

**REGULAR CITY COUNCIL  
MEETING**

**August 22, 2023**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**

Leah Juarez

**Council President:**

Sara McCarthy

**Council Members:**

Cherie Butcher

Brad Neumiller

Tim Sutherland

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**AGENDA**

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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AWARDS AND RECOGNITIONS**

**PUBLIC HEARINGS**

1. Bayou Liquors, Wyoming Downs LLC, Cundybiz LLP (DBA Uncorked Fine Wine and Spirits), D's Oregon Trail Bar Inc., The Hideaway Bar LLC, Homax Oil Sales Inc., Mountain View Discount Liquors LLC, Maverik Inc., Hindsite Investments (DBA b Diesels Bar and Grill), and Backwards Distilling Company Inc.

**CONSENT AGENDA**

**Minutes**

- [2.](#) Council Meeting Minutes 8-8-2023

**City Licenses**

- [3.](#) City Licenses 8-22-2023

**Financial Approvals**

- [4.](#) Financial Breakdown Reports 8-22-23

**ORDINANCES AND RESOLUTIONS**

- [5.](#) **OSI Plat Resolutions 2023-28:** A Resolution for OSI District, A Vacation and Replat of A Lots 0-1 All, and a portion of Lots 2 and 5 (5' Strip) of Cosllo's District, City of Mills
- [6.](#) **Fire Truck Resolution 2023-29** - A Resolution authorizing the City of Mills to enter into a memorandum of understanding with the Town of Bar Nunn for the provision of a reserve brush truck
- [7.](#) **SIPS Parking Waiver Resolution 2023-30** - A Resolution approving a waiver to the off-street parking requirements for drive-up facilities for eating and driving establishments on Block 54, Excluding HWY row, Town of Mills, City of Mills, Wyoming
- [8.](#) **SIPS Site Plan Resolution 2023-31** - A Resolution for approval of a site plan for Proposed 240 sq. ft. Commercial Building, Location at (733 6th St.) Block 54, Excluding HWY Row, Town of Mills, City of Mills, Wyoming

- 9. Ordinance 801: Second Reading:** An Ordinance Amending Certain Sections of Chapter 2.20 Pertaining to Emergency Powers of the Fire Chief
- 10. Ordinance 802: Second Reading:** An Ordinance Amending Section 6.06.060 of the Mills City Code
- 11. Ordinance 803 First Reading:** An Ordinance to Rezone Lots 9-16, Block 49 and Lots 4-12, Block 44, and Lots 3-7, Block 55, and Lots 1-14, Block 45, Excluding HWY Row Lots 8-11, Block 55, Excluding HWY Row, Town Mills, City of Mills, Natrona County, From ER (Established Residential District) and MU (Mixed Use District) to EB (Established Business District) and PLI (Public Land Institutions)

## **COUNCIL APPROVALS**

- 12.** Rate Changes for Water, Sewer, and Sanitation
13. Bid Approval for a Mower for Public Works
14. Bid Approval for a New Police Interceptor Utility
- 15.** MOU - Bar Nunn Bush Truck

## **NEW BUSINESS**

## **OPEN DISCUSSION**

## **EXECUTIVE SESSION**

16. Legal
17. Personnel
18. Personnel

## **ADJOURNMENT**

## **AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**NEXT MEETING** - September 12th, 2023 @ 7:00pm / September 26th, 2023 @ 7:00pm

**NEXT WORK SESSION** - September 11th, 2023 @ 9:00am / September 12th, 2023 @ 6:00pm

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

**REGULAR CITY COUNCIL  
MEETING**

**August 08, 2023**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

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

**MINUTES**

**CALL TO ORDER**

**ROLL CALL**

**PRESENT**

- Mayor Leah Juarez
- Council President Sara McCarthy
- Council Member Cherie Butcher
- Council Member Brad Neumiller
- Council Member Tim Sutherland

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

Motion made by Council Member Neumiller, Seconded by Council President McCarthy.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**Minutes**

1. Council Meeting Minutes 7-25-2023

**City Licenses**

2. City Licenses 8-8-2023

**Financial Approvals**

- 3. Financial Breakdown Reports 8-8-2023
- 4. Treasurers Report July 2023
- 5. Court Income July 2023
- 6. Fire Payroll: 7-12-2023 to 7-23-2023
- 7. Regular/Police Payroll: 7-17-2023 to 7-30-2023

**ORDINANCES AND RESOLUTIONS**

**8. Resolution 2023-28: A Resolution Approving a Lease of Certain Property**

Motion made by Council President McCarthy, Seconded by Council Member Butcher.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**9. Resolution 2023-29: A Resolution Adopting Fire Provisions Set in Place by Natrona County, Wyoming**

Motion made by Council President McCarthy.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**10. Resolution 2023-30: A Resolution Authorizing the Entry into A Government Obligation Contract with the Tax Exempt Leasing Corp**

Motion made by Council President McCarthy, Seconded by Council Member Neumiller.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**11. Ordinance 800; THIRD AND FINAL READING:** An Ordinance Amending Section 5.08.040 of Title 5, Business Licenses and Regulations

Motion made by Council Member Neumiller, Seconded by Council Member Butcher.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**12. Ordinance 801: First Reading:** An Ordinance Amending Certain Sections of Chapter 2.20 Pertaining to Emergency Powers of the Fire Chief

Motion made by Council President McCarthy, Seconded by Council Member Sutherland.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**13. Ordinance 802: First Reading:** An Ordinance Amending Section 6.06.060 of the Mills City Code

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland

**COUNCIL APPROVALS**

**OPEN DISCUSSION**

**Robert Fagan Jr at 590 W Yellowstone approached the Mayor and Council about having more RV's spots at his trailer court.**

**EJ Harvey approached the Mayor and Council about their stance on making the 5th cent permanent.**

**EXECUTIVE SESSION**

**14. Personnel Issue**

2 Personnel Issues were brought to the Mayor and Council. Both with no action.

1st at 7:40 and ended at 7:50

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

2nd at 7:50 and ended at 8:10

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

**ADJOURNMENT**

**8:10 p.m.**

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

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**NEXT MEETING** - August 22nd, 2023 @ 7:00pm / September 12th, 2023 @ 7:00pm / September 26th, 2023 @ 7:00pm

**NEXT WORK SESSION** - August 22nd, 2023 @ 6:00pm / September 11th, 2023 @ 9:00am / September 12th, 2023 @ 6:00pm

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

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Mayor, Leah Juarez

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*Alyssa Hartman*  
City Clerk, ~~Christine Trumbull~~

# Council Meeting AUGUST 22nd, 2023

Item # 3.

## NEW BUSINESS LICENSES

**BUSINESS NAME**

**FIRE INSPECTION**

**INSURANCE**

1

2

3

4

## RENEWAL BUSINESS LICENSES

**BUSINESS NAME**

**FIRE INSPECTION**

**INSURANCE**

1 ARC IRON GARAGE

YES

NO

2

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# Council Meeting AUGUST 22nd, 2023

Item # 3.

## NEW CONTRACTOR LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE</b>	<b>INSURANCE</b>	<b>CONTRACTOR ID</b>
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1				
2				
3				

## RENEWAL CONTRACTOR LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE</b>	<b>INSURANCE</b>	<b>CONTRACTOR ID</b>
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1	BRUTILL CONSTRUCTION	N/A	YES	YES
2	HAIID'S PLUMBING & HEATING	N/A	YES	YES
3	LONG BUILDING TECHNOLOGIES	N/A	NO	YES
4	MODERN ELECTRIC	N/A	NO	YES
5	PRECISION ROOFING	N/A	NO	YES
6	SHARKEY'S ALL PHASE ELECTRIC	N/A	YES	YES
7	7 STONES ELECTRIC	N/A	NO	YES
8				
9				
10				
11				
12				
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14				
15				
16				
17				



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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>1783</b>						
08/14/2023	1783	Crystal Allgaier	1,150.00	Bond Refund for Jesse Pangus	10-54-340	1,150.00
Total 1783:						1,150.00
<b>31611</b>						
08/08/2023	31611	Century Link	88.36	Services for PD	10-46-983	88.36
08/08/2023	31611	Century Link	130.92	Services for WTP and Police Dispatch	50-46-983	130.92
08/08/2023	31611	Century Link	63.69	Services for WTP	50-46-983	63.69
Total 31611:						282.97
<b>31612</b>						
08/08/2023	31612	Charter Communications	553.02	Charter Control Account	10-46-982	553.02
Total 31612:						553.02
<b>31613</b>						
08/08/2023	31613	Glenda Bretz	58.81	Water Bill Refund for Glenda Bretz	51-26150	58.81
Total 31613:						58.81
<b>31614</b>						
08/08/2023	31614	Sarah Osborn	100.00	Per Diem for Caselle Training in Cheyenne	10-51-310	100.00
Total 31614:						100.00
<b>31677</b>						
08/18/2023	31677		97.90-	Water Deposit Refund for Satoshi Robertson	51-26150	97.90- V
08/18/2023	31677		97.90	Water Deposit Refund for Satoshi Robertson	51-26150	97.90
Total 31677:						.00
<b>31678</b>						
08/18/2023	31678	Imperial Pump Solutions	49.54-	Water Deposit Refund for Imperial Pump Solutions	51-26150	49.54- V

