

**REGULAR CITY COUNCIL  
MEETING**

**November 26, 2024**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**

Leah Juarez

**Council President:**

Sara McCarthy

**Council Members:**

Cherie Butcher

Brad Neumiller

Tim Sutherland

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**AGENDA**

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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPOINTMENT**

1. Swear In - Nathan Romrell - Treasurer

**PUBLIC HEARINGS**

2. Public Hearing Zoning Map
3. Public Hearing: Hansen Deviation/Variance for 306 SW Wyoming Blvd.

**CONSENT AGENDA**

**Minutes**

- [4.](#) Council Meeting Minutes 11-12-24

**City Licenses**

- [5.](#) New and Renewal Business/Contractor Licenses

**Financial Approvals**

- [6.](#) Financial Breakdown
- [7.](#) ACH Transactions
- [8.](#) Transmittal Transactions
- [9.](#) Regular / Police Payroll 11-4-24 to 11-17-24
- [10.](#) Fire Payroll 11-3-24 to 11-14-24

**OPEN DISCUSSION**

**COUNCIL APPROVALS**

- [11.](#) Zoning Map

12. Hansen Deviation/Variance for 306 SW Wyoming Blvd

**EXECUTIVE SESSION**

13. Executive Session - Personnel

14. Executive Session - Legal

**ADJOURNMENT**

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**NEXT MEETING** - December 10, 2024 at 7:00 pm / December 23, 2024 at 6:00 pm

**NEXT WORK SESSION** - December 9, 2024 at 9:00 am / December 10, 2024 at 6:00 pm

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**

**November 12, 2024**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

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

**MINUTES**

**CALL TO ORDER**

Mayor called the meeting to order at 7:00 pm

**ROLL CALL**

Present:

- Mayor Juarez
- President McCarthy
- Council Butcher
- Council Neumiller
- Council Sutherland

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

**Minutes**

- 1. Council Meeting Minutes 10-22-24

**City Licenses**

- 2. New and Renewal Business and Contractor Licenses

**Financial Approvals**

- 3. Treasurer's Report
- 4. Investment Accounts
- 5. Financial Breakdown
- 6. ACH Transactions
- 7. Court Income
- 8. Transmittal Transactions
- 9. Regular / Police Payroll 10-21-24 to 11-3-24
- 10. Fire Payroll 10-22-24 to 11-2-24

Motion made by Council Member Butcher to approve, Seconded by Council Member Sutherland.  
Voting Yea: Mayor Juarez, President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**OPEN DISCUSSION**

Malik Hegge – King Enterprises – Came to council to discussed his plans to build a shop on his property. He brought drawings and other information for the council to review. Mr. Hegge met with Planning and Zoning on 11-7-24. He was told by P&Z that he was allowed a variance to go ahead and construct his shop while the engineering plans were being completed. The Building Inspector Kevin O’Hearn asked that Mr. Hegge meets with council to answer any questions they may have. President McCarthy asked about the paved road that will be built. Mr. Hegge confirmed that the road is currently a gravel road, but he will be paving it. Board Member Neumiller asked about the engineering design on the road going in. Mr. Hegge stated they currently do not have an engineering design yet. He continued to tell council that his biggest hiccup is he would like to put the foundation in the ground and start building the building but he is waiting on the engineering drawing plans. He doesn’t want to delay the project and also needs to keep his crew working throughout the winter months. The Mayor asked what his request for variance is. He responded he wants to start construction before receiving the official engineer drawings and plans. The Mayor requested information about the water and sewer. Mr. Hegge detailed where the water and sewer would come from and acknowledged that he would need a water main. Council Member Brad asked the City Planner for a report from P&Z. The City Planner explained that P&Z had made a motion to table the application until a future meeting to give Mr. Hegge time to submit the additional site plan materials with the condition that he can apply for a commercial building permit in the interim period with the understanding that a certificate of occupancy will not be issued without an approved development plan meeting planning considerations. The City Planner continued to detail the conditions that Mr. Hegge needed to meet. They included a drainage plan, designs plans and construction of the road, the DEQ permit to construct the water main. But, because he wants to construct during the winter season, the building official said it would be ok for him to apply for a building permit while he’s working and we would withhold the Certificate of Occupancy and utilities if the conditions of the site development plan were not met. The City Attorney asked for confirmation that the matter is tabled at P&Z currently. Megan confirmed. The Mayor stated the P&Z may have made some assurances and that they had overstepped their bounds as far as what they can assure. The City Attorney feels that the building official over ran P&Z in this matter. The Mayor asked if we don’t consider the water and sewer is it just a building permit. The City Planner explained that in our regulations we require all multi-family and commercial developments to go through development plan review, that’s part of the zoning requirements to get a zoning certificate to get the permits. The City Attorney asked how soon Mr. Hegge would have the drawings, he responded that it would be at least 60 days. The Mayor questioned this process and stated her concerns about allowing the opportunity to bypass traditional procedures. The City Attorney added that unfortunately this isn’t even really in front of council, this is public comment and nothing has been forwarded to council. He informed Mr. Hegge that this is a wide ranging variance and what’s being sought as a variance to go around the planning process and proceed given the time of year. We are currently talking in general comment and there needs to be an approved item from P&Z to council. The Mayor agreed and said we don’t have an actionable item in front of us because P&Z failed to move it forward. Mr. Hegge disagreed that if he were building a dry building, this meeting would not take place. The Mayor informed Mr. Hegge that we recently updated our Title 17. She explained to Mr. Hegge again that we do not have any way to move this item forward. The Mayor extended her condolences and said the quickest way we can help make this work is to work with Megan the city planner to establish a request for variance. Board Member Neumiller sees both sides and doesn’t have a huge issue but is concerned that the site plan is not complete. The Mayor said the situation puts us in a tough position because that opens up a whole can of worms for other people to come forward and do the same thing. The City Attorney agreed and added that it sets a precedence. Council Member Sutherland feels we are putting the cart before the horse in this situation. The Mayor requested a motion to move into executive session legal.

12. Executive Session – Legal

The Mayor asked for a motion to go into an Executive Session for a legal issue.

Motion made by Council Member Sutherland to approve, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

Council returned from Executive Session at 7:45pm

The Mayor asked for a comment from staff. The City Attorney explained the City of Mills does not have a procedure to take up an oral motion. Our procedures are very well established and we require a written motion. In this matter, we have nothing in front of us to act upon and his recommendation it not to act. The Mayor confirmed, no action is necessary at this time.

Mr. Hegge came forward and Council Member Neumiller explained that until it is brought to us through Planning and Zoning, there is nothing we can do at this time. Mr. Hegge asked if he could submit a building permit for a dry building. The Mayor replied and said yes, but both the dry building permit and a regular building permit would still have to go through the planning review process. She also informed Mr. Hegge that when we go do a final inspection for your dry building if it doesn't match the building permit submitted the same fines would apply. The City Attorney again explained the process that the matter needs to go through P&Z and then through council. The Mayor also informed Mr. Hegge that P&Z incorrectly tabled the matter and did not move it forward. She told Mr. Hegge to submit his building permit application and talk to Mike, he can help through the process.

Scott Clamp came forward and asked the procedure if he were to build a dry building then later on put water and sewer into the building. The council informed him, he would need to do an additional building permit.

**ORDINANCES AND RESOLUTIONS**

**11. Resolution No 2024-39**

**RESOLUTION REGARDING AUTHORIZED SIGNATURES**

Motion made by Council Member Neumiller to approve, Seconded by Council President McCarthy.  
Voting Yea: Mayor Juarez, President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**EXECUTIVE SESSION**

12. Executive Session – Legal (See Open Discussion)

13. Executive Session – Legal

The Mayor asked for a motion to go into an Executive Session for a legal issue.

Motion made by Council President McCarthy to approve, Seconded by Council Member Neumiller.  
Voting Yea: Mayor Juarez, President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

Council returned from Executive Session at 8:23pm

The Mayor asked for a motion to authorize to submit a claim. Motion made by Council Member Neumiller to approve, Seconded by Council President McCarthy.  
Voting Yea: Mayor Juarez, President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

14. Executive Session – Personnel

Motion made by Council Member Neumiller to approve, Seconded by Council Member Sutherland.  
Voting Yea: Mayor Juarez, President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

Council returned from Executive Session at 8:41pm

No action required.

**ADJOURNMENT**

The Mayor asked for a motion to adjourn.

Council President McCarthy made a motion to adjourn, Seconded by Council Member Sutherland. Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

Meeting adjourned at 8:43pm

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**NEXT MEETING** - November 26, 2024 at 7:00 pm / December 10, 2024 at 7:00 pm

**NEXT WORK SESSION** - November 26, 2024 at 6:00 pm / December 9, 2024 at 9:00 am

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.

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Mayor, Leah Juarez

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City Clerk, Sarah Osborn





**CITY OF MILLS**  
EST. 1921

**RECEIVED**

NOV 15 2024

**APPLICATION FOR  
Business License**

Item # 5.

