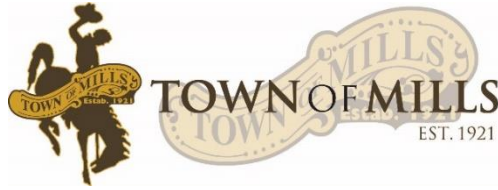


**REGULAR TOWN
COUNCIL MEETING
March 23, 2021
7:00 PM
Town Hall**



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

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- [1.](#) Council Meeting 3-9-2021
2. Executive Meeting Minutes 3-9-2021: Real-Estate Issue

Town Licenses

- [3.](#) Business and Contractor Licenses: New & Renewal

Financial Approvals

- [4.](#) Financial Reports 3-23-2021
- [5.](#) Fire Payroll
- [6.](#) Regular/Police Payroll

ORDINANCES AND RESOLUTIONS

- [7.](#) **Ordinance 752; THIRD AND FINAL READING:** An Ordinance Repealing the Existing Title 2 On Administration and Personnel in its Entirety and Replacing It With A New Title 2 On Administration and Personnel: (Tabled 1-12-2021)
- [8.](#) **Ordinance 755: THIRD AND FINAL READING:** An Ordinance to ReZone Tract D, Buffalo Addition from Developing Business, Tracts A-C Buffalo Addition from Established Residential and Lot 4 Sage Addition from Established Industrial all to Mixed Size Residential
- [9.](#) **Ordinance 757: THIRD AND FINAL READING:** An Ordinance Granting a Franchise to Qwest Corporation; DBA Century Link
- [10.](#) **Ordinance 758: Second Reading: Title 1:** General Provisions
- [11.](#) **Ordinance 759: First Reading** Public Services
- [12.](#) **Ordinance 760 Second Reading: Title 10:** Vehicles and Traffic

13. Ordinance 762: Second Reading: Title 12: Streets, Sidewalks and Public Spaces

14. Resolution 2021-8: A Resolution for The Buffalo Meadows Addition, A Vacation and Replat of the Buffalo Meadows Addition and Sage Addition

15. Resolution 2021-9: A Resolution for the Wyoming Steel & Recycling Addition, A Vacation & Replat of a Portion of Tract 2, Black Hills Addition and A Subdivision of a Portion of Lot 1, Section 7

16. Resolution 2021-10: A Resolution Concerning 720 Fifth Street Mills, Wyoming

COUNCIL APPROVALS

17. Council Authorizes The Mayor to Sign The Authorizing Resolution for A Grant Under Section 53, The Fixing America's Surface Transportation (FAST)

OPEN DISCUSSION

EXECUTIVE SESSION

18. Legal Matter

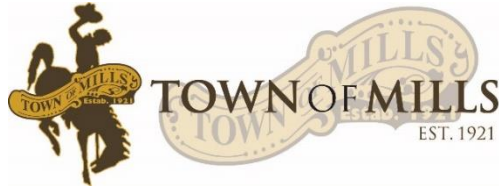
ADJOURNMENT

NEXT MEETING - April 13th, 2021 @ 7:00pm/ April 27th, 2021 @ 7:00pm

NEXT WORK SESSION - April 12th, 2021 @ 9:00am/ April 13th, 2021 @ 6:00pm/ April 27th, 2021 @ 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.

**REGULAR TOWN
COUNCIL MEETING
March 09, 2021
7:00 PM
Town Hall**



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

MINUTES

CALL TO ORDER

Mayor Called the Meeting to order at 7:00pm.

ROLL CALL

PRESENT

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

PLEDGE OF ALLEGIANCE

Pledge was said

CONSENT AGENDA

Minutes

- 1. Council Meeting 2-23-2021

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

- 2. Executive Meeting Minutes: Personnel Issue

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

Town Licenses

3. Business and Contractor Licenses: New & Renewal

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

Financial Approvals

4. Payroll Fire: 2-16-2021 to 2-27-2021

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

5. Payroll Regular & Police: 2-15-2021 to 2-28-2021

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

6. Financial Reports 3-9-2021

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

ORDINANCES AND RESOLUTIONS

7. Ordinance 755: Second Reading: An Ordinance to ReZone Tract D, Buffalo Addition from Developing Business, Tracts A-C Buffalo Addition from Established Residential and Lot 4 Sage Addition from Established Industrial all to Mixed Size Residential

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

8. Ordinance 757: Second Reading: An Ordinance Granting a Franchise to Qwest Corporation; DBA Century Link

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

9. Ordinance 758: First Reading: Title 1: General Provisions

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

10. Ordinance 760 First Reading: Title 10: Vehicles and Traffic

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

11. Ordinance 762: First Reading: Title 12: Streets, Sidewalks and Public Spaces

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

COUNCIL APPROVALS

12. Council Authorizes the Mayor to Sign the Agreement with Community Education Centers Inc (CEC)

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

13. Council Approves the Mayor to Sign Contracts and Agreements Pertaining to the 100th Anniversary

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

OPEN DISCUSSION

Dempsey Patrick was present to talk about his agreement.

EXECUTIVE SESSION

14. Real-Estate Issue

Mayor asked for a motion to go into Executive Session for a Real-Estate Issue at 7:08pm.

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

Back from Executive Session at 7:18pm. Mayor asked for a motion to approve property A in the amount of \$160,000.

Motion made by Council Member McCarthy, Seconded by Council Member Hollander.

Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

ADJOURNMENT

Mayor asked for a motion to adjourn the meeting at 7:19pm.

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

NEXT MEETING - March 23rd, 2021 @ 7:00pm/ April 13th, 2021 @ 7:00pm/ April 27th, 2021 @ 7:00pm

NEXT WORK SESSION - March 9th, 2021 @ 6:00pm/ March 23rd, 2021 @ 6:00pm/ April 12th, 2021 @ 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

Council Meeting MARCH 9TH, 2021

Item # 3.

NEW BUSINESS LICENSES

BUSINESS NAME

FIRE INSPECTION

INSURANCE

RENEWAL BUSINESS LICENSES

BUSINESS NAME

FIRE INSPECTION

INSURANCE

1	Bruce Magrum Properties Rentals	N/A	N/A
2	Rec Vee Service & Supply of Wyoming INC	Yes	Yes

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Council Meeting JAN 12, 2021

Item # 3.

NEW CONTRACTOR LICENSES

BUSINESS NAME

CONTRACTOR ID INSURANCE FIRE

RENEWAL CONTRACTOR LICENSES

BUSINESS NAME

CONTRACTOR ID INSURANCE FIRE

7	Toland Construction	Yes	Yes	N/A
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				



BILLS

Meeting Date: March 23rd, 2021

Bills

PETTY CASH.....	\$0.00
VOUCHERS.....	\$118,241.04
MANUAL CHECKS TOWN HALL.....	\$21,910.88
MANUAL CHECKS COURT.....	\$530.00
VOIDED CHECKS.....	\$550.00



CHECK LIST FOR
March 23rd , 2021
COUNCIL MEETING
Town Hall/Court

3-5-2021	27184-27192	Manual
3-12-2021	27193-27194	Transmittals
3-12-2021	27195-27197	Manual
3-12-2021	27198-27199	Void
3-17-2021	27200-27201	Manual
3-17-2021	27202-27206	Transmittals
3-17-2021	27207-27208	Manuals
3-19-2021	27209-27249	Vouchers
	Court	
3-18-2021	1616-1617	Manual

COUNCIL:

MAYOR: _____

TOWN CLERK: _____



TOWN OF MILLS

EST. 1921

MANUAL CHECKS

Town Hall

March 23rd, 2021

COUNCIL MEETING

3-5-2021	27184	Charter Communications	Cable Bill	\$424.08
3-5-2021	27185	Rocky Mountain Power	Utility Bill	\$272.12
3-5-2021	27186	Verizon	Phone Bill	\$277.40
3-5-2021	27187	Century Link	Phone Bill	\$240.93
3-9-2021	27188	Kayla Summers	Water Deposit Refund	\$91.73
3-9-2021	27189	Jen Leaver	Water Deposit Refund	\$23.34
3-9-2021	27190	Taylor O'Neill	Water Deposit Refund	\$32.95
3-9-2021	27191	Joe Meals	Water Deposit Refund	\$90.73
3-9-2021	27192	Madelaine Acuna	Water Deposit Refund	\$106.31
3-12-2021	27195	Black Hills Energy	Utilities	\$7611.05
3-12-2021	27196	Clay Brozovich	Water Deposit Refund	\$52.23
3-17-2021	27197	Tyson Yount	Water Deposit Refund	\$81.88
3-17-2021	27200	Mike Roden	Uniform Stipend	\$550.00



TOWN OF MILLS

EST. 1921

3-17-2021	27201	Jerry Rodgers	Uniform Stipend	\$550.00
3-17-2021	27202	Rocky Mountain Power	Utilities	\$11,331.13
3-17-2021	27203	Casey Gallinger	Per Diem	\$175.00

TOTAL: \$21,910.88

424.08+
 272.12+
 277.40+
 240.93+
 91.73+
 23.34+
 32.95+
 90.73+
 106.31+
 7,511.05+
 52.23+
 81.88+
 550.00+
 550.00+
 11,331.13+
 175.00+

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TOWN OF MILLS

EST. 1921

Voided Checks

March 23rd, 2021

Council Meeting

3-17-2021	27198	27201	Mike Roden	Check out of Order	\$550.00
3-17-2021	27199	27201	Blank	Check out of order	\$0

TOTAL: \$550.00

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530.00*

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TOWN OF MILLS

EST. 1921

MANUAL CHECKS

COURT

March 23rd , 2021

COUNCIL MEETING

3-18-2021	1616	Anneliese Pruitt	Bond Refund	\$520.00
3-17-2021	1617	Randi Williams	Bond Refund	\$10.00

TOTAL: \$530.00

001 550.00 +
 550.000
 550.00x
 550.00*

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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

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

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

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
ALSCO, Inc								
350	ALSCO, Inc	LCAS1399118	03/10/2021	63.06	63.06	03/19/2021	03/19/2021	27209
Total ALSCO, Inc:				63.06	63.06			
Amazon Capital Services, Inc								
7825	Amazon Capital Services, Inc	113-1813489-9	03/04/2021	11.69	11.69	03/19/2021	03/19/2021	27210
7825	Amazon Capital Services, Inc	113-5103178-1	03/04/2021	159.95	159.95	03/19/2021	03/19/2021	27210
Total Amazon Capital Services, Inc:				171.64	171.64			
AMBI Mail & Marketing, Inc								
140	AMBI Mail & Marketing, Inc	21-02-471	02/28/2021	15.83	15.83	03/19/2021	03/19/2021	27211
Total AMBI Mail & Marketing, Inc:				15.83	15.83			
Atlantic Electric Inc.								
8071	Atlantic Electric Inc.	9265	03/09/2021	1,500.00	1,500.00	03/19/2021	03/19/2021	27212
Total Atlantic Electric Inc.:				1,500.00	1,500.00			
Atlas Office Products, Inc								
620	Atlas Office Products, Inc	66031-0	03/04/2021	388.82	388.82	03/19/2021	03/19/2021	27213
620	Atlas Office Products, Inc	66031-1	03/08/2021	119.22	119.22	03/19/2021	03/19/2021	27213
620	Atlas Office Products, Inc	66079-0	03/05/2021	143.60	143.60	03/19/2021	03/19/2021	27213
620	Atlas Office Products, Inc	66079-1	03/08/2021	126.82	126.82	03/19/2021	03/19/2021	27213
620	Atlas Office Products, Inc	66085-0	03/08/2021	38.99	38.99	03/19/2021	03/19/2021	27213
Total Atlas Office Products, Inc:				817.45	817.45			
Badge & Wallet								
8074	Badge & Wallet	351781	03/08/2021	2,384.00	2,384.00	03/19/2021	03/19/2021	27214
8074	Badge & Wallet	FD BADGE 20	03/16/2021	1,101.00	1,101.00	03/19/2021	03/19/2021	27214
Total Badge & Wallet:				3,485.00	3,485.00			
Bighorn Tire								
8068	Bighorn Tire	04-51094	03/09/2021	20.00	20.00	03/19/2021	03/19/2021	27215
Total Bighorn Tire:				20.00	20.00			
Bond Refund								
7866	Bond Refund	4000218	03/16/2021	10.00	10.00	03/18/2021	03/18/2021	1617
7866	Bond Refund	40002641	03/16/2021	520.00	520.00	03/18/2021	03/18/2021	1617
Total Bond Refund:				530.00	530.00			
Caselle, Inc								
1160	Caselle, Inc	107972	03/01/2021	1,054.00	1,054.00	03/19/2021	03/19/2021	27216
1160	Caselle, Inc	107972	03/01/2021	1,054.00	1,054.00	03/19/2021	03/19/2021	27216

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Caselle, Inc:				2,108.00	2,108.00			
Casey Gallinger								
7919	Casey Gallinger	CLASS 2021	03/17/2021	175.00	175.00	03/18/2021	03/18/2021	27208
Total Casey Gallinger:				175.00	175.00			
Casper Star Tribune Inc								
1270	Casper Star Tribune Inc	72835	03/07/2021	56.18	56.18	03/19/2021	03/19/2021	27217
1270	Casper Star Tribune Inc	72838	03/10/2021	194.06	194.06	03/19/2021	03/19/2021	27217
Total Casper Star Tribune Inc:				250.24	250.24			
Casper Tire, Inc								
1280	Casper Tire, Inc	165959	02/17/2021	190.00	190.00	03/19/2021	03/19/2021	27218
Total Casper Tire, Inc:				190.00	190.00			
City of Casper								
1510	City of Casper	1268	03/01/2021	2,132.10	2,132.10	03/19/2021	03/19/2021	27219
1510	City of Casper	1355	03/04/2021	1,350.00	1,350.00	03/19/2021	03/19/2021	27219
1510	City of Casper	1380	03/09/2021	5,321.91	5,321.91	03/19/2021	03/19/2021	27219
1510	City of Casper	603866	03/01/2021	493.43	493.43	03/19/2021	03/19/2021	27219
1510	City of Casper	603896	03/02/2021	978.38	978.38	03/19/2021	03/19/2021	27219
1510	City of Casper	603922	03/03/2021	545.90	545.90	03/19/2021	03/19/2021	27219
1510	City of Casper	603942	03/04/2021	445.73	445.73	03/19/2021	03/19/2021	27219
1510	City of Casper	603966	03/05/2021	278.25	278.25	03/19/2021	03/19/2021	27219
1510	City of Casper	604007	03/08/2021	433.01	433.01	03/19/2021	03/19/2021	27219
1510	City of Casper	604039	03/09/2021	973.61	973.61	03/19/2021	03/19/2021	27219
1510	City of Casper	604062	03/10/2021	418.17	418.17	03/19/2021	03/19/2021	27219
1510	City of Casper	604083	03/11/2021	592.01	592.01	03/19/2021	03/19/2021	27219
1510	City of Casper	604095	03/12/2021	314.82	314.82	03/19/2021	03/19/2021	27219
Total City of Casper:				14,277.32	14,277.32			
Communication Technologies Inc								
1640	Communication Technologies Inc	88130	02/22/2021	12,106.67	12,106.67	03/19/2021	03/19/2021	27220
Total Communication Technologies Inc:				12,106.67	12,106.67			
Emergency Medical Direction & Consulting								
7973	Emergency Medical Direction & C	14	02/09/2021	375.00	375.00	03/19/2021	03/19/2021	27221
Total Emergency Medical Direction & Consulting:				375.00	375.00			
Energy Laboratories Inc								
2370	Energy Laboratories Inc	378612	03/04/2021	604.00	604.00	03/19/2021	03/19/2021	27222
Total Energy Laboratories Inc:				604.00	604.00			
Hawkins Inc								
3040	Hawkins Inc	4883449	02/19/2021	1,290.21	1,290.21	03/19/2021	03/19/2021	27223
Total Hawkins Inc:				1,290.21	1,290.21			

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Hensley Battery LLC								
3090	Hensley Battery LLC	419229	02/09/2021	114.28	114.28	03/19/2021	03/19/2021	27224
3090	Hensley Battery LLC	419536	02/22/2021	123.11	123.11	03/19/2021	03/19/2021	27224
Total Hensley Battery LLC:				237.39	237.39			
Hilltop National Bank								
3100	Hilltop National Bank	14985	03/10/2021	75.00	75.00	03/19/2021	03/19/2021	27225
3100	Hilltop National Bank	14986	03/10/2021	50.00	50.00	03/19/2021	03/19/2021	27225
3100	Hilltop National Bank	14987	03/10/2021	25.00	25.00	03/19/2021	03/19/2021	27225
Total Hilltop National Bank:				150.00	150.00			
Homax								
3120	Homax	CL07301	02/28/2021	1,986.11	1,986.11	03/19/2021	03/19/2021	27226
3120	Homax	CL07301	02/28/2021	204.10	204.10	03/19/2021	03/19/2021	27226
3120	Homax	CL07302	02/28/2021	297.80	297.80	03/19/2021	03/19/2021	27226
3120	Homax	CL07306	02/28/2021	33.22	33.22	03/19/2021	03/19/2021	27226
3120	Homax	CL07308	02/28/2021	140.42	140.42	03/19/2021	03/19/2021	27226
Total Homax:				2,661.65	2,661.65			
Huber Plumbing								
3200	Huber Plumbing	00092312	03/09/2021	212.50	212.50	03/19/2021	03/19/2021	27227
3200	Huber Plumbing	00092516	03/04/2021	1,130.31	1,130.31	03/19/2021	03/19/2021	27227
Total Huber Plumbing:				1,342.81	1,342.81			
Imerys Perlite USA, Inc.								
3250	Imerys Perlite USA, Inc.	8306154562	03/11/2021	6,381.84	6,381.84	03/19/2021	03/19/2021	27228
Total Imerys Perlite USA, Inc.:				6,381.84	6,381.84			
JDC Investigations, LLC								
8051	JDC Investigations, LLC	1253	03/12/2021	250.00	250.00	03/19/2021	03/19/2021	27229
Total JDC Investigations, LLC:				250.00	250.00			
Jerry Rodgers								
7666	Jerry Rodgers	UNIFORM 202	03/17/2021	550.00	550.00	03/17/2021	03/17/2021	27200
Total Jerry Rodgers:				550.00	550.00			
Jonah Visa								
8059	Jonah Visa	002865	03/12/2021	8.45	8.45	03/19/2021	03/19/2021	27230
8059	Jonah Visa	002954	03/05/2021	35.00	35.00	03/19/2021	03/19/2021	27230
8059	Jonah Visa	005611	03/02/2021	14.00	14.00	03/19/2021	03/19/2021	27230
8059	Jonah Visa	009212	03/04/2021	32.28	32.28	03/19/2021	03/19/2021	27230
8059	Jonah Visa	009281	03/18/2021	140.42	140.42	03/19/2021	03/19/2021	27230
8059	Jonah Visa	1285-9402	03/03/2021	1,000.00	1,000.00	03/19/2021	03/19/2021	27230
8059	Jonah Visa	2583	03/03/2021	6,498.00	6,498.00	03/19/2021	03/19/2021	27230
8059	Jonah Visa	264360	03/01/2021	156.00	156.00	03/19/2021	03/19/2021	27230
8059	Jonah Visa	6251	02/22/2021	177.14	177.14	03/19/2021	03/19/2021	27230
8059	Jonah Visa	63989981	02/24/2021	241.76	241.76	03/19/2021	03/19/2021	27230
8059	Jonah Visa	64003635	03/04/2021	879.61	879.61	03/19/2021	03/19/2021	27230
8059	Jonah Visa	64004928	03/05/2021	143.16	143.16	03/19/2021	03/19/2021	27230

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Jonah Visa:				<u>9,325.82</u>	<u>9,325.82</u>			
Mastercard								
4170	Mastercard	63434G	03/03/2021	199.66	199.66	03/19/2021	03/19/2021	27231
4170	Mastercard	67205G	03/18/2021	442.13	442.13	03/19/2021	03/19/2021	27231
Total Mastercard:				<u>641.79</u>	<u>641.79</u>			
Merrily-Go-Round Entertainment								
7731	Merrily-Go-Round Entertainment	061221	03/16/2021	250.00	250.00	03/19/2021	03/19/2021	27232
Total Merrily-Go-Round Entertainment:				<u>250.00</u>	<u>250.00</u>			
Mike Roden								
7702	Mike Roden	STIPEND 2021	03/17/2021	550.00	550.00	03/17/2021	03/17/2021	27201
Total Mike Roden:				<u>550.00</u>	<u>550.00</u>			
Natrona County Sheriffs Office								
4660	Natrona County Sheriffs Office	4175	03/01/2021	19,043.36	19,043.36	03/19/2021	03/19/2021	27233
Total Natrona County Sheriffs Office:				<u>19,043.36</u>	<u>19,043.36</u>			
Norco, Inc								
4760	Norco, Inc	31495255	02/28/2021	10.92	10.92	03/19/2021	03/19/2021	27234
Total Norco, Inc:				<u>10.92</u>	<u>10.92</u>			
Peden's Inc.								
5010	Peden's Inc.	N61282	02/15/2021	77.00	77.00	03/19/2021	03/19/2021	27235
5010	Peden's Inc.	N61437	03/03/2021	239.00	239.00	03/19/2021	03/19/2021	27235
5010	Peden's Inc.	N61438	03/03/2021	59.00	59.00	03/19/2021	03/19/2021	27235
Total Peden's Inc.:				<u>375.00</u>	<u>375.00</u>			
Peterbilt of Wyoming Inc								
5060	Peterbilt of Wyoming Inc	CR57020	03/09/2021	3,888.15	3,888.15	03/19/2021	03/19/2021	27236
Total Peterbilt of Wyoming Inc:				<u>3,888.15</u>	<u>3,888.15</u>			
PMCH								
8013	PMCH	10671	03/04/2021	2,000.00	2,000.00	03/19/2021	03/19/2021	27237
8013	PMCH	10671	03/04/2021	2,000.00	2,000.00	03/19/2021	03/19/2021	27237
Total PMCH:				<u>4,000.00</u>	<u>4,000.00</u>			
Prothman								
8072	Prothman	2021-7310	03/08/2021	4,500.00	4,500.00	03/19/2021	03/19/2021	27238
Total Prothman:				<u>4,500.00</u>	<u>4,500.00</u>			
Quick Med Claims								
7972	Quick Med Claims	INV11517	02/28/2021	316.06	316.06	03/19/2021	03/19/2021	27239
Total Quick Med Claims:				<u>316.06</u>	<u>316.06</u>			