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/18/2023	31678	Imperial Pump Solutions	49.54	Water Deposit Refund for Imperial Pump Solutions	51-26150	49.54
Total 31678:						.00
<b>31679</b>						
08/18/2023	31679	Melissa Smith	55.85-	Water Deposit Refund for Melissa Smith	51-26150	55.85- V
08/18/2023	31679	Melissa Smith	55.85	Water Deposit Refund for Melissa Smith	51-26150	55.85
Total 31679:						.00
<b>31680</b>						
08/18/2023	31680	Ty Bokelman	51.96-	Water Deposit Refund for Ty Bokelman	51-26150	51.96- V
08/18/2023	31680	Ty Bokelman	51.96	Water Deposit Refund for Ty Bokelman	51-26150	51.96
Total 31680:						.00
<b>31682</b>						
08/22/2023	31682	307 Truck Wash LLC	45.00	Clean rear of Garbage Freightliner Truck	54-84-950	45.00
Total 31682:						45.00
<b>31683</b>						
08/22/2023	31683	71 Construction	439.25	Street Patch	12-45-240	439.25
Total 31683:						439.25
<b>31684</b>						
08/22/2023	31684	Air Comfort Complete, Inc	3,495.77	Fixed AC at City Hall	12-45-260	3,495.77
Total 31684:						3,495.77
<b>31685</b>						
08/22/2023	31685	ALSCO, Inc	82.36	Service Charge	10-64-855	82.36
08/22/2023	31685	ALSCO, Inc	79.92	Service Charge	10-64-855	79.92
08/22/2023	31685	ALSCO, Inc	79.92	Coveralls & mats	10-64-840	79.92
08/22/2023	31685	ALSCO, Inc	70.88	Rugs and Mat at City Hall	12-45-260	70.88
Total 31685:						313.08

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>31686</b>						
08/22/2023	31686	Amazon Capital Services, Inc	28.84	Office Supplies dry erase sleeves, insurance forms	10-44-235	28.84
08/22/2023	31686	Amazon Capital Services, Inc	19.81	Creamer	10-44-235	19.81
08/22/2023	31686	Amazon Capital Services, Inc	26.98	Office Supplies file folders	10-44-235	26.98
08/22/2023	31686	Amazon Capital Services, Inc	152.65	Popcorn packs and bags	12-45-260	152.65
Total 31686:						228.28
<b>31687</b>						
08/22/2023	31687	AMBI Mail & Marketing, Inc	46.53	Fed Ex Drugs to Crime Lab in Cheyenne	10-54-330	46.53
Total 31687:						46.53
<b>31688</b>						
08/22/2023	31688	Andreen Hunt, Inc	131,432.70	Robertson Hills Park Pay App 2	12-45-100	131,432.70
Total 31688:						131,432.70
<b>31689</b>						
08/22/2023	31689	Arcadis US, Inc	6,031.40	City of Mills Riverbank Project	12-45-230	6,031.40
Total 31689:						6,031.40
<b>31690</b>						
08/22/2023	31690	Arrowhead Heating & Air Conditio	8,068.98	2nd Payment to replace A/C downstairs at Fire Station	12-45-515	8,068.98
Total 31690:						8,068.98
<b>31691</b>						
08/22/2023	31691	Atlas Office Products, Inc	196.00	Paper	10-44-235	196.00
08/22/2023	31691	Atlas Office Products, Inc	174.96	paper	10-44-235	174.96
08/22/2023	31691	Atlas Office Products, Inc	116.68	Envelopes	10-44-235	116.68
Total 31691:						487.64
<b>31692</b>						
08/22/2023	31692	Big Horn Tire, Inc.	80.00	Tire Balance Unit #20	54-84-900	80.00
08/22/2023	31692	Big Horn Tire, Inc.	56.00	Tire Balance Unit #5	54-84-900	56.00
08/22/2023	31692	Big Horn Tire, Inc.	612.00	New Tires for Unit #5	10-54-900	612.00

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 31692:						748.00
<b>31693</b>						
08/22/2023	31693	Bound Tree Medical	40.95	Endotracheal Tubes	10-56-425	40.95
Total 31693:						40.95
<b>31694</b>						
08/22/2023	31694	Branch Management Tree Service	1,960.00	Remove dangerous tree	10-70-960	1,960.00
Total 31694:						1,960.00
<b>31695</b>						
08/22/2023	31695	Capital Business Systems, Inc	7,814.79	Canon ImageRunner C5750i for Town Hall	10-55-880	7,814.79
08/22/2023	31695	Capital Business Systems, Inc	1,297.80	Service Contract	10-55-880	1,297.80
Total 31695:						9,112.59
<b>31696</b>						
08/22/2023	31696	City of Casper	28,951.70	201 Sewer RWWS	53-83-620	28,951.70
08/22/2023	31696	City of Casper	784.30	Balefill	54-84-250	784.30
08/22/2023	31696	City of Casper	494.45	Balefill	54-84-250	494.45
08/22/2023	31696	City of Casper	606.10	Balefill	54-84-250	606.10
08/22/2023	31696	City of Casper	692.85	Balefill	54-84-250	692.85
08/22/2023	31696	City of Casper	673.75	Balefill	54-84-250	673.75
08/22/2023	31696	City of Casper	814.55	Balefill	54-84-250	814.55
08/22/2023	31696	City of Casper	706.20	Balefill	54-84-250	706.20
08/22/2023	31696	City of Casper	822.25	Balefill	54-84-250	822.25
08/22/2023	31696	City of Casper	659.45	Balefill	54-84-250	659.45
08/22/2023	31696	City of Casper	572.55	Balefill	54-84-250	572.55
08/22/2023	31696	City of Casper	435.60	Balefill	54-84-250	435.60
08/22/2023	31696	City of Casper	551.65	Balefill	54-84-250	551.65
Total 31696:						36,765.40
<b>31697</b>						
08/22/2023	31697	Computer Professionals Unlmted	5,590.14	SOPHOS Central Intercept & Device Encription	10-55-855	5,590.14

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 31697:						5,590.14
<b>31698</b>						
08/22/2023	31698	CPS Distributors Inc	720.45	Case of sprinklers	10-70-840	720.45
Total 31698:						720.45
<b>31699</b>						
08/22/2023	31699	CY Ace Hardware	79.98	Mixed Fuel and weed eater	10-56-620	79.98
08/22/2023	31699	CY Ace Hardware	60.95	Striping paint Blue	12-45-260	60.95
08/22/2023	31699	CY Ace Hardware	18.99	Quikrete	12-45-260	18.99
08/22/2023	31699	CY Ace Hardware	87.92	Striping paint Red and White	12-45-260	87.92
08/22/2023	31699	CY Ace Hardware	29.98	Blades for week eater for WUI Project	10-56-620	29.98
Total 31699:						277.82
<b>31700</b>						
08/22/2023	31700	Dana Kepner Company Inc	1,795.35	2" Water Meter	51-81-430	1,795.35
Total 31700:						1,795.35
<b>31701</b>						
08/22/2023	31701	Dan's Auto Electric	190.00	Recharging A/C Unit 19	54-84-950	190.00
Total 31701:						190.00
<b>31702</b>						
08/16/2023	31702	Diana McCune	100.00	Park Rental Refund	10-36-180	100.00
Total 31702:						100.00
<b>31703</b>						
08/22/2023	31703	Elliott Equipment Company	1,370.18	Gutter Broom Motor	10-61-950	1,370.18
Total 31703:						1,370.18
<b>31704</b>						
08/22/2023	31704	Energy Laboratories Inc	132.00	Bac T Samples - Distribution	52-82-720	132.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/22/2023	31704	Energy Laboratories Inc	53.00	Bac T Samples - Robertson Hills Park	52-82-720	53.00
08/22/2023	31704	Energy Laboratories Inc	53.00	Bac T Samples - Robertson Hills Park	52-82-720	53.00
Total 31704:						238.00
<b>31705</b>						
08/22/2023	31705	Ferguson Enterprises LLC #3007	77.86	Pipe Fittings & Wrench	10-70-840	77.86
Total 31705:						77.86
<b>31706</b>						
08/22/2023	31706	Ferguson Waterworks #1116	103.09	Valve Box Sections	51-81-840	103.09
08/22/2023	31706	Ferguson Waterworks #1116	65.00	Fire Hydrant Cap	51-81-840	65.00
08/22/2023	31706	Ferguson Waterworks #1116	130.88	Valve Box Sections	51-81-840	130.88
Total 31706:						298.97
<b>31707</b>						
08/22/2023	31707	Galls	218.13	Class B Uniform Shirts	10-56-855	218.13
08/22/2023	31707	Galls	73.99	Council member jacket	10-44-420	73.99
Total 31707:						292.12
<b>31708</b>						
08/22/2023	31708	Game Time	1,084.67	30 deg Slide Tube & Hardware	12-45-260	1,084.67
Total 31708:						1,084.67
<b>31709</b>						
08/22/2023	31709	Greiner Ford	64.23	Cap- Prot lock assy on Unit #3	10-54-950	64.23
08/22/2023	31709	Greiner Ford	325.79	Driver Switch panel replacment on Acord K-9 Vehicle	10-54-950	325.79
Total 31709:						390.02
<b>31710</b>						
08/22/2023	31710	Hawkins Inc	40.00	Chlorine Cylinder Rental Fee	52-82-840	40.00
08/22/2023	31710	Hawkins Inc	6,402.40	Chlorine Treatment Chemicals	52-82-840	6,402.40

