724	Manual
9-9-2020	25725	Void
9-9-2020	25726-25727	Manual
9-15-2020	25728-25734	Transmittals
9-15-2020	25735-25737	Manuals
9-23-2020	25738-25780	Vouchers
9-23-2020	25781	Manual
	COURT	
9-17-2020	1183	Manual

**COUNCIL:**

\_\_\_\_\_

**MAYOR:**

\_\_\_\_\_

**TOWN CLERK:**

\_\_\_\_\_



# TOWN OF MILLS

EST. 1921

## MANUAL CHECKS

### Town Hall

### September 29<sup>th</sup> , 2020

## COUNCIL MEETING

9-9-2020	25721	Black Hills Energy	Utilities	\$706.39
9-8-2020	25722	Century Link	Phones	\$237.26
9-8-2020	25723	Charter Communications	TV/Internet	\$437.55
9-8-2020	25724	Rocky Mountain Power	Utilities	\$16,516.79
9-9-2020	25726	Scott Clamp	Hall Refund	\$600.00
9-14-2020	25727	Wyoming Financial Insurance	Property Insurance	\$17,275.00
9-15-2020	25735	Boone Rogers	Water Deposit Refund	\$120.00
9-17-2020	25736	Levi Barber	Water Deposit Refund	\$70.34
9-21-2020	25737	Rocky Mountain Power	Utilities	\$690.27
9-23-2020	25781	Verizon	Cell Phone	\$1417.54

**TOTAL: \$38,071.14**



# TOWN OF MILLS

EST. 1921

**MANUAL CHECKS**

**COURT**

**September 29<sup>th</sup> , 2020**

**COUNCIL MEETING**

9-17-2020	1183	Christopher Stokes	Bond Refund	\$170.00
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**TOTAL: \$170.00**





**TOWN OF MILLS**  
EST. 1921

**Voided Checks**

**September 29<sup>th</sup> , 2020**

**Council Meeting**

9-9-2020	25725	25726	Scott Clamp	Wrong amount for hall refund	\$700.00
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**Town Hall Total: \$700.00**



**ORDINANCE NO. 750**

**AN ORDINANCE TO REZONE TRACT 2, SULLIVAN SIMPLE SUBDIVISION, TOWN OF MILLS, NATRONA COUNTY, WYOMING FROM ESTABLISHED INDUSTRIAL (E-I) TO ESTABLISHED RESIDENTIAL (E-R)**

**WHEREAS**, the Town of Mills is a Municipal Corporation under the laws of the State of Wyoming; and

**WHEREAS**, the Town of Mills, reviewed comments submitted by Mr. Joey Sullivan, the Owner of Tract 2, Sullivan Simple Subdivision, in which his residential property was Annexed to the Town in April 2020 as Established Industrial (E-I); and

**WHEREAS**, the Owner requested that the Town rezone the property appropriately from Established Industrial (E-I) to Established Residential (E-R) which is in conformance with the Town of Mills Future Land Use Plan of 2017;and

**WHEREAS**, the Town of Mills petitioned to rezone Tract 2, Sullivan Simple Subdivision to Established Residential which will conform better with the Mills Comprehensive Plan of 2017, match existing adjacent Zoning Districts and conform with the existing land use of the property; and

**WHEREAS**, a public hearing notice was advertised in the 30 August 2020 edition of the Casper Star-Tribune, at least 15 days prior to the public hearing, as required by Mills Zoning Ordinance; and

**WHEREAS**, the Mills Town Council held a public hearing for the rezoning at the 29 September 2020 Council Meeting; and

**WHEREAS**, the Mills Town Council has determined that the zone change will be in the best interest of the Town, the Owners and adjacent property owners..

**NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF MILLS, WYOMING:**

**SECTION 1:**

The Town of Mills hereby rezones Tract 2, Sullivan Simple Subdivision, Town of Mills, from Established Industrial (E-I) to Established Residential (E-R).

**SECTION 2:**

Town of Mills Corporate Limits, Additions and Environs Map shall be updated to show said property as Established Residential (E-R).

PASSED ON FIRST READING the \_\_\_\_ day of \_\_\_\_\_ 2020

PASSED ON SECOND READING the \_\_\_\_ day of \_\_\_\_\_ 2020

PASSED, APPROVED, AND ADOPTED ON THIRD AND

FINAL READING the \_\_\_\_ day of \_\_\_\_\_ 2020

TOWN OF MILLS, WYOMING

\_\_\_\_\_  
Seth Coleman, Mayor

\_\_\_\_\_  
Sara McCarthy, Council

\_\_\_\_\_  
James Hollander, Council

\_\_\_\_\_  
Darla Ives, Council

\_\_\_\_\_  
Ronald Wales, Council

ATTEST:

\_\_\_\_\_  
Christine Trumbull, Town Clerk

Larry D. Graham, CPA  
Richard P. Reimann, CPA  
Stephen A. Willadson, CPA  
Stephanie L. Means, CPA  
Jack E. Lenhart, CPA - Of Counsel



Joni Kumor, CPA  
John A. Smith, CPA  
Scott Buckingham, CPA  
Andrew J. Beyeler, CPA  
Rick Mason, CPA - Of Counsel  
Larry G. Bean, CPA - Of Counsel

September 22, 2020

To the Members of the Town Council  
Town of Mills  
Mills, Wyoming

We are pleased to confirm our understanding of the services we are to provide the Town of Mills for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, and the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Mills as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Town of Mills’ basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Mills’ RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion & Analysis
2. Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual (Budgetary Basis) for the General Fund
3. Schedules required by GASB 68 for pension plans
4. Notes to Required Supplemental Information

**Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Mills and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Mills’ financial statements. Our report will be addressed to the Members of the Town Council of the Town of Mills. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement, or may withdraw from this engagement.

Member American Institute of Certified Public Accountants  
900 Werner Ct., Suite 200 • Casper, WY 82601  
Tel: (307) 234-7800 • Fax: (307) 234-9847, (307) 234-5414

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that The Town of Mills is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Audit Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and

extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Mills’ compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Other Services**

We will also assist in preparing the financial statements and related notes of the Town of Mills in conformity with U.S generally accepted accounting principles based on information provided by you. This nonaudit service does not constitute an audit under *Government Auditing Standards* and such service will not be conducted in accordance with *Government Auditing Standards*. We will perform the service in accordance with applicable professional standards. The other service is limited to the financial statement preparation previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. It is our understanding that if additional nonattest services are required, that PMCH has been engaged to assist you in these matters.

**Management Responsibilities**

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the

current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. It is our understanding that PMCH will be performing this oversight on your behalf.

**Engagement Administration, Fees, and Other**

We understand that you will prepare all cash or other confirmations we request and will locate documents selected by us for testing.

We will provide copies of our reports to Town of Mills; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lenhart, Mason & Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Wyoming Department of Audit or its designee and any federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lenhart, Mason & Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Wyoming Department of Audit or the Wyoming Department of Transportation. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will

contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to perform fieldwork starting September 28, 2020 and to issue our reports no later than November 30, 2020. We anticipate providing a draft of the financials by November 1, 2020 in order that PMCH will have sufficient time to review them and to prepare MD&A. Joni Kumor is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates for the time incurred. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 60 days from the invoice date will be subject to a late payment charge of 1% per month (12% per year).

We appreciate the opportunity to be of service to The Town of Mills and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Lenhart, Mason & Associates, LLC*

Lenhart, Mason & Associates, LLC

**RESPONSE:**

This letter correctly sets forth the understanding of The Town of Mills.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_