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Rocky Mountain Power								
5560	Rocky Mountain Power	64728	03/03/2021	2,133.94	2,133.94	03/17/2021	03/17/2021	27207
5560	Rocky Mountain Power	64728	03/03/2021	4,900.63	4,900.63	03/17/2021	03/17/2021	27207
5560	Rocky Mountain Power	64728	03/03/2021	4,296.56	4,296.56	03/17/2021	03/17/2021	27207
Total Rocky Mountain Power:				11,331.13	11,331.13			
Scott Environmental Service LLC								
8075	Scott Environmental Service LLC	21-030	03/05/2021	500.00	500.00	03/19/2021	03/19/2021	27240
Total Scott Environmental Service LLC:				500.00	500.00			
Squad Rooms Emblems								
5900	Squad Rooms Emblems	0054	03/04/2021	430.84	430.84	03/19/2021	03/19/2021	27241
Total Squad Rooms Emblems:				430.84	430.84			
Sutherlands								
6050	Sutherlands	187367	03/01/2021	34.40	34.40	03/19/2021	03/19/2021	27242
6050	Sutherlands	187412	03/03/2021	36.46	36.46	03/19/2021	03/19/2021	27242
6050	Sutherlands	187494	03/08/2021	52.47	52.47	03/19/2021	03/19/2021	27242
Total Sutherlands:				123.33	123.33			
Trans K9 USA, INC								
8073	Trans K9 USA, INC	3243	03/08/2021	1,415.00	1,415.00	03/19/2021	03/19/2021	27243
Total Trans K9 USA, INC:				1,415.00	1,415.00			
Trans Union Risk & Alternative								
7392	Trans Union Risk & Alternative	233312-20210	03/01/2021	75.00	75.00	03/19/2021	03/19/2021	27244
Total Trans Union Risk & Alternative:				75.00	75.00			
Weslyn Fairbanks								
7782	Weslyn Fairbanks	825538	02/21/2021	8.00	8.00	03/19/2021	03/19/2021	27245
Total Weslyn Fairbanks:				8.00	8.00			
WLC Engineering Inc								
6920	WLC Engineering Inc	2021-10143	03/04/2021	1,652.00	1,652.00	03/19/2021	03/19/2021	27246
6920	WLC Engineering Inc	2021-10144	03/04/2021	5,556.50	5,556.50	03/19/2021	03/19/2021	27246
6920	WLC Engineering Inc	2021-10152	03/05/2021	6,983.00	6,983.00	03/19/2021	03/19/2021	27246
6920	WLC Engineering Inc	2021-10153	03/05/2021	1,704.00	1,704.00	03/19/2021	03/19/2021	27246
6920	WLC Engineering Inc	2021-10154	03/05/2021	2,703.93	2,703.93	03/19/2021	03/19/2021	27246
6920	WLC Engineering Inc	2021-10155	03/05/2021	4,325.00	4,325.00	03/19/2021	03/19/2021	27246
Total WLC Engineering Inc:				22,924.43	22,924.43			
WYDOT Financial Services								
7565	WYDOT Financial Services	0000124329	03/01/2021	114.98	114.98	03/19/2021	03/19/2021	27247
Total WYDOT Financial Services:				114.98	114.98			
Wyoming Peace Officers Association								
7369	Wyoming Peace Officers Associati	2021	03/09/2021	150.00	150.00	03/19/2021	03/19/2021	27248

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Wyoming Peace Officers Association:				150.00	150.00			
Wyoming Signs LLC								
7190	Wyoming Signs LLC	13783	02/26/2021	500.00	500.00	03/19/2021	03/19/2021	27249
7190	Wyoming Signs LLC	13788	03/02/2021	255.00	255.00	03/19/2021	03/19/2021	27249
7190	Wyoming Signs LLC	13794	03/03/2021	620.25	620.25	03/19/2021	03/19/2021	27249
7190	Wyoming Signs LLC	13798	03/04/2021	475.00	475.00	03/19/2021	03/19/2021	27249
Total Wyoming Signs LLC:				1,850.25	1,850.25			
Grand Totals:				131,377.17	131,377.17			

Dated: _____

Mayor: _____

City Council: _____

City Council: _____

I Certify under penalty of perjury, that this voucher and items included therein for payment are correct and just in all respects

Dated: ____ 20____ Signature of Claimant _____

Dated: ____ 20____ Signature of Claimant _____

Dated: ____ 20____ Signature of Claimant _____

Dated: ____ 20____ Signature of Claimant _____

Dated: ____ 20____ Signature of Claimant _____

Report Criteria:

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
1616						
03/18/2021	1616	Anneliese Pruitt	520.00	Bond Refund for Anneliese Pruitt	10-26150	520.00
Total 1616:						520.00
1617						
03/18/2021	1617	Randi Williams	10.00	Bond Refund for Randi Williams	10-26150	10.00
Total 1617:						10.00
27146						
03/04/2021	27146	Advance Casper	1,666.68	Sustainable Strategies Consulting Fee FY 21	10-45-310	1,666.68
Total 27146:						1,666.68
27147						
03/04/2021	27147	AMBI Mail & Marketing, Inc	24.64	Fed Ex Drugs to Crime Lab in Cheyenne	10-54-330	24.64
Total 27147:						24.64
27148						
03/04/2021	27148	Ameri-Tech Equipment Company	110.00	Truck Repair	54-84-950	110.00
Total 27148:						110.00
27149						
03/04/2021	27149	Atlas Office Products, Inc	14.86	Name Plates Foertsch & Mayo	10-54-235	14.86
03/04/2021	27149	Atlas Office Products, Inc	40.74	Binders Office	10-46-235	40.74
03/04/2021	27149	Atlas Office Products, Inc	101.30	Office Restock	10-46-235	101.30
03/04/2021	27149	Atlas Office Products, Inc	2.97	Office Restock	10-46-235	2.97
03/04/2021	27149	Atlas Office Products, Inc	24.06	Office Supplies	10-46-235	24.06
Total 27149:						183.93

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
27150						
03/04/2021	27150	Axon Enterprise, Inc	375.00	Basic Instructor School Terry Good	10-54-910	375.00
Total 27150:						375.00
27151						
03/04/2021	27151	B & B Rubber Stamp	120.35	Stramps	10-44-235	120.35
Total 27151:						120.35
27152						
03/04/2021	27152	Casper College	1,096.00	A & I Class for Ethan Hecht	10-56-910	1,096.00
Total 27152:						1,096.00
27153						
03/04/2021	27153	City of Casper	1,944.00	Monthly Balefill Pass Dec 2020	54-84-250	1,944.00
03/04/2021	27153	City of Casper	1,854.00	Monthly Balefill Pass Jan 2021	54-84-250	1,854.00
03/04/2021	27153	City of Casper	995.27	GIO Expense Casper	10-46-795	995.27
03/04/2021	27153	City of Casper	16,763.02	PSCC December 2020	10-54-500	16,763.02
03/04/2021	27153	City of Casper	12,368.54	PSCC January 2021	10-54-500	12,368.54
03/04/2021	27153	City of Casper	20,018.62	201 Sewer	53-83-620	20,018.62
03/04/2021	27153	City of Casper	434.01	Balefill	54-84-250	434.01
03/04/2021	27153	City of Casper	400.35	Balefill	54-84-250	400.35
03/04/2021	27153	City of Casper	535.83	Balefill	54-84-250	535.83
03/04/2021	27153	City of Casper	254.40	Balefill	54-84-250	254.40
03/04/2021	27153	City of Casper	389.55	Balefill	54-84-250	389.55
03/04/2021	27153	City of Casper	810.37	Balefill	54-84-250	810.37
03/04/2021	27153	City of Casper	551.20	Balefill	54-84-250	551.20
03/04/2021	27153	City of Casper	499.79	Balefill	54-84-250	499.79
03/04/2021	27153	City of Casper	250.69	Balefill	54-84-250	250.69
03/04/2021	27153	City of Casper	1,980.00	Monthly Balefill Pass Oct 2020	54-84-250	1,980.00
03/04/2021	27153	City of Casper	1,962.00	Monthly Balefill Pass Nov 2020	54-84-250	1,962.00
Total 27153:						62,011.64
27154						
03/04/2021	27154	Collins Communications, Inc	275.00	ITS Customer Care Contract	10-55-860	275.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27154:						275.00
27155						
03/04/2021	27155	Computer Professionals Unlimited	2,161.00	HP Color LaserJet Pro & 500 Sheet Paper Tray	10-45-880	2,161.00
Total 27155:						2,161.00
27156						
03/04/2021	27156	Comtronix Communications Inc	600.00	Alarm monitoring	10-45-260	600.00
Total 27156:						600.00
27157						
03/04/2021	27157	Dana Kepner Company Inc	257.37	Freeze Plates & Liners	51-81-430	257.37
Total 27157:						257.37
27158						
03/04/2021	27158	Ethan Hecht	130.00	Books Paramedic Classes	10-56-910	130.00
03/04/2021	27158	Ethan Hecht	40.00	Drug & Alcohol Test for Class	10-56-910	40.00
Total 27158:						170.00
27159						
03/04/2021	27159	Ferguson Waterworks #1701	74.61	Meter Freeze Plates	51-81-430	74.61
03/04/2021	27159	Ferguson Waterworks #1701	1,852.70	Meters	51-81-430	1,852.70
03/04/2021	27159	Ferguson Waterworks #1701	392.30	Meter freeze plates	51-81-430	392.30
03/04/2021	27159	Ferguson Waterworks #1701	8.00	3/4 Rubber Meter Washers	51-81-430	8.00
Total 27159:						2,327.61
27160						
03/04/2021	27160	Geotec Industrial Supply	45.00	9 x 25 Wattle	51-81-840	45.00
Total 27160:						45.00
27161						
03/04/2021	27161	Hand & Hand	1,708.45	Court Attorney Fees for Jan 2021	10-51-241	1,708.45

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27161:						1,708.45
27162						
03/04/2021	27162	Hensley Battery LLC	145.87	Battery Unit #16	10-70-950	145.87
Total 27162:						145.87
27163						
03/04/2021	27163	Homax	1,795.04	Fuel for PD	10-54-370	1,795.04
03/04/2021	27163	Homax	77.92	Fuel for CSO	10-53-370	77.92
03/04/2021	27163	Homax	271.38	Fuel for Fire	10-56-370	271.38
03/04/2021	27163	Homax	114.07	Fuel Sabrina's Truck & Kevin's Car	10-57-370	114.07
03/04/2021	27163	Homax	108.16	Fuel for Sanitation January 2021	52-82-370	108.16
03/04/2021	27163	Homax	602.44	Fuel for Streets January 2021	10-61-370	602.44
03/04/2021	27163	Homax	104.33	Fuel for Sewer January 2021	53-83-370	104.33
03/04/2021	27163	Homax	665.90	Fuel for Water January 2021	51-81-370	665.90
03/04/2021	27163	Homax	953.01	Fuel for Sanitation January 2021	54-84-370	953.01
03/04/2021	27163	Homax	123.30	Fuel for Shop January 2021	10-64-370	123.30
Total 27163:						4,815.55
27164						
03/04/2021	27164	Jonah Visa	47.97	Office Supplies Sabrina	10-45-310	47.97
03/04/2021	27164	Jonah Visa	42.00	Space Heater for Tank 1 Vault Dena	52-82-810	42.00
03/04/2021	27164	Jonah Visa	5.24	Card Sabrina	10-45-310	5.24
03/04/2021	27164	Jonah Visa	91.60	Certified Letter x 13 Nan	10-53-310	91.60
03/04/2021	27164	Jonah Visa	78.29	Walmart Cleaning & Office Supplies Nan	10-53-235	78.29
03/04/2021	27164	Jonah Visa	47.50	Recording of Resolutions Kevin	10-44-351	47.50
03/04/2021	27164	Jonah Visa	505.00	Economic & Development Class Sabrina	10-45-310	505.00
03/04/2021	27164	Jonah Visa	25.00	Casper Area Chamber of Commerce State of Commun	10-45-310	25.00
03/04/2021	27164	Jonah Visa	20.00	Microsoft 0365 E3	10-55-865	20.00
03/04/2021	27164	Jonah Visa	520.00	Microsoft 0365 E1	10-55-865	520.00
03/04/2021	27164	Jonah Visa	139.00	1 Perpetual License PDF Element Pro	10-45-390	139.00
03/04/2021	27164	Jonah Visa	4.95	Digital Download Protection	10-45-390	4.95
03/04/2021	27164	Jonah Visa	150.14	Flowers for Christine Sabrina	10-45-310	150.14
Total 27164:						1,676.69

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
27165						
03/04/2021	27165	Mastercard	96.92	Work Session Supplies Seth	10-45-310	96.92
Total 27165:						96.92
27166						
03/04/2021	27166	Menards	302.40	2 x 4 Tiles	10-64-260	302.40
03/04/2021	27166	Menards	27.40	Air Filters	10-64-260	27.40
Total 27166:						329.80
27167						
03/04/2021	27167	Merback Awards	26.00	Engraving of name plates Brad	10-45-310	26.00
03/04/2021	27167	Merback Awards	100.42	Engraving of name plates Sabrina	10-45-310	100.42
Total 27167:						126.42
27168						
03/04/2021	27168	Mountain States Lithographing Inc	88.88	Business Cards for Foertsch/Mayo	10-54-235	88.88
03/04/2021	27168	Mountain States Lithographing Inc	85.03	Citation Envelopes	10-54-235	85.03
03/04/2021	27168	Mountain States Lithographing Inc	80.14	Envelopes for Court	10-54-235	80.14
Total 27168:						254.05
27169						
03/04/2021	27169	NAPA Auto Parts	28.98	Dex Cool	10-64-840	28.98
03/04/2021	27169	NAPA Auto Parts	453.99	Battery Charger & Auto Scanner	10-64-905	453.99
03/04/2021	27169	NAPA Auto Parts	32.94	Oil Unit #67	10-64-840	32.94
03/04/2021	27169	NAPA Auto Parts	82.54	Oil Filter Unit #5	10-64-840	82.54
Total 27169:						598.45
27170						
03/04/2021	27170	Norco, Inc	33.84	Propane Tank	51-81-840	33.84
Total 27170:						33.84
27171						
03/04/2021	27171	Northwest Contractor Supply	143.88	shovels x 4	51-81-840	143.88

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27171:						143.88
27172						
03/04/2021	27172	One Call of Wyoming	47.50	30 Tickets January 2021	51-81-620	47.50
Total 27172:						47.50
27173						
03/04/2021	27173	Peden's Inc.	303.00	Shirts & Engraving	10-45-310	303.00
Total 27173:						303.00
27174						
03/04/2021	27174	Rocky Mountain Drug Testing	210.00	New Hire Testing	10-44-981	210.00
Total 27174:						210.00
27175						
03/04/2021	27175	Sutherlands	28.99	4 x 10	10-64-840	28.99
03/04/2021	27175	Sutherlands	29.46	Tape & Knife	10-64-905	29.46
03/04/2021	27175	Sutherlands	63.06	Swiith & Outlet Plates	10-64-840	63.06
03/04/2021	27175	Sutherlands	27.66	Cleaning Supplies	10-64-840	27.66
03/04/2021	27175	Sutherlands	89.73	Pipe Wrench & Screw Driver	10-64-905	89.73
03/04/2021	27175	Sutherlands	55.96	Plier Lock & Pipe Wrench	10-64-905	55.96
03/04/2021	27175	Sutherlands	11.98	Hose Nozzle	10-56-370	11.98
03/04/2021	27175	Sutherlands	225.94	Quick Crete & Form Boards	10-45-310	225.94
03/04/2021	27175	Sutherlands	5.49	Hose Repair	10-64-840	5.49
Total 27175:						538.27
27176						
03/04/2021	27176	TWEnterprises Inc	353.45	Replace Coolant Level Sensor	53-83-420	353.45
03/04/2021	27176	TWEnterprises Inc	837.59	Repairs Chamberlain Lift station	53-83-420	837.59
Total 27176:						1,191.04
27177						
03/04/2021	27177	WatchGuard Video	4,470.00	Vista Wifi Camera and Accessories	10-45-390	4,470.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27177:						4,470.00
27178						
03/04/2021	27178	Waters & Son Construction, Inc	332.75	Police Gate Repair	10-45-260	332.75
Total 27178:						332.75
27179						
03/04/2021	27179	Weston Groundwater Engineering	7,258.83	Professional Services Well Replacement Project	10-46-866	7,258.83
Total 27179:						7,258.83
27180						
03/04/2021	27180	Wyoming Association of Rural Wa	98.00	Web Classes Jesus	52-82-910	98.00
Total 27180:						98.00
27181						
03/04/2021	27181	Wyoming Signs LLC	550.00	Design 100th Logo	10-45-310	550.00
Total 27181:						550.00
27182						
03/04/2021	27182	Wyoming Water Association	250.00	2021 Membership Dues	52-82-310	250.00
Total 27182:						250.00
27183						
03/04/2021	27183	Zoll Medical Corporation	136.22	ECG leads	10-56-425	136.22
Total 27183:						136.22
27184						
03/05/2021	27184	Charter Communications	424.08	Control Account	10-44-982	424.08
Total 27184:						424.08

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
27185						
03/05/2021	27185	Rocky Mountain Power	272.12	300 Wasatch	10-44-941	272.12
Total 27185:						272.12
27186						
03/05/2021	27186	Verizon	277.40	Phone bill for Town	10-44-850	277.40
Total 27186:						277.40
27187						
03/09/2021	27187	Century Link	79.02	Century link Bill for Police and WTP Alarms	10-44-983	79.02
03/09/2021	27187	Century Link	161.91	WTP	10-46-983	161.91
Total 27187:						240.93
27188						
03/09/2021	27188	Kayla Summers	91.73	Water Deposit Refund for Kayla Summers	51-26150	91.73 M
Total 27188:						91.73
27189						
03/09/2021	27189	Jen Leaver	23.34	Water Deposit Refund for Jen Leaver	51-26150	23.34 M
Total 27189:						23.34
27190						
03/09/2021	27190	Taylor O'Neill	32.95	Water Deposit Refund for Taylor O'Neill	51-26150	32.95 M
Total 27190:						32.95
27191						
03/09/2021	27191	Joe Meals	90.73	Water Deposit Refund for Joel Garnier	51-26150	90.73 M
Total 27191:						90.73
27192						
03/09/2021	27192	Madelaine Acuna	106.31	Water Deposit Refund for Madelaine Acuna	51-26150	106.31 M

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27192:						106.31
27195						
03/12/2021	27195	Black Hills Energy	2,601.97	Utilites for Town	10-44-940	2,601.97
03/12/2021	27195	Black Hills Energy	5,009.08	Town Utilities for Enterprise	10-46-940	5,009.08
Total 27195:						7,611.05
27196						
03/12/2021	27196	Clay Brozovich	52.23	Water Deposit Refund for Clay Brozovich	51-26150	52.23
Total 27196:						52.23
27197						
03/12/2021	27197	Tyson Yount	81.88	Water Deposit Refund for Tyson Yount	51-26150	81.88
Total 27197:						81.88
27198						
03/17/2021	27198	Mike Roden	550.00	Stipen for Uniforms	10-54-855	550.00 M
03/17/2021	27198	Mike Roden	550.00-	Stipen for Uniforms	10-54-855	550.00- V
Total 27198:						.00
27200						
03/17/2021	27200	Jerry Rodgers	550.00	Uniform Stipen	10-54-855	550.00
Total 27200:						550.00
27201						
03/17/2021	27201	Mike Roden	550.00	Stipen for Uniforms	10-54-855	550.00
Total 27201:						550.00
27207						
03/17/2021	27207	Rocky Mountain Power	2,133.94	Utilities for Enterprise Accounts	10-46-941	2,133.94
03/17/2021	27207	Rocky Mountain Power	4,900.63	Utilities for Town	10-44-941	4,900.63
03/17/2021	27207	Rocky Mountain Power	4,296.56	215 Northwestern	52-82-976	4,296.56

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27207:						11,331.13
27208						
03/18/2021	27208	Casey Gallinger	175.00	Per Diem for class in Jackson	10-54-910	175.00
Total 27208:						175.00
27209						
03/19/2021	27209	ALSCO, Inc	63.06	Rugs at town Hall	10-45-260	63.06
Total 27209:						63.06
27210						
03/19/2021	27210	Amazon Capital Services, Inc	11.69	Evidence Camera Case	10-54-350	11.69
03/19/2021	27210	Amazon Capital Services, Inc	159.95	Evidence Camera	10-54-350	159.95
Total 27210:						171.64
27211						
03/19/2021	27211	AMBI Mail & Marketing, Inc	15.83	UP S&H to Estes Park	10-54-330	15.83
Total 27211:						15.83
27212						
03/19/2021	27212	Atlantic Electric Inc.	1,500.00	Move Power for Laundry Room	10-45-310	1,500.00
Total 27212:						1,500.00
27213						
03/19/2021	27213	Atlas Office Products, Inc	388.82	Office Supplies	10-54-235	388.82
03/19/2021	27213	Atlas Office Products, Inc	119.22	Printer supplies	10-54-235	119.22
03/19/2021	27213	Atlas Office Products, Inc	143.60	Office Restock	10-46-235	143.60
03/19/2021	27213	Atlas Office Products, Inc	126.82	Office Restock	10-46-235	126.82
03/19/2021	27213	Atlas Office Products, Inc	38.99	Office Supplies	10-46-235	38.99
Total 27213:						817.45