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 31710:						6,442.40
<b>31711</b>						
08/22/2023	31711	Heiman Fire Equipment	27,734.00	Pump Skid for new brush truck from SLIB Grant	12-45-515	27,734.00
Total 31711:						27,734.00
<b>31712</b>						
08/22/2023	31712	Homax	3,351.56	Fuel Charges for Police	10-54-370	3,351.56
08/22/2023	31712	Homax	1,005.62	Fuel Charges for FD	10-56-370	1,005.62
08/22/2023	31712	Homax	174.80	Fuel Charges for Planning	10-57-370	174.80
08/22/2023	31712	Homax	269.00	Fuel Charges for WTP	52-82-370	269.00
08/22/2023	31712	Homax	128.87	Fuel Charges for CSO	10-53-370	128.87
08/22/2023	31712	Homax	45.72	Fuel Charges for FD	10-56-370	45.72
08/22/2023	31712	Homax	48.75	Fuel Charges for WTP	52-82-370	48.75
Total 31712:						5,024.32
<b>31713</b>						
08/22/2023	31713	Hose & Rubber Supply	210.82	Hydraulic Hose Unit #17	54-84-950	210.82
Total 31713:						210.82
<b>31714</b>						
08/22/2023	31714	InstaCare Center of Casper, Inc	135.00	physical exam - La Torre	10-54-980	135.00
08/22/2023	31714	InstaCare Center of Casper, Inc	323.00	physical exam -Wallace, Prach, McNett	10-54-980	323.00
Total 31714:						458.00
<b>31715</b>						
08/22/2023	31715	L.N. Curtis and sons	1,549.91	SCBA Mask bags and RIT bag	12-45-415	1,549.91
Total 31715:						1,549.91
<b>31716</b>						
08/22/2023	31716	Melissa Smith	55.85	Water Deposit Refund for Melissa Smith	51-26150	55.85

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 31716:						55.85
<b>31717</b>						
08/22/2023	31717	Menards	149.95	6" Casters (Dumpsters)	54-84-840	149.95
08/22/2023	31717	Menards	337.97	Portable A/C for Hot box in FD	12-45-240	337.97
Total 31717:						487.92
<b>31718</b>						
08/22/2023	31718	Nadine McLeod	1,265.00	Public Defender	10-51-505	1,265.00
Total 31718:						1,265.00
<b>31719</b>						
08/22/2023	31719	NAPA Auto Parts	35.81	Oil Filters for CSO unit	10-53-950	35.81
08/22/2023	31719	NAPA Auto Parts	164.75	Air Filter Unit #21	54-84-950	164.75
08/22/2023	31719	NAPA Auto Parts	85.27	Rags & Brake parts	54-84-950	85.27
08/22/2023	31719	NAPA Auto Parts	13.98	Trans Fluid Unit #17	10-61-950	13.98
08/22/2023	31719	NAPA Auto Parts	88.53	Service Parts for CH9	10-56-950	88.53
08/22/2023	31719	NAPA Auto Parts	65.98	AC Refriger CAT Backhoe	10-61-950	65.98
08/22/2023	31719	NAPA Auto Parts	196.18	Service Parts for CH9	10-56-950	196.18
08/22/2023	31719	NAPA Auto Parts	149.37	Battery Core Deposit Unit #3	10-54-950	149.37
08/22/2023	31719	NAPA Auto Parts	27.98	Air Filter	10-61-950	27.98
08/22/2023	31719	NAPA Auto Parts	53.95	Parts for BR92's pump fuel supply	10-56-350	53.95
08/22/2023	31719	NAPA Auto Parts	29.23	Parts for BR92's pump fuel supply	10-56-350	29.23
Total 31719:						911.03
<b>31720</b>						
08/22/2023	31720	Natrona County Sheriffs Office	14,922.03	House Inmates for June 2023	10-54-415	14,922.03
08/22/2023	31720	Natrona County Sheriffs Office	390.00	House Inmates for 5/15-5/20/23	10-54-415	390.00
Total 31720:						15,312.03
<b>31721</b>						
08/22/2023	31721	Northwest Contractor Supply	89.51	Lath x 40	10-64-260	89.51
08/22/2023	31721	Northwest Contractor Supply	88.00	Striping Paint	10-64-260	88.00

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 31721:						177.51
<b>31722</b>						
08/22/2023	31722	Oil City Printers	72.85	Ambulance Transport Forms	10-56-310	72.85
Total 31722:						72.85
<b>31723</b>						
08/22/2023	31723	Peak Rescue LLC	510.00	Rescue Knives and water gloves for water rescues	10-56-820	510.00
Total 31723:						510.00
<b>31724</b>						
08/22/2023	31724	Peterbilt of Wyoming Inc	283.38	Brake Shoe Kit	54-84-950	283.38
Total 31724:						283.38
<b>31725</b>						
08/22/2023	31725	R & R Rest Stops of Casper Inc	731.00	July Service Outhouses	10-70-690	731.00
Total 31725:						731.00
<b>31726</b>						
08/22/2023	31726	Railroad Management Company,	344.67	License fees	51-81-860	344.67
08/22/2023	31726	Railroad Management Company,	344.67	License fees	51-81-860	344.67
Total 31726:						689.34
<b>31727</b>						
08/22/2023	31727	Rogue Fitness	4,991.43	Fitness Equipment	10-56-210	4,991.43
Total 31727:						4,991.43
<b>31728</b>						
08/22/2023	31728	Saltus Technologies, LLC	4,594.00	Annual Hosting and Digiticket Fees	12-45-390	4,594.00
Total 31728:						4,594.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>31729</b>						
08/22/2023	31729	Satoshi Robertson	97.90	Water Deposit Refund for Satoshi Robertson	51-26150	97.90
Total 31729:						97.90
<b>31730</b>						
08/22/2023	31730	SeaWestern Fire Fighting Equip	849.30	New Structure gloves	10-56-820	849.30
08/22/2023	31730	SeaWestern Fire Fighting Equip	379.45	New Structure gloves	10-56-820	379.45
Total 31730:						1,228.75
<b>31731</b>						
08/22/2023	31731	Sutherlands	25.97	Hose Bid Adapter	51-81-840	25.97
08/22/2023	31731	Sutherlands	44.96	Drill Pumps	51-81-840	44.96
Total 31731:						70.93
<b>31732</b>						
08/22/2023	31732	Ty Bokelman	51.96	Water Deposit Refund for Ty Bokelman	51-26150	51.96
Total 31732:						51.96
<b>31733</b>						
08/22/2023	31733	Van Diest Supply	1,565.75	90 day Briquets & 15 gallon ULV 4-4	10-64-570	1,565.75
08/22/2023	31733	Van Diest Supply	283.00	10 gallon Herbicide	10-64-570	283.00
Total 31733:						1,848.75
<b>31734</b>						
08/22/2023	31734	Wear Parts	17.85	Bolts	12-45-260	17.85
08/22/2023	31734	Wear Parts	8.27	Bolts	12-45-260	8.27
Total 31734:						26.12
<b>31735</b>						
08/22/2023	31735	Wyoming Association of Municipal	4,677.00	FY 2024 Membership Dues	10-44-270	4,677.00
Total 31735:						4,677.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>31736</b>						
08/22/2023	31736	Wyoming Steel & Recycling	73.07	Flat Bar & Square Tube	10-64-260	73.07
Total 31736:						73.07
Grand Totals:						293,361.22

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	.00	59,832.62-	59,832.62-
10-36-180	100.00	.00	100.00
10-44-235	563.27	.00	563.27
10-44-270	4,677.00	.00	4,677.00
10-44-420	73.99	.00	73.99
10-46-982	553.02	.00	553.02
10-46-983	88.36	.00	88.36
10-51-310	100.00	.00	100.00
10-51-505	1,265.00	.00	1,265.00
10-53-370	128.87	.00	128.87
10-53-950	35.81	.00	35.81
10-54-330	46.53	.00	46.53
10-54-340	1,150.00	.00	1,150.00
10-54-370	3,351.56	.00	3,351.56
10-54-415	15,312.03	.00	15,312.03
10-54-900	612.00	.00	612.00
10-54-950	539.39	.00	539.39
10-54-980	458.00	.00	458.00
10-55-855	5,590.14	.00	5,590.14
10-55-880	9,112.59	.00	9,112.59
10-56-210	4,991.43	.00	4,991.43
10-56-310	72.85	.00	72.85
10-56-350	83.18	.00	83.18
10-56-370	1,051.34	.00	1,051.34
10-56-425	40.95	.00	40.95
10-56-620	109.96	.00	109.96