*A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.*

License #: 9910

Date: 11-13-25

New Business     Change of Ownership     Change of Location     Renewal     Expired

GENERAL INFORMATION

Name of Business: DBA AA Casper Public Storage / Triple Net Properties LLC

Physical Address: 131 Casper View Court Mills WY 82644  
Street City State Zip

Mailing Address: PO Box 1561 Mills WY 82644  
Street City State Zip

Business Phone Number: 702-279-6673 WY Tax ID Number: 2022-001108159

Email Address: StorageCasper@gmail.com Website: StorageCasper.com

Description of Business: Self-storage facility with 139 units of a variety of sizes from 5x8 to 10x20

APPLICANT INFORMATION

Applicant Name: Angela Herolt / Registered Agent Phone Number: 702-279-6673

Mailing Address: PO Box 1561 Mills WY 82644  
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: [Signature]

There will be a fire inspection fee to be paid at the time the permit is issued

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00—
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00

**PAID**  
NOV 18 2024

Return completed form to:  
Mills City Hall  
720 4<sup>th</sup> Street  
307-234-6679

**OFFICE USE ONLY**  
This license was / was not  
Granted at a meeting of the Mills  
City Council on the \_\_\_\_\_  
Attest \_\_\_\_\_





**CITY OF MILLS**  
EST. 1921

RECEIVED

JUN 21 2024

**APPLICATION FOR  
Business License**

Item # 5.

*A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.*

License #: 9904

Date: 6/21/2024

- New Business
- Change of Ownership
- Change of Location
- Renewal
- Expired

GENERAL INFORMATION

Name of Business: EnerMech Mechanical Services, Inc

Physical Address: 738 N Robertson Rd Casper WY 82604  
Street City State Zip

Mailing Address: 738 N Robertson Rd Casper WY 82604  
Street City State Zip

Business Phone Number: 281-477-7828 WY Tax ID Number: 1011388

Email Address: us.sales@enermech.com Website: www.enermech.com

Description of Business: EnerMech performs process pipeline, mechanical work also commissioning, decommissioning, pipeline installation and repairs among other services.

More information about our services can be found at [www.enermech.com](http://www.enermech.com)

APPLICANT INFORMATION

Applicant Name: EnerMech Mechanical Services Phone Number: 281-477-7828

Mailing Address: 12101 Cutten Rd Houston TX 77066  
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: Alberto Villegas

There will be a fire inspection fee to be paid at the time the License is issued.

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

**PAID**  
JUN 21 2024

Return completed form to:  
 Mills City Hall  
 720 4<sup>th</sup> Street  
 307-234-6679

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 City Council on the \_\_\_\_\_  
 Attest \_\_\_\_\_

RECEIVED

JUL 08 2024

APPLICATION FOR Business License

Item # 5.



CITY OF MILLS EST. 1921

A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.

License #: 9908

Date: 07-05-2024

- Checked: New Business; Unchecked: Change of Ownership, Change of Location, Renewal, Expired

GENERAL INFORMATION

Name of Business: FDS Enterprises, Inc.

Physical Address: 3556 Burd Rd Mills WY 82644

Mailing Address: 2342 Hanway Ave Casper WY 82604

Business Phone Number: 307-267-4437 WY Tax ID Number:

Email Address: fdsent.t.bowen@gmail.com Website: none

Description of Business: Shop for repair and maintenance of vehicles owned by our business, FDS Enterprises, Inc. No customers, no revenue earned at this shop.

APPLICANT INFORMATION

Applicant Name: Jeffrey A. or Theresa A. Bowen Phone Number: 307-267-4437

Mailing Address: 2342 Hanway Ave Casper WY 82604

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: Theresa A Bowen for FDS Enterprises, Inc.

There will be a fire inspection fee to be paid at the time the License is issued.

Table with 2 columns: Business type and Fee amount. Includes categories like Self-Assessment Fire Inspection, 1-5,000 Sq. Feet, etc.

PAID JUL 08 2024

Return completed form to: Mills City Hall, 720 4th Street, 307-234-6679

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**CITY OF MILLS**  
EST. 1921

**PAID**  
NOV 07 2004

**APPLICATION FOR  
Business License**

Item # 5.

**A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.**

License #: 1101

Date: 11.7.24

New Business     Change of Ownership     Change of Location     Renewal     Expired

GENERAL INFORMATION

Name of Business: All Out Fire Extinguisher S & S

Physical Address: 710 Johnson Ave Mills WY 82644  
Street City State Zip

Mailing Address: P.O. Box 790 Mills WY 82644  
Street City State Zip

Business Phone Number: 307-234-2313 WY Tax ID Number: 84-1428661

Email Address: Alloutfireinc@gmail.com Website: \_\_\_\_\_

Description of Business: Fire Extinguisher Sales and Services.

APPLICANT INFORMATION

Applicant Name: Jordan Honea Phone Number: 307-315-4406

Mailing Address: P.O. Box 790 Mills WY 82644  
Street City State Zip

**I certify that the above information is correct and true to the best of my knowledge.**

Applicants Signature: Jordan Honea

**There will be a fire inspection fee to be paid at the time the License is issued.**

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

Return completed form to:  
Mills City Hall  
704 4<sup>th</sup> Street  
Po Box 789  
Mills, WY 82644  
307-234-6679

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This license was / was not  
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Attest \_\_\_\_\_



**CITY OF MILLS**  
EST. 1921

**APPLICATION FOR  
Business License**

*A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.*

License #: 1028

Date: 7/15/2024

New Business     Change of Ownership     Change of Location     Renewal     Expired

GENERAL INFORMATION

Name of Business: Nix Signs Company, LLC

Physical Address: 5025 W Yellowstone Highway Casper WY 82604  
Street City State Zip

Mailing Address: 5025 W Yellowstone Highway Casper WY 82604  
Street City State Zip

Business Phone Number: 307-235-1997 WY Tax ID Number: 830321450

Email Address: Sales@nixsigns.com Website: Nixsigns.com

Description of Business: Repair, Maintenance and install signage

APPLICANT INFORMATION

Applicant Name: Amanda Teske Phone Number: 307-235-1997

Mailing Address: 5025 W Yellowstone Highway Casper WY 82604  
Street City State Zip

**I certify that the above information is correct and true to the best of my knowledge.**

Applicants Signature: Amanda Teske

**There will be a fire inspection fee to be paid at the time the License is issued.**

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

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307-234-6679

<p><b>OFFICE USE ONLY</b> This license was / was not Granted at a meeting of the Mills City Council on the _____ Attest _____</p>
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**APPLICATION FOR  
Business License**

Item # 5.

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License #: 9558

Date: 11-6-24

New Business     Change of Ownership     Change of Location     Renewal     Expired

GENERAL INFORMATION

Name of Business: Western Creations Taxidermy, LLC

Physical Address: 700 Johnson Ave Mills WY 82644  
Street City State Zip

Mailing Address: P.O. Box 382 Mills WY 82644  
Street City State Zip

Business Phone Number: 307-258-7226 WY Tax ID Number: 01011592

Email Address: wyotaxidermy@gmail.com Website: www.westerncreations.net

Description of Business: Taxidermy

APPLICANT INFORMATION

Applicant Name: Cherie & Andrew Butcher Phone Number: 307-258-7226

Mailing Address: P.O. Box 382 Mills WY 82644  
Street City State Zip

**I certify that the above information is correct and true to the best of my knowledge.**

Applicants Signature: Andrew Butcher

**There will be a fire inspection fee to be paid at the time the License is issued.**

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

**PAID**  
NOV 19 2024

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307-234-6679

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**CITY OF MILLS**  
EST. 1921

**PAID**  
NOV 15 2004

**APPLICATION FOR  
Business License**

Item # 5.

*A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.*

License #: 874

Date: 11-15-24

New Business     Change of Ownership     Change of Location     Renewal     Expired

GENERAL INFORMATION

Name of Business: WESTERN RADIATOR

Physical Address: 4935 W. YELLOWSTONE Mills NY 82604  
Street City State Zip

Mailing Address: P.O. Box 1553 CASPER WY 82602  
Street City State Zip

Business Phone Number: 307-315-4607 WY Tax ID Number: 83-0197152

Email Address: MATTBROWN68@AOL.COM Website: \_\_\_\_\_

Description of Business: RADIATOR SALES & SERVICE

APPLICANT INFORMATION

Applicant Name: MATT BROWN Phone Number: 315-4607

Mailing Address: P.O. Box 1553 CASPER ~~WY~~ WY 82602  
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: [Signature]

There will be a fire inspection fee to be paid at the time the License is issued.