TOWN OF MILLS

Check Register - Audit Report
 Check Issue Dates: 3/4/2021 - 3/19/2021

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
27214						
03/19/2021	27214	Badge & Wallet	2,384.00	Centennial Badges for each Officer	10-45-350	2,384.00
03/19/2021	27214	Badge & Wallet	1,101.00	Badges for Fire Department	10-45-310	1,101.00
Total 27214:						3,485.00
27215						
03/19/2021	27215	Bighorn Tire	20.00	Flat repair on Unit # 68	10-54-950	20.00
Total 27215:						20.00
27216						
03/19/2021	27216	Caselle, Inc	1,054.00	Caselle Support and Maintenance for April 2021	10-44-725	1,054.00
03/19/2021	27216	Caselle, Inc	1,054.00	Caselle Support and Maintenance for April 2021	10-46-725	1,054.00
Total 27216:						2,108.00
27217						
03/19/2021	27217	Casper Star Tribune Inc	56.18	Public Hearing Mills Planning & Zoning	10-44-620	56.18
03/19/2021	27217	Casper Star Tribune Inc	194.06	Ad for Lease of Building	10-44-620	194.06
Total 27217:						250.24
27218						
03/19/2021	27218	Casper Tire, Inc	190.00	Maintenance Town Loader	10-45-260	190.00
Total 27218:						190.00
27219						
03/19/2021	27219	City of Casper	2,132.10	2020 Storm Water Coalition Education & Outreach Billi	10-44-790	2,132.10
03/19/2021	27219	City of Casper	1,350.00	Balefill	54-84-250	1,350.00
03/19/2021	27219	City of Casper	5,321.91	PSCC February 2021	10-54-500	5,321.91
03/19/2021	27219	City of Casper	493.43	Balefill	54-84-250	493.43
03/19/2021	27219	City of Casper	978.38	Balefill	54-84-250	978.38
03/19/2021	27219	City of Casper	545.90	Balefill	54-84-250	545.90
03/19/2021	27219	City of Casper	445.73	Balefill	54-84-250	445.73
03/19/2021	27219	City of Casper	278.25	Balefill	54-84-250	278.25
03/19/2021	27219	City of Casper	433.01	Balefill	54-84-250	433.01
03/19/2021	27219	City of Casper	973.61	Balefill	54-84-250	973.61

M = Manual Check, V = Void Check

TOWN OF MILLS

Check Register - Audit Report
Check Issue Dates: 3/4/2021 - 3/19/2021

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
03/19/2021	27219	City of Casper	418.17	Balefill	54-84-250	418.17
03/19/2021	27219	City of Casper	592.01	Balefill	54-84-250	592.01
03/19/2021	27219	City of Casper	314.82	Balefill	54-84-250	314.82
Total 27219:						<u>14,277.32</u>
27220						
03/19/2021	27220	Communication Technologies Inc	12,106.67	Parts & Equip. for Complete Install for Unit# 10	10-45-350	12,106.67
Total 27220:						<u>12,106.67</u>
27221						
03/19/2021	27221	Emergency Medical Direction & C	375.00	Medical Director Feb 2021	10-56-730	375.00
Total 27221:						<u>375.00</u>
27222						
03/19/2021	27222	Energy Laboratories Inc	604.00	Disinfection Bi Product Tests	52-82-720	604.00
Total 27222:						<u>604.00</u>
27223						
03/19/2021	27223	Hawkins Inc	1,290.21	Chlorine Cylinders/Frieght/Permangomate	52-82-840	1,290.21
Total 27223:						<u>1,290.21</u>
27224						
03/19/2021	27224	Hensley Battery LLC	114.28	Battery Replacement Chief's Truck	10-54-950	114.28
03/19/2021	27224	Hensley Battery LLC	123.11	Replace C09 Battery	10-56-350	123.11
Total 27224:						<u>237.39</u>
27225						
03/19/2021	27225	Hilltop National Bank	75.00	HSA Setup fees	10-44-310	75.00
03/19/2021	27225	Hilltop National Bank	50.00	HSA Setup fees	10-44-310	50.00
03/19/2021	27225	Hilltop National Bank	25.00	HSA Setup fees	10-44-310	25.00
Total 27225:						<u>150.00</u>

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
27226						
03/19/2021	27226	Homax	1,986.11	MPD Fuel Feb 2021	10-54-370	1,986.11
03/19/2021	27226	Homax	204.10	CSO Fuel Feb 2021	10-53-370	204.10
03/19/2021	27226	Homax	297.80	Fuel	10-56-370	297.80
03/19/2021	27226	Homax	33.22	Fuel Kevin	10-57-370	33.22
03/19/2021	27226	Homax	140.42	Fuel for Water Feb 2021	52-82-370	140.42
Total 27226:						2,661.65
27227						
03/19/2021	27227	Huber Plumbing	212.50	Repair Boiler & Replace Pressure Switch Fire Dept.	10-45-310	212.50
03/19/2021	27227	Huber Plumbing	1,130.31	Repair Toilet Animal Control	10-45-260	1,130.31
Total 27227:						1,342.81
27228						
03/19/2021	27228	Imerys Perlite USA, Inc.	6,381.84	Truckload Bulk 1800 Perlite	52-82-840	6,381.84
Total 27228:						6,381.84
27229						
03/19/2021	27229	JDC Investigations, LLC	250.00	Background A Hartmann	10-44-981	250.00
Total 27229:						250.00
27230						
03/19/2021	27230	Jonah Visa	8.45	Office Supplies & Waser Fluid	52-82-235	8.45
03/19/2021	27230	Jonah Visa	35.00	Certified Mail x 5	10-53-310	35.00
03/19/2021	27230	Jonah Visa	14.00	Certified Mail	10-53-310	14.00
03/19/2021	27230	Jonah Visa	32.28	Office Supplies	10-54-235	32.28
03/19/2021	27230	Jonah Visa	140.42	Easter Candy for Easter Egg hunt 2021	10-45-310	140.42
03/19/2021	27230	Jonah Visa	1,000.00	Main Phone Service Town	10-55-850	1,000.00
03/19/2021	27230	Jonah Visa	6,498.00	2 Vibe Smartboards(Fire Dept. & Council Chamber) 1	10-45-390	6,498.00
03/19/2021	27230	Jonah Visa	156.00	Active 911 Renewal	10-56-730	156.00
03/19/2021	27230	Jonah Visa	177.14	Unit 67 Repairs	10-53-950	177.14
03/19/2021	27230	Jonah Visa	241.76	Bound Tree Medical Supplies	10-56-425	241.76
03/19/2021	27230	Jonah Visa	879.61	Bound Tree Medical Supplies	10-56-425	879.61
03/19/2021	27230	Jonah Visa	143.16	Bound Tree Medical Supplies	10-56-425	143.16

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27230:						9,325.82
27231						
03/19/2021	27231	Mastercard	199.66	Recording Buffalo Meadows Recapture Agreement	10-44-351	199.66
03/19/2021	27231	Mastercard	442.13	Easter Candy and Prizes 2021	10-45-310	442.13
Total 27231:						641.79
27232						
03/19/2021	27232	Merrily-Go-Round Entertainment	250.00	Deposit for Face Painter	10-45-310	250.00
Total 27232:						250.00
27233						
03/19/2021	27233	Natrona County Sheriffs Office	19,043.36	House Inmates for Feb 2021	10-54-415	19,043.36
Total 27233:						19,043.36
27234						
03/19/2021	27234	Norco, Inc	10.92	cylinder rental	10-56-425	10.92
Total 27234:						10.92
27235						
03/19/2021	27235	Peden's Inc.	77.00	3 Ball Caps/Embroidery 2 Knit Caps/Embroidery	10-54-855	77.00
03/19/2021	27235	Peden's Inc.	239.00	Employee Uniforms	52-82-855	239.00
03/19/2021	27235	Peden's Inc.	59.00	2 Ball Caps/Embroidery 2 Knit Caps/Embroidery	10-53-855	59.00
Total 27235:						375.00
27236						
03/19/2021	27236	Peterbilt of Wyoming Inc	3,888.15	Sanitation Truck Repairs	10-45-950	3,888.15
Total 27236:						3,888.15
27237						
03/19/2021	27237	PMCH	2,000.00	FY 20 Financial Review	10-44-930	2,000.00
03/19/2021	27237	PMCH	2,000.00	FY 20 Financial Review	10-46-930	2,000.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27237:						4,000.00
27238						
03/19/2021	27238	Prothman	4,500.00	Ad for Hiring an Asst Fire Chief	10-45-310	4,500.00
Total 27238:						4,500.00
27239						
03/19/2021	27239	Quick Med Claims	316.06	Feb 2021 Ambulance Fees	10-56-920	316.06
Total 27239:						316.06
27240						
03/19/2021	27240	Scott Environmental Service LLC	500.00	Mold Inspection	10-45-260	500.00
Total 27240:						500.00
27241						
03/19/2021	27241	Squad Rooms Emblems	430.84	Badeges, Badge Case Wallets and Shipping	10-54-855	430.84
Total 27241:						430.84
27242						
03/19/2021	27242	Sutherlands	34.40	Staple Gun, Tape Measure, Marking Crayon & Staples	10-53-840	34.40
03/19/2021	27242	Sutherlands	36.46	Anchors & Epoxy	10-45-310	36.46
03/19/2021	27242	Sutherlands	52.47	Toilet Brushes & Plungers	10-56-310	52.47
Total 27242:						123.33
27243						
03/19/2021	27243	Trans K9 USA, INC	1,415.00	Dbl Door Box Kennel/Cage with Bumper, Protection M	10-45-350	1,415.00
Total 27243:						1,415.00
27244						
03/19/2021	27244	Trans Union Risk & Alternative	75.00	Monthly Charge for Investigation Background Checks	10-54-330	75.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27244:						75.00
27245						
03/19/2021	27245	Weslyn Fairbanks	8.00	Sew patches on shirts	10-53-855	8.00
Total 27245:						8.00
27246						
03/19/2021	27246	WLC Engineering Inc	1,652.00	GIS	10-46-337	1,652.00
03/19/2021	27246	WLC Engineering Inc	5,556.50	Planning	10-57-499	5,556.50
03/19/2021	27246	WLC Engineering Inc	6,983.00	Engineering	10-46-335	6,983.00
03/19/2021	27246	WLC Engineering Inc	1,704.00	Buffalo Meadow Addition	10-46-864	1,704.00
03/19/2021	27246	WLC Engineering Inc	2,703.93	New Finish Tank	10-46-866	2,703.93
03/19/2021	27246	WLC Engineering Inc	4,325.00	Manhole Replacement	10-46-985	4,325.00
Total 27246:						22,924.43
27247						
03/19/2021	27247	WYDOT Financial Services	114.98	Casper West Belt Look Indirect Cost	10-44-809	114.98
Total 27247:						114.98
27248						
03/19/2021	27248	Wyoming Peace Officers Associati	150.00	Annual Membership Dues	10-54-270	150.00
Total 27248:						150.00
27249						
03/19/2021	27249	Wyoming Signs LLC	500.00	Edit City of Mills Logo	10-45-310	500.00
03/19/2021	27249	Wyoming Signs LLC	255.00	City of Mills Letterhead	10-45-310	255.00
03/19/2021	27249	Wyoming Signs LLC	620.25	Anchors	10-45-260	620.25
03/19/2021	27249	Wyoming Signs LLC	475.00	Department Logo	10-45-310	475.00
Total 27249:						1,850.25
Grand Totals:						237,421.67

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	550.00	179,446.26-	178,896.26-
10-26150	530.00	.00	530.00
10-44-235	120.35	.00	120.35
10-44-310	150.00	.00	150.00
10-44-351	247.16	.00	247.16
10-44-620	250.24	.00	250.24
10-44-725	1,054.00	.00	1,054.00
10-44-790	2,132.10	.00	2,132.10
10-44-809	114.98	.00	114.98
10-44-850	277.40	.00	277.40
10-44-930	2,000.00	.00	2,000.00
10-44-940	2,601.97	.00	2,601.97
10-44-941	5,172.75	.00	5,172.75
10-44-981	460.00	.00	460.00
10-44-982	424.08	.00	424.08
10-44-983	79.02	.00	79.02
10-45-260	3,436.37	.00	3,436.37
10-45-310	13,114.82	.00	13,114.82
10-45-350	15,905.67	.00	15,905.67
10-45-390	11,111.95	.00	11,111.95
10-45-880	2,161.00	.00	2,161.00
10-45-950	3,888.15	.00	3,888.15
10-46-235	478.48	.00	478.48
10-46-335	6,983.00	.00	6,983.00
10-46-337	1,652.00	.00	1,652.00
10-46-725	1,054.00	.00	1,054.00
10-46-795	995.27	.00	995.27
10-46-864	1,704.00	.00	1,704.00
10-46-866	9,962.76	.00	9,962.76
10-46-930	2,000.00	.00	2,000.00
10-46-940	5,009.08	.00	5,009.08
10-46-941	2,133.94	.00	2,133.94
10-46-983	161.91	.00	161.91
10-46-985	4,325.00	.00	4,325.00
10-51-241	1,708.45	.00	1,708.45
10-53-235	78.29	.00	78.29
10-53-310	140.60	.00	140.60
10-53-370	282.02	.00	282.02
10-53-840	34.40	.00	34.40

GL Account	Debit	Credit	Proof
10-53-855	67.00	.00	67.00
10-53-950	177.14	.00	177.14
10-54-235	809.23	.00	809.23
10-54-270	150.00	.00	150.00
10-54-330	115.47	.00	115.47
10-54-350	171.64	.00	171.64
10-54-370	3,781.15	.00	3,781.15
10-54-415	19,043.36	.00	19,043.36
10-54-500	34,453.47	.00	34,453.47
10-54-855	2,157.84	550.00-	1,607.84
10-54-910	550.00	.00	550.00
10-54-950	134.28	.00	134.28
10-55-850	1,000.00	.00	1,000.00
10-55-860	275.00	.00	275.00
10-55-865	540.00	.00	540.00
10-56-310	52.47	.00	52.47
10-56-350	123.11	.00	123.11
10-56-370	581.16	.00	581.16
10-56-425	1,411.67	.00	1,411.67
10-56-730	531.00	.00	531.00
10-56-910	1,266.00	.00	1,266.00
10-56-920	316.06	.00	316.06
10-57-370	147.29	.00	147.29
10-57-499	5,556.50	.00	5,556.50
10-61-370	602.44	.00	602.44
10-64-260	329.80	.00	329.80
10-64-370	123.30	.00	123.30
10-64-840	269.66	.00	269.66
10-64-905	629.14	.00	629.14
10-70-950	145.87	.00	145.87
51-21100	.00	4,000.27-	4,000.27-
51-26150	479.17	.00	479.17
51-81-370	665.90	.00	665.90
51-81-430	2,584.98	.00	2,584.98
51-81-620	47.50	.00	47.50
51-81-840	222.72	.00	222.72
52-21100	.00	13,458.64-	13,458.64-
52-82-235	8.45	.00	8.45
52-82-310	250.00	.00	250.00
52-82-370	248.58	.00	248.58

GL Account	Debit	Credit	Proof
52-82-720	604.00	.00	604.00
52-82-810	42.00	.00	42.00
52-82-840	7,672.05	.00	7,672.05
52-82-855	239.00	.00	239.00
52-82-910	98.00	.00	98.00
52-82-976	4,296.56	.00	4,296.56
53-21100	.00	21,313.99-	21,313.99-
53-83-370	104.33	.00	104.33
53-83-420	1,191.04	.00	1,191.04
53-83-620	20,018.62	.00	20,018.62
54-21100	.00	19,752.51-	19,752.51-
54-84-250	18,689.50	.00	18,689.50
54-84-370	953.01	.00	953.01
54-84-950	110.00	.00	110.00
Grand Totals:	<u>238,521.67</u>	<u>238,521.67-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



PAYROLL

Meeting Date: March 23rd , 2021

Payroll Type: Fire Payroll

Date Range: 2-28-2021 to 3-11-2021

NET..... \$9803.30

DEDUCTIONS.....\$4075.37

Federal Taxes.....\$959.00

Medicare..... \$184.00

Retirement \$1421.86

Union Dues..... \$192.50

Supplemental Insurance.....\$146.38

Insurance.....\$1171.63

TOTAL PAYROLL.....\$13,878.67

Town Clerk, Christine Trumbull

Mayor, Seth Coleman



PAYROLL

Meeting Date: March 23rd 2021

Payroll Type: Regular/Police Payroll

Date Range: 3-1-2021 to 3-14-2021

NET..... \$67,467.31

DEDUCTIONS.....\$29,030.07

Federal Taxes.....\$7821.00

Medicare..... \$1341.52

Retirement \$8432.92

Social Security.....\$5736.07

Supplemental Retirement..... \$860.00

Supplemental Insurance.....\$544.26

Child Support..... \$600.00

Insurance.....\$3628.42

TOTAL PAYROLL.....\$96,497.36

Town Clerk, Christine Trumbull

Mayor, Seth Coleman

TITLE 2 ADMINISTRATION AND PERSONNEL

Chapters:

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

CHAPTER 2.04
CITY COUNCIL

2.04.010 - Organization.

(a) The municipal officers of the City shall consist of a Mayor and four councilmen, who shall be a body corporate and politic, and shall constitute the governing body of the City.

(b) Everywhere in the City ordinances for the City of Mills, the use of the word “City” or “city” shall be deemed to have the same meaning, and shall refer to the municipality.

2.04.020 - Mayor.

The Mayor shall preside at meetings of the governing body and shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him by the Constitution of the state of Wyoming, statutes, or the provisions of this code. He shall be recognized as the head of the City government for all ceremonial purposes, by the courts for serving civil processes and by the government for the purposes of military law. The Mayor shall be the manager of the Departments and their personnel and may do so through such designees as he may appoint.

2.04.030 - Election of president.

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

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

2.04.040 - Powers and duties—Generally.

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

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

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

2.04.060 - Appointment of city officials.

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

(b) All other City positions shall be made by the Mayor or his designee. Said positions may be terminated at any time at the discretion of the Mayor or his designee, after the 13th month of his first term. The Mayor may consult the Governing Body on personnel matters when he deems prudent or necessary.

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

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

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

2.04.080 - Filling vacancies in position of councilperson.

(a) A vacancy exists in the office of councilperson in the event of removal from the City, conviction of a felony, or any other reason specified in Wyoming Statutes 1977, as amended, Section 22-18-101.

(b) If a vacancy occurs, the City council shall appoint an eligible person to the office who shall serve until his successor is elected at the next general municipal election and qualified.

(c) The procedure for appointment to fill a vacancy in the office of councilperson shall include:

- (i) Application in writing to the City clerk on a form prepared by the City clerk;
- (ii) Interviews of applicants, conducted by the City council in executive session, at a regular meeting of the City council or at a special meeting of the City council following notice as required by law;
- (iii) Appointment by motion and vote of the City council at a regular meeting of the City council or at a special meeting of the City council following notice as required by law.

(d) The procedure for appointment to fill a vacancy in the office of councilperson may include consideration and deliberation of the appointment in executive session, if approved by a majority of the members of the City council present.

2.04.70 Conduct of Members of the Governing Body

(a) Members of the City's elected Governing body, made up of the City Council and the Mayor, shall all times conduct themselves with the decorum required of the office. No member shall disparage City employees, the Council, individual Councilpersons or the Mayor at any time. Members of the Governing body shall:

- (i) Attend all Council meetings of which they have notice unless a matter of sufficient importance precludes them from doing so, in which case they shall provide notice to the City Clerk of their anticipated absence as soon as practical. In no case shall a Councilperson or the Mayor miss more than 25% of regular City Council work session and general sessions in any one year.

- (ii) Excuse themselves from matters in which they have a direct financial interest or personal conflict.
- (iii) Make reasonable efforts to remain informed of City Council business and City official business and matters at all times.
- (iv) Accept such appointments as the City Council or Mayor shall make of individual Councilpersons.
- (v) Perform those duties ordinarily and customarily incumbent upon a member of the Governing body.
- (vi) Members of the Governing Body shall submit to the same drug testing policies and procedures as City of Mills employees with it a positive test indicating illegal or impairing drug use being deemed improper conduct in office.

(b) Should 35% of the registered voters in the City of Mills sign a petition to have a member of the Governing body removed the Council must have a hearing on the same within thirty (30) days of the petition being received and the signatures verified. Any vote to remove the member shall be by unanimous consent. A vote to remove a member under this section shall take effect immediately.

(c) No member of the Governing body may be removed through these provisions except through a hearing in which the member has a right to participate and provide testimony and evidence.

(d) At all times all members of the Governing body shall present themselves with the physical attire and grooming appropriate for their station and the circumstances in which they are appearing and in such a manner as to present a professional appearance. The members of the Governing body shall at all times present themselves in such a manner that sets the standard for the department heads of the City and shall never be less professional than that which is expected of department heads and administrative employees or less professional than expected or anticipated of any member of the community who may present themselves to the governing body. In keeping to this policy, the following items shall be minimum guidelines to which members of the Governing body shall adhere:

- (i) Members of the Governing body shall not wear clothing items bearing the logos of businesses or organizations, other than the City of Mills, while conducting City business, nor shall the Members wear clothing items with slogans or phrases, except to the extent that they promote the City of Mills and are authorized by the City of Mills.
- (ii) Members may wear shirts that bear the City of Mills' logo
- (iii) Members shall be issued name tags reflecting their positions and shall wear them during official functions unless impractical.
- (iv) iv. All clothing must be clean, in good repair, and appropriate for the setting.
- (v) v. Except when appropriate for an outdoor setting, t-shirts and jerseys shall be discouraged.
- (vi) Caps and hats shall not be worn indoors except in circumstances in which they reflect a religious observance or custom.

(vii) To the extent practical and applicable, members of the public shall be encouraged to observe these rules during meetings of the City Council during which members of the Governing Body are expected to observe them.

(f) Should 75% of the City Council judge that a member of the Governing body has failed in to perform in accordance with the provisions set forth above, the City Council may make such censure of the Members as the City Council sees fit, including fining said member an amount not in excess of \$750.00. Should the Council, by unanimous consent, view an action as warranting removal, the City Council may vote to remove a member with the removal taking effect immediately upon the City Council so voting.

2.04.090 - Meetings—Regular.

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

2.04.100 - Meetings—Special.

(a) The Mayor or any two Council members shall have power to call special meetings of the city council, the object of which shall be submitted to the council in writing, and the call and object, as well as the disposition thereof, shall be made a matter of record upon the journal.