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-56-820	1,738.75	.00	1,738.75
10-56-855	218.13	.00	218.13
10-56-950	284.71	.00	284.71
10-57-370	174.80	.00	174.80
10-61-950	1,478.12	.00	1,478.12
10-64-260	250.58	.00	250.58
10-64-570	1,848.75	.00	1,848.75
10-64-840	79.92	.00	79.92
10-64-855	162.28	.00	162.28
10-70-690	731.00	.00	731.00
10-70-840	798.31	.00	798.31
10-70-960	1,960.00	.00	1,960.00
12-21100	.00	185,186.16-	185,186.16-
12-45-100	131,432.70	.00	131,432.70
12-45-230	6,031.40	.00	6,031.40
12-45-240	777.22	.00	777.22
12-45-260	4,997.95	.00	4,997.95
12-45-390	4,594.00	.00	4,594.00
12-45-415	1,549.91	.00	1,549.91
12-45-515	35,802.98	.00	35,802.98
50-21100	.00	194.61-	194.61-
50-46-983	194.61	.00	194.61
51-21100	255.25	3,374.36-	3,119.11-
51-26150	519.77	255.25-	264.52
51-81-430	1,795.35	.00	1,795.35
51-81-840	369.90	.00	369.90
51-81-860	689.34	.00	689.34
52-21100	.00	6,998.15-	6,998.15-
52-82-370	317.75	.00	317.75
52-82-720	238.00	.00	238.00
52-82-840	6,442.40	.00	6,442.40
53-21100	.00	28,951.70-	28,951.70-
53-83-620	28,951.70	.00	28,951.70
54-21100	.00	9,078.87-	9,078.87-
54-84-250	7,813.70	.00	7,813.70
54-84-840	149.95	.00	149.95
54-84-900	136.00	.00	136.00
54-84-950	979.22	.00	979.22

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
Grand Totals:	293,871.72	293,871.72-	.00

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



**CITY OF MILLS**  
EST. 1921

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

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

Item # 5.

## Memorandum

---

**TO:** Mills City Council  
**FROM:** Megan Nelms, AICP, City Planner  
**DATE:** August 16, 2023

**SUBJECT: OSI District – Final Plat**  
Resubdivision of all Lots 0 & 1 and a portion of Lots 2 & 5, Cosllo’s District

---

**Case Number:** 23.04 FSP

**Summary:** The applicant is proposing to resubdivide four (4) lots within the Cosllo’s District Subdivision to create one (1) 3.9-acre lot for the purposes of future building expansion and business development. (Lot 5 is a 5’ x 694’ (.79-acres) lot platted on the original Cosllo’s District plat.)

An unbuilt portion of right-of-way (Cosllo Street) that was previously platted has also been vacated via separate resolution. It is referenced on the subdivision plat.

**Current Zoning:** EI (Established Industrial) \*no change of zoning is requested or required.

**Planning Commission Recommendation:** At their June 1, 2023, meeting the Planning & Zoning Board made a “DO PASS” recommendation on the resubdivision request.

**Staff Recommendation:** Staff recommends APPROVAL of the resubdivision plat.

**OSI District**

**Final Plat**

**Planning Commission Meeting**  
June 1, 2023

**City Council Meeting**

**Applicants:** OS Investments, LLC

**Case Number:** 23.04 FSP

**Agent:** Paul Svenson, WLC Engineer & Surveying

**Summary:** The applicant is proposing to resubdivide four (4) lots within the Cosllo's District Subdivision to create one (1) 3.9-acre lot for the purposes of future building expansion and business development. (Lot 5 is a 5' x 694' (.79-acres) lot platted on the original Cosllo's District plat.)

**Legal Description:** All of Lots 0 & 1 and a portion of Lots 2 & 5, Cosllo's District

**Location:** The property is located off Crescent Drive, east of W Yellowstone Hwy, adjacent to the north side of Glen Garden Dr.

**Current Zoning:** EI (Established Industrial) \*no change of zoning is requested or required.

**Existing Land Use:** There is an existing shop/business building on Lots 0 & 1.

**Adjacent Land Use:** North: Unplatted tracts (EB)  
South: Mountain View Suburb (ER)  
East: Cosllo's District (EI)  
West: Mountain View Suburb (EB)

**Planning Considerations:**

1. Submit a site plan of the property, specifically showing:
  - a. Location of the existing road/driveway access in relation to the platted right-of-way for Cosllo St.
  - b. Location of the business sign
  - c. Location of the access gate into the property
  
2. Provide a turnaround at the end of Cosllo Street approved by the Fire Department to provide adequate access for fire apparatus.
  - a. Language will need to be added to the dedication statement for the turn-around

area for Cosllo Street.

3. Place a stop sign and street sign for Cosllo St. at the intersection of Crescent and Cosllo.
  4. Discuss a change of address to accurately reflect access of Cosllo St. versus Crescent Dr.
  5. Review the line legend on the plat face:
    - a. Appears the  $\frac{1}{4}$  section line is labeled easement line
    - b. The easement line type is not shown in the legend
    - c. Recommend the subdivision boundary be a solid, black line
  6. Do not show the vacated right-of-way area of Cosllo Street as an easement, unless a 54' wide easement is intended to be shown.
- 

**Staff Recommendation:**

Staff recommends APPROVAL of the final plat upon all planning considerations being completed.

**Planning Commission Recommendation:**

**City Council Decision:**





# CITY OF MILLS APPLICATION FOR PLAT/REPLAT

Pursuant to the City of Mills Zoning Ordinance



City of Mills, Wyoming  
704 4<sup>th</sup> Street (Physical Address)  
P.O. Box 789 (Mailing Address)  
Mills, Wyoming 82644

Date: 5-11-2023  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: \_\_\_\_\_

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** JOEY SULLIVAN

**APPLICANT/PROPERTY OWNER(S) INFORMATION:**

Print Owner Name: OS INVESTMENTS LLC  
Owner Mailing Address: 4402 MOUNTAIN VIEW DRIVE  
City, State, Zip: CASPER WY 82604  
Owner Phone: 307-259-3107  
Applicant Email: joey@westernenergyfab.com

**AGENT INFORMATION:**

Print Agent Name: JOSEPH SULLIVAN  
Agent Mailing Address: 4402 MOUNTAIN VIEW DRIVE  
City, State, Zip: CASPER WY 82604  
Agent Phone: 307-259-3107  
Agent Email: joey@westernenergyfab.com

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): COSLLO'S DISTRICT LOT 0-1 ALL, LOT 2 PT & LOT 5 PT (5' STRIP N OF COSLLO ST)

Physical address of subject property if available: 400 CRESCENT

Size of lot(s) 3.45 ACRES sq. ft/acres:

Current zoning: EI ESTABLISHED INDUSTRIAL Current use: EI ESTABLISHED INDUSTRIAL

Intended use of the property: EI ESTABLISHED INDUSTRIAL

Zoning within 300 feet: EI, EB, ER, UA Land use within 300 feet: EI, EB, ER, UA

**ATTACHMENTS (REQUIRED):**

- 1. **Proof of ownership:** WARRANTY DEED (such as deed, title certification, attorney's title opinion)
- 2. **Seven (7) full sized copies of the plat/replat:** \_\_\_\_\_
- 3. **One reproducible 11 x 17 plat/replat hard copy:** \_\_\_\_\_
- 4. **One plat/replat electronic copy (pdf):** \_\_\_\_\_

**RIGHT-OF-WAY / EASEMENT INFORMATION:**

Right-of-Way / Easement Location: Cosllo Street five feet inside northwesterly property line and parallel to same line. No known utility easements.  
(Example: along west property line, running north & south)

Width of Existing Right-of-Way / Easement: 50' Number of Feet to be Vacated: 405' +/-

Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned  
It is currently not improved.