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
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Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

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Attest \_\_\_\_\_



### Council Meeting: November 26, 2024

#### New Contractor Licenses

	<i>Business Name</i>	<i>Insurance</i>	<i>Contractor ID</i>
9945	DDD Exteriors Inc	N/A	Yes
9722	High Desert Trucking & Construction, Inc	N/A	Yes
9946	Jeremy Hubbard	N/A	Yes

#### Renewal Contractor Licenses

	<i>Business Name</i>	<i>Insurance</i>	<i>Contractor ID</i>



**A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.**

License #: 9945

Date: 11/20/24

New License     Renewal License     Expired License

GENERAL INFORMATION

**PAID**  
NOV 20 2024

Name of Business: DDD Extentors Inc

Physical Address: 7673 w Chalk Creek Rd Casper WY 82604  
Street City State Zip

Mailing Address: Same  
Street City State Zip

Business Phone Number: 307-267-8372 Cell Number: Same

Email Address: dddextentors@yahoo.com Website: dddextentors.com

License Classifications: class # general contractor Thru casper

LICENSE ISSUED BY

City of Mills     City of Casper     Natrona County     State of Wyoming     Other

*A copy of all licenses must be attached to this application*

APPLICANT INFORMATION

Applicant Name: Travis Downs Phone Number: 267-8372

Mailing Address: 7673 w Chalk Creek Rd Casper WY 82604  
Street City State Zip

**I certify that the above information is correct and true to the best of my knowledge.**

Applicants Signature: [Signature]

**There will be a \$35.00 License fee to be paid at the time the license is issued**

Return completed form to:  
Mills City Hall  
704 4<sup>th</sup> Street  
Po Box 789  
Mills, WY 82644  
307-234-6679

**OFFICE USE ONLY**  
This license was / was not  
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City Council on the \_\_\_\_\_  
Attest \_\_\_\_\_



**City of Casper**

200 N David  
Casper, WY 82601  
(307) 235-8254

**PROFESSIONAL LICENSE CERTIFICATE**

<b>Issued To:</b>	<b>FRANK DOWNS</b>	<b>Certification(s):</b>	WCA00000114 - General Liability Insurance
<b>Mailing Address:</b>	7673 W CHALK CREEK ROAD CASPER, WY 82604		
<b>License Number:</b>	CONT-000514-2022	<b>License Type:</b>	Contractor License
<b>Issued Date:</b>	2/27/2024	<b>Classification:</b>	Class IIA
<b>Expiration Date:</b>	12/31/2024	<b>Fees Paid:</b>	\$75.00

This license certifies that you have met the requirements set forth by the City of Casper, and you are authorized to perform work within your license type and classification.

**TO BE POSTED IN A CONSPICUOUS PLACE**



CITY OF MILLS  
EST. 1921

**PAID**  
NOV 19 2024

**APPLICATION FOR  
Contractor License**

Item # 5.

A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 9722

Date: 11/19/24

New License     Renewal License     Expired License

GENERAL INFORMATION

Name of Business: High Desert Trucking & Construction, Inc

Physical Address: 1639 Palominos Ave Bar Noon WY 82601  
Street City State Zip

Mailing Address: Po Box 50912 Casper WY 82605  
Street City State Zip

Business Phone Number: 307-259-8506 Cell Number: 307-259-8506

Email Address: clansabrosky@gmail.com Website: n/d

License Classifications: Class I, Utility Installer, Utility Contractor  
see attached

LICENSE ISSUED BY

City of Mills     City of Casper     Natrona County     State of Wyoming     Other

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Dan Sabrosky Phone Number: 307-259-8506

Mailing Address: Po Box 50912 Casper WY 82605  
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: [Signature]

There will be a \$35.00 License fee to be paid at the time the license is issued

Return completed form to:  
Mills City Hall  
704 4<sup>th</sup> Street  
Po Box 789  
Mills, WY 82644  
307-234-6679

**OFFICE USE ONLY**  
This license was / was not  
Granted at a meeting of the Mills  
City Council on the \_\_\_\_\_  
Attest \_\_\_\_\_



**City of Casper, Wyoming**

**HIGH DESERT TRUCKING & CONSTRUCTION**

has met the requirements set forth by the City of Casper  
and is competent to perform work as a

**Class I**

**CONT-001491-2022**

This License Expires: 12/31/2024



**City of Casper, Wyoming**

**DAN SABROSKY**

has met the requirements set forth by the City of Casper  
and is competent to perform work as a

**Utility Installer**

**INST-001004-2022**

This License Expires: 12/31/2024



**City of Casper, Wyoming**

**HIGH DESERT TRUCKING & CONSTRUCTION**

has met the requirements set forth by the City of Casper  
and is competent to perform work as a

**Utility Contractor**

**CONT-000950-2022**

This License Expires: 12/31/2024



A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: \_\_\_\_\_

Date: 11-18-24

New License     Renewal License     Expired License

**PAID**  
NOV 22 2024

GENERAL INFORMATION

Name of Business: Jeremy Hubbard

Physical Address: 237 N Elk Casper WY 82601  
Street City State Zip

Mailing Address: \_\_\_\_\_  
Street City State Zip

Business Phone Number: 970-652-1964 Cell Number: \_\_\_\_\_

Email Address: Aboughy@atlook.com Website: \_\_\_\_\_

License Classifications: Journeyman Plumber PJ-61

LICENSE ISSUED BY

City of Mills     City of Casper     Natrona County     State of Wyoming     Other

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Jeremy Hubbard Phone Number: 970-652-1964

Mailing Address: 237 N Elk Casper WY 82601  
Street City State Zip

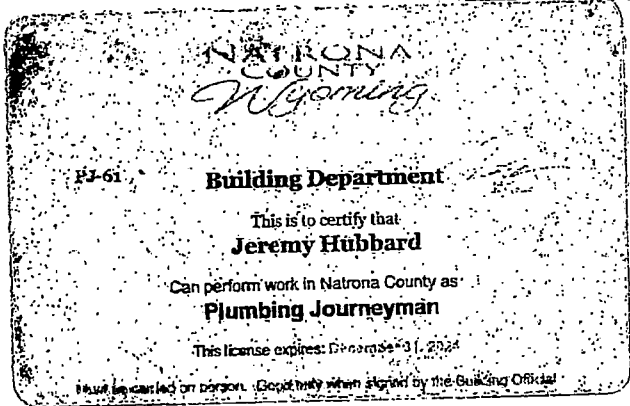
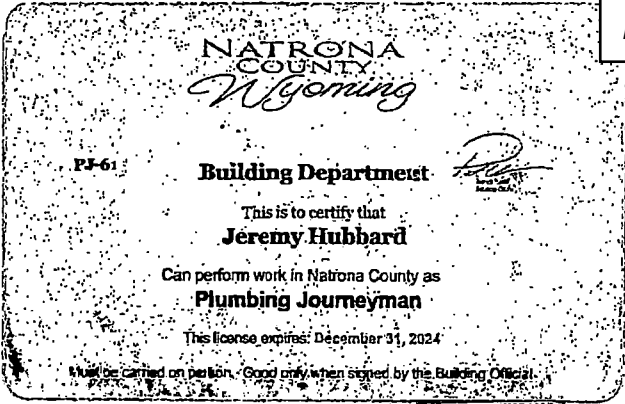
I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: [Signature]

There will be a \$35.00 License fee to be paid at the time the license is issued

Return completed form to:  
Mills City Hall  
704 4<sup>th</sup> Street  
Po Box 789  
Mills, WY 82644  
307-234-6679

**OFFICE USE ONLY**  
This license was / was not  
Granted at a meeting of the Mills  
City Council on the \_\_\_\_\_  
Attest \_\_\_\_\_



Report Criteria:  
 Report type: GL detail  
 Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>1919</b>						
11/20/2024	1919	Brandon Vanderpol	760.00	Bond Refund for Melissa Sharon Vanderpol	10-26150	760.00
Total 1919:						760.00
<b>1920</b>						
11/20/2024	1920	Shad Leggett	760.00	Bond Refund for Daniel J Thomas	10-26150	760.00
Total 1920:						760.00
<b>33420</b>						
11/21/2024	33420	71 Construction	252.20	12.61 Ton Sand	10-6500-3515	252.20
11/21/2024	33420	71 Construction	639.80	22.85 Ton Base	10-6500-3515	639.80
11/21/2024	33420	71 Construction	359.80	12.85 Ton Base	10-6500-3515	359.80
Total 33420:						1,251.80
<b>33421</b>						
11/21/2024	33421	Above All Cleaning	582.50	Monthly cleaning for PD - October	10-4600-1300	582.50
Total 33421:						582.50
<b>33422</b>						
11/21/2024	33422	Aetna Senior Supplemental Ins.	72.95	Ref # 4241411555 claim # 240189853 for Mitzi Delo	10-3400-5420	72.95
Total 33422:						72.95
<b>33423</b>						
11/21/2024	33423	ALSCO, Inc	167.95	Rugs & Mats for Police	12-4500-3515	167.95
11/21/2024	33423	ALSCO, Inc	117.50	November, 06 Services	50-4700-1040	117.50
11/21/2024	33423	ALSCO, Inc	73.35	Rugs and Mat at City Hall	12-4500-3515	73.35
Total 33423:						358.80