(b) It is the duty of the city clerk to notify the governing body, the public, and post on the website of the City and at the City Hall, Mills Police Department, Mills Public Library and the United States Post Office in Mills Wyoming of any special meeting, which notices shall give the time and place of such special meeting and indicate the business to be transacted at such meeting. No other business shall be considered at a special meeting.

2.04.110 - Meetings—Executive session.

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

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

(b) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter

being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions.

- (c) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party;
- (d) On matters of national security.
- (e) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price.
- (f) To consider acceptance of gifts, donations, and bequests.
- (g) To consider or receive any information classified as confidential by law.
- (h) To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all such negotiations.
- (i) No votes shall be conducted or taken during an Executive Session.

2.04.115 – Meetings—Electronic or Remote Participation

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

2.04.120 - Meetings—Adjourned or recessed.

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

2.04.130 – Work sessions.

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

2.04.140 - Rules of order—Generally.

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

2.04.150 - Call to order—Quorum.

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

2.04.160 - Record of proceedings.

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

2.04.170 - Preservation of order.

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

2.04.180 - Minutes of executive sessions.

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

- (a) A record of the vote approving the executive session.. The vote having been taken before discussion of the executive matter.
- (b) The location of the executive session.
- (c) The names of the members of the City council present at the executive session.

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

CHAPTER 2.08
ORDINANCES AND RESOLUTIONS

ARTICLE I. - ORDINANCES

2.08.010 - Required for legislation.

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

2.08.020 - Form.

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

2.08.030 - Ordaining clause.

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

2.08.040 - Public reading.

Every ordinance shall be publicly read on three (3) different days. Public reading may be by title only. At least ten (10) days shall elapse between the introduction and final passage of every ordinance. For an emergency ordinance, the requirements of this section may be suspended by the affirmative vote of three-fourths (¾) of the elected and qualified members of the governing body. No franchise may be granted by emergency ordinance.

2.08.050 - Vote required for passage.

Passage of an ordinance requires the affirmative vote of the majority of the elected members of the governing body. The passage of an emergency ordinance requires the affirmative vote of three-fourths (¾) of the elected and qualified members of the governing body.

2.08.060 - Effective date.

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

2.08.070 - Signature and attestation.

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

2.08.080 - Emergency ordinances.

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

2.08.100 - Amendment and repeal.

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

2.08.110 - Charter ordinances.

(a) Except for statutes uniformly applicable to all cities and Citys and statutes prescribing limits of indebtedness, the City may by charter ordinance exempt itself from the effects of all or any part of a statute that otherwise would apply to it.

(b) Such charter ordinance shall be titled and may provide that the whole or any part of any statute, which would otherwise apply to the City, as specifically designated in the ordinance shall not apply to the City. Such ordinance may provide other provisions on the same subject.

(c) Passage of a charter ordinance requires the affirmative vote of two-thirds (2/3) of the elected members of the governing body.

(d) Every charter ordinance shall be published once each week for two (2) consecutive weeks in the official City newspaper. No charter ordinance shall take effect until the sixtieth (60th) day after its final publication. Referendum procedures may be initiated prior thereto as provided for in Article 13, Section 1(c) of the State of Wyoming Constitution.

(e) An approved charter ordinance, after becoming effective, shall be recorded by the City clerk in a book maintained for that purpose with a certificate of the procedures of adoption. A certified copy of the ordinance shall be filed with the Secretary of State.

Article II
Resolutions

2.08.120 - When used.

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

2.08.130 - Form.

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

2.08.140 - Style.

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

2.08.150 - Vote required for passage.

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

2.08.160 - Effective date.

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

2.08.170 - Signature and attestation.

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

CHAPTER 2.12
CITY ADMINISTRATOR

2.12.010 - Exemption from state statute.

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

2.12.020 - Employment—Salary.

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

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

2.12.025 - Duties of Mayor.

The Mayor shall:

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

2.12.040 - Expert services.

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

2.12.045 – Duties of City Administrator

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

The City Administrator in addition shall:

(a) Oversee the operation of the day to day administration of the city. The Mayor shall provide the City Administrator direction and set the policies for the operation and administration of the city. The governing body shall direct any questions, issues, or concerns regarding the operation and/or administration of the city through the City Administrator. The City Administrator or his designee shall investigate and provide clear, complete, and unbiased information in response to such questions, issues, or concerns to the entire governing body to assist the governing body in making policy decisions for the city. The Mayor shall also provide input and recommendation to the governing body on such requests.

(b) Attend all meetings of the governing body and may recommend to the governing body adoption of such measures as the City Administrator deems necessary for the health, safety, and welfare of the community or for the improvement of municipal services.

(c) Perform all duties imposed on the position consistent with state laws or ordinances.

(d) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the city adopted by the governing body.

(e) Be responsible to the Mayor for the administration of all departments of the city and supervise the administrative functions of such departments.

(f) Prepare and submit to the governing body reports that are required or that the administrator or governing body may consider advisable.

(g) Keep the governing body fully advised of the financial status of the city, presenting a monthly report on the financial condition and future needs.

(h) Prepare a proposed budget annually, submit it to the Mayor and be responsible for its administration after adoption by the governing body.

(i) Perform all duties imposed on the position by ordinances adopted by the governing body which is not inconsistent with state laws.

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

2.12.050 - Appointment powers.

(a) All employees shall be appointed, suspended, transferred, and removed by the Mayor or appointee, subject to the personnel regulations of the city as adopted by the governing body.

(b) All of the appointees of the Mayor shall report to the city administrator for issues concerning the day to day operations of the City so he may stay informed on those issues he is to report to the Mayor and Governing Body.

(c) The City Administrator when acting as the designee of the Mayor may appoint and remove all subordinates, clerks, assistants, laborers, and servants and fix the compensation of those appointed by him within the limits fixed by the governing body and the law, consistent with the city's ability to pay. Appointment shall be on the basis of merit. He shall seek the advice of the governing body on personnel matters as he deems necessary.

2.12.060 - Management of utilities.

(a) The city administrator shall manage any utility owned and operated by the city. Subject to the laws relating to public utilities, the governing body shall fix all rates and compensation to be paid by consumers of water, sewer, sanitation, or any service furnished by any other public utility owned or operated by the city.

(b) All utilities servicing the City or existing in the City, to include water, sewer, sanitation, shall be required to have a franchise agreement, irrespective of whether they are providing those services within the City itself and pursuant to the authority granted to municipalities under WS 15-1-101 et seq.

CHAPTER 2.16
CITY OFFICES—GENERALLY

2.16.010 - Departments and department heads enumerated.

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

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

2.16.020 - Responsibilities of department and office heads.

(a) Each department and office heads shall perform all duties required of his office by state law, the charter, this code and ordinances of the City, and such other duties not in conflict therewith as may be required by the City administrator.

(b) The heads of the various administrative departments and offices shall be immediately responsible to the City Administrator for the effective administration of their respective departments and all activities assigned thereto. The Administrator may set aside any action taken by a department head and may supersede him in the functions of his office if doing so advances the directives he has been given by the Mayor. Two (2) or more departments may be headed by the same individual. In the case of a vacancy in any office or during the absence of any department head, the administrator may designate an interim acting head of the department or may perform, personally, the functions of the office.

(c) Department heads to be salaried positions.

2.16.030 - Department authority over employees.

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

CHAPTER 2.20
OFFICE OF EMERGENCY SERVICES

2.20.010—Office Established.

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

2.20.020---Director of Emergency Services.

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

Chapter 2.20.030 – Police Department Established

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

2.20.040 – Police Chief—Duties.

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

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

2.20.050 - Powers of police officers.

(a) The Chief of Police and any sworn officer shall have all the powers granted to peace officers by the laws of this state.

(b) Police officers shall have power to arrest all persons found in the act of violating any law or provisions of this code or law of the state or aiding or abetting in any such violation, and shall arrest any person found under circumstances which would warrant a reasonable man in believing that such person had committed a crime.

(c) Police officers shall have the power and authority, and it shall be their duty to serve and execute warrants and other process for the summoning, apprehension and commitment of any person charged with a violation of any provision of this code.

Chapter 2.20.060 – Fire Department Established

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

2.20.070 - Fire Chief—Powers and duties.

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

(a) The Fire Chief shall be responsible for the administration and enforcement of the Uniform Fire Code, adopted by the City, all ordinances relating to fire prevention and suppression and all applicable state statutes as well as all duties prescribed by Wyoming State Statute.

(b) The Chief of the fire department shall be the administrative officer of the department, subject to the rules and regulations prescribed and the orders and ordinances made from time to time by the governing body and shall have the following powers and duties:

- (i) To be responsible for all property belonging to the department and all firemen and fire companies in the service of the department, in the proper discharge of their duties;
- (ii) To see that the ordinances of the City applicable to the fire department are faithfully observed;
- (iii) To have sole command at all fires over all officers and all persons who may be present, and to take all proper measures for the extinguishment of

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

2.20.080 - Fire Chief—Emergency powers.

(a) The Chief of the fire department, or any assistants in command, may prescribe limits in the vicinity of any fire within which no persons excepting those who reside therein, firemen and policemen, and those admitted by any order of any officer of the fire department shall be permitted to come.

(b) The Fire Chief or any assistant in command shall have the power to cause the removal of any property, whenever it shall become necessary for the preservation of such property from fire, or to prevent the spreading of fire or to protect adjoining property.

(c) The Fire Chief shall have the power to issue appropriate citations in performing their duties under the Uniform Fire Code.

(d) The Fire Chief shall ensure that adequate fire department personal and apparatus are available for deployment in the City of Mills before allocating such resources to medical transports, or mutual aid deployments.

(e) The Fire Chief shall ensure every member of the City of Mills Combination Fire Department displays attitudes and actions that promote the service of paid volunteer Mills firefighters, and shall dismiss from employment any member of his department who does not promote such attitudes and actions.

(f) The fire chief shall have the power to issue appropriate citations in performing their duties under the Uniform Fire Code.

2.20.090 - Appointment of Firemen.

The fire department shall be composed of the Chief, one (1) assistant full-time fire chief, and such other subordinate officers and firemen as may be approved by the governing body. All

firemen shall be appointed by the director of emergency services. The fire chief shall have the authority to suspend from duty any fireman for cause. The department shall be a combination fire department meaning that it shall consist of one full time Chief, seven (7) full time firefighters consisting of three (3) captains, and four (4) engineers or firefighters. These shall be arranged into three (3) two-man shifts consisting of a captain and either an engineer or firefighter. The seventh position shall join the shift of the Chiefs determination but shall fill in for vacation and sick time for other members of the department. All other fire personal shall be paid volunteer fire department personal.

2.20.110 - Duties of Members.

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

2.20.120 - Fire Chief—Additional Powers and Duties.

The Fire Chief, or his designee, shall:

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

2.20.130 - Compensation.

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

2.20.160 - Lost and found property.

- (a) The police department will book into the property room, safeguard, and properly dispose of all property which comes into its custody. The department shall strive to maintain property in the same condition as received for possible presentation as evidence in court. Unless property is contraband or must be used as evidence in court, every reasonable effort shall be made to insure its return to its rightful owner. Property which cannot be returned to its rightful owner shall be disposed of in accordance with the procedure as set forth in subsection B of this section.

(b) Lost and found property, other than contraband, turned into the police department shall be disposed of in the following manner:

- (i) If the owner of the property is known, or the name of the owner can be discovered, the owner shall be notified by certified mail, return receipt requested, that the property must be claimed within thirty (30) days of receipt of the letter. The letter will specifically point out that if the property is not claimed within thirty (30) days, and if no extension has been granted by the police department, the property shall be sold at public auction.
- (ii) If the identity of the owner is not known and cannot be established, the property shall be held by the police department for a period of not less than ninety (90) days and posted to City website. If at the end of ninety (90) days the property is still unclaimed, the property shall be disposed of as the City sees fit.

2.20.170 – Disposal of lost and found property.

(a) Notice of sale shall be published on the City’s website for at least ninety (90) days. Such notice shall contain a full description of the property to be disposed of, and the time, date, and place of such disposal.

(b) The sale of abandoned motor vehicles shall be in accordance with Wyoming Statutes 1977, as amended, Sections 31-14-101 through 31-14-110, inclusive.

(c) Contraband and property having no value shall be destroyed in accordance with departmental procedures.

(d) Proceeds of any sale of property shall be turned into the City treasurer for deposit into the general fund. All expenses incurred in such a sale shall be paid from the general fund.

(e) Auctions shall be conducted by a disinterested party who shall be appointed by the chief of police. In no case shall the auctioneer or member of the auctioneer's family be permitted to bid on items that are to be sold. No auctioneer shall enter into any agreement to have a friend bid on any item with the intent to obtain the item from the friend at a later time. All sales will be recorded to include an item description and amount received. The funds shall be turned over to the City treasurer and a receipt shall be given by the treasurer, which receipt shall be placed in the police department's permanent records with a record and description of the property sold.

CHAPTER 2.32
PUBLIC WORKS DEPARTMENT

2.32.010 - Functions and responsibilities.

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

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

2.32.020 – Divisions of Public Works Department

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

CHAPTER 2.36
COMMUNITY DEVELOPMENT DEPARTMENT

2.36.010 - Functions and responsibilities.

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

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

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

2.36.020 – Divisions of Community Development Department

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

2.36.030 - Building Official duties and responsibilities.

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

CHAPTER 2.40
FINANCE DEPARTMENT

2.40.010 - Functions and responsibilities.

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

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

CHAPTER 2.44
OFFICE OF THE CITY CLERK

2.44.010 - Functions and responsibilities.

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

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

CHAPTER 2.46
CITY ENGINEER

2.46.010 - Appointment.

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

2.46.020 - Duties.

The City Engineer shall be responsible for:

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

2.46.030 - Specialty projects.

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

CHAPTER 2.48
CITY ATTORNEY

2.48.010 - Appointment.

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

2.48.020 - Duties.

- (a) The City attorney or his deputy shall represent the City in legal proceedings, supervise the drafting of all ordinances and the preparation of all legal documents. The attorney or his deputy shall prosecute violations of the provisions of this code in municipal court. He or his

deputy shall attend all council meetings and shall perform all services incident to his position as may be required by law or municipal ordinance.

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

2.48.030 - Special counsel.

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

CHAPTER 2.52
MUNICIPAL COURT

2.52.010 - Created and established.

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

2.52.020 - Jurisdiction—Venue change.

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

(b) The municipal judge shall have jurisdiction to fine, enter judgment, and hear, try, and determine all cases arising under any provision of this code or the ordinances of the City.

2.52.030 - Appointment—Qualifications.

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

2.52.040 - Term of office—Compensation.

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

2.52.050 - Bond.

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

2.52.060 - General court procedure.

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

2.52.070 - Postponement of trial—Recognizance generally.

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

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

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

2.52.090 - Punishment by fine—Contempt.

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

2.52.100 - Appeals from municipal court.

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

2.52.110 - Disposition of fines.

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

2.52.120 - Monthly reports to council.

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

2.52.130 - Powers and duties under direction of court.

The clerk of the court shall exercise the powers conferred and perform the duties enjoined upon him by statute and by the common law; and in the performance of his duties he shall be under the direction of his court.

2.52.140 - Duties designated.

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

2.52.150 - Endorsement of papers.

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

2.52.160 - Recordkeeping.

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

CHAPTER 2.56
BOARDS AND COMMISSIONS—GENERALLY

2.56.010 - Appointment.

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

2.56.020 - Expenses.

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

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

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

2.56.040 - Boards and commissions enumerated.

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

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

Chapter 2.72 - DISASTER AND CIVIL DEFENSE UNIT

2.72.010 - Established.

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

2.72.020 - Duties of officials.

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

CHAPTER 2.76
ELECTION AND TERMS OF MAYOR AND COUNCILMEN

2.76.010 - Elective offices established—Term.

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

2.76.020 - Coordination of municipal and primary elections.

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

2.76.030 - Candidates for municipal and primary elections.

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

2.76.040 - Commencement of term.

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

2.76.050 - Terms on which existing offices expire upon a Councilperson’s successor being sworn in.

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

2.76.060 - Residency requirements.

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

2.76.070 - Exemption of certain state statutes.

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

CHAPTER 2.80
OATH OF OFFICE AND BONDS

2.80.010 - City administrator, department heads and other officials.

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

2.80.020 - Officers having custody of money.

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

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

(c) The prompt payment thereof to those persons who are legally authorized to receive the same in the manner provided by law; and

(d) The delivery by him to his successor in office of all money then held by him as such officer.

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

2.80.030 - Minimum amounts.

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

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

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

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

2.80.040 - Premiums due to surety company.

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

2.80.050 - Sureties—Qualifications.

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

CHAPTER 2.84
COMPENSATION OF OFFICERS AND EMPLOYEES

2.84.010 - Salary structure.

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

2.84.030 - Compensation for elected officials.

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

2.84.040 - Fringe benefits.

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

CHAPTER 2.88
PERSONNEL RULES AND REGULATIONS

2.88.010 - Rules and regulations established.

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

2.88.020 - Equal employment opportunity policy.

(a) It shall be the policy of the City to provide equal employment opportunity for employment and advancement to all qualified applicants and employees. It shall be the responsibility and duty of all City officials and department heads to carry out the policies, guidelines and corrective measures as set forth in the manual of personnel rules and regulations.

(b) Contractors, subcontractors, and suppliers conducting business with the City shall affirm and subscribe to the fair practices and nondiscrimination policies as set forth by the City.

2.88.030 – Civil service Commission Not Required.

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

2.88.040 – Fund Raising and Representation of the City

(a) No City Office, City Official, City Councilman or City Employee shall use a personal website, publication, or electronic media in a fashion which purports to represent the City of Mills or any of its subdepartments or branches.

(b) No City Employee shall appear in a uniform or part of a uniform associated with his office as part of an effort to solicit funds or participation in any matter except as authorized by the City of Mills through the City Council.

(c) No official symbols or insignia of the City of Mills shall be used by any employee in an effort to solicit funds or participation in any matter except as authorized by the City of Mills through the City Council.

(c) Any funds solicited in violation of this provision shall be deemed to belong to the City of Mills and shall be turned over to the City of Mills upon the City providing notice to any party violating this section. Upon providing such notice, said party shall account for said funds and their whereabouts within forty-eight (48) hours of having received notice.

(d) Any fundraising that is in any way related to an employee’s employment, an official’s position, or a Councilman’s office with the City shall require said individual to complete an annual financial disclosure form to the City clerk that details expenditures and revenues. This shall include the submission of the same that are associated with political campaigns, fund raising efforts by entities that are associated with the City or its subdivisions or employees. Unions or associations of City employees that represent City employees in any capacity shall likewise submit annually a financial disclosure as set forth in this subsection.

2.88.040 – Handbook not a contract

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

CHAPTER 2.90
Miscellaneous Provisions

2.90.10 – Appeals by Contractors.

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

2.90.20 – Pay for Commissions and Boards

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

2.90.30 – Legal Advertisements.

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

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

ORDINANCE NO. 752

AN ORDINANCE REPEALING THE EXISTING TITLE 2 ON ADMINISTRATON AND PERSONNEL IN ITS ENTIRETY AND REPLACING IT WITH A NEW TITLE 2 ON ADMINISTRATION AND PERSONNEL

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

WHEREAS, after said review and due deliberation, the Town of Mills has decided that the attached text better serves the needs of the public and the Town of Mills as of the current date; and

WHEREAS, Article 13, Sec 1(c) of the Constitution of the State of Wyoming provides:

Article 13, Section 1 Incorporation; alteration of boundaries; merger; consolidation; dissolution; determination of local affairs; classification; referendum; liberal construction.

* * *

(c) Each city or town may elect that the whole or any part of any statute, other than statutes uniformly applicable to all cities and towns and statutes prescribing limits of indebtedness, may not apply to such city or town. This exemption shall be by charter ordinance passed by a two-thirds (2/3) vote of all members elected to the governing body of the city or town. Each such charter ordinance shall be titled and may provide that the whole or any part of any statute, which would otherwise apply to such city or town as specifically designated in the ordinance shall not apply to such city or town. Such ordinance may provide other provisions on the same subject. Every charter ordinance shall be published once each week for two consecutive weeks in the official city or town newspaper, if any, otherwise in a newspaper of general circulation in the city or town. No charter ordinance shall take effect until the sixtieth (60th) day after its final publication. If prior thereto, a petition, signed by a number of qualified electors of the city or town, equaling at least ten per cent (10%) of the number of votes cast at the last general municipal election, shall be filed in the office of the clerk of such city or town, demanding that such ordinance be submitted to referendum, then the ordinance shall not take effect unless approved by a majority of the electors voting thereon. Such referendum election shall be called within thirty (30) days and held within ninety (90) days after the petition is filed. An ordinance establishing procedures, and fixing the date of such election shall be passed by the governing body and published once each week for three (3) consecutive weeks in the official city or town newspaper, if any, otherwise in a newspaper of general circulation in the city or town. The question on the ballot shall be: "Shall Charter Ordinance No. Entitled (stating the title of the ordinance) take effect?". The governing body may submit, without a petition, any charter ordinance to referendum election under the

procedures as previously set out. The charter ordinance shall take effect if approved by a majority of the electors voting thereon. An approved charter ordinance, after becoming effective, shall be recorded by the clerk in a book maintained for that purpose with a certificate of the procedures of adoption. A certified copy of the ordinance shall be filed with the secretary of state, who shall keep an index of such ordinances. Each charter ordinance enacted shall prevail over any prior act of the governing body of the city or town, and may be repealed or amended only by subsequent charter ordinance, or by enactments of the legislature applicable to all cities and towns.

(d) The powers and authority granted to cities and towns, pursuant to this section, shall be liberally construed for the purpose of giving the largest measure of self-government to cities and towns.

and

WHEREAS, certain provisions contained in Title 2 constitute exemptions from Wyoming Statutes, including the provision of Wyoming Statutes WS §§ 15-5-101 et seq., 15-11-103, 15-11-202, and 22-23-103 It is the intent of the Town Council of the Town of Mills that these provisions shall not be applicable to the Town of Mills, and.