**SIGNATURE(S):**

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

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:

JOSEPH S SULLIVAN

CHARLES B ORR

OWNER Signature *Joseph S Sullivan*

OWNER Signature *Charles B Orr*

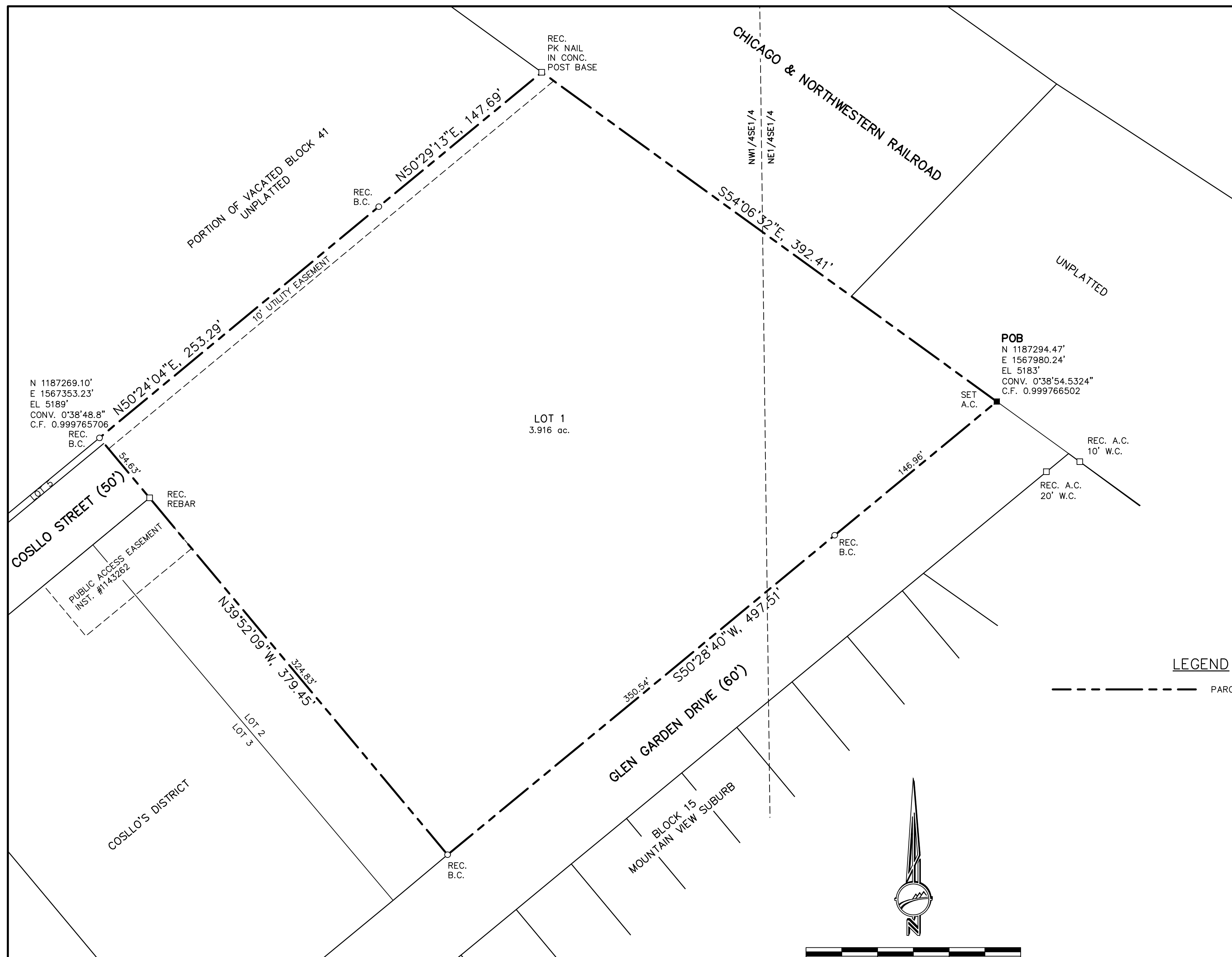
AGENT Signature *Joseph S Sullivan*

FEES (Plat/Replat): \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), **plus \$150.00 recording fee.**

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

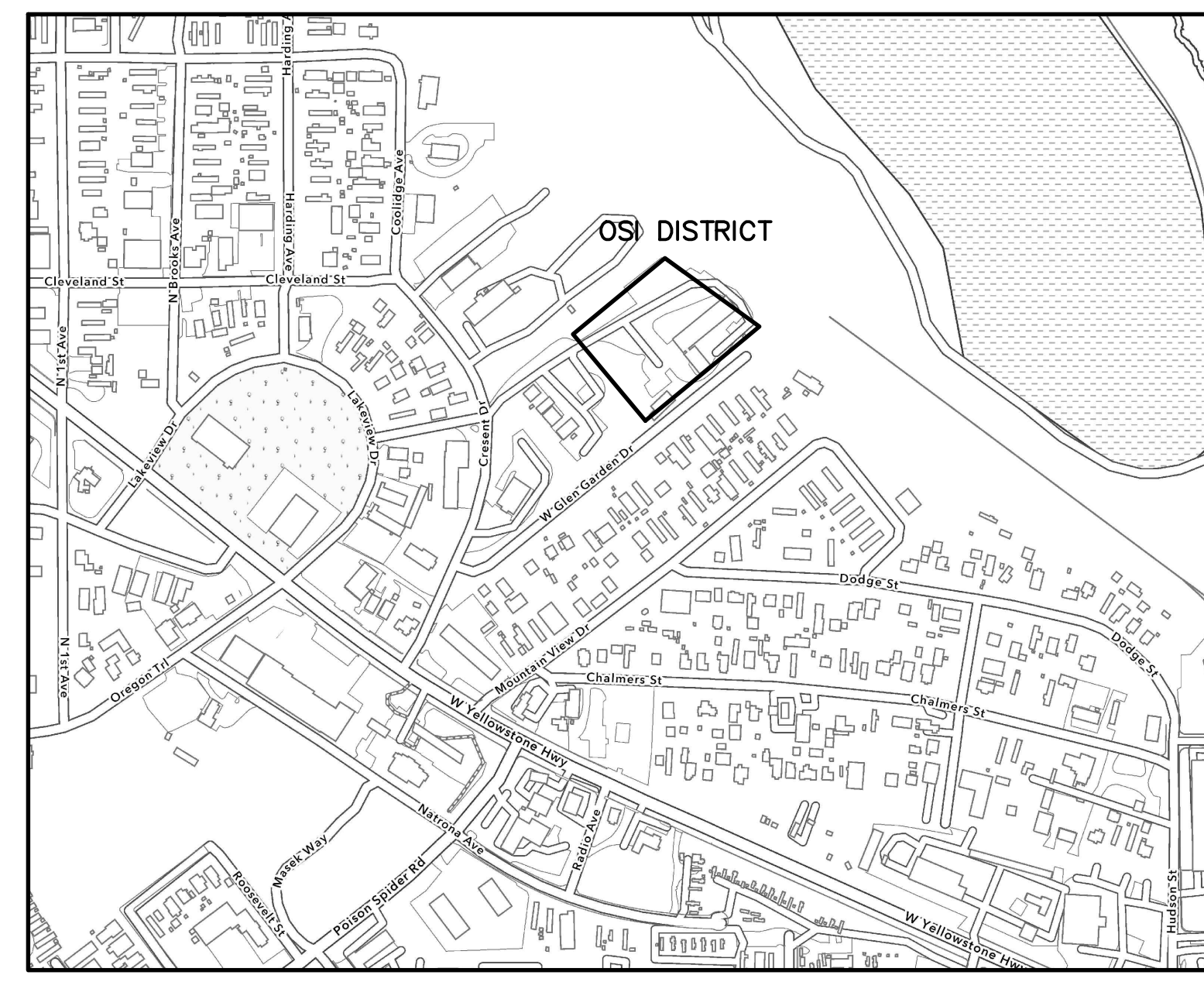
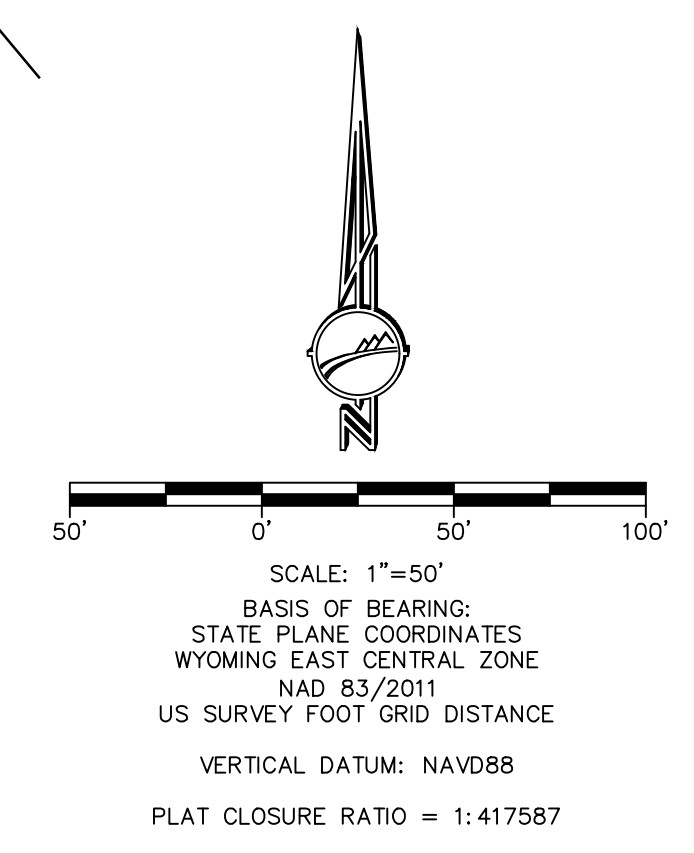
PLAT OF  
**"OSI DISTRICT"**  
 TO THE CITY OF MILLS, WYOMING  
 A SUBDIVISION OF PORTIONS OF  
 THE NW1/4SE1/4, NE1/4SE1/4, SECTION 1  
 TOWNSHIP 33 NORTH, RANGE 80 WEST  
 SIXTH PRINCIPAL MERIDIAN  
 NATRONA COUNTY, WYOMING