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>33424</b>						
11/21/2024	33424	AMBI Mail & Marketing, Inc	79.39	Fed Ex Drugs to Crime Lab in Cheyenne	10-5400-3565	79.39
Total 33424:						79.39
<b>33425</b>						
11/21/2024	33425	Andreen Hunt, Inc	152,750.00	200,000 gal Finishing Tank Payment	10-4800-6030	152,750.00
Total 33425:						152,750.00
<b>33426</b>						
11/21/2024	33426	Arcadis US, Inc	12,341.80	Phase 3 Riverbank stabilization	10-4800-6010	12,341.80
Total 33426:						12,341.80
<b>33427</b>						
11/21/2024	33427	Atlas Office Products, Inc	63.89	Office Supplies\Note pads and pens	10-4400-3510	63.89
11/21/2024	33427	Atlas Office Products, Inc	17.11	Office Supplies\scissors	10-4400-3510	17.11
Total 33427:						81.00
<b>33428</b>						
11/21/2024	33428	B & B Rubber Stamp	29.50	Nameplates and tags for Summer Melin	10-4600-1300	29.50
Total 33428:						29.50
<b>33429</b>						
11/21/2024	33429	Bargreen Ellingson	100.25	Detergent for Senior Center	12-4500-3515	100.25
Total 33429:						100.25
<b>33430</b>						
11/21/2024	33430	Big Horn Tire, Inc.	1,241.28	Tires for Unit 11	10-5400-4050	1,241.28
11/21/2024	33430	Big Horn Tire, Inc.	1,133.72	Tires for Unit 12	10-5400-4050	1,133.72
Total 33430:						2,375.00
<b>33431</b>						
11/21/2024	33431	Black Hills Energy	201.65	Natural Gas for WTP	52-8200-2515	201.65

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/21/2024	33431	Black Hills Energy	432.14	Natural Gas for Enterprise	50-4600-2515	432.14
11/21/2024	33431	Black Hills Energy	1,068.22	Natural Gas for City	10-4600-2515	1,068.22
Total 33431:						1,702.01
<b>33432</b>						
11/21/2024	33432	Bound Tree Medical	239.53	Med Supplies	10-5600-3595	239.53
11/21/2024	33432	Bound Tree Medical	71.96	Med Supplies	10-5600-3595	71.96
11/21/2024	33432	Bound Tree Medical	283.98	Two stethoscopes for the ambulances	10-5600-3595	283.98
Total 33432:						595.47
<b>33433</b>						
11/21/2024	33433	Brutill Construction	80,460.00	Pay 2 Riverfront construction	10-4800-6010	80,460.00
Total 33433:						80,460.00
<b>33434</b>						
11/21/2024	33434	Buffalo Development	2,200.00	Recapture - Lot 19 & Lot 20	50-4600-9005	2,200.00
Total 33434:						2,200.00
<b>33435</b>						
11/21/2024	33435	Bush-Wells Sporting Goods	71.45	Uniforms for Dierenfeldt	10-5600-1040	71.45
Total 33435:						71.45
<b>33436</b>						
11/21/2024	33436	City of Casper	1,587.44	FD Dispatch fee for October 2024	10-5600-3000	1,587.44
11/21/2024	33436	City of Casper	45,004.84	201 Sewer RWWS	53-8300-3045	45,004.84
11/21/2024	33436	City of Casper	1,880.00	Balefill	54-8400-3050	1,880.00
11/21/2024	33436	City of Casper	773.25	Balefill	54-8400-3050	773.25
11/21/2024	33436	City of Casper	1,203.75	Balefill	54-8400-3050	1,203.75
11/21/2024	33436	City of Casper	1,243.50	Balefill	54-8400-3050	1,243.50
11/21/2024	33436	City of Casper	1,016.25	Balefill	54-8400-3050	1,016.25
11/21/2024	33436	City of Casper	567.75	Balefill	54-8400-3050	567.75
11/21/2024	33436	City of Casper	840.75	Balefill	54-8400-3050	840.75
11/21/2024	33436	City of Casper	1,155.00	Balefill	54-8400-3050	1,155.00
11/21/2024	33436	City of Casper	894.75	Balefill	54-8400-3050	894.75

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/21/2024	33436	City of Casper	792.00	Balefill	54-8400-3050	792.00
11/21/2024	33436	City of Casper	620.25	Balefill	54-8400-3050	620.25
11/21/2024	33436	City of Casper	780.00	Balefill	54-8400-3050	780.00
11/21/2024	33436	City of Casper	579.75	Balefill	54-8400-3050	579.75
11/21/2024	33436	City of Casper	1,284.75	Balefill	54-8400-3050	1,284.75
11/21/2024	33436	City of Casper	903.00	Balefill	54-8400-3050	903.00
11/21/2024	33436	City of Casper	651.00	Balefill	54-8400-3050	651.00
11/21/2024	33436	City of Casper	741.75	Balefill	54-8400-3050	741.75
11/21/2024	33436	City of Casper	1,040.25	Balefill	54-8400-3050	1,040.25
Total 33436:						63,560.03
<b>33437</b>						
11/21/2024	33437	Civil Engineering Professionals, In	7,347.50	Billing for services July 1 - Oct 21, 2024 bike trail	10-4800-6020	7,347.50
Total 33437:						7,347.50
<b>33438</b>						
11/21/2024	33438	Community First National Bank	39,982.73	2022 Police Vehicle Lease	12-4500-3760	39,982.73
Total 33438:						39,982.73
<b>33439</b>						
11/21/2024	33439	Curtis	85.55	Pick headed axe for e92	10-6100-6550	85.55
Total 33439:						85.55
<b>33440</b>						
11/21/2024	33440	Dewitt Water Systems & Service	174.75	Bottled Water	10-5600-3515	174.75
Total 33440:						174.75
<b>33441</b>						
11/21/2024	33441	Energy Laboratories Inc	152.00	(4)-Sample Analysis (Bacteria)	52-8200-2050	152.00
11/21/2024	33441	Energy Laboratories Inc	63.00	(1) - Sample Analysis (SDWA)	52-8200-2050	63.00
Total 33441:						215.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>33442</b>						
11/21/2024	33442	Ferguson Enterprises LLC #3007	28.94	Sawblades & Test Cap	10-7000-3500	28.94
Total 33442:						28.94
<b>33443</b>						
11/21/2024	33443	Ferguson Waterworks #1116	16,000.00	16' Cla-Vlv (Winter Flow Pump)	12-4500-3805	16,000.00
Total 33443:						16,000.00
<b>33444</b>						
11/21/2024	33444	Galls	374.13	Uniforms apparel for new hire\Six name tags for unifor	10-5600-1040	374.13
Total 33444:						374.13
<b>33445</b>						
11/21/2024	33445	Greiner Ford	28.50	Hose for k-9 unit	10-5400-4050	28.50
11/21/2024	33445	Greiner Ford	536.98	Shocks for unit 11	10-5400-4050	536.98
Total 33445:						565.48
<b>33446</b>						
11/21/2024	33446	Haid's Plumbing & Heating	266.12	Toilet Repair	12-4500-3515	266.12
Total 33446:						266.12
<b>33447</b>						
11/21/2024	33447	Hawkins Inc	30.00	Chlorine Cylinder Rental	52-8200-3500	30.00
Total 33447:						30.00
<b>33448</b>						
11/21/2024	33448	Homax	3,345.26	Fuel October for Police	10-5400-4000	3,345.26
11/21/2024	33448	Homax	71.09	Fuel October for CSO	10-5300-4000	71.09
11/21/2024	33448	Homax	455.70	Fuel Charges for FD	10-5600-4000	455.70
11/21/2024	33448	Homax	211.21	Community Development Department fuel	10-5700-4000	211.21
Total 33448:						4,083.26

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>33449</b>						
11/21/2024	33449	Hose & Rubber Supply	275.38	Meter Hoses for Flushing	51-8100-3655	275.38
Total 33449:						275.38
<b>33450</b>						
11/21/2024	33450	Imperial Pump Solutions	150.00	Clean Pump Vanhorn Lift Station	53-8300-3675	150.00
Total 33450:						150.00
<b>33451</b>						
11/21/2024	33451	Imperial Sanitation LLC	235.00	Service Freden Park	10-7000-3095	235.00
11/21/2024	33451	Imperial Sanitation LLC	175.00	Service Sunny Acres Park	10-7000-3095	175.00
11/21/2024	33451	Imperial Sanitation LLC	310.00	Service First Street Park	10-7000-3095	310.00
11/21/2024	33451	Imperial Sanitation LLC	175.00	Service Kilmer Park	10-7000-3095	175.00
Total 33451:						895.00
<b>33452</b>						
11/21/2024	33452	Matthew Bender & Co., Inc.	2,150.25	Wy Stats Anno 2023 Edition Full Set\ Wy Stats 2024 S	10-5400-3550	2,150.25
Total 33452:						2,150.25
<b>33453</b>						
11/21/2024	33453	MES Municipal	5,868.45	Deck gun and accessories for reserve engine \ stacked	10-6100-6550	5,868.45
Total 33453:						5,868.45
<b>33454</b>						
11/21/2024	33454	Midwest Connect, LLC	1,404.00	Contract base rate charge for 12/12/24 to 12/11/25 billi	10-4400-1300	1,404.00
Total 33454:						1,404.00
<b>33455</b>						
11/21/2024	33455	NAPA Auto Parts	140.62	New Battery for the PW plow truck staged at the fire st	10-5600-4050	140.62
11/21/2024	33455	NAPA Auto Parts	74.99	Spring Compressor Unit 11	10-5400-4050	74.99
11/21/2024	33455	NAPA Auto Parts	9.32	Oil Filter Unit 1	10-5400-4050	9.32
11/21/2024	33455	NAPA Auto Parts	25.66	Filters Unit 10	10-5400-4050	25.66
11/21/2024	33455	NAPA Auto Parts	9.32	Oil Filter for unit 13	10-5400-4050	9.32