WHEREAS, WS § 15-5-101 et. Seq deals with Civil Service Commissions for Fire and Police Departments, and the Town Council chooses for these provisions not to be applicable to the Town of Mills, Wyoming

WHEREAS, WS § 15-11-103 deals with Officers of firs class city; terms: how elected, and requires a ward system of municipal government and terms as there setforth, and the Town Council chooses for these provisions not to be applicable to the Town of Mills Wyoming and instead chooses the system and terms set forth in the attached Title 2; and

WHEREAS, WS § 15-11-202 deals with Councilmen in first class city and imposes a ward system of municipal government and the Town Council chooses for these provisiosn not to be applicable to the Town of Mills and instead choose the system set forth in the attached Title 2; and

WHEREAS, WS § 15-3-104 references dividing a first class city into not less than three ward sand the Town of Mills chooses not to do the same, but otherwise does choose to continue its existing form of government under the guidelines and terms as set forth herein; and

WHEREAS, WS § 22-23-103 concerns dividing a municipality into wards and the Town Council of the Town of Mills chooses not to do the same; and

WHEREAS, separate ordinances noting the same as the paragraphs above re not intended to be inconsistent, but to be consistent with the above declaration.

NOW THEREFORE, The Town Council of the Town of Mills hereby repeals the entire exiting Title 2 and replaces the same with the attached text, which shall be the new Title 2 upon the effective date of adoption

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

PASSED on 1st reading the _____ day of November 2020.

PASSED on 2nd reading the _____ day of _____, 2020.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this _____ day of _____, 2020

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

ORDINANCE NO. 755

AN ORDINANCE TO REZONE TRACT D, BUFFALO ADDN., FROM DEVELOPING BUSINESS (D-B), TRACTS A-C, BUFFALO ADDITION FROM ESTABLISHED RESIDENTIAL (E-R), AND LOT 4, SAGE ADDITION FROM ESTABLISHED INDUSTRIAL (E-I) ALL TO MIXED-SIZE RESIDENTIAL (MSR)

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

WHEREAS, the Town of Mills, reviewed a petition to rezone submitted by Buffalo Development, LLC, the Owner of Tracts A-D Buffalo Addition, including Lot 4, Sage Addition, currently owned by the Town of Mills; and

WHEREAS, the Owner requested that the Town rezone Tract D, Buffalo Addn., from Developing Business (D-B), Tracts A-C, Buffalo Addition from Established Residential (E-R), and Lot 4, Sage Addition from Established Industrial (E-I) all to Mixed-Size Residential (MSR);and

WHEREAS, the rezone of Tracts A-D and Lot 4, Sage Addition to MSR will conform better with the Mills Comprehensive Plan of 2017; and

WHEREAS, a public hearing notice was advertised in the 17 January 2021 edition of the Casper Star-Tribune, at least 15 business days prior to the public hearing, as required by Mills Zoning Ordinance; and

WHEREAS, the Mills Planning and Zoning Board held a public hearing for the rezoning at a Special meeting on 11 February 2021 in which they forwarded a “Do Pass” recommendation to the Town Council; and

WHEREAS, the Mills Town Council held a public hearing for the rezoning at the 23 February 2021 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 D, Buffalo Addn., from Developing Business (D-B), Tracts A-C, Buffalo Addition from Established Residential (E-R), and Lot 4, Sage Addition from Established Industrial (E-I) all to Mixed-Size Residential (MSR).

SECTION 2:

Town of Mills Corporate Limits, Additions and Environs Map shall be updated to show said property as Mixed-Size Residential (MSR).

PASSED ON FIRST READING the ____ day of _____ 2021

PASSED ON SECOND READING the ____ day of _____ 2021

PASSED, APPROVED, AND ADOPTED ON THIRD AND

FINAL READING the ____ day of _____ 2021

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Darla Ives, Council

Sara McCarthy, Council

James Hollander, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, Town Clerk

TITLE 1 GENERAL PROVISIONS

Chapters:

- 1.01 In General
- 1.02 Boundaries
- 1.03 Penalties and Remedies
- 1.04 Corporate Seal
- 1.05 Official Newspaper
- 1.06 Depository

CHAPTER 1.01
IN GENERAL

1.01.010 – The Code of the City of Mills.

This Code is and shall constitute the Code of the City of Mills. The Code shall reflect and constitute codification of ordinances of Mills.

1.01.020 How Code Designated and Cited.

The ordinances embraced in this Chapter and the following Chapters and sections shall constitute and be designated as the “Code of the City of Mills” and shall be cited as such. In this publication, and other documents, the “Code of the City of Mills” may be referred to as the City Code or Code.

1.01.030 Definitions and Rules of Construction.

A. In the construction of this Code and Ordinances of the City of Mills, the following definitions and rules of construction shall be observed, unless they are inconsistent with the manifest intent of the Governing Body or the content clearly requires otherwise.

- i. Administrative Official – The term “administrative official” shall mean a board, commission, committee, officer, agent or employee of the City of Mills charged by the Governing Body with the administration and enforcement of the particular provisions of this Code in which the term is used.
- ii. Computation of Time – The time within which an act is to be done shall be computed by excluding the day of the event and including the last day of the time period unless the last day is a Saturday, Sunday or a State of Wyoming legal holiday, in such case the period shall run until the end of the next day which is not a Saturday, Sunday, or legal holiday.
- iii. County – The word “county” shall mean Natrona County in the State of Wyoming, in which the City of Mills is located.

- iv. Gender – Words importing the masculine gender include the feminine and neuter.
- v. Governing Body – The term “Governing Body” shall mean the elected and serving legislative body of the City of Mills.
- vi. In the City; in the Corporate Limits of the City – The words “in the City” or “in the corporate limits of the City” shall mean and include any and all territory within the corporate limits of the City of Mills, and other territory over which regulatory or police power has been conferred for the City of Mills by general or special act of Natrona County, or the State of Wyoming.
- vii. Joint Authority – All words giving joint authority to three or more persons shall be construed as giving such authority to a majority of such persons.
- viii. Month – The word “month” shall mean the particular calendar month.
- ix. Municipality – The word “Municipality” shall mean the City of Mills.
- x. Number – Words used in the singular include the plural and words used in the plural include the singular.
- xi. Oath – The word “oath” includes an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words “swear” and “sworn” are equivalent to the words “affirm” and “affirmed”.
- xii. Owner – The word “owner” when applied to a building or land, shall include not only the owner of the whole, but also any part owner, joint owner, tenant in common or joint tenant of the whole or part of such building or land and shall include any agent of such owner, and where such owner is a body corporate, it shall include the managing agent or officers.
- xiii. Person – The word “person” includes a firm, partnership, association of persons, corporation, organization or any other group acting as a unit, as well as an individual.
- xiv. Personal Property – The term “personal property” includes every type of property, except real estate property which is defined later in this section.
- xv. Preceding, Following – The words “preceding” and “following” shall mean next before and next after, respectively.
- xvi. Professional Services – The term “professional services” includes every type of licensed or certified profession.
- xvii. Property – The sole use of the word “property” includes real and personal property.
- xviii. Real Property – The term “real property” includes lands, tenements, and hereditament.
- xix. Revision – Revision is to correct errors, make changes, and update the Municipal Code of Mills within existing Titles, Articles, and Sections.
- xx. Shall – The word “shall” is mandatory, and the word “may” is permissive.
- xxi. Sidewalk – The word “sidewalk” means any portion of the street between the curb line and the adjacent property line intended for the use of pedestrians.

- xxii. State – The word “State” shall mean the State of Wyoming.
- xxiii. State Law or State Statute – Reference to “state law” shall mean the Wyoming Statutes as amended.
- xxiv. Street – The word “street” shall mean and include public streets, avenues, boulevards, highways, roads, alleys, lanes, bridges and the approaches and all other public thoroughfares in the City of Mills.
- xxv. Tenant – The words “tenant” and “occupant” when applied to a building or land, shall mean any person who occupies the whole or a part of such building or land, whether alone or with others.
- xxvi. Tense – Words used in the past or present tense include the future as well as the past and present.
- xxvii. Written – The words “written” or “in writing” shall include printing, lithographing, or other modes of representing words and letters; provided in all cases where the written signature of a person is required, the proper handwriting of such person, or his mark shall be required.
- xxviii. Year – The word “year” shall mean a calendar year, unless defined otherwise.

1.01.040 – Catch Lines; Headings.

The catch lines of the sections and the headings of Titles, articles, sections, and subsections of this Code are intended merely, and only, as catchwords to indicate and give guidance to the contents of the titles, articles, and sections.

1.01.050 Severability of Parts of the Code.

If for any reason any part, section, subsection, sentence, clause or phrase of the Code of the City of Mills, or the application to any person or circumstance, is declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of the Code of the City of Mills. In the event any part, paragraph, clause or section of the Code of the City of Mills is declared by a court of competent jurisdiction to be invalid for any reason, it is declared and determined the Mayor and Governing Body would nevertheless have passed the remainder and the remaining parts shall remain in full force and effect.

1.01.060 – Effect of Repealing Ordinance.

The repeal of ordinances as provided shall not effect any right which has accrued, and duly imposed, any penalty incurred, nor any action or proceedings as commenced under or by virtue of the ordinance repealed, nor the tenure of office of any person holding office at the time when such ordinances take effect; nor shall the repeal of any ordinances have the effect of reviving any ordinance repealed or superseded; nor shall the repeal of any ordinance have the effect of giving meaning for the purposes of construction of any ordinance repealed or superseded.

1.01.070 Preserving and Recording Ordinances.

It shall be the duty of the City Clerk to safely preserve the original ordinances, and when passed and approved to record the same in a book provided for that purpose. The City Clerk shall attach a certificate to each ordinance, so recorded, to the effect the same is a true and correct copy of the original ordinance as passed.

1.01.080 Updating Code.

The City Clerk twice yearly, or more often, shall compile amendments, changes, alterations, repeals or additions to the Code of the City of Mills, which shall be submitted to an designated individual for updating compilation and maintenance of a master set of ordinances at the Mills City Hall.

1.01.090 Numbering.

Each ordinance passed by the Governing Body shall be systematically identified by a number assigned to such ordinance pursuant to the systematic numbering system used in the Code of the City of Mills. The numbering system so adopted shall reflect the sequence of adoption of all the City of Mills' ordinances from the implementation of such numbering system and shall assign a particular number to only one ordinance.

1.01.101 – Amendment, Repeal, Revision, and Recodification of Code.

A. The amendment or repeal of existing provisions of this Code or the insertion of additional provisions in this Code shall be done in the following manner:

- i. Ordinances amending existing sections shall designate by section number, the sections which are affected and set out in full the new language of each such section;
- ii. Ordinances repealing existing sections shall designate, by section number, the sections which are repealed;
- iii. Ordinances adding sections to the Code shall designate where such sections are to be inserted;

B. The City Clerk shall maintain a list of all affected ordinances and shall proceed as is consistent with Section 1-1-8 of the Code of the City of Mills.

C. The revision, updating, and recodification of ordinances may be published by title only together with a brief summary of the recodification or revision, in the manner set out in W.S. § 15-1-116, and the actual recodification and revision shall be available to the public at all reasonable hours in the office of the City Clerk and in a public location in the City Hall.

D. The Governing Body may amend existing schedules, tables or singular costs, expenses, fines or other monies to be collected by resolution, where not contrary to State Statute.

When such amendment has been made by resolution, those parts of the Code affected shall be deleted from the Code and the following shall be inserted as its replacement:

The schedule, tables, rates, fines, or other designation of costs, expenses, fines or other fees have been deleted from this section. The subject addressed in this section has now been amended by resolution. The resolution may be obtained from the City Clerk’s office from the official book of resolutions.

1.01.102 Numbering of Sections, Articles, or Chapters Not Be Given Importance.

The sequence of sections, articles or chapters in the Code shall not be deemed to imply any substantive intent to a particular ordinance.

1.01.103 Validating Act.

All ordinances of the City of Mills approved, passed, and adopted prior to or simultaneously with the date of 8-10-2016 shall be and are presumptively valid except where repealed. If any ordinance or part of any ordinance is found to be invalid, all other ordinances or parts of ordinances shall be and remain valid.

CHAPTER 1.02
BOUNDARIES

1.02.010 Official City Boundary.

The official City boundary of the City of Mills is established as provided by ordinance and amendments. The legal description is on file with the City Engineer and the City Clerk.

1.02.020 Order Creating Municipality.

The City of Mills was duly incorporated as a Municipal Corporation under the laws of the State of Wyoming on May 10, 1921.

CHAPTER 1.03
PENALTIES AND REMEDIES

1.03.010 General Penalties; Remedies Generally; Continuing Violation.

Where not otherwise specified in this Code, the penalty for violating an Ordinance, Rule or Regulation passed by the governing body of the City of Mills shall be:

- (a) Any misdemeanor committed in the City of Mills, Wyoming, shall be punishable by a fine of no more than seven hundred fifty dollars (\$750.00) and/or six (6) months in jail, to which court costs and assessments may be added as set by the Municipal Court, not to exceed the amount allowed by State Statute, for each violation;

(b) Provided, however, where the State of Wyoming has authorized another penalty, the same may be imposed.

1.03.020 Action for Penalties or Fines.

All actions brought to recover any penalty or fine shall be brought in corporate name of the City of Mills.

1.03.030 Disposition of Recoveries.

The recoveries when collected shall be paid into the treasury of the City of Mills.

CHAPTER 1.04
CORPORATE SEAL

1.04.010 City Seal Designed and Adopted.

A seal, the impression of which shall be of circular form, bearing the words, “City of Mills, Wyoming, Est. 1921 is adopted as the City Seal.

1.04.020 Authentication.

A document possessing the seal as set out in Section 1.04.010 of the Code of the City of Mills shall be prima facie evidence the document is authentic.

1.04.030 Validating Act.

Documents executed by the City of Mills requiring the seal of the City and bearing a seal in the form above prescribed are validated and ratified, and approved by the City of Mills with the same force as if such seal had then been the official seal of the City of Mills.

1.04.040 Custodian.

The Clerk of the City of Mills shall be the Custodian of the Corporate Seal and shall affix the seal imprint upon all official documents.

CHAPTER 1.05
OFFICIAL NEWSPAPER

1.05.010 Designated.

The City of Mills designates the City website, courthouse, library, City Hall, Senior Center, and United States post office as locations for the postings of official and public notices. The City of Mills reserves the right to designate other locations through resolution.

CHAPTER 1.06
DEPOSITORY DESIGNATED

1.06.010 Depository Designated.

The City of Mills shall annually designate such financial institution as authorized by the State of Wyoming to keep and deposit City monies as designated and directed by the Governing Body by Resolution. The Governing Body of the City of Mills may by resolution designate additional or alternate depositories for funds of the City.

CHAPTER 1.07
SAVINGS PROVISION

Should any provision of these Ordinances in whole or in part be found to be illegal, the remainder of these Ordinances, including their subparts, shall not be affected.

ORDINANCE NO. 758

AN ORDINANCE REPEALING THE EXISTING TITLE 1 ON GENERAL PROVISIONS IN ITS ENTIRETY AND REPLACING IT WITH A NEW TITLE 1 ON GENERAL PROVISIONS

WHEREAS, The City of Mills, Wyoming has had the occasion to review Title 1 of its Ordinances and to revise the same; and

WHEREAS, after said review and due deliberation, the City of Mills has decided that the attached text better serves the needs of the public and the City of Mills as of the current date;

NOW THEREFORE, The City Council of the City of Mills hereby repeals the entire exiting Title 1 and replaces the same with the attached text, which shall be the new Title 1 upon the effective date of adoption

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

PASSED on 1st reading the ____ day of _____, 2021.

PASSED on 2nd reading the ____ day of _____,2021.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2021.

CITY OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Brad Neumiller, Council

ATTESTED:

Christine Trumbull, Town Clerk

ORDINANCE NO. 760

AN ORDINANCE REPEALING THE EXISTING TITLE 10 ON VEHICLES AND TRAFFIC IN ITS ENTIRETY AND REPLACING IT WITH A NEW TITLE 10 ON GENERAL OFFENSES

WHEREAS, The City of Mills, Wyoming has had the occasion to review Title 10 of its Ordinances and to revise the same; and

WHEREAS, after said review and due deliberation, the City of Mills has decided that the attached text better serves the needs of the public and the City of Mills as of the current date;

NOW THEREFORE, The City Council of the City of Mills hereby repeals the entire exiting Title 10 and replaces the same with the attached text, which shall be the new Title 10 upon the effective date of adoption

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

PASSED on 1st reading the ____ day of _____, 2021.

PASSED on 2nd reading the ____ day of _____, 2021.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2021.

CITY OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Brad Neumiller, Council

ATTESTED:

Christine Trumbull, Town Clerk

ORDINANCE NO. 762

AN ORDINANCE REPEALING THE EXISTING TITLE 12 ON STREETS, SIDEWALKS AND PUBLIC SPACES IN ITS ENTIRETY AND REPLACING IT WITH A NEW TITLE 12 ON GENERAL OFFENSES

WHEREAS, The City of Mills, Wyoming has had the occasion to review Title 12 of its Ordinances and to revise the same; and

WHEREAS, after said review and due deliberation, the City of Mills has decided that the attached text better serves the needs of the public and the City of Mills as of the current date;

NOW THEREFORE, The City Council of the City of Mills hereby repeals the entire exiting Title 12 and replaces the same with the attached text, which shall be the new Title 12 upon the effective date of adoption

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

PASSED on 1st reading the ____ day of _____, 2021.

PASSED on 2nd reading the ____ day of _____, 2021.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2021.

CITY OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Brad Neumiller, Council

ATTESTED:

Christine Trumbull, Town Clerk

TITLE 12 - STREETS, SIDEWALKS AND PUBLIC PLACES

Chapters:

- 12.04 Arterial and Collector Streets
- 12.08 Curbswalks, Sidewalks, Curbs and Gutters
- 12.12 Curb Cuts and Driveways
- 12.16 Street Excavations
- 12.20 Erosion and Sediment Control
- 12.24 Obstructions
- 12.28 House Numbering
- 12.32 Trees and Shrubs
- 12.36 Parks

CHAPTER 12.04 ARTERIAL AND COLLECTOR STREETS

12.04.010 Arterial and Collector Streets Defined

For the purpose of this chapter, the term "arterial street," means a high-capacity roadway designed to provide continuity between neighborhoods and other arterial and freeway street systems. The main channels (high-capacity roadway) for the movement of traffic in an urban area which are generally wider than local streets and are given preference in signing and signalization. The term "collector street" means a secondary channel designed to penetrate neighborhoods from which local traffic is collected and channeled to the arterial street system.

12.04.020 Arterial and Collector Streets Designated

The arterial and collector streets covered under this chapter shall be those which are on the Wyoming Department of Transportation Urban Roadway Functional Classification List.

CHAPTER 12.08 CURBWALKS, SIDEWALKS, CURBS AND GUTTERS

12.08.005 Definitions

As used in this chapter, the following terms are defined in this section:

- (a) "Applicant" means any person making written application to the City to construct or reconstruct curbswalks, sidewalks, curbs and gutters.
- (b) "Asphaltic Concrete Pavement" means a mixture of black bituminous material and stone, laid hot and rolled until nearly free of voids, herein referred to simply as asphalt.
- (c) "Grade" means the fall or rise per unit horizontal length of a structure.

(d) "Longitudinal Grade" means a section vertically through the center of a structure showing the fall or rise per unit horizontal (or slope) length of structure. The slope parallel along the major axis of the improvement.

(e) "Person" means any individual person, partnership, corporation, Limited Liability Company, association, estate, trust, or two or more individual persons having a joint or common interest.

(f) "Portland Cement Concrete Pavement" means a mixture of Portland cement, water, sand and stone, herein referred to simply as concrete.

(g) "Raveled" means loss of stone and/or concrete materials from surface area downward.

(h) "Segment" means a section of structure that lies between expansion joints or contraction joints.

(i) "Slope" means the inclination of a surface expressed as one unit or rise or fall for so many horizontal units.

(j) "Spalled" means flaking or chipping of concrete materials from surface area downward.

(k) "Standards" means standard specifications for street construction, latest edition, as specified in Chapter 16.18 of this code.

(l) "Structure" means curbwalk, sidewalk, curbs and gutters.

12.08.010 Construction-Line and Grade Requirements

Persons desiring to construct structures shall make written application to the City planner/engineer upon forms supplied by the City, for a permit to cut, break, remove or alter any structure as provided in this chapter. For any such work being replaced in a residential district the City engineer or his designee shall establish the desired lines and grades as soon as possible after receiving an application. Lines and grades established in conjunction with a site plan, subdivision construction, or any other City permits such as a building permit for new residential or commercial construction will be established by a contractor and reviewed by the City engineer or his/her designee prior to the work being completed.

12.08.015 Construction-Permit Required

(a) It is unlawful for any person either as owner, agent, contractor or employee, to cut, break, remove or alter any structure, or cause to have cut, broken or removed any structure or to install or cause to have installed any structures without a permit. Permits shall be issued by the City building inspector after payment of appropriate fees and compliance by the applicant with this code. The cost of the permit shall be established by resolution of the City council.

(b) A permit will be required for all work constructed in conjunction with a site plan, as specified under Title 17 of the Mills Municipal Code. Upon site plan approval, a permit shall be issued by the City building inspector after payment of the appropriate fees. The cost of the permit shall be established by resolution of the City council.

(c) Whenever any work for which a permit is required by this chapter has commenced without first obtaining a permit, the applicant shall be charged an amount equal to twice the established permit fee. Such amount shall be paid prior to continuing any further work. This civil penalty is in addition to any other fines, sentences, judgments or consequences which may be imposed.

(d) Whenever work is started without a permit, it shall be stopped, upon notice by the City, until such time as a permit is issued.

- (e) Permits are not required for the construction or reconstruction of a structure when:
 - (i) The structure is removed during the installation of electrical, mechanical or plumbing facilities associated with a City permit, such as a building permit or street cut permit; or
 - (ii) The structure is removed during the installation of piping for fire hydrants, curb stops, or other piping installed by the City; or
 - (iii) The structure is included in work associated with a street improvement project such as a local assessment district or street resurfacing project administered by the City or the Wyoming Department of Transportation.