BEING A VACATION AND REPLAT OF LOTS 0-1  
 ALL, AND A PORTION OF LOTS 2 AND 5 (5'  
 STRIP) OF COSLLO'S DISTRICT, A SUBDIVISION  
 LOCATED IN AND BEING A PORTION OF THE  
 N1/2SE1/4 & SW1/4SE1/4, SECTION 1;



**LEGEND**

----- PARCEL BOUNDARY



**DEDICATION STATEMENT**

OC Investments, LLC does hereby certify that they are the owner and proprietor of the foregoing vacation and replat of Lots 0-1 All, and a portion of Lots 2 and 5 (5' strip) of Cosllo's District, a subdivision located in and being a portion of the N1/2SE1/4 & SW1/4SE1/4, Section 1, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the most easterly corner of the Parcel being described and the most northerly corner of Glen Garden Drive; thence from said Point of Beginning and along the southeasterly line of said Parcel and the northwesterly line of said Glen Garden Drive, S50°28'40"W, 497.51 feet to a point; thence along the southwesterly line of said Parcel and the northeasterly line of Cosllo Street and Lot 5, Cosllo's District, N39°52'09"W, 379.45 feet to the most northerly corner of said Lot 5, Cosllo's District; thence along the northwesterly line of said Parcel, N50°24'04"E, 253.29 feet to a point; thence continuing along the northwesterly line of said Parcel, N50°29'13"E, 147.69 feet to a point in and intersection with the southwesterly line of the Chicago & Northwestern Railroad; thence along the northeasterly line of said Parcel and the southwesterly line of said Chicago & Northwestern Railroad, S54°06'32"E, 392.41 feet to said Point of Beginning and containing 3.916 acres, more or less, as set forth by the plat attached and made a part hereof.

Said Parcel being subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

The vacation, replat and subdivision of the foregoing described lands as appears on this plat is with the free consent, and in accordance with the desires of the undersigned owner and proprietor. The name of said subdivision shall be known as "OSI DISTRICT" to the City of Mills, Wyoming. All streets as shown hereon have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches drainage and access.

OS INVESTMENTS, LLC  
 4402 MOUNTAIN VIEW DRIVE  
 MILLS, WY 82604

OS INVESTMENTS, LLC

JOSEPH S. SULLIVAN, MEMBER

STATE OF WYOMING }  
 COUNTY OF NATRONA } SS

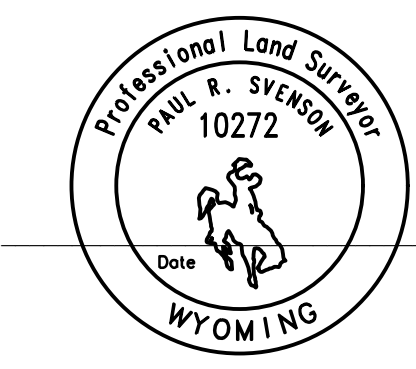
The foregoing instrument was acknowledged before me by Joseph S. Sullivan, Member this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

**SURVEYORS CERTIFICATE**

I, Paul R. Svenson, a Professional Land Surveyor, 10272, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the month of May, 2023 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



STATE OF WYOMING }  
 COUNTY OF NATRONA } SS

The foregoing instrument was acknowledged before me by Paul R. Svenson this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

**APPROVALS**

Approved by the City Council of the City of Mills, Wyoming by Ordinance No. \_\_\_\_\_ duly passed, adopted and approved this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Attest: \_\_\_\_\_ Attest: \_\_\_\_\_  
 City Clerk Mayor

Inspected and approved this this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

City Engineer \_\_\_\_\_



# OSI District – Final Resubdivision Plat



### Mills Zoning Districts

Mills, DB	Mills, ER: Established Residential
Mills, DI: Developing Industrial	Mills, PLI: Public Land Institutions
Mills, DMH: Developing Mobile Home	Mills, PUD: Planned Urban Development
Mills, DR: Developing Residential	Mills, MSR: Mixed Sized Residential
Mills, EB: Established Business	Mills, MU: Mixed Use
Mills, EI: Established Industrial	Mills, UA: Urban Agriculture
	Mills, UR: Urban Agriculture Residential



1/25/2019 2:17:40 PM

Pages: 2

NATRONA COUNTY C

Item # 5.

Tracy Good  
Recorded: SA  
Fee: \$15.00  
ROCKY MOUNTAIN TITLE

1058715

WARRANTY DEED

THIS INDENTURE, MADE THE 21 DAY OF January, 2019, BY AND BETWEEN CHARLES SARGENT IRRIGATION, INC., A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF NEBRASKA, THE GRANTOR,

OS INVESTMENTS LLC, A WYOMING LIMITED LIABILITY COMPANY

WHOSE ADDRESS IS: \_\_\_\_\_

THE GRANTEE, WITNESSETH: THAT THE GRANTOR, FOR AND IN CONSIDERATION OF TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, (\$10.00) IN HAND PAID, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, DOES, BY THESE PRESENTS, GRANT, BARGAIN, SELL, CONVEY AND WARRANT UNTO THE SAID GRANTEE, ALL THAT CERTAIN TRACT, LOT, PIECE, AND PARCEL OF LAND SITUATED IN THE COUNTY OF NATRONA, STATE OF WYOMING, AND DESCRIBED AS FOLLOWS:

SEE EXHIBIT "A" ATTACHED HERETO

TOGETHER WITH ALL IMPROVEMENTS THEREON SITUATE.

SUBJECT TO RESERVATIONS, RESTRICTIONS AND EASEMENTS OF RECORD.

IN WITNESS WHEREOF, THE GRANTOR HAS CAUSED ITS CORPORATE SEAL TO BE HEREUNTO AFFIXED, AND THESE PRESENTS TO BE SIGNED BY ITS DULY AUTHORIZED OFFICER, THE DAY AND YEAR FIRST ABOVE WRITTEN.

CHARLES SARGENT IRRIGATION, INC., A NEBRASKA CORPORATION

BY: Michael Whitesel  
President

STATE OF Nebraska )  
COUNTY OF Custer ) ss.

ON THIS 21<sup>st</sup> DAY OF January, 2019, BEFORE ME PERSONALLY APPEARED Michael Whitesel

PERSONALLY KNOWN, WHO, BEING BY ME DULY SWORN, DID SAY THAT he IS THE President OF CHARLES SARGENT IRRIGATION, INC., A NEBRASKA CORPORATION AND THAT SAID INSTRUMENT WAS SIGNED ON BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS BOARD OF DIRECTORS AND SAID Michael Whitesel, President ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS 21<sup>st</sup> DAY OF January, 2019.

Tara E. Miller  
NOTARY PUBLIC

MY COMMISSION EXPIRES:

State of Nebraska - General Notary  
TARA E MILLER  
My Commission Expires  
January 17, 2020

EXHIBIT "A"

A PARCEL BEING ALL OF LOTS 0, 1 AND A PORTION OF LOT 2, "COSLLO'S DISTRICT", MOUNTAIN VIEW SUBURB, NATRONA COUNTY, WYOMING, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT THE MOST NORTHERLY CORNER OF THE PARCEL BEING DESCRIBED, SAID LOT 0, "COSLLO'S DISTRICT" AND A POINT IN THE SOUTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION CO., THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND LOT 0, "COSLLO'S DISTRICT" AND ALONG SAID RIGHT OF WAY LINE, S 53°25' E., 335.78 FEET TO THE MOST EASTERLY CORNER OF SAID PARCEL, LOT 0 AND A POINT IN THE NORTHWESTERLY LINE OF GLEN GARDEN DRIVE; THENCE ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL AND LOTS 0, 1 AND 2, "COSLLO'S DISTRICT" AND THE NORTHWESTERLY LINE OF SAID GLEN GARDEN DRIVE, S 51°08' W., 497.70 FEET TO THE MOST SOUTHERLY CORNER OF THE PARCEL BEING DESCRIBED; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL AND ACROSS SAID LOT 2, "COSLLO'S DISTRICT", N 39°12' W., 325.02 FEET TO THE MOST WESTERLY CORNER OF SAID PARCEL AND A POINT IN THE NORTHWESTERLY LINE OF SAID LOT 2 AND SOUTHEASTERLY LINE OF COSLLO STREET; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND LOTS 2, 1 AND 0, "COSLLO'S DISTRICT" AND SOUTHEASTERLY LINE OF SAID COSLLO STREET, N 51°08' E., 415.27 FEET TO THE POINT OF BEGINNING.

AND

A 5.0 FOOT STRIP ALONG THE NORTHERLY SIDE OF COSLLO STREET IN COSLLO'S DISTRICT, MOUNTAIN VIEW SUBURB, LOCATED IN SECTION 1, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE COSLLO'S DISTRICT; THENCE S. 51°08' W., 401.29 FEET ALONG THE NORTHWESTERLY LINE OF COSLLO'S DISTRICT; THENCE S. 39°12' E., 5.00 FEET TO A POINT IN THE NORTHWESTERLY LINE OF COSLLO STREET; THENCE N. 51°08' E., 402.56 FEET ALONG THE NORTHWESTERLY LINE OF COSLLO STREET TO THE INTERSECTION OF THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE CHICAGO AND NORTHWESTERN RAILROAD; THENCE N. 53°25' W., 5.17 FEET TO THE POINT OF BEGINNING.



Wyoming Secretary of State  
2020 Carey Avenue, Suite 700  
Cheyenne, WY 82002-0020  
Ph. 307.777.7311  
Fax 307.777.5339  
Email: [Business@wyo.gov](mailto:Business@wyo.gov)

For Office Use Only

### Limited Liability Company Articles of Organization

1. Name of the limited liability company:

OS INVESTMENTS LLC

2. This entity elects to be a close limited liability company:

*(You may refer to the Close Limited Liability Supplement for more information W.S. 17-25-101-W.S 17-25-109.)*

3. Name and physical address of its registered agent:

*(The registered agent may be an individual resident in Wyoming or a domestic or foreign business entity authorized to transact business in Wyoming. The registered agent must have a physical address in Wyoming. If the registered office includes a suite number, it must be included in the registered office address. A Drop Box is not acceptable. A PO Box is acceptable if listed in addition to a physical address.)*

Name: JOEY SULLIVAN

Address: 4402 MOUNTAIN VIEW DR  
CASPER, WY 82604

*(If mail is received at a Post Office Box, please list above in addition to the physical address.)*

4. Mailing address of the limited liability company:

4402 MOUNTAIN VIEW DR  
CASPER, WY 82604

5. Principal office address:

4402 MOUNTAIN VIEW DR  
CASPER, WY 82604

Signature: *Joseph S Sullivan*  
*(Shall be executed by an organizer.)*

Date: X 8/27/18  
*(mm/dd/yyyy)*

Print Name: JOEY SULLIVAN

Contact Person: JOEY SULLIVAN

Daytime Phone Number: (307) 259-3107

Email: [amandaf@cpawyo.com](mailto:amandaf@cpawyo.com)

*(Email provided will receive annual report reminders and filing evidence)  
\*May list multiple email addresses*



Wyoming Secretary of State  
2020 Carey Avenue, Suite 700  
Cheyenne, WY 82002-0020  
Ph. 307.777.7311  
Fax 307.777.5339  
Email: [Business@wyo.gov](mailto:Business@wyo.gov)

### Consent to Appointment by Registered Agent

I,  , registered office located at

*(name of registered agent)*

voluntarily consent to serve

\* *(registered office physical address, city, state & zip)*

as the registered agent for

*(name of business entity)*

I hereby certify that I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: *Joey Sullivan*  
*(Shall be executed by the registered agent.)*

Date:   
*(mm/dd/yyyy)*

Print Name:  Daytime Phone:

Title:  Email:

Registered Agent Mailing Address  
(if different than above):

**\*If this is a current registered agent changing their registered address on file, complete the following:**

Previous Registered Office(s):

I hereby certify that:

- After the changes are made, the street address of my registered office and business office will be identical.
- This change affects every entity served by me and I have notified each entity of the registered office change.
- I certify that the above information is correct and I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: \_\_\_\_\_  
*(Shall be executed by the registered agent.)*

Date:   
*(mm/dd/yyyy)*



**PUBLIC ACCESS EASEMENT**

For value received, Pamela Baden, ("Grantor"), hereby grants to the City of Mills, its successors and assigns, ("Grantee"), a public access easement for the purpose of ingress and egress, and for the construction, reconstruction, operation, maintenance and repair of a "public turn around", on, over, or under the surface of the real property of Grantor in Natrona County, State of Wyoming, said lands and easement being more particularly described on Exhibit "A" which is attached hereto and by this reference made a part hereof.

Together with the present and future right to keep the easement free of all brush, trees, timber, structures, buildings and other hazards which might impede the rights granted herein.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns.

IN WITNESS WHEREOF, Grantors execute this instrument this 4 day of August, 2023.

*Pamela Baden*  
\_\_\_\_\_  
Pamela Baden

STATE OF WYOMING    )  
  
                                  ss:  
  
COUNTY OF NATRONA    )

The foregoing instrument was acknowledged before me by **Pamela Baden**, this 4<sup>th</sup> day of August, 2023



*Doug A White*  
\_\_\_\_\_  
Notary Public

My Commission Expires: 2-10-25



8/7/2023 1:33:43 PM  
Pages: 3

NATRONA COUNTY CLERK

**1143262**

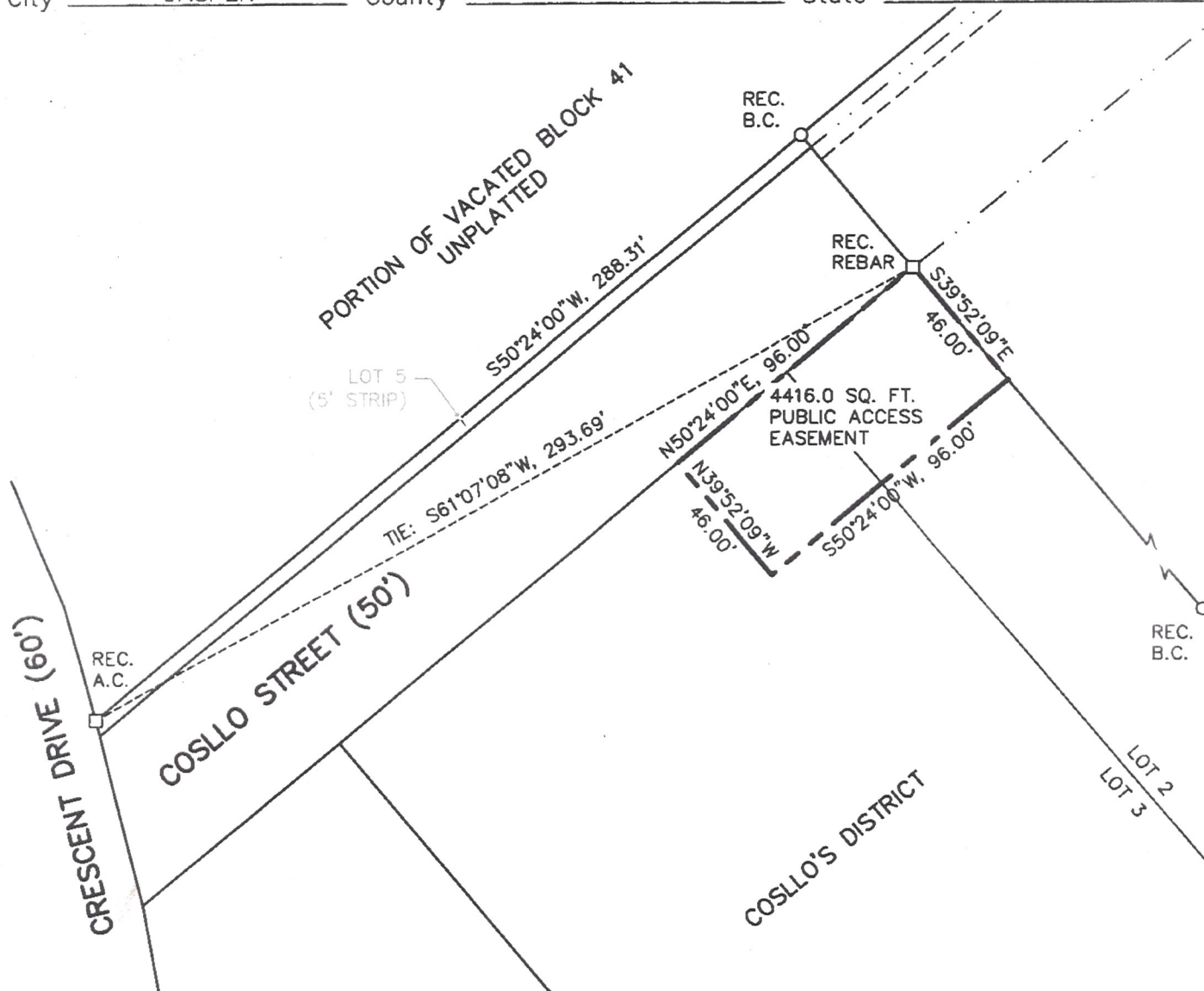
Tracy Good  
Recorded: CC  
Fee: \$18.00  
CITY OF MILLS