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/21/2024	33455	NAPA Auto Parts	34.97	Filters Unit #1 Admin	10-6500-4050	34.97
11/21/2024	33455	NAPA Auto Parts	9.32	Oil Filter for unit 14	10-5400-4050	9.32
Total 33455:						304.20
<b>33456</b>						
11/21/2024	33456	Natrona County Sheriffs Office	195.00	House juveniles inmate 11/12/24 - 11/13/24	10-5400-3015	195.00
Total 33456:						195.00
<b>33457</b>						
11/21/2024	33457	Norco, Inc	14.26	Oxygen Bottle rental	10-5600-3595	14.26
11/21/2024	33457	Norco, Inc	134.51	Disinfection Wipes	54-8400-3500	134.51
11/21/2024	33457	Norco, Inc	44.76	Oxygen for the ambulances	10-5600-3595	44.76
Total 33457:						193.53
<b>33458</b>						
11/21/2024	33458	Northwest Contractor Supply	18.36	Blue Locate pin Flags	51-8100-3500	18.36
Total 33458:						18.36
<b>33459</b>						
11/21/2024	33459	Quadient, Inc	297.11	Stanard Maintenance billing machine	10-4400-3525	297.11
Total 33459:						297.11
<b>33460</b>						
11/21/2024	33460	Rocky Mountain Power	46.67	Sep. 29 - Oct. 29 (Robertson Hills Park)	10-4600-2510	46.67
11/21/2024	33460	Rocky Mountain Power	109.35	Sep. 29 - Oct. 29 (Platte View Lift Station)	10-4600-2510	109.35
Total 33460:						156.02
<b>33461</b>						
11/21/2024	33461	SeaWestern Fire Fighting Equip	749.60	Two EMT safety helmets	10-6100-6550	749.60
Total 33461:						749.60

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>33462</b>						
11/21/2024	33462	Shirts & More, Inc	78.00	Office Shirts	10-4400-1040	78.00
11/21/2024	33462	Shirts & More, Inc	214.00	Court Shirts	10-5100-1040	214.00
11/21/2024	33462	Shirts & More, Inc	420.00	Office Shirts	10-4400-1040	420.00
11/21/2024	33462	Shirts & More, Inc	356.00	Office Shirts	10-4400-1040	356.00
Total 33462:						1,068.00
<b>33463</b>						
11/21/2024	33463	Stryker Medical	814.00	New battery for ms85 cot load, plus install	10-5600-3525	814.00
Total 33463:						814.00
<b>33464</b>						
11/21/2024	33464	Sutherlands	16.87	Door Bottom & Clamps	50-4700-3515	16.87
11/21/2024	33464	Sutherlands	34.98	Dryer Cord	50-4700-3515	34.98
11/21/2024	33464	Sutherlands	15.99	Bar Chain oil	50-4700-3515	15.99
11/21/2024	33464	Sutherlands	43.95	Dryer Clamps & Vent	50-4700-3515	43.95
11/21/2024	33464	Sutherlands	227.88	4' x 8' Sheets x6	10-4900-3055	227.88
11/21/2024	33464	Sutherlands	73.98	Milk House Heaters	50-4700-3515	73.98
11/21/2024	33464	Sutherlands	29.97	Light Batteries	10-4900-3055	29.97
11/21/2024	33464	Sutherlands	5.94	Plastic Liners	10-4900-3055	5.94
11/21/2024	33464	Sutherlands	7.97	Painting Supplies	10-4900-3055	7.97
11/21/2024	33464	Sutherlands	266.92	Flex Seal & Broom (Mills School Roof)	50-4700-3515	266.92
Total 33464:						724.45
<b>33465</b>						
11/21/2024	33465	TransUnion Risk and Alternative	75.00	September 2024	10-5400-2070	75.00
11/21/2024	33465	TransUnion Risk and Alternative	75.00	Backgrounds	10-5400-3565	75.00
Total 33465:						150.00
<b>33466</b>						
11/21/2024	33466	ULINE	1,145.31	Mats Public Works	10-6500-3515	1,145.31
Total 33466:						1,145.31

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>33467</b>						
11/21/2024	33467	USA Blue Book	1,421.05	Hydrant Meter	51-8100-3655	1,421.05
Total 33467:						1,421.05
<b>33468</b>						
11/21/2024	33468	Wash and Glow II LLC	107.00	Car Wash Services 10/01/24 to 10/31/24	10-6500-4060	107.00
Total 33468:						107.00
<b>33469</b>						
11/21/2024	33469	WEX Bank	80.00	DEF account for three FD vehicles	10-5600-4000	80.00
Total 33469:						80.00
<b>33470</b>						
11/21/2024	33470	White's Mountain Motors	1,916.11	Repairs 2015 GMC 2500	53-8300-4050	1,916.11
Total 33470:						1,916.11
<b>33471</b>						
11/21/2024	33471	WLC Engineering Inc	5,648.03	Finishing Tank	10-4800-6035	5,648.03
11/21/2024	33471	WLC Engineering Inc	7,906.51	River Front Infrastructure	10-4800-6010	7,906.51
11/21/2024	33471	WLC Engineering Inc	2,097.00	GIS	50-4600-2080	2,097.00
11/21/2024	33471	WLC Engineering Inc	420.88	GIS	10-5700-3020	420.88
Total 33471:						16,072.42
<b>33472</b>						
11/21/2024	33472	Wyoming Signs LLC	208.00	Banners	10-4900-3065	208.00
11/21/2024	33472	Wyoming Signs LLC	281.43	Mills Christmas Gifts Employees	10-4900-3065	281.43
Total 33472:						489.43
<b>33473</b>						
11/21/2024	33473	Zoll Medical Corporation	617.50	Monthly EMS bill pay charges	10-5600-2040	617.50
11/21/2024	33473	Zoll Medical Corporation	366.00	CPR electrodes	10-5600-3595	366.00

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 33473:						983.50
<b>33474</b>						
11/22/2024	33474	ALSCO, Inc	39.80	October 02 Services	50-4700-1040	39.80
11/22/2024	33474	ALSCO, Inc	39.81	October 16 Services	50-4700-1040	39.81
11/22/2024	33474	ALSCO, Inc	39.82	October 30 Services	50-4700-1040	39.82
11/22/2024	33474	ALSCO, Inc	167.95	Rugs & Mats for Police	12-4500-3515	167.95
Total 33474:						287.38
<b>33475</b>						
11/22/2024	33475	Ferguson Enterprises LLC #3007	985.71	Backflow parts	10-7000-3500	985.71
Total 33475:						985.71
<b>33476</b>						
11/22/2024	33476	Ferguson Waterworks #1116	60.05	Curb Key	51-8100-3500	60.05
11/22/2024	33476	Ferguson Waterworks #1116	245.00	Saw Blade	51-8100-3500	245.00
Total 33476:						305.05
<b>33477</b>						
11/22/2024	33477	John Deere Financial	399.92	Coveralls	50-4700-1040	399.92
Total 33477:						399.92
<b>33478</b>						
11/22/2024	33478	John Dierenfeldt	210.98	Safety Glasses	10-5600-1040	210.98
Total 33478:						210.98
<b>33479</b>						
11/22/2024	33479	Law Office of Stephanie M Arrach	6,986.25	City Prosecutor	10-5100-1085	6,986.25
Total 33479:						6,986.25
<b>33480</b>						
11/22/2024	33480	NAPA Auto Parts	29.59	Trailer ball	10-6500-4050	29.59