12.08.017 Construction or Reconstruction of Curbwalk, Sidewalk, Curbs or Gutters- Responsibility of Property Owner

(a) In accordance with Wyoming Statute Section 15-4-306, all owners of land adjoining any street, lane or alley shall construct or reconstruct any structure, along the street, lane or alley next to the land when ordered to do so by the City Mayor or his/her designee. It is the duty of landowners to keep any structure now constructed, or which may hereafter be constructed in front of their property in good repair and in safe condition.

- (b) The criteria for reconstruction of any structure shall consist of one or more of the following:
 - (i) Any adjoining segments, or portions thereof, whose edges differ vertically by more than one-half inch;
 - (ii) Any segment that has more than twenty-five percent of its surface area with holes, or is cracked, broken or missing pieces which interfere with the walking public or surface drainage;
 - (iii) Any segment having depressions or low spots so as to impound water greater than three-eighths inch in depth;
 - (iv) Any segment having a grade greater than three-fourths inch vertical per one foot horizontal in walking sections, excluding alleys, drives and ramps;

- (v) Any segment that causes an abrupt change in the longitudinal grade of the curbwalk or sidewalk.

12.08.020 Construction-Standard Specifications

(a) The standard specifications governing the construction of any concrete structure in the City shall be in accordance with Chapter 17 of this code.

(b) The construction of any structure shall be in accordance with the Americans With Disabilities Act, the regulations and guidelines promulgated thereunder, and other applicable law.

(c) The applicant or his agent shall take appropriate measures to assure that, during the performance of construction, traffic conditions shall be maintained as nearly normal as practicable, at all times. The applicant or his agent shall route and control traffic, including his own vehicles, pursuant to the latest edition of the manual on uniform traffic control devices (MUTCD) as published by the Federal Highway Administration.

12.08.030 Construction-Jurisdiction and Observation

(a) All structures constructed within the City shall be constructed under jurisdiction of and subject to observation of the City engineer or his/her designee, and in conformity with the City's standard specifications for street construction and the lines and grades laid out by the City engineer's office. If required, the City engineer or his/her designee shall set line and grade and the stakes shall be preserved by the owner and the contractor doing the work. The applicant or his/her designee shall be responsible for all construction in accordance with this chapter and the City's standard specifications for street construction.

(b) All work covered under this chapter shall be completed expeditiously, in order to avoid unnecessary inconvenience to traffic and pedestrians. In the event that the work has not been performed in accordance with this chapter, or has been abandoned, the City Mayor or his/her designee may give written notice to the owner of the permit to correct the work and complete all restoration as required by this chapter. The owner shall, within ten working days from date of notice, respond to the City with a schedule to complete the work. All work must be completed within four months from the date of the City's notice. In the event the owner does not complete the work within the time specified in the response, then the City may cause the work to be corrected and complete restoration as required by this chapter.

(c) In the event the City accomplishes the work in accordance with this section, the entire cost of such work, including any materials used thereof, shall be paid to the City by the applicant of the permit upon demand. If payment is not made within ten days of the demand, no additional permits shall be issued to the applicant. In addition, the City may proceed to collect any of the costs due and owing in any manner allowed by law.

(d) The asphalt shall be cut back and removed by the contractor, eighteen inches from all newly constructed structures to a depth of not more than ten inches. Should concrete pavement be encountered during asphalt removal, all asphalt above the concrete pavement shall be removed

no matter the depth. Concrete paving shall be allowed to remain. The asphalt that is removed shall be replaced and compacted with temporary base course to the top of the existing asphalt. The temporary base course shall be removed and replaced with asphalt pavement. The contractor shall give notice to the City when construction is complete.

- (i) Replacement of base course with asphalt for structures in conjunction with a site plan, subdivision construction, or any other City permits such as a building permit for new residential or commercial construction will be completed by a contractor, and reviewed by the City engineer or his designee prior to the work being completed.
- (ii) The City engineer or his/her designee may grant exceptions to cut back the eighteen inches of asphalt where the asphalt is in exceptionally good condition, as determined by the City engineer's office. Requests for exceptions to the eighteen inch cut back requirement must be made to the Public Works Director a minimum of three days prior to the structure construction.
- (iii) During winter months or when asphalt material is not available, the applicant or his designee shall be responsible for maintenance of all areas where pavement was removed for the installation of any structure. Maintenance shall consist of backfilling all areas where asphalt or concrete was removed with base course and replacing material as needed to prevent potholing, washouts or hazards.

(e) It shall be the duty of the person doing the work authorized by a permit to notify the City that such work is ready for observation. Every request for observation shall be filed at least one working day before such inspection is desired.

12.08.040 Repair or Rebuilding of Nonconforming Curbwalk, Sidewalk, Curb and Gutter

Where any structure has been constructed or repaired without first having obtained a grade and line from the City engineer, or where the same have not been constructed in conformity with the established grade and line or not in conformity with the City's standard specifications for street construction, the structure shall be rebuilt or repaired at the owner's expense to so conform, as provided in this chapter.

12.08.050 Driving Vehicles or Permitting Animals on Sidewalks Prohibited

No person shall drive, propel or move a dray, cart, wagon, buggy, motor vehicle or vehicles, or drive a team, or lead, ride or drive any animal (except pets, as defined in Section 17.08.010 of this code, or in the performance of snow removal) upon or across any sidewalk in the City, or knowingly or negligently suffer or permit any animal (except pets, as defined in Section 17.08.010 of this code) to go upon or across any such sidewalk.

CHAPTER 12.12
CURB CUTS AND DRIVEWAYS

12.12.010 Purpose of Provisions

The purpose of this chapter is to standardize, regulate and control the location, size, type, construction, maintenance and quantity of curb cut s, driveways and sidewalk driveway crossings in the City, for the proper design, safe and efficient entry to and exit from City streets to private property, safety of vehicular traffic in the streets, and safety of pedestrian traffic on the sidewalk area. The access, location and design standards contained in this chapter are intended to insure continuity in the handling of access issues for new developments, while maintaining a high level of service on existing and proposed roadways.

12.12.015 Construction-Line and Grade Requirements

Persons desiring to construct structures shall make written application to the City engineer upon forms supplied by the City, for a permit to cut, break, remove or alter any structure as provided in this chapter. For any such work being replaced in a residential district the City engineer or his designee shall establish the desired lines and grades as soon as possible after receiving an application. Lines and grades established in conjunction with a site plan, subdivision construction, or any other City permits such as a building permit for new residential or commercial construction, will be established by a contractor and reviewed by the City engineer or his designee prior to the work being completed.

12.12.020 Definitions

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

(a) "Alley" means a minor private or public thoroughfare, other than a dedicated street or half street, which is less than thirty feet wide upon which the rear of land or building lots generally abut, and which affords a secondary means of vehicular access to the land, building or lots.

(b) "Applicant" means any person making written application to the City to construct or reconstruct curb cut s and driveways.

(c) "Arterial Street" means a high-capacity roadway designed to provide continuity between neighborhoods and other arterial and freeway street systems. The main channels (high-capacity roadway) for the movement of traffic in an urban area which are generally wider than local streets and are given preference in signing and signalization.

(d) "Asphaltic Concrete Pavement" means a mixture of black bituminous material and stone, laid hot and rolled until nearly free of voids, herein referred to simply as asphalt.

(e) "Collector Street" means a secondary channel designed to penetrate neighborhoods from which local traffic is collected and channeled to the arterial street system.

(f) "Curb Cut" means the total street curbing or curbwalk that is removed to place a driveway and slopes.

(g) "Curb Return" means the curved portion of a street curb at drive approaches.

(h) "Curbwalk" means a combination curb, gutter and sidewalk, constructed monolithically.

(i) "Driveway" means that area on private property where vehicles are operated, parked or allowed to stand.

(j) "Driveway Apron" means the area between the curb cut or proposed curb line and the back edge of walk or proposed walk line, to provide ingress and egress for vehicles from the alley, street or roadway to private property.

(k) "Driveway Width" means that portion of the street curbing that is removed, excluding curb returns or transitions, to provide ingress to and egress from property.

(l) "Flowline" means the path traced by particles in flowing water; traditionally located at the intersection of the back of gutter and front face of curb.

(m) "Intersection" means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then the lateral boundary lines of the roadways which join each other at, or approximately at right angles, or the area within which vehicles traveling upon different roadways joining at any other angle may come in conflict.

(n) "Local Street" means a low-speed, low-volume street with limited continuity; it provides direct access to abutting property and connects to collector or minor arterial streets.

(o) "Pavement Width" means the width of a street measured from the edge of the roadway pavement to the edge of the roadway pavement, perpendicular to the centerline of the road.

(p) "Person" means any individual, person, partnership, corporation, Limited Liability Company, association, estate, trust, governmental corporation or entity, or two or more individual persons having a joint or common interest.

(q) "Portland Cement Concrete Pavement" means a mixture of Portland cement, water, sand and stone, herein referred to simply as concrete.

(r) "Roadway" means that portion of a street improved, designed and customarily used for vehicular travel.

(s) "Sidewalk" means a walk or raised path along or near the side of a road usually constructed of Portland cement concrete and reserved for use by pedestrians.

(t) "Standards" means "standard specifications for street construction," latest edition, contained in 17 of this code.

(u) "Street" means that portion of an easement of ground designated and dedicated to the public to accommodate a thoroughfare, avenue, road, highway, boulevard, parkway, drive, circle, cul-de-sac, lane or court within the City of Mills.

(v) "Street Right-Of-Way" means public property dedicated for streets, alleys or other public uses.

(w) "Structure" means curbwalk, sidewalk, curbing, gutters, driveways or curb cuts.

(x) "Traffic" means pedestrians, vehicles, and other conveyances, either singly or together, while using any street, alley or roadway for purposes of travel.

12.12.030 Permit Requirements Construction-Permit Required-Application

(a) It is unlawful for any person either as owner, agent, contractor or employee, to cut, break, remove or alter any structure, or cause to have cut, broken or removed any structure, or to install or cause to have installed any structure without a permit. Permits shall be issued by the City Mayor or his/her designee after payment of appropriate fees and compliance by the applicant with this code. The cost to construct or reconstruct a curb cut shall be established by resolution of the City council.

(b) A permit will be required for all work constructed in conjunction with a site plan, as specified under Title 17 of the Mills Municipal Code. Upon site plan approval, a permit shall be issued by the City engineer or his/her designee after payment of the appropriate fees. The cost of the permit shall be established by resolution of the City council.

(c) Whenever any work for which a permit is required by this chapter has commenced without first obtaining a permit, the applicant shall be charged an amount equal to twice the established permit fee. Such amount shall be paid prior to continuing any further work. This civil penalty is in addition to any other fines, sentences, judgments or consequences which may be imposed.

(d) Whenever work is started without a permit, it shall be stopped, upon notice by the City, until such time as a permit is issued.

- (e) Permits are not required for the construction or reconstruction of a structure when:
- (i) The structure is removed during the installation of electrical, mechanical or plumbing facilities associated with a City permit, such as a building permit or street cut permit; or

- (ii) The structure is removed during the installation of piping for fire hydrants, curb stops or other piping installed by the City; or
- (iii) The structure is included in work associated with a street improvement project such as a local assessment district or street resurfacing project administered by the City or the Wyoming Department of Transportation.

(f) Applications. Applications for permits granted pursuant to this chapter shall be upon forms furnished by the City engineer or his/her designee, and shall specify:

- (i) The name of the applicant;
- (ii) The location of the property in front of which the proposed curb cut is to be repaired and/or constructed; and
- (iii) The number of square feet to be repaired and/or constructed.

(g) A sketch or plot plan shall be submitted with each application which shall be drawn to a scale of one inch equals forty feet, or as approved by the City engineer. The sketch shall indicate the proposed structure construction, together with all existing street light standards, poles, signs, sidewalk boxes, fire hydrants, and any other obstructions shall be submitted with each application.

12.12.040 Traffic Report Required

For any development which generates more than seventy-five vehicle trips per peak hour, the applicant shall submit a traffic study justifying the need, describing the internal circulation and parking system, and identifying the impact of the development and its proposed access facilities on the operation of the street. The analysis shall be completed for the total site development. Specific requirements of this section may be waived by the City engineer, depending upon the specific street that will be impacted, and the trips generated by the site.

12.12.050 Residential Curb Cuts

All curb cuts hereafter constructed, relocated or widened in residential areas of the City shall comply with the following minimum standards:

- (a) No curb cut width shall be less than ten feet wide. Frontages of sixty feet or less shall be limited to one curb cut. No more than two curb cut s shall be provided to any single platted lot.
- (b) Curb cuts serving a single platted lot or serving any of several adjacent lots under single ownership shall be separated by at least twenty-five feet of full vertical curb. Cityhouse/condominium developments shall be accepted.
- (c) Curb cuts serving corner lots shall be so located that:
 - (i) A curb cut on either street shall be at least twenty-five feet from the projected curb line (or street right-of-way) of the intersecting street; and
 - (ii) No part of the driveway shall extend into the curved portion of a street curb at drive approaches a distance greater than five feet.

(d) No curb cut shall be constructed closer than five feet from the side property line. Joint curb cuts for Cityhouse/condominiums will be permitted.

12.12.060 Industrial and Commercial Curb Cut Design Requirements

In all industrial and commercial zoned areas of the City, the following regulations shall apply:

(a) Number of Curb cuts. The number of curb cuts shall be limited to one two-way curb cut, or two one-way curb cut s for each platted lot, except when the following conditions exist:

- (i) Property frontages that are too narrow to satisfy the minimum driveway spacing criteria set forth in the following sections will require common access locations at property lines; frontage roads, restricted movement curb cut designs, or other modifications acceptable to the City engineer.
- (ii) In all commercial or industrial districts, each lane of a curb cut opening shall be a minimum of twelve feet in width at the narrowest point, plus the curb-and-gutter width, with the number of lanes subject to the approval of the City engineer.
- (iii) Additional driveways may be needed because a traffic study shows that conditions warrant two or more curb cuts.
- (iv) If a development generates traffic volumes which meet any signal warrant, based upon a traffic study, access traffic shall be consolidated to a single point which can be signalized.
- (v) A property that has frontage on more than one street will be permitted access only on those street frontages where standards can be met. If a property cannot be served by an access point meeting these standards, the City engineer shall designate access point(s) based on traffic safety, operational needs and traffic studies.
- (vi) The location of curb cuts to properties on opposite sides of arterial and collector streets shall be coordinated so that they do not interfere with each other. Generally, curb cuts directly opposite of each other are desirable. However, if this is not possible, the resulting "T" configurations must be spaced a minimum of one hundred feet apart on collectors, and two hundred feet apart on arterials. This may be modified by the City engineer based on existing through traffic and the trip generation of the site. In no case will a spacing of less than seventy-five feet be acceptable on arterial streets.

12.12.070 Access onto State Highways

Access onto state highways in the City may be subject to the approval of both the Wyoming Department of Transportation and the City. Direct access to highways is strongly discouraged if the property has reasonable access potential to the City street system.

12.12.075 Construction Jurisdiction and Observation

All structures constructed within the City shall be constructed under jurisdiction of and subject to observation of the City engineer or his/her designee, and in conformity with the City's standard specifications for street construction and the lines and grades laid out by the City engineer's office. If required, the City engineer or his/her designee shall set line and grade stakes, and any stakes set shall be preserved by the applicant and the contractor doing the work. The applicant or his/her designee shall be responsible for all construction in accordance with this chapter and the City's standard specifications for street construction.

12.12.080 Curb Cut and Driveway Construction

All curb cuts and driveway aprons constructed or altered in the street right-of-way shall conform to the regulations set out in this chapter.

(a) All work covered under this chapter shall be completed expeditiously, in order to avoid unnecessary inconvenience to traffic and pedestrians. In the event that the work has not been performed in accordance with this chapter, or has been abandoned without due cause, the City Mayor or his/her designee may give written notice to the owner of the permit to correct the work and complete all restoration as required by this chapter. The owner shall, within ten working days from the date of notice, respond to the City with a schedule to complete the work. All work must be completed within four months from the date of the City's notice. In the event the owner does not complete the work within the time specified in the response, then the City may cause the work to be corrected and complete restoration as required by this chapter.

(b) In the event the City accomplishes the work in accordance with this section, the entire cost of such work, including any materials used thereof, shall be paid to the City by the applicant of the permit upon demand. If payment is not made within ten days of the demand, no additional permits shall be issued to the applicant. In addition, the City may proceed to collect any of the costs due and owing in any manner allowed by law.

(c) The asphalt pavement shall be cutback and removed, by the contractor, eighteen inches from all newly constructed structures to a depth of not more than ten inches. Should concrete pavement be encountered during asphalt removal, all asphalt above the concrete pavement shall be removed no matter the depth. Concrete paving shall be allowed to remain. The asphalt pavement that is removed shall be replaced and compacted with temporary base course to the top of the existing asphalt surface. The temporary base course shall be removed and replaced with asphalt pavement. The contractor shall give notice to the City when construction is complete.

- (i) Replacement of base course with asphalt for structures in conjunction with a site plan, subdivision construction, or any other City permits such as a building permit for new residential or commercial construction, will be completed by a contractor, and reviewed by the City engineer or his designee prior to the work being completed.
- (ii) The City engineer or his/her designee may grant exceptions to cut back the eighteen inches of asphalt, where the asphalt is in exceptionally good condition, as determined by the City engineer's office. Requests for

exceptions to the eighteen inch cut back requirement must be made to the City engineering office a minimum of three days prior to the structure construction.

- (iii) During winter months or when asphalt material is not available, the applicant or his designee shall be responsible for maintenance of all areas where pavement was removed for the installation of any structure. Maintenance shall consist of backfilling all areas where asphalt or concrete was removed with base course and replacing material as needed to prevent potholing, washouts or hazards.

(d) The use of asphalt, concrete, metal plates or pipes in flow lines to serve as a curb cut is prohibited on collector, arterial and snow route streets.

(e) On all other streets, upon notification by the City, all metal plates, pipes or other gutter obstructions shall be removed from the public right-of-way during municipal street construction or improvement projects. In the event that the metal plates or obstructions are not removed expeditiously, the City shall remove the metal plates or obstructions from the public right-of-way. Metal plates removed by the City will be returned upon payment of the costs incurred by the City for removal, storage and return of the metal plates. The property owner assumes responsibility for the installation of metal plates returned by the City.

(f) It shall be the duty of the person doing the work authorized by a permit to notify the City that such work is ready for observation. Every request for observation shall be filed at least one working day before such inspection is desired.

12.12.090 Existing Curb Cut Modifications

(a) Any time fifty percent or more of the total surface area of a parcel of land under one ownership is cleared of existing surface improvements, the curb cuts serving such parcel must be closed or reconstructed, within six months after completion of clearing improvements, to conform to the conditions of this chapter.

(b) No curb cut shall be constructed or reconstructed within thirty inches of any existing obstruction in the street right-of-way.

(c) No curb cut shall be constructed or reconstructed in such manner and at such location as, in the opinion of the City engineer or his/her designee, the use thereof would constitute a hazardous condition.

(d) Any adjustments to utility facilities, light standards, fire hydrants, catch basins, street signs, signals, underground conduits for street lighting or fire alarm systems, or other public improvements or installations which are necessary because of construction under a permit issued under this chapter shall be accomplished without cost to the City by the permittee.

(e) Structures shall be constructed in accordance with the standard specifications for street construction. The minimum depth of the concrete in the driveway apron shall be six inches.

(f) All work for the construction of the curb cut shall be fully completed within five working days after the start, weather permitting. In the event such work has not been completed, the City will have the option of completing the work at the expense of the applicant. The City engineer shall be notified at least twenty-four hours in advance of the time when the work is proposed to be started.

(g) The applicant or his contractor doing the construction or alteration work shall:

- (i) Maintain the premises in a safe manner;
- (ii) Take appropriate measures to assure that, during the performance of construction, traffic conditions shall be maintained, as nearly normal as practicable at all times. The applicant or his agent shall route and control traffic, including his own vehicles, pursuant to the latest edition of the Manual on Uniform Traffic Control Devices, as published by the Federal Highway Administration.
- (iii) Remove all debris, dirt or other construction material immediately upon completion of work; and
- (iv) Hold the City harmless and indemnify the City from any damages incurred by his operations.

(h) City street right-of-way shall not be used for private/commercial purposes. A permit for the construction of a curb cut shall not be issued unless vehicles which will be using such curb cut can be parked entirely within the private property lines.

(i) No permit shall be issued for access to parking or loading areas that require backing maneuvers in a public street right-of-way.

(j) It shall be the duty of the person doing the work authorized by a permit to notify the City that such work is ready for construction. Every request for inspection shall be filed at least one working day before such inspection is desired.

12.12.100 Driveways—Spacing

(a) The distance between adjacent curb cuts on any street must be sufficient to allow vehicles to safely queue, accelerate, decelerate and cross conflicting traffic streams without excessive interference with through traffic or traffic using adjacent driveways.

(b) For arterial and high volume collector streets, a driveway spacing of two hundred feet or better is desirable. Where this spacing cannot be attained, acceptable minimum curb cut spacing for arterial and collector streets are shown in Table 12.12.110 below.

**Table 12.12.110
Minimum Curb Cut Spacing**

Arterial Speed (mph)	Minimum Separation (feet)
30	125
35	150
40	185
45	230
50	275

(c) Closer curb cut spacing than those listed above may be granted if the developer agrees to limit turning movements (i.e., right turns in and out) as required by the City engineer.

(d) Where curb cuts are to be signalized, a minimum spacing of one thousand two hundred feet to one thousand five hundred feet to any other signalized intersection shall be maintained.

12.12.110 Sight Distance at Entrances and Exits

Adequate sight distance must be provided for vehicles exiting and entering a driveway. Driveway locations shall be evaluated to determine whether sight obstructions exist such as buildings, signs, vegetation, parked vehicles, highway alignments, etc.

12.12.120 Restricted Movement Driveway Designs

Where necessary for the safe and efficient movement of traffic, the City engineer may require access points to provide for only limited (e.g., right turns only) turning movements. The restriction of turning movements shall not affect the number and location of access points as specified elsewhere.

12.12.130 Deviation from Rules-Conditions

(a) Any construction or reconstruction of a structure started without a permit shall be stopped until such time as a permit is issued.