WLC ENGINEERING & SURVEYING  
200 PRONGHORN STREET, CASPER, WYOMING 82601  
FOR

Client OS INVESTMENTS LLC Address 4402 MOUNTAIN VIEW DRIVE  
City MILLS State WYOMING Zip 82604

PROPERTY LOCATION PLAT

NW1/4SE1/4 Section 1, T. 33 N., R. 80 W., 6th Principal Meridian, Wyoming  
Lot 2 & 3 Block \_\_\_\_\_ Subdivision COSLLO'S DISTRICT  
City CASPER County NATRONA State WYOMING



SCALE: 1"=50'

BASIS OF BEARING:  
STATE PLANE COORDINATES  
WYOMING EAST CENTRAL ZONE  
NAD 83/2011  
US SURVEY FOOT GRID DISTANCE

Date: 06-05-23  
W.O. No. 17726  
Book No. \_\_\_\_\_ Pg. \_\_\_\_\_  
Drawn By: MPJ  
Acad File: OSI DISTRICT





CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524

June 5, 2023  
Page 1 of 1

OS Investments, LLC  
4402 Mountain View Drive  
Mills, Wyoming 82604

W.O. No.: 17726

Description: (4416.0 Sq. Ft. Public Access Easement)

A Parcel located in and being a portion of Lots 2 and 3, Cosllo's District, City of Mills, NW1/4SE1/4, Section 1, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the most northerly corner of the Parcel being described and a point in the southerly line of Cosllo Street and a point in the northeasterly line of the Paulson Parcel and from which point the northwesterly corner of said Cosllo's District bears S61°07'08"W, 293.69 feet; thence from said Point of Beginning and along the northeasterly line of the Parcel being described and the northeasterly line of said Paulson Parcel, S39°52'09"E, 46.00 feet to a point; thence along the southeasterly line of said Parcel and into said Paulson Parcel, S50°24'00"W, 96.00 feet to a point; thence along the southwesterly line of said Parcel, N39°52'09"W, 46.00 feet to a point in and intersection with the southerly line of said Cosllo Street; thence along the northwesterly line of said Parcel and the southerly line of said Cosllo Street, N50°24'00"E, 96.00 feet to said Point of Beginning and containing 4416.0 square feet, more or less, as set forth by the plat attached and made a part hereof.

Said Parcel being subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.





# MINUTES OF THE 1<sup>st</sup> OF JUNE 2023

## MILLS PLANNING & ZONING BOARD MEETING

**Board Members Present:** Pattie Gould, Bob Greenley, Ed Greenwood and Leon Norvell were all present for this P&Z Meeting. Dale Smith was absent.

**Others in Attendance:** Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Paul Svenson, WLC Engineering and Joey Sullivan, applicant, were also in attendance.

Chairman Pattie Gould called the Meeting to order at 5:04 PM on June 1, 2023, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the April 6, 2023, P&Z Board meeting. Pattie noted one grammatical change to be made. Board Member Bob Greenley made a motion to approve the minutes. Board Member Leon Norvell seconded the motion. Chairman Pattie Gould called for a vote to pass the minutes of the 6<sup>th</sup> of April 2023 P&Z meeting. All ayes, motion passed.

Pattie asked Megan to present the first agenda item. Megan introduced case number 23.01 VAC, a petition to vacate a portion of South 5<sup>th</sup> Avenue.

**Background:**

The applicants have submitted a petition to vacate 158.30’ of South 5<sup>th</sup> Avenue, adjacent to Lot 1, Block 8, Evergreen Park No. 2 and Lot 1, Evergreen Park Subdivision.

Evergreen Park No. 2 was platted in 1959 and this portion of S. 5<sup>th</sup> Ave was dedicated as public right-of-way as a proposed extension street out of the subdivision to the north. The portion of the road has never been constructed since that time, and the adjacent properties have used the area as part of their properties for some time.

Albon Shaw has purchased Lots 1-3 and the Reservoir Tract of Evergreen Park Subdivision and is in the process of resubdividing the lots. As part of the resubdivision process, Mr. Shaw is working with the adjacent landowner to vacate this portion of S. 5<sup>th</sup> Avenue to clean up property boundaries and remove the un-utilized right-of-way.

Wyoming State Statute 15-4-305, regarding street vacations, states that “no vacation may be ordered except upon petition of a majority of the owners of the property abutting on the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated.” Signatures have been obtained from a majority of the property owners

# MINUTES OF THE 1<sup>st</sup> OF JUNE 2023 MILLS PLANNING & ZONING BOARD MEETING

owning a majority of the property within three hundred (300) feet of the subject street parcel. Once vacated, ownership of the right-of-way will revert to the immediately adjacent property owners. The Shawville Addition subdivision plat will clean-up the parcels and divide up the vacated parcel proportionally, generally following how the owners have established property boundaries.

No utilities or infrastructure are located within the right-of-way proposed for vacation and no easements will need to be retained with the vacation.

A notice of public hearing was published in the Casper Star-Tribune advertising the June 1<sup>st</sup> Planning & Zoning Board and June 13<sup>th</sup> City Council public hearings.

There are no planning considerations, and no comments were received from external and internal staff reviews.

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve proposed vacation of a portion of S. 5<sup>th</sup> Avenue.

Chairman Gould thanked Megan and asked if there were any questions from the Board. The Chairman asked where the road was originally supposed to connect, if it was at Poison Spider Rd or elsewhere. Megan supplied an exhibit of the original plat which shows an odd configuration and connection back to S. 6<sup>th</sup> Ave. Member Greenley asked if there were any comments from surrounding property owners. Megan stated she received none.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a “Do Pass” recommendation to vacate a portion of S. 5<sup>th</sup> Avenue. Board Member Leon Norvell seconded the motion. All voted in favor, motion carried.

Megan presented the next case, 23.02 VAC a petition to vacate a portion of Cosllo Street.

**Background:**

The applicant has submitted a petition to vacate approximately 464’ of Cosllo Street, adjacent to Lots 0, 1 and a portion of Lot 2, Cosllo’s District, Mountain View Suburb subdivision.

Cosllo’s District, Mountain View Suburb, was platted in 1972. Cosllo Street was dedicated to the public on said plat, but the street was never constructed or improved to City standards upon annexation. The easterly portion of the right-of-way is used to provide access to lots within the subdivision, has been constructed to a gravel standard and is currently maintained by the lot owners.

OS Investments, LLC owns Lots 0, 1, & a portion of Lot 2, Cosllo’s District. They have requested to resubdivide those three (3) lots into one, larger lot to accommodate future development and

# MINUTES OF THE 1<sup>st</sup> OF JUNE 2023

## MILLS PLANNING & ZONING BOARD MEETING

expansion of their business operations. As part of the resubdivision, they would like to vacate that portion of Cosllo Street adjacent to their lots. Cosllo Street, as platted, dead-ends at the western edge of the subdivision, on Lot 0. The topography in the area is not conducive to extension of the street further to west. OS Investments, LLC would like to utilize the additional lot area that would be provided with vacation of the street.

Wyoming State Statute 15-4-305, regarding street vacations, states that “no vacation may be ordered except upon petition of a majority of the owners of the property abutting on the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated.” Signatures have been obtained from a majority of the property owners owning a majority of the property within three hundred (300) feet of the subject street parcel. Once vacated, ownership of the right-of-way will revert to the immediately adjacent property owners.

For this vacation, OS Investments, LLC is the only adjacent property owner to the proposed right-of-way to be vacated. The forthcoming resubdivision plat for Lots 0, 1 & portion of Lot 2 will combine the parcels and include the area of vacated right-of-way in the new lot. A general utility easement will be provided on the plat for existing and future infrastructure and utilities within the existing right-of-way and a Fire Department approved turn-around will be included on the plat.

No comments were received from external and internal staff reviews. There are no planning considerations.

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve proposed vacation of a portion of Cosllo Street.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Joey Sullivan of OS Investments was in attendance as representative and applicant. The Chairman asked what OS Investments was, what kind of business? Joey stated that OS Investments is a holding company and the business on site is Western Energy Fabrication. They are a welding and pipe shop. Commissioner Greenley asked why they were not vacating the entirety of Cosllo Street, back to Crescent Ave. Megan noted that there are at least two other properties to the east of Mr. Sullivan’s property, and one the specifically needs Cosllo Street to be used as access to their property. There was discussion about the North Mountain View Improvement District, maintenance of the existing Cosllo St. and what roads were paved with the Improvement District monies.

There was further discussion about the legal descriptions of each ownership and how the ownership does not follow the platted lots lines. Commissioner Greenley inquired about the ‘Lot 2’ label on the plat and stated it was confusing when viewing the plat when Lot 2 is supposed to be part of the subdivision. It was explained that OS Investments owns Lots 0 and 1 and a portion

# MINUTES OF THE 1<sup>st</sup> OF JUNE 2023 MILLS PLANNING & ZONING BOARD MEETING

of Lot 2. The label shows the remaining area, not included in the resubdivision. Megan stated