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/22/2024	33480	NAPA Auto Parts	236.55	Battery for Unit 11	10-5400-1030	236.55
11/22/2024	33480	NAPA Auto Parts	314.12	Cleaner & Adhesive	10-6500-4050	314.12
11/22/2024	33480	NAPA Auto Parts	55.74	Silicone Spray	10-6500-4050	55.74
Total 33480:						636.00
<b>33481</b>						
11/22/2024	33481	Norco, Inc	166.58	Disc & Wire	50-4700-3545	166.58
Total 33481:						166.58
<b>33482</b>						
11/22/2024	33482	Peterbilt of Wyoming Inc	6.22	License Lamp	54-8400-4050	6.22
11/22/2024	33482	Peterbilt of Wyoming Inc	5,599.63	Repair Head Gasket	54-8400-4050	5,599.63
Total 33482:						5,605.85
<b>33483</b>						
11/22/2024	33483	Rocky Mountain Power	1,725.17	Oct. 15- Nov 14 \ Past due	50-4600-2510	1,725.17
Total 33483:						1,725.17
<b>33484</b>						
11/22/2024	33484	Trex Hydro Excavating Inc	1,638.48	clean lift stations	53-8300-3675	1,638.48
Total 33484:						1,638.48
<b>33485</b>						
11/26/2024	33485	City of Casper	12,405.20	PSCC user fees Aug 2024	10-5400-3000	12,405.20
Total 33485:						12,405.20
<b>33486</b>						
11/26/2024	33486	Summer Melin	12.56	Reimbursement for Gift wrap for employee Christmas pr	10-4600-1300	12.56
Total 33486:						12.56
Grand Totals:						458,278.71

Summary by General Ledger Account Number

M = Manual Check, V = Void Check



GL Account	Debit	Credit	Proof
10-21100	.00	319,925.90-	319,925.90-
10-26150	1,520.00	.00	1,520.00
10-3400-5420	72.95	.00	72.95
10-4400-1040	854.00	.00	854.00
10-4400-1300	1,404.00	.00	1,404.00
10-4400-3510	81.00	.00	81.00
10-4400-3525	297.11	.00	297.11
10-4600-1300	624.56	.00	624.56
10-4600-2510	156.02	.00	156.02
10-4600-2515	1,068.22	.00	1,068.22
10-4800-6010	100,708.31	.00	100,708.31
10-4800-6020	7,347.50	.00	7,347.50
10-4800-6030	152,750.00	.00	152,750.00
10-4800-6035	5,648.03	.00	5,648.03
10-4900-3055	271.76	.00	271.76
10-4900-3065	489.43	.00	489.43
10-5100-1040	214.00	.00	214.00
10-5100-1085	6,986.25	.00	6,986.25
10-5300-4000	71.09	.00	71.09
10-5400-1030	236.55	.00	236.55
10-5400-2070	75.00	.00	75.00
10-5400-3000	12,405.20	.00	12,405.20
10-5400-3015	195.00	.00	195.00
10-5400-3550	2,150.25	.00	2,150.25
10-5400-3565	154.39	.00	154.39
10-5400-4000	3,345.26	.00	3,345.26
10-5400-4050	3,069.09	.00	3,069.09
10-5600-1040	656.56	.00	656.56
10-5600-2040	617.50	.00	617.50
10-5600-3000	1,587.44	.00	1,587.44
10-5600-3515	174.75	.00	174.75
10-5600-3525	814.00	.00	814.00
10-5600-3595	1,020.49	.00	1,020.49
10-5600-4000	535.70	.00	535.70
10-5600-4050	140.62	.00	140.62
10-5700-3020	420.88	.00	420.88
10-5700-4000	211.21	.00	211.21
10-6100-6550	6,703.60	.00	6,703.60
10-6500-3515	2,397.11	.00	2,397.11

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-6500-4050	434.42	.00	434.42
10-6500-4060	107.00	.00	107.00
10-7000-3095	895.00	.00	895.00
10-7000-3500	1,014.65	.00	1,014.65
12-21100	.00	56,758.35-	56,758.35-
12-4500-3515	775.62	.00	775.62
12-4500-3760	39,982.73	.00	39,982.73
12-4500-3805	16,000.00	.00	16,000.00
50-21100	.00	7,710.43-	7,710.43-
50-4600-2080	2,097.00	.00	2,097.00
50-4600-2510	1,725.17	.00	1,725.17
50-4600-2515	432.14	.00	432.14
50-4600-9005	2,200.00	.00	2,200.00
50-4700-1040	636.85	.00	636.85
50-4700-3515	452.69	.00	452.69
50-4700-3545	166.58	.00	166.58
51-21100	.00	2,019.84-	2,019.84-
51-8100-3500	323.41	.00	323.41
51-8100-3655	1,696.43	.00	1,696.43
52-21100	.00	446.65-	446.65-
52-8200-2050	215.00	.00	215.00
52-8200-2515	201.65	.00	201.65
52-8200-3500	30.00	.00	30.00
53-21100	.00	48,709.43-	48,709.43-
53-8300-3045	45,004.84	.00	45,004.84
53-8300-3675	1,788.48	.00	1,788.48
53-8300-4050	1,916.11	.00	1,916.11
54-21100	.00	22,708.11-	22,708.11-
54-8400-3050	16,967.75	.00	16,967.75
54-8400-3500	134.51	.00	134.51
54-8400-4050	5,605.85	.00	5,605.85
Grand Totals:	458,278.71	458,278.71-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



**ACH TRANSACTIONS**

**11-26-24**

<b>Date</b>	<b>Payor</b>	<b>AMOUNT</b>
11/27/24	307 Billing Service, LLC	\$ 2,000.00
11/26/24	Jonah Bank Visa	\$ 16,904.94
11/25/24	Commercial Loan Interest	\$ 1,835.31
	<b>Total:</b>	<b>\$ 20,740.25</b>



**Transmittal Transactions**  
**11-26-24**

***Payroll Reg/Police: 11-4-24 to 11-17-24***

<b>Date</b>	<b>Type/Check #</b>	<b>Payor</b>	<b>AMOUNT</b>
11/17/2024	ACH	IRS	\$ 27,061.34
11/17/2024	33418	American Funds	\$ 75.00
11/17/2024	33419	Orchard Trust	\$ 740.00
<b>Total:</b>			<b>\$ 68,585.24</b>

***Payroll Fire: 11-2-24 to 11-14-24***

<b>Date</b>	<b>Type/Check #</b>	<b>Payor</b>	<b>AMOUNT</b>
11/14/2024	ACH	IRS	\$ 2,177.82
11/14/2024	33417	Pathfinder FCU	\$ 240.00
<b>Total:</b>			<b>\$ 2,417.82</b>

**Total \$ 71,003.06**



## PAYROLL

Meeting Date: November 26, 2024

Payroll Type: Regular/Police

Date Range: 11-4-24 to 11-17-24

Net: \$ 119,185.89

Deductions: \$ 31,363.24

Federal Taxes: \$ 10,088.00

Medicare: \$ 1,660.70

Retirement: \$ 6,545.10

Social Security: \$ 6,825.97

Child Support: \$ 540.32

Insurance: \$ 4,182.17

Supplemental Retirement: \$ 992.02

Supplemental Insurance: \$ 219.36

**TOTAL PAYROLL: \$ 87,822.65**

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City Clerk, Sarah Osborn

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Mayor, Leah Juarez



## PAYROLL

Meeting Date: November 12, 2024

Payroll Type: Fire

Date Range: 11-3-24 to 11-14-24

Net:	\$	20,721.55
Deductions:	\$	4,769.15
Federal Taxes:	\$	1,586.00
Medicare:	\$	295.91
Retirement:	\$	2,330.14
Union Dues	\$	240.00
Child Support:	\$	-
Insurance:	\$	317.10
Supplemental Retirement:	\$	-
Supplemental Insurance:	\$	-
<b>TOTAL PAYROLL:</b>	<b>\$</b>	<b>15,952.40</b>

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City Clerk, Sarah Osborn

---

Mayor, Leah Juarez



**CITY OF MILLS**  
EST. 1921

704 Fourth Street  
P.O. Box 789  
Mills, WY 82644

Phone: 307-234-6679  
Fax: 307-234-6528

## Memorandum

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**TO:** Mills City Council

**FROM:** Megan Nelms, AICP, City Planner

**DATE:** November 26, 2024

**SUBJECT: Updated City Zoning Map**

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**Summary:** With the adoption of the updated Title 17 - Land Development Regulations in July, an update of the official City Zoning Map with the new zoning districts was necessary.

The previous zone districts were generically named and broad in permitted uses, for example, “Established Residential” and “Developing Residential,” while the new code has more specific zone district names along with a better-defined intent and purpose for each district. Staff spent considerable time reviewing the previous zoning map to ensure that properties were placed into districts with the same permitted uses as the districts under the previous Title 17.

The updated official city zoning map is attached for review and approval by Council prior to official publication.

**Staff Recommendation:** Staff recommends the Council adopt the updated 2024 City of Mills Zoning Map for publication.








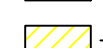








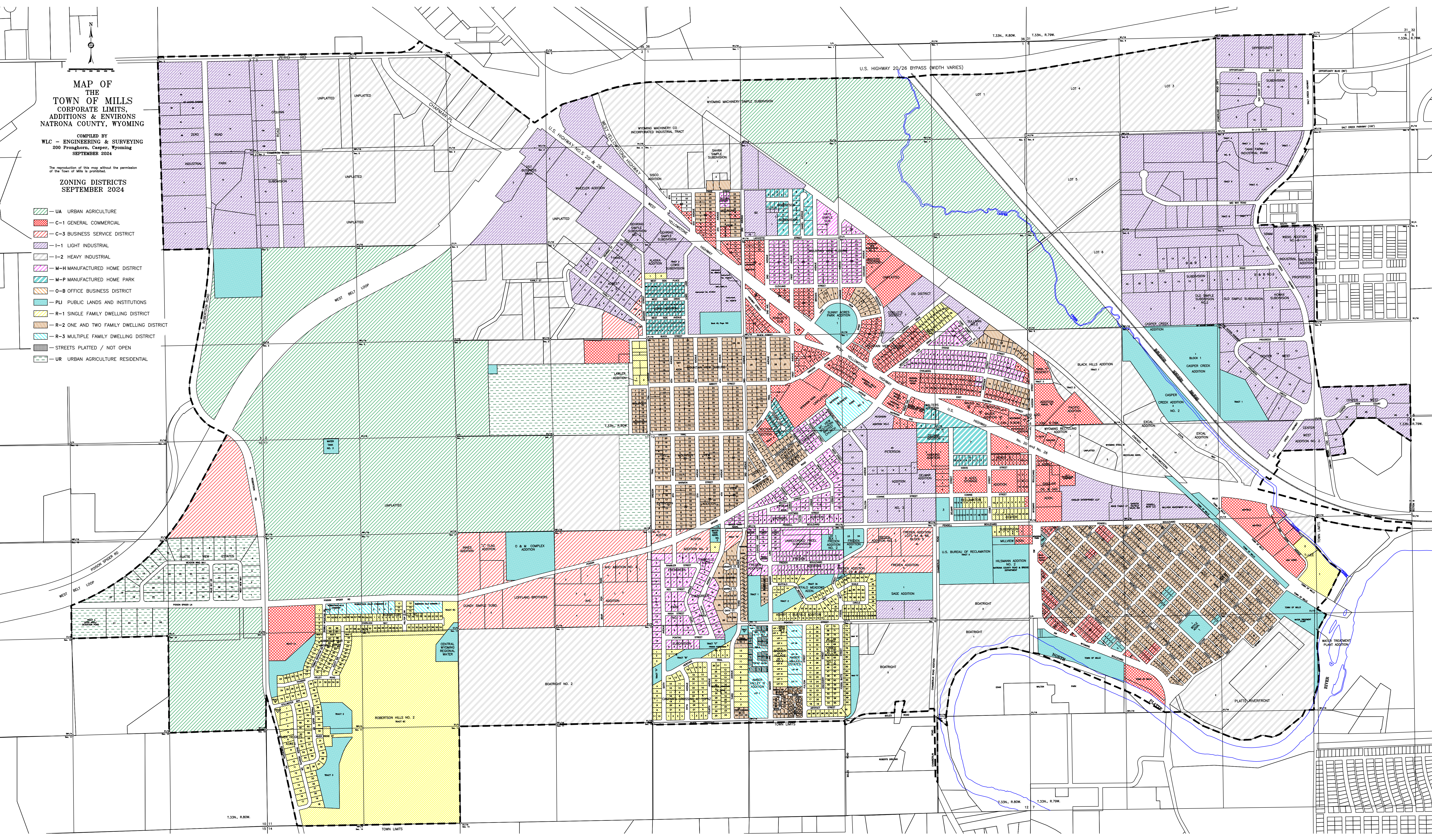
# MAP OF THE TOWN OF MILLS CORPORATE LIMITS, ADDITIONS & ENVIRONS, NATRONA COUNTY, WYOMING

COMPILED BY  
WLC - ENGINEERING & SURVEYING  
200 Pronghorn, Casper, Wyoming  
SEPTEMBER 2024

The reproduction of this map without the permission of the Town of Mills is prohibited.

## ZONING DISTRICTS SEPTEMBER 2024

-  UA URBAN AGRICULTURE
-  C-1 GENERAL COMMERCIAL
-  C-3 BUSINESS SERVICE DISTRICT
-  I-1 LIGHT INDUSTRIAL
-  I-2 HEAVY INDUSTRIAL
-  M-H MANUFACTURED HOME DISTRICT
-  M-P MANUFACTURED HOME PARK
-  O-B OFFICE BUSINESS DISTRICT
-  PLI PUBLIC LANDS AND INSTITUTIONS
-  R-1 SINGLE FAMILY DWELLING DISTRICT
-  R-2 ONE AND TWO FAMILY DWELLING DISTRICT
-  R-3 MULTIPLE FAMILY DWELLING DISTRICT
-  STREETS PLATTED / NOT OPEN
-  UR URBAN AGRICULTURE RESIDENTIAL





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Phone: 307-234-6679  
Fax: 307-234-6528

## Memorandum

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**TO:** Mills City Council  
**FROM:** Megan Nelms, AICP, City Planner  
**DATE:** November 26, 2024  
**SUBJECT:** Hansen Qwik Lube – Deviation/Variance Request

---

**Case Number:** 24.01 VAR

**Summary:** The request is for a Deviation to the minimum side yard setback for a commercial structure located at 306 SW Wyoming Blvd. The zoning of the subject property is C-1 (General Commercial District), which establishes a minimum side-yard setback of 5 feet. The deviation request is for an additional work bay to be added onto the west side of the existing commercial building, which would encroach on the side yard setback, requiring a deviation of 5 feet.

**Zoning Requirement:** The Land Development Regulations require all structures to be located outside of required yard setbacks. The required setback in the C-1 (General Commercial District) is five feet (5').

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**Analysis:**

The applicant is requesting a deviation from the required side yard setback to add an additional work bay onto an existing automobile service shop. The Land Development Regulations (LDRs) require all structures to be located out of the required yard setbacks.

Sections 10.50 and 10.55 of the LDRs allow deviations from certain development standards when special circumstances applicable to the property, including location, shape, size, surroundings, topography or other physical conditions for which the strict application of the standards denies the property owner privileges enjoyed by other property owners in the vicinity in the same zoning district. The deviation must not adversely affect the interest of the public or residents and property owners in the vicinity of the property in question.



# CITY OF MILLS

EST. 1921

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P.O. Box 789  
Mills, WY 82644

Phone: 307-234-6679  
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Deviations are not intended to be granted frequently. The applicant must clearly show that the request is due to very unusual characteristics of the property and that it satisfies the deviation standards. Evaluation of an applicable special circumstance is a matter to be determined from the facts and specifics of each application.

A deviation may be approved after considering the following criteria:

- 1. The proposed development is compatible with existing and proposed or expected land uses in the surrounding area.**

Yes, an automobile service center is an approved use within the C-1 (General Commercial District) and is generally compatible with other uses in the vicinity.

- 2. The deviation results in the creation of project amenities that would not be available through strict adherence to the Regulations (e.g. additional open space, protection of natural resources, improved pedestrian connectivity, etc.).**

No, the granting of a deviation to the setbacks would not result in additional project amenities.

- 3. Granting the deviation would not adversely affect the interests of the public or the interests of residents and property owners in the vicinity of the subject property.**

Approving the deviation may affect the adjacent property owner to the west if the building addition extends to the property line. The public interest in enforcing required setbacks relates to building separation and uniform location and providing light and air between buildings. Additionally, uniform setbacks provide the space needed for future utility placement.

- 4. The deviation is the minimum required or needed for customary enjoyment of the property.**

The deviation is not required for customary enjoyment of the property as the structure exists and there are other potential options available to the applicant



# CITY OF MILLS

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in which meeting the required standards is feasible (e.g. purchase of the neighboring lot, no expansion, etc.).

**Planning Commission Recommendation:** At their November 7, 2024, meeting, the Planning & Zoning Commission recommended DENIAL of the deviation request.

**Staff Recommendation:** After reviewing the criteria to be considered when evaluating a deviation request, the applicant has not provided clear evidence of special circumstances that would unreasonably prevent him from using his property for a permitted purpose. The building in question is used commercially as Hansen’s Qwik Lube. The property is zoned for commercial use.

The applicant has not shown any special circumstances, such as an irregular lot shape or topography, which prevent building in compliance with the LDRs, only that he wants to expand the works bays for additional space.

Staff recommends the Planning & Zoning Commission DENY the variance request as presented by the applicant and put forth in case 24.01VAR, for a variance of five feet from the required 5-foot side yard setback for the construction of an additional work bay setback 0’ feet from the west side property line.

## Hansen Qwik Lube

### Deviation (Variance) Request

**Planning Commission Meeting**  
November 7, 2024

**City Council Meeting**

**Applicants:** Benjamin Mills & Pete Maxwell

**Case Number:** 24.01 VAR

**Deviation Request:** The request is for a Deviation to the minimum side yard setback for a commercial structure located at 306 SW Wyoming Blvd. The zoning of the subject property is C-1 (General Commercial District), which establishes a minimum side-yard setback of 5 feet. The deviation request is for an additional work bay to be added onto the west side of the existing commercial building, which would encroach on the side yard setback, requiring a deviation of 5 feet.

**Zoning Requirement:** The Land Development Regulations require all structures to be located out of required yard setbacks. The required setback in the C-1 (General Commercial District) is five feet (5').

**Legal Description:** Portion of Lots 1 & 2, Block 5, Kiskis Subdivision

**Location:** The property is located on the southwest corner of the intersection of Wyoming Blvd. and W Yellowstone Highway.

**Current Zoning:** C-1 (General Commercial District)

**Existing Land Use:** Automobile service/oil changes

**Analysis:**

The applicant is requesting a deviation from the required side yard setback to add an additional work bay onto an existing automobile service shop. The Land Development Regulations (LDRs) require all structures to be located out of the required yard setbacks.

Sections 10.50 and 10.55 of the LDRs allow deviations from certain development standards when special circumstances applicable to the property, including location, shape, size, surroundings, topography or other physical conditions for which the strict application of the standards denies the property owner privileges enjoyed by other property owners in the vicinity in the same zoning district. The deviation must not adversely affect the interest of the public or residents and property owners in the vicinity of the property in question.

Deviations are not intended to be granted frequently. The applicant must clearly show that request is due to very unusual characteristics of the property and that it satisfies the deviation standards. Evaluation of an applicable special circumstance is a matter to be determined from the facts and specifics of each application.

A deviation may be approved after considering the following criteria:

**1. The proposed development is compatible with existing and proposed or expected land uses in the surrounding area.**

Yes, an automobile service center is an approved use within the C-1 (General Commercial District) and is generally compatible with other uses in the vicinity.

**2. The deviation results in the creation of project amenities that would not be available through strict adherence to the Regulations (e.g. additional open space, protection of natural resources, improved pedestrian connectivity, etc.).**

No, the granting of a deviation to the setbacks would not result in additional project amenities.

**3. Granting the deviation would not adversely affect the interests of the public or the interests of residents and property owners in the vicinity of the subject property.**

Approving the deviation may affect the adjacent property owner to the west if the building addition extends to the property line. The public interest in enforcing required setbacks relates to building separation and uniform location and providing light and air between buildings. Additionally, uniform setbacks provide the space needed for future utility placement.

**4. The deviation is the minimum required or needed for customary enjoyment of the property.**

The deviation is not required for customary enjoyment of the property as the structure exists and there are other potential options available to the applicant in which meeting the required standards is feasible (e.g. purchase of the neighboring lot, no expansion, etc.).

---

---

**Staff Recommendation:**

After reviewing the criteria to be considered when evaluating a deviation request, the applicant has not provided clear evidence of special circumstances that would unreasonably prevent him from using his property for a permitted purpose. The building in question is used commercially as Hansen’s Qwik Lube. The property is zoned for commercial use.

The applicant has not shown any special circumstances, such as an irregular lot shape or topography, which prevent building in compliance with the LDRs, only that he wants to expand the works bays for additional space.

Staff recommends the Planning & Zoning Commission DENY the variance request as presented by the applicant and put forth in case 24.01 VAR, for a variance of five feet from the required 5-foot side yard setback for the construction of an additional work bay setback 0’ feet from the

west side property line.

**Planning Commission Recommendation:**

**City Council Decision:**



CITY OF MILLS PETITION FOR VARIANCE Pursuant to the Mills City Code



City of Mills, Wyoming
704 4th Street (Physical address)
P.O. Box 789 (Mailing address)
Mills, Wyoming 82644

Date: 10-11-2024

Return by:

For Meeting on:

PLEASE PRINT

APPLICANT/OWNER(S) INFORMATION:

Print Owner Name: Benjamin Mills / Pete Maxwell Jr
Owner Mailing Address: 306 SW Wyoming Blvd
City, State, Zip: Mills, Wy 82644
Owner Phone: 307-259-2651
Applicant Email: millsbs2340@gmail.com

AGENT INFORMATION:

Print Agent Name:
Agent Mailing Address:
City, State, Zip:
Agent Phone:
Agent Email:

ATTACHMENT (REQUIRED):

- Proof of ownership: (checked)
(such as deed, title certification, attorney's title opinion)
Plot Plan: (checked) (A plot plan is required showing existing and proposed construction, including dimensions and setback distances.)

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): Kiskis Block 5, Lot 1-2 N 77 of S 135
Physical address of subject property (if available): Kiskis Block 5, Lot 1-2 N 77 of S 135
Size of lot(s): 18 acres sq. ft/acres:
Current zoning: Commercial Current use:
Intended use of the property: Service Shop
Zoning within 300 feet: Land use within 300 feet:

VARIANCE JUSTIFICATION SUMMARY:

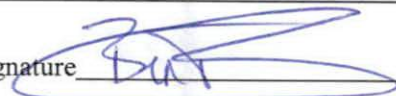
The basis and justification for this petition is (see items a - e on page 2):
We would like to extend the current structure approx 15' x 35' to the west. The current 5' setback will not allow enough footage for a usable 4 service bay



**SIGNATURE(S):**

The following owner's signature signifies that all information on this petition is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all petition information and requirements. [In addition to the owner's signature(s), if an agent of the owner is also to be notified and/or contacted for all communications relating to this application, please have the agent sign below.]

I (We) the undersigned owner(s) of the property described above do hereby petition the City of Mills as follows:  
Allow us to extend the current structure to the west by approx 15 x 35'

OWNER Signature 

OWNER Signature \_\_\_\_\_

AGENT Signature \_\_\_\_\_

**Fee: \$100.00 (non-refundable)**

The Planning and Zoning Board is required to determine Findings of Fact and Conclusions of Law. No exceptions to the Ordinance shall be granted by the Board unless it finds that:

a. There are unique physical circumstances or conditions, such as irregularity, narrowness or shallowness of the lot, or exceptional topographical or physical conditions peculiar to the affected property; or other circumstances where the landowner establishes that a hardship exists on the affected property:

b. The hardship is due to unique circumstances and that the difficulties facing the applicant are different from those of neighboring properties because:

c. The variance will not authorize a use other than those uses specifically listed as permitted or conditional uses in the zoning district in which the variance is sought because:

d. The variance will not result in a gain in use, service or income for the applicant to a greater extent than available to other landowners in the vicinity because:

e. Granting the variance will not merely serve as a convenience for the applicant but is necessary to alleviate a proven hardship related to the property because:

The Devou's will not sell any surrounding property until the old Peterbuilt building sells. We cannot build a large enough bay to use for additional vehicle traffic and services and adhere to the 5' setback rule

Note: For Office Use Only: Signature verified. \_\_\_\_\_ Proof of ownership provided. \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
How Paid: \_\_\_\_\_ NOTES: \_\_\_\_\_

E

New

35'

15'

W

# 306 SW Wyoming Blvd – Setback Reduction Request



## Mills Zoning Districts

	— AG URBAN AGRICULTURE		— O-B OFFICE BUSINESS DISTRICT
	— C-1 GENERAL COMMERCIAL		— PLI PUBLIC LANDS AND INSTITUTIONS
	— C-3 BUSINESS SERVICE DISTRICT		— R-1 SINGLE FAMILY DWELLING DISTRICT
	— I-1 LIGHT INDUSTRIAL		— R-2 ONE AND TWO FAMILY DWELLING DISTRICT
	— I-2 HEAVY INDUSTRIAL		— R-3 MULTIPLE FAMILY DWELLING DISTRICT
	— M-H MANUFACTURED HOME DISTRICT		— STREETS PLATTED / NOT OPEN
	— M-P MANUFACTURED HOME PARK		— UR URBAN AGRICULTURE RESIDENTIAL

Name	Address	City	State	Zip
Devore Limited LLC	1421 S Center St	Casper	WY	82601
First Interstate Bank A	PO Box 30918	Billings	MT	59116
Moyle Petroleum Co.	PO Box 2860	Rapid City	SD	57709



**CITY OF MILLS**  
EST. 1921

704 Fourth Street  
P.O. Box 789  
Mills, WY 82644

Phone: 307-234-6679  
Fax: 307-234-6528

October 24, 2024

Devore Limited LLC  
1421 S Center St  
Casper, WY 82601

**RE: Deviation Request – Required Setback**  
**A portion of Lots 1 & 2, Block 5, Kiskis Subdivision aka 306 SW Wyoming Blvd**

Dear Neighboring Landowner:

I would like to inform you of a Deviation request by a neighboring property. The property owner has requested an administrative adjustment to the required side yard setback in the C-1 (General Commercial) zoning district. If you should have any concerns or comments, you are invited to attend the following public hearings:

The Mills City Council will hold a public hearing on November 26, 2024, at 7:00 P.M, or as time allows, in the Council Chambers, 704 Fourth St., Mills, Wyoming.

The required setback is five feet (5') and the applicant has requested a reduction of the setback by five feet (5'). The applicant is proposing new construction on the property that will extend the existing structure to the western property line, for a 0' setback. The attached aerial photo shows the subject property and area of setback adjustment highlighted in yellow and red.

If you are unable to attend the meeting and have any comments regarding this proposal, you may send a signed letter or fax to the City Clerk's Office, and it will be forwarded to the Council on your behalf. Please do not hesitate to contact me at (307) 632-5656 if you have any questions.

Sincerely,

Megan Nelms, AICP  
City Planner

Enclosure