(b) Permission to deviate from the requirements and regulations of this chapter shall be granted by the City engineer only where unusual conditions or strict adherence to this chapter would cause undue and extreme hardship.

CHAPTER 12.16
STREET EXCAVATIONS

12.16.010 Definitions

For the purposes of this chapter, the following terms, phrases, words, and their derivations shall have the meanings given in this section:

(a) "Applicant" means any person making written application to the City engineer or his/her designee for excavation or street closure permit(s) hereunder.

(b) "Excavation Work" means the excavation and other work permitted under an excavation permit and required to be performed under this chapter, and where a trencher, backhoe, boring machine, jackhammer, cable plow, or any other methods or equipment are used to do such work.

(c) "Person" means any individual person, partnership, corporation, association, governmental corporation, estate, trust, or two or more individual persons having a joint or common interest.

(d) "Settlement" means any variation of the finished street surface from the testing edge of a ten-foot straight edge between any two contact points with the surface.

(e) "Standards" means Standard Specifications for Street Construction, latest edition, issued by the City engineer's office.

(f) "Street" means that portion of an easement of ground designated and dedicated to the public to accommodate a thoroughfare, avenue, road, highway, boulevard, parkway, drive, circle, court, lane, or alley within the City.

12.16.020 Permit-Required

It is unlawful for any person to dig up, break, excavate, bore, tunnel, undermine, or in any manner, break up any street or to make or cause to be made any excavation in or under the surface of any street or in any street right-of-way, unless such person shall first have obtained an excavation permit therefor from the City planner as herein provided. For continuous excavations, a street excavation permit shall be obtained for each City block, or five hundred lineal feet, whichever is less. Street cut permits are not required for the following types of work:

- (a) Removal and replacement of concrete curb, gutter, sidewalk, curb cut or curbside;
- (b) Geotechnical work associated with City-funded street, water or sewer improvements;

(c) Installation of electrical, sewer and/or gas underground utilities in conjunction with building, mechanical, plumbing or electrical permits for buildings when performing the excavation work on private property;

(d) Normal street maintenance work being performed by the public works department.

12.16.040 Permit-Bond and Insurance Required

(a) Before any person shall do any work within the City limits as permitted by this chapter, a five thousand dollar corporate surety bond or an irrevocable letter of credit in the amount of five thousand dollars or a certified check or cash deposit in an amount equal to the estimated construction charges, whichever is greater, must be filed in the City engineer's office to guarantee the faithful performance of the provisions set forth in this chapter.

(b) No permit shall be issued unless and until the applicant therefor has filed a certificate of insurance evidencing the fact that the applicant has purchased and has in effect an insurance policy issued by an insurance company authorized to do business in the state, providing for public liability coverage in the sum of two hundred fifty thousand dollars for each person and an aggregate sum of five hundred thousand dollars per occurrence, to protect the applicant against any expense, cost, damage and any liability of any kind or character whatsoever, resulting from or which may arise as a result of the applicant's opening any street under a permit issued hereunder or which may in any way be connected therewith or relating thereto.

12.16.050 Permit-Issuance Fee

Permit fees shall be established by resolution of the City council.

12.16.060 Same-Emergency Procedure

In the event of an emergency arising whereby excavation is made and no permit has been issued, then the person doing the excavation shall, as soon as possible, report same to the City planner, not later than the next working day, securing the permit therefore.

12.16.070 Permit-Placard Posting Requirements

(a) The building inspector or designee shall provide each applicant, at the time a permit is issued hereunder, a suitable placard plainly written or printed in English letters at least one inch high with the following notice:

(i) City of Mills, Wyoming, Excavation Permit No. issued to _____ on the _____ day of _____, 20_____.

(b) It shall be the duty of the applicant or his agent hereunder to keep the placard posted in a conspicuous place at the site of the excavation work. It is unlawful for any person to exhibit such placard at or about any excavation not covered by such permit or to misrepresent the number of the permit or the date of its issuance.

12.16.080 Protection of Existing Improvements

(a) The applicant holding the permit for a project shall be responsible for the protection, repair or replacement of all improvements which exist within the limits of the construction area. For the purposes of this section, the term "improvements" means and includes, but is not limited to the following: water lines, sanitary and storm sewer lines, street lighting, traffic signal systems, traffic signs, topsoil, sod, trees, public utility lines and systems, and street improvements including subgrade, base, pavement or other surfacing, curbs, gutters, medians, sidewalks, and all of the various appurtenances of these improvements.

(b) Before commencing any excavation, the applicant or their agent shall determine what improvements exist within the limits of the construction area and shall make detailed arrangements with the City engineer or his/her designee thereof for the protection or replacement of such improvements.

(c) Installation of utilities under City collector or arterial streets shall be done by jacking or boring whenever possible. When installing pipes by jacking or boring, the casing or installed pipe shall be a minimum of thirty-six inches below the top of the pavement. Variations from the thirty-six-inch depth may be approved by the City engineer should a conflict develop with existing underground utilities.

(d) Sheet piling may be required by the City engineer in any excavation where, in his opinion, damage to existing utilities may occur.

(e) The excavation of materials from any surfaced roadway shall be accomplished either by hand or by the use of equipment. Where any piece of equipment is used, adequate provisions shall be employed to assure that those portions of the street surface which are not to be removed will not be damaged. This shall be accomplished with the use of protective planking, pads or other method meeting the approval of the City engineer. In the event any portion of the street is damaged as a result of the applicant's operations, the applicant shall be responsible for the repair or replacement thereof in accordance with the directions of the City engineer.

12.16.090 Performance of Work

All work performed pursuant to the issuance of an excavation permit shall be done as follows:

(a) Where trench structure excavation requires the removal of curb gutter, concrete sidewalks, or asphaltic or concrete pavement by means of backhoes, graders or loaders, the asphalt or concrete shall be cut before any excavating in a straight line parallel to the edge of the excavation by the use of a spade bitted air hammer, concrete saw, or similar approved equipment, to obtain a straight vertical edge.

(b) When trench excavation is performed by a trencher, asphalt pavement need not be cut prior to excavating operations. However, should trenching operations begin to pull, lift and/or tear existing asphalt pavement, the trenching operation shall be discontinued until the asphalt is

cut parallel to the edge of the excavation. The City engineer or his/her designee shall retain sole authority to determine whether the asphalt shall be cut prior to any excavating. The minimum width of pavement removal for utilities greater than six feet in depth shall not be less than eight feet, unless otherwise approved by the City engineer. All necessary corners shall be cut at not more than a forty-five degree angle to the trench excavation.

(c) Upon completion of trenching and backfilling, applicant shall cut and remove both edges of the asphalt or concrete pavement, one foot wider than the edge of the excavation. The cutting method shall be similar to that previously described.

(d) Rotomilling may be substituted instead of trimming asphalt or concrete pavement as outlined in subsection B above. This work shall include rotomilling both trench edges twelve inches wide to a depth no less than one and one-half inches. Rotomilling of trench edges shall not be considered an approved option if the trench excavation material is of a non-cohesive property and undermines any edge of the existing asphalt pavement.

(e) All applicable asphaltic materials, equipment, paving plant requirements, construction methods, and testing and sampling shall meet those technical specifications in Article 8 of the standards.

(f) A bituminous tack coat shall be applied to all curbs, gutter, sidewalk and existing pavement edges prior to any pavement replacement. All materials and procedures shall be in accordance with the technical specifications in Article 7, Bituminous Tack Coat, of the standards.

(g) All applicable Portland cement materials, equipment, batching plant equipment, construction requirements, execution of work, conditioning of subgrade, placing concrete, and finish work shall meet those technical specifications set forth in the standard specifications for public works construction and infrastructure improvements.

(h) All trench backfilling shall be performed in accordance with standards set forth in the standard specifications for public works construction and infrastructure improvements.

(i) Upon completion of the work, all surplus construction materials and debris shall be removed, leaving the entire site free, clean, and in a neat condition.

(j) The applicant or his agent shall be responsible for the removal and replacement of the concrete curb, gutter, and sidewalk, and pavement, and such shall be made within seven working days after backfill completed, weather permitting.

(k) All excavation, backfilling and resurfacing work shall be performed by the applicant or his agent. Upon completion of the work, the applicant or his agent shall give immediate notice to the City engineer that such work has been completed.

(l) The applicant shall assume the responsibility for any damage to underground facilities caused by the trenching, backfilling, resurfacing, or any other activities of the work.

(m) Where excavations occur in unpaved surfaces, the area shall be restored by placing a minimum of two inches of stabilized gravel on the surface of the excavation. Stabilized gravel shall be equal to material meeting Wyoming coarse concrete aggregate (minus three-fourths inch) as specified in the standards.

(n) The minimum thickness for asphaltic concrete pavement shall be:

Street Classification	Pavement Replacement
Residential/alley	4 inches asphaltic concrete surface over 6 inches of grading "w" base course
Collector/arterial	6 inches asphaltic concrete surface course over 8 inches of grading "w" base course

(o) The City planner's office will provide to the applicant, the functional classification of the street. Exemptions to the above pavement replacement guideline may only be granted by the City engineer.

(p) All topsoil and sod removed by the contractor shall be replaced.

(q) When making excavations, the various materials excavated shall be piled separately. All concrete and bituminous materials, any soils which cannot be properly compacted, and all other deleterious materials shall be removed from the construction site and properly disposed of in accordance with applicable laws.

(r) All materials used for backfilling shall be compactible so as to meet the minimum density and moisture requirements spelled out in the City's construction standards. Backfill material may contain coarse materials up to six inches in diameter, but shall be free from large pieces of rock, frozen material, concrete, roots, stumps, tin cans, rubbish, and other similar articles whose presence in the backfill would, in the opinion of the City engineer or his/her designee, cause settlement of the trench or damage to the installed improvement. Material shall have a maximum plasticity index of six and not exhibit pumping characteristics when proof rolled.

(s) All backfill shall be placed to be thoroughly compacted utilizing compaction methods suitable for the type of backfill being placed and to meet the City specifications for minimum density.

(t) As a condition of the permit, the applicant shall guarantee his work for a period of two years from the date of final completion of the work. If settlement equal to or greater than one-half inch or pavement separation equal to or greater than one-quarter inch occurs at the site of the excavation, or immediately adjacent thereto, at any time within two years from the date of final completion of the original restoration, the applicant shall be responsible for repairing such settled

or separated areas in accordance with the directions of the City engineer. In addition, the applicant shall be responsible for reimbursing the City for any expenses incurred in the placement of warning devices and barricades for the protection of traffic because of such settlement.

12.16.100 Routing Traffic-Barriers and Safety Lights

(a) The applicant or his agent shall take appropriate measures to assure that, during the performance of the excavation work, traffic conditions shall be maintained, as nearly normal as practicable, at all times. The applicant or his agent shall route and control traffic including his own vehicles as per the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, published by the Federal Highway Administration.

(b) The applicant shall obtain a permit from the City engineer's office for any closure of any street or portion thereof, as provided in Section 12.16.110. Along with the permit application, the applicant shall provide a sketch showing traffic routing and traffic control devices to be used. The construction traffic control sketch shall be approved by the City engineer, or his agent, before the permit is issued.

(c) The City engineer may permit the closing of streets to all traffic for a period of time prescribed by him if, in his opinion, it is necessary.

(d) Excavations which traverse a street shall be limited to one-half the width of the street at any one time, unless an emergency situation exists which requires that the entire width of the street be excavated.

(e) No routine replacement of utility lines, connections, or structures of any kind, including but not limited to gas, telephone, or other facilities, shall be permitted within one year after initial surfacing or resurfacing of any street. Routine replacement shall mean ordinary or predictable replacement of utility lines.

12.16.110 Street Closure-Permit Requirements

(a) It is unlawful for any person except officers and employees of the City to close any street, or portion thereof, for the purpose of performing any work in, on or under the street without first obtaining a permit for such closure from the City engineer or his/her designee. Street closure permits are not required for the following types of work:

- (i) Removal and replacement of curb, gutter, sidewalk or curbwalk curb cut; or
- (ii) Installation of electrical, sewer and gas underground utilities in conjunction with building, mechanical, or plumbing, or electrical permits issued for buildings on streets with traffic volumes less than one thousand vehicles per day; or
- (iii) Geotechnical work associated with City-funded street, water or sewer improvement projects.

(b) Any person desiring to close such street or portion thereof shall make application to the City engineer or his/her designee at least four hours in advance of the proposed closure. The

application shall include a sketch showing traffic routing, placement and type of traffic control devices to be used, and shall include a statement of the reason for the work and the time during which the work is to be performed. Within twenty-four hours of receiving the application, the City engineer or his/her designee shall approve a permit or deny the application. The City engineer or his/her designee shall deny the application only if the proposed closure will create a serious risk to the safety of the public using the street, or in the event the application does not comply with this chapter.

(c) Notwithstanding subsection B of this section, no closure of the streets exceeding one thousand vehicles per day, or portions thereof, shall be allowed between the hours of six a.m. to six p.m., unless otherwise approved by the City engineer.

(d) The fee for the street closure permit shall be established by resolution of the City council.

12.16.120 Time for Completion-Work Performed by City When-Cost

(a) All work covered under this chapter shall be accomplished expeditiously until completion, in order to avoid unnecessary inconvenience to traffic, to pedestrians, and for the protection of other public interests. The applicant shall state, in his application for permit, the time which he estimates will be required to complete the work. Upon review of the application, the City engineer shall have the right to amend the time requested and issue the permit so as to allow the minimum amount of time which he determines will reasonably be required for such work. The time allowed for completion shall be extended as necessary if it is found that it is not possible to complete the work within the time allowed.

(b) In the event that the work is not being accomplished expeditiously in accordance with the time period set forth in the permit, or if the work on an excavation has ceased or is abandoned without due cause, the City engineer may, after ten working days from date of receipt give written notice to the holder of the permit of the City's intention to do so, have City forces correct the work, backfill the excavation, and effect all restoration as required by this chapter.

(c) In the event settlement of an excavation occurs within two years of the date of final restoration and the applicant is notified of such settlement or pavement separation, he shall accomplish the required restoration or repair within the time limit specified hereunder. Thereafter, if the work has not been accomplished, the City engineer may have City forces accomplish the work required.

(d) In the event City forces accomplish work in accordance with either subsections B or C above, the entire cost of such work, including any materials used therefor, shall be paid to the City by the applicant of the permit upon demand. If payment is not made within thirty days of the demand, no additional permits shall be issued to the applicant until payment has been made by the applicant or by his bonding company. In addition, the City may proceed to collect any of the costs due and owing in any manner allowed by law.

CHAPTER 12.20
EROSION AND SEDIMENT CONTROL

12.20.005 Purpose

The purpose of this chapter is to:

- (a) Develop a recognition that construction activities related to building, utility and street improvements intensify soil erosion during wind and surface water runoff events;
- (b) Minimize soil erosion from wind and surface water runoff due to construction activities; and
- (c) Develop methods and procedures to be designed and implemented for erosion and sediment control.

12.20.010 Definitions

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

- (a) "City Mayor" means the Mayor of the City of Mills, or his appointed designee.
- (b) "Best Management Practices (BMP's)" means schedules of activities, prohibitions of practices, procedures, and other management practices to prevent or reduce the pollution of water or air in the City. Best management practices (BMP's) include treatment requirements, operating procedures, and practices for erosion and sediment control.
- (c) "Construction Activity" means any clearing, grading or excavation work which will disturb any ground surface area.
- (d) "Permit" means an erosion and sediment control permit issued in accordance with this chapter which allows the permittee to do construction activity under the terms and conditions set forth in the permit.
- (e) "De Minimis" means of minimum impact.
- (f) "Disturbed Area" means that area of the land's surface disturbed by any work or activity upon the property by means including but not limited to: grading; excavation; stockpiling soil, fill, or other materials; clearing; vegetation removal; removal or deposit of any rock, soil, or other materials; or other activities which expose soil. Disturbed area does not include the tillage of land that is zoned agricultural or the tillage of a parcel zoned PUD (planned unit development) that permits agricultural uses. It also does not include performance of emergency work necessary to prevent or ameliorate an immediate threat to life, property, or the environment. Any person performing such emergency work shall immediately notify the City Mayor of the situation and the actions taken. The City Mayor may, however, require such person to obtain an erosion and

sediment control permit to implement remedial measures to minimize erosion resulting from the emergency.

(g) "Excavation" means the act of removing earth material by mechanical means, including, but not limited to, the removal or destruction of natural topsoil, vegetation or natural groundcover.

(h) "NPDES" means National Pollutant Discharge Elimination System.

(i) "One Acre" means that the land disturbance is equal to one acre (not necessarily contiguous) in size. Disturbances less than one acre of total land area that are part of a larger common plan of development or sale, if the larger common plan will ultimately disturb equal to or greater than one and less than five acres, are included in the one acre requirements.

(j) "Permittee" means the person who is granted an erosion and sediment control permit under this chapter.

(k) "Person" means any individual person, developer, contractor, partnership, corporation, association, estate, trust, or two or more individuals having a joint or common interest in property.

(l) "Security" means bond, irrevocable letter of credit, cashier's check, cash, certificate of deposits, or other acceptable means of security approved of by City.

(m) "Site" means any lot or parcel of land, or continuous combination thereof under the same ownership, where construction work is performed or permitted.

(n) "Stabilization" means the actions necessary to prevent windborne or water-related erosion on disturbed earthwork, by either temporary or permanent methods.

12.20.030 Erosion and Sediment Control-Permit Requirements

It is unlawful for any person to do any construction activity that disturbs areas one acre or greater in size within the corporate limits of the City, except as exempted by Section 15.24.040 of this chapter, or cause the same to be done, without first obtaining a permit for such construction activity from the community development office.

12.20.040 Exempt Activities

A permit is not required for the following activity work:

(a) An excavation below finished grade for basements and footings of a single-family residential building, retaining wall, or other structure authorized by a valid building permit;

(b) Municipal landfill sites controlled by other local, state, or federal regulations;

(c) Construction activities performed by the City or a joint powers board of which the City is a member;

(d) Construction activities related to trenching, excavation, and backfilling of underground utilities which are funded and administered by the City or joint powers boards;

(e) Construction activities which create a "De Minimis" amount of erosion and sediment control problem as determined by the City Mayor.

12.20.055 Erosion and Sediment Control-Permit Application

Persons desiring to perform construction activities in the City shall acquire and fill out an erosion and sediment control application from the community development office. The erosion and sediment control application shall contain the following information items:

(a) The name, mailing address, and telephone number of the property owner and permittee;

(b) The name, address, and telephone number of the person or permittee performing construction activities on the site;

(c) The legal description of the parcel where construction activities are to be performed;

(d) The valuation of the security required under this chapter;

(e) The permit fee required under this chapter and established by resolution;

(f) A detailed description of the work to be performed at the site;

(g) Signature of the permittee for whom the construction activities are being performed;

(h) A statement of whether a general NPDES storm water permit has been issued by the Wyoming Department of Environmental Quality. (Only required when construction activities exceeds five acres in size).

12.20.065 Erosion and Sediment Control-Plan Requirements

Persons wishing to perform construction activities shall prepare an erosion and sedimentation control plan. The plan shall contain the following items:

(a) Site Description. The site description shall be broken down into the following elements:

(i) A description of the nature of the activity;

- (ii) Estimates of the total area of the site that is expected to be disturbed by excavation;
 - (iii) A description of the intended sequence of major activities which disturb soils for major portions of the site. Major activities shall include but not be limited to all excavation and backfill operations;
 - (iv) A description of the best management practices to be installed, and when and how they shall be incorporated into the work. Technical specifications of the best management practices, materials, and resources shall be provided with the erosion and sediment control plan;
 - (v) Certification by a licensed civil engineer or person experienced in applying best management practices to the reclamation of disturbed soils using best management practices and approved by the City of Mills engineering office, that the best management practices proposed for the disturbed area shall be sufficient to reduce erosion and control sediment control for all disturbed areas one acre (not necessarily contiguous) or greater in size;
 - (vi) Drawings that show disturbed areas within the construction zone and the institution of best management practices to minimize erosion and control sediment loss.
- (b) Best management practices for erosion and sediment control.
- (i) The permittee shall acquire a copy of the City of Casper’s best management practices for erosion and sedimentation control and a copy of the Revegetation Guidelines Handbook, dated July 2010, prior to any construction activities, which shall be the standards for the best management practices and reclamation procedures that shall take place and be followed during all construction and reclamation activities. Each permittee shall develop a supplemental erosion and sedimentation plan for each construction site. The supplemental erosion and sedimentation plan shall include specific erosion and sediment control best management practices. Supplemental erosion and sedimentation plans shall include a description of the best management practices (BMPs) that will be implemented at the construction site, as well as the party that will be responsible for implementing the BMPs. BMP measures shall constitute one or more of the listed practices:
 - (ii) Temporary seeding;
 - (iii) Mulching;
 - (iv) Geotextiles;
 - (v) Chemical stabilization;
 - (vi) Permanent seeding and planting;
 - (vii) Preservation of natural vegetation;
 - (viii) Sod stabilization;
 - (ix) Stream bank stabilization;
 - (x) Soil retaining measures;
 - (xi) Installing fencing at right angles to the prevailing wind at a spacing that does not exceed a ratio of 10:1 (width to height);
 - (xii) Diversion swale/berm;

- (xiii) Outlet protection;
- (xiv) Sediment basin;
- (xv) Silt fencing;
- (xvi) Inlet protection;
- (xvii) Street sweeping;
- (xviii) Watering of construction areas shall not constitute an approved BMP for erosion and sediment control. Other BMPs shall be provided to the City engineer's office for their approval prior to implementation on the construction site.
- (xix) The permittee shall install additional BMPs as necessary when the construction site is abandoned for more than one week, unless written authorization is granted by the City Mayor.

12.20.080 Erosion and Sediment Control-Security and Insurance Requirements

(a) Prior to issuance of an erosion and sediment control permit, as provided by this chapter, the permittee is required to post with the City a performance bond, cash, letter of credit, or other approved security in the amount of ten cents per square foot, for the first one million square feet of disturbed area. For permit areas exceeding one million square feet, the permittee shall post an amount equal to two and one-half times the full amount of the cost estimated for the approved sedimentation and erosion control plan prepared by a registered Wyoming professional engineer and approved by the City engineer for the entire permit area. The fee shall include the full scope of erosion and sedimentation control services and treatments including maintenance as required by Mills City ordinance, and as approved by the City engineer. In no event shall the posting amount for permit areas exceeding one million square feet be less than one hundred thousand dollars. A minimum security amount of five thousand dollars and general liability insurance in the amount and form as described in this section shall apply.

Upon successful completion as determined by the City engineer of portions of the approved final erosion and sedimentation control plan by the permittee, the City Mayor may reduce the amount of security held by the City in a proportionate amount compared with the entire permit area.

(b) The performance bond, cash, performance security, letter of credit, or other approved security shall be released after one year following the date of final completion of implementation of erosion and sediment control measures on the construction site, or as determined by the City Mayor.

(c) No permit shall be issued unless and until the permittee has filed a certificate of insurance evidencing the fact that the permittee has purchased and has in effect an insurance policy, naming the City as additional insured, issued by an insurance company authorized to do business in the state, providing for public liability coverage in the sum of two hundred fifty thousand dollars to any claimant for any number of claims arising out of a single occurrence and an aggregate sum of five hundred thousand dollars for all claims of all claimants arising out of a single occurrence insuring the permittee and the City of Mills from any and all claims which may arise out of, or result from, permittee's performance under the issuance of an erosion and sediment control permit,

whether it is to be performed or furnished by permittee, or by anyone directly or indirectly employed by permittee to perform or furnish any of the work within the disturbed site, or by anyone for whose acts any of them may be liable, including, but not limited to, claims for damages, other than to the work itself, for personal injury or death or for destruction of or damage to tangible property wherever located, including loss of use resulting therefrom.

The insurance shall contain a provision or endorsement that the insurance coverage will not be canceled, materially changed, or renewal refused until after at least thirty days prior written notice has been given to the insured and the City of Mills.

Nothing in this section shall be deemed to be a waiver of any immunities or defenses available to the City under the Wyoming Governmental Claims Act.

(d) All persons applying for an erosion and sediment control permit shall be charged an inspection and review fee as established by resolution.

(e) The permittee shall purchase and/or maintain the performance bond, cash, performance security, letter of credit, or other approved security specified in this section which shall provide assurance and indemnification to the City of Mills that the permittee will furnish and install all onsite all erosion and sediment control improvements outlined and set forth in the erosion and sediment control permit application and all exhibits thereof.

(f) The performance bond, cash, performance security, letter of credit, or other approved security shall remain in full force and effect for at least one year after the permittee has completed the work under the erosion and sediment control permit and all defective work thereunder is corrected, removed, and/or replaced, and the City of Mills has provided a written notice of release of any such security.

12.20.100 Erosion and Sediment Control Permit-Issuance, Expiration, Extension, Renewal and Maintenance

(a) Upon compliance with the terms of this chapter, and any rules and regulations promulgated hereunder, the City Mayor shall issue an erosion and sediment control permit.

(b) Every permit issued under this chapter shall expire and become null and void if the construction activity authorized is not commenced within one year from the date of such permit. In the event a permit expires, the City shall return any security required if necessary.

(c) Any permittee holding an unexpired permit may apply for an extension of the permit. Such extension may be granted for a period not to exceed one year and shall not be extended unless the security required is in full force and effect for the period of the extension.

(d) Any expired permit may be renewed by the original permittee after expiration. No new fee shall be required provided no changes have been made or will be made to the original plans and specifications for the earthwork. No expired permit shall be renewed unless the security required is posted with the City at the time of renewal.

(e) Issuance or denial of an erosion and sediment control permit shall be made as soon as possible, but not later than fifteen calendar days after receipt of an application for permit.

(f) The property owner shall be responsible for the maintenance of all permanent sediment and erosion control measures enacted pursuant to this chapter. All temporary sediment and erosion control measures shall be removed after work on the site has been completed and the measures are no longer needed. Should any property owner fail to adequately maintain the permanent sediment and erosion measures or remove the temporary measures, the City may, after notifying the owner of the required maintenance and/or removal through e-mail, telephone, or written correspondence, enter the affected property and perform or cause to be performed the required work and assess the actual costs for such work against the property owner, and/or the property itself.

(g) If the permittee does not successfully complete all required work or violates any requirement of the permit or this chapter, the City may take corrective measures and charge the cost of such to the permittee. Such costs shall include the actual cost of any work deemed necessary by the City plus reasonable administrative and inspection costs and penalties. If the total of such costs exceeds the security, the permittee shall be responsible for payment of the remaining balance within thirty (30) calendar days of receipt of an accounting of such from the City.

(h) Shall remain in effect for all lots in a subdivision, unless a valid building permit has been issued for an individual lot. All site plan security shall remain in place until all required sediment and erosion control, drainage, and landscaping has been completed and approved.

15.24.110 Inspection Requirements

All construction activities for which a permit is required shall be subject to periodic inspections by the City Mayor to assure compliance with the approved permit. A final inspection will be conducted at the request of the permittee after the construction activity is completed, or, in the event a site is developed in phases, after each phase is completed. Final approval shall not be given until all work, including installation of all drainage facilities and their protective devices, and all erosion-control measures have been completed in accordance with the approved permit. In any case, no final approval shall be given until permanent soil stabilization has been accomplished and permanent vegetation established to the point where no significant soil erosion or sedimentation takes place.

If the City Mayor determines that soils are leaving a disturbed area by wind or water erosion, such person may, in writing, direct the permittee on the site to install any sediment and/or erosion controls that are deemed necessary to minimize said sediment from migrating off site, including the issuance of stop work orders and/or suspension or revocation of any permit.

12.20.120 Building Permit Denial Conditions

No building permit or occupancy permit shall be issued for structures on the land described in the permit during any period in which the permittee refuses to complete the terms of the permit, or pay the cost thereof, or is in default of correcting any deficiencies in the program.

12.20.130 Unauthorized Work Prohibited

It is unlawful for any permittee who has obtained a permit to do or cause to be done any construction activity authorized by such permit in a manner contrary to that authorized by the permit.

12.20.140 Stop Work or Permit Suspension or Revocation Conditions

(a) It shall be the duty and the obligation of the permittee to ensure that construction activities conducted under the authority of a permit authorized by this chapter are done in accordance with the permit and, if applicable, meet all of the requirements of the National Pollutant Discharge Elimination System (NPDES) one acre and larger construction permit or five acre and larger construction permit as required by the state of Wyoming Department of Environmental Quality.

(b) In the event any construction activities are being done contrary to the terms of this chapter, or contrary to the terms of any permit authorizing such construction, the City Mayor may, in addition to any other remedies provided, order the construction activity stopped by notice in writing served upon the permittee engaged in doing the construction work and such permittee shall immediately stop such work or take corrective measures as specified by the City Mayor to comply with the terms of the permit or provisions of this chapter.

(c) The City Mayor may suspend or revoke any permit issued under the provisions of this chapter whenever the permit is issued in error, or on the basis of incorrect information supplied, or when the construction work for which the permit is issued is being done in violation of the terms of this chapter, or any rules and regulations promulgated hereunder.

12.20.150 Hazardous Siltation or Pollution-Notice and Remedial Measures

In the event the earthwork, or soil erosion, or siltation, or pollution of any surface water caused by the construction activity, constitutes an immediate hazard to the life, health, or safety of persons or property, the City Mayor may order the immediate cessation of any construction activities causing such hazard, and may further order the permittee to take any necessary remedial measures to abate such hazard.

(a) In the event of such imminent hazard, the City Mayor shall be authorized to notify the permittee, or the person authorized by the permittee to receive notice, in person or by telephone, and shall, as soon as reasonably possible, follow such notice with a written notice or order ordering the cessation of the earthwork and any remedial measures necessary for the abatement of the hazard.

(b) In the event the permittee fails to commence compliance with the requirements in the written notice within twenty-four hours of service of the written notice upon him, or the person authorized to receive notice and complete the same within a reasonable amount of time, the City

Mayor is authorized to commence and complete the remedial measures at the expense of the permittee.

12.20.170 Violation-Notice-Remedy and Enforcement Authority

(a) In the event the City Mayor determines that the permittee is conducting construction activities in violation of the terms of this chapter, his permit or any rules and regulations promulgated pursuant to this chapter, and such does not constitute a hazard to the life, health and safety of persons or property, the City Mayor shall notify the permittee in writing of the violation or violations.

- (i) Such notice shall specify the section or rule and regulation, or portion of the permit being violated, and shall further specify what action the permittee must take to remedy the violation.
- (ii) The notice shall further specify the time in which the permittee shall be allowed to commence and complete the remedial procedures. If no time is specified, the measures shall be commenced and completed within seven calendar days from the date the notice is served.

(b) In the event the permittee does not commence and complete the same in compliance with the written notice, the City Mayor is authorized to enter upon the property for which the permit has been granted, and commence and complete the remedial measures at the expense of the permittee. The permittee shall pay the City for all of its expenses incurred in doing remedial measures in compliance with this section, upon demand from the City.

12.20.190 Violation-Penalty

Any person who conducts any construction activity, not exempted by this chapter without first obtaining a permit therefor, or who violates the terms of this chapter, shall be deemed guilty of a misdemeanor. Each day such violation occurs shall be a separate offense. The penalty for such violation shall be that set forth in Chapter 1.28 of this code.

CHAPTER 12.24
OBSTRUCTIONS

12.24.010 Exempt Obstructions Designated

Barricades, refuse cans, streetlights, utility poles, fireplugs, parking meters and other like obstacles, because of necessity or by ordinance or by written permission of the Mayor, are permitted to occupy space upon the sidewalk and are exempt from the provisions of this chapter.

12.24.030 Sidewalk Obstructions Prohibited When

It is unlawful for any person owning, occupying or having control of any premises to place or permit upon the sidewalk or the half of the street adjacent to such premises:

(a) Any broken ware or glass, and filth, rubbish, refuse matter, ice, water, oil, mud, garbage, ashes, tin cans or other like substances;

(b) Any automobile, truck or trailer from which merchandise is sold, or any automobile, truck or trailer on the sidewalk, any box or boxes, bicycle, toy, merchandise or other things that will obstruct the sidewalk or street in any way; provided, that the City Council shall have the power, upon request for permission by any property owner, or any other person, to authorize temporary use of the sidewalks, if found justifiable by the City Council and in the public interest.

12.24.040 Clear View at Corners of Intersections

In all residentially zoned areas on public or private property at any corner formed by intersecting streets, it is unlawful to install, set out or maintain, or to allow the installation, setting out or maintenance of any sign, fence, hedge, shrubbery, natural growth or other obstruction to view within that triangle formed by the intersection of the curb face of the extended curb lines, as defined by Figure 17.12.120 of this code, measured back a distance of thirty feet with a line drawn to form a right triangle.

12.24.050 Exceptions to Section 12.24.040

The provisions of Section 12.24.040 of this chapter shall not apply to:

- (a) Permanent buildings;
- (b) Public utility poles;
- (c) Hedges trimmed to a height of less than thirty-six inches above the sidewalk;
- (d) Trees (the limbs of which overhang the public sidewalk and are at all times kept trimmed of limbs and sucker growth on the trunk to a height of at least eight feet above the sidewalk, or the limbs of which overhang the public street and are at all times kept trimmed of sucker growth to a height of at least fifteen above the street level, or plant species not planted in the form of a hedge which are so planted and trimmed as to leave, at all times, a clear and unobstructed cross view;
- (e) Official warning signs or signals;
- (f) Places where the contour of the ground is such that there can be no cross visibility at the intersection; or

(g) Signs mounted ten feet or more above the ground whose supports are twelve inches or less in diameter and do not constitute an obstruction.

12.24.060 Limitations on Excepted Obstructions

No obstruction to cross visibility shall be deemed to be excepted from the application of this article because of its being in existence at the time of the adoption of the regulations codified in this chapter, unless expressly exempted by the terms of this article.

12.24.070 Enforcement Authority

The enforcement of this article shall be under the direction of the Mayor, who shall investigate violations of this article and perform such duties in connection with the enforcement of this article as may be required.

CHAPTER 12.28
HOUSE NUMBERING

12.28.010 Numbering Required-Odd and Even Numbers

All residence and business houses shall number their residences or places of business in plain numbers not less than three inches high, with the even numbers on the west side and the odd numbers on the east side of the streets, likewise the even numbers on the north side of the streets and the odd numbers on the south side of the streets respectively.

CHAPTER 12.36
PARKS

Article I. Park Operation Policies

12.36.010 Hours of Operation

Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year between the hours of six a.m. and twelve midnight. The opening and closing hours for each individual park shall be posted therein for public information.

12.36.020 Closure of Areas

Any section or part of any park may be declared closed at any time to the public by the Mayor or his duly authorized representative, and for any interval of time, as the Mayor or his duly authorized representative shall find reasonably necessary.

12.36.030 Glass Beverage Containers Prohibited

(a) No person shall have in his or her possession, or dispose of, any glass beverage containers in any City park. This prohibition applies to all circumstances, including activities allowed by City-granted permit.

(b) Any person violating any provision of this section is guilty of a misdemeanor, and may be punished as provided in Chapter 1.28 of this code, as amended.

12.36.040 Alcoholic Beverages and Public Intoxication

(a) It is unlawful for any person to bring into, possess or consume any alcoholic or malt beverages on or in any public park or loiter in an intoxicated condition in such park owned by the City.

(b) Upon application to the Mayor or his duly authorized representative, any person may obtain permission to bring in, possess and consume alcoholic or malt beverages on or in the areas mentioned in subsection A of this section.

12.36.050 Loitering and Other Disorderly Conduct

No person shall sleep or protractedly lounge on the seats or benches, or other areas, or engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the public peace in a park.

Article II. Tennis and Basketball Court Regulations and Restrictions

12.36.070 Glass Beverage Containers Prohibited

(a) No person shall have in his or her possession, or dispose of, any glass beverage containers in any public tennis court.

(b) Any person violating any provision of this section is guilty of a misdemeanor and may be punished as provided in Chapter 1.28 of this code, as amended.

12.36.080 Alcoholic Beverages and Public Intoxication

It is unlawful for any person to bring into, possess or consume any alcoholic or malt beverages on or in any public tennis court or loiter in an intoxicated condition in such tennis court within or owned by the City.

12.36.090 Loitering and Other Disorderly Conduct.

No person shall sleep or protractedly lounge upon, or engage in loud boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the public peace in any public tennis or basketball court.

12.36.100 Tennis and Basketball Court Surface Wear Prohibitions

(a) It is unlawful for any person to enter upon any public or City-owned tennis or basketball court with anything other than rubber-soled shoes. No skateboard, roller blades, roller skates, wheeled apparatus of any kind, cleats, hard-soled shoes, boots, etc., will be allowed on any public or City-owned tennis or basketball court.

(b) Any person violating any provision of this section is guilty of a misdemeanor and may be punished as provided in Chapter 1.28 of this code, as amended.

Resolution No. 2021-8

A RESOLUTION FOR THE BUFFALO MEADOWS ADDITION, A VACATION AND REPLAT OF THE BUFFALO ADDITION AND SAGE ADDITION, LOT 4, BEING A PORTION OF THE SE1/4NW1/4 AND THE SW1/4NE1/4 SECTION 12, T33N., R80W., 6TH P.M., TOWN OF MILLS, NATRONA COUNTY, WYOMING

WHEREAS, the Town of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, Buffalo Development, LLC & Town of Mills are owners of the Buffalo Addition and Sage Addition, Lot 4, being a portion of the SE1/4NW1/4 and the sw1/4NE1/4 Section 12, T33N., R80W., 6th P.M., Natrona County, Wyoming; and

WHEREAS, said owner has petitioned the Town of Mills to vacate and replat said property as the Buffalo Meadows Addition, Town of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by Town Staff and Utility Providers; and

WHEREAS, said plat complies with the Town of Mills subdivision standards; and

WHEREAS, said plat complies with the minimum lot width size requirements of 4,200 sq. ft. lots for single family homes and 3,500 sq. ft. for Twin Homes size and lot width requirements for the Mixed Size Residential (MSR) Zoning District; and

WHEREAS, the Planning and Zoning Board met on 18 March 2021 and forwarded a “Do Pass” recommendation for said plat to the Town Council.

THEREFORE, BE IT RESOLVED, the Mills City Council considered the application and recommendations of staff and the Planning and Zoning Board at a Council meeting held on 23 March 2021 and approved Buffalo Meadows Addition, A Vacation and Replat of the Buffalo Addition and Sage Addition, Lot 4, Being a Portion of The SE1/4NW1/4 And the SW1/4NE1/4 Section 12, T33n., R80w., 6th P.M., Town of Mills, Natrona County, Wyoming .

1. Upon Town Council approval, a “Final Plat” will be provided to the Town of Mills for recordation with the Natrona County Clerk’s Office.
2. The Owner signs a Subdivision Agreement, with the City of Mills, prior to filing of the final plat.
3. That prior to development, the Owner provides a drainage study showing current and proposed runoffs with the Fossil Creek retention pond analyzed.
4. That prior to development of the lots, the Owner shall provide final design, drainage and water/sewer plans for review and approval by the Town Engineer and Public Works Director.
5. That the Owner complies with all local, state and federal rules and regulations governing the development of the lots.

PASSED, APPROVED, AND ADOPTED this 23rd Day of March 2021.

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla R. Ives, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, Town Clerk

Resolution No. 2021-9

A RESOLUTION FOR THE WYOMING STEEL & RECYCLING ADDITION, A VACATION & REPLAT OF A PORTION OF TRACT 2, BLACK HILLS ADDN. AND A SUBDIVISION OF A PORTION OF LOT 1, SECTION 7 AND THE NE1/4NW1/4, SECTION 7, TOWNSHIP 33 NORTH, RANGE 79 WEST, 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

WHEREAS, the Town of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, R & R Yellowstone Investments, LLC are owners of Tract 2, Black Hills Addn. and a subdivision of a portion of Lot 1, Section 7 and the NE1/4NW1/4, Section 7, Township 33 North, Range 79, Natrona County, Wyoming; and

WHEREAS, said owner has petitioned the Town of Mills to vacate and replat said property as the Wyoming Steel & Recycling Addition, Town of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by Town Staff and Utility Providers; and

WHEREAS, said plat complies with the Town of Mills subdivision standards; and

WHEREAS, said plat lot sizes comply with the zoning district minimum requirements in Section 17.08.040 of the Zoning Regulations; and

WHEREAS, the Planning and Zoning Board met on 18 March 2021 and forwarded a “Do Pass” recommendation for said plat to the Town Council.

THEREFORE, BE IT RESOLVED, the Mills City Council considered the application and recommendations of staff and the Planning and Zoning Board at a Council meeting held on 23 March 2021, and approved Wyoming Steel & Recycling Addition to the Town of Mills, Wyoming. A vacation & Replat of a Portion of Tract 2, Black Hills Addn. and a subdivision of a portion of Lot 1, Section 7 and the NE1/4NW1/4, Section 7, Township 33 North, Range 79 West, 6th Principal Meridian, Natrona County, Wyoming.

1. That the Owner complies with all local, state and federal rules and regulations governing the development of the lots.
2. Upon Town Council approval, a “Final Plat” will be provided to the Town of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED, AND ADOPTED this 23rd Day of March 2021.

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla Ives, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, Town Clerk

RESOLUTION NO. 2021-10

A RESOLUTION CONCERNING 720 FIFTH STREET, MILLS WYOMING

WHEREAS, The City of Mills owns 720 Fifth Street in Mills, Wyoming and once used the same for its public works building; and

WHEREAS, said building is now used for animal control and has surplus capacity; and

WHEREAS, the City of Mills further anticipates animal control moving to a new facility; and

WHEREAS, the City of Mills put out a Request for Proposals seeking to have citizen input for the use of the facility and hoped to secure proposals for the facility to be used as a business incubator; and

WHEREAS, Jericho Construction has made a proposal to rent the facility’s surplus space and to use it as a business incubator.

NOW, THEREFORE, the City of Mills hereby resolves to lease 720 Fifth Street in Mills, Wyoming to Jericho Construction and authorizes the Mayor of the City of Mills to execute a lease substantially in compliance with the one attached hereto.

PASSED, APPROVED AND ADOPTED THIS _____ day of March, 2021.

Mayor, Seth Coleman

Councilman, Sara McCarthy

Councilman, Darla R. Ives

Councilman, James Hollander

Councilman, Brad Neumiller

ATTEST:

Town Clerk, Christine Trumbull

CERTIFICATE

I, Christine Trumbull, Town Clerk, hereby certify that the foregoing Resolution was adopted by the Town of Mills at a public meeting held on March 23, 2021, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the Town of Mills.

Town Clerk, Christine Trumbull

Town of Mills Authorizing Resolution

This resolution authorizes the filing of an application for a grant under 49 U.S.C. Section 53, as amended by The Fixing America’s Surface Transportation (FAST) Act, Public Law No. 116-260, December 27, 2020, and other authorizing legislation to be enacted,

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to support assistance projects for non-urbanized area public transportation systems under 49 U.S.C. Section 53 of The Fixing America’s Surface Transportation (FAST) Act, Public Law No. 116-260, December 27, 2020, as amended; and

WHEREAS, the Wyoming Department of Transportation has been designated by the Governor to administer 49 U.S.C. Section 53; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including provisions for the local share of project costs;

THEREFORE, BE IT RESOLVED, on behalf of the Town of Mills, Wyoming that John E. Jones, Executive Director of the Casper Area Transportation Coalition (CATC) is authorized to execute and file an application with the Wyoming Department of Transportation to aid the financing of operating assistance and/or capital assistance for projects pursuant to 49 U.S.C. Section 53 of The Fixing America’s Surface Transportation (FAST) Act, Public Law No. 116-260, December 27, 2020, as amended;

That John E. Jones is authorized to furnish such additional information as the Wyoming Department of Transportation may require in connection with the application of the project.

The undersigned duly qualified and acting as Mayor of the Town of Mills certifies that the foregoing is a true and correct statement.

(Date)

Seth Coleman
Mayor, Town of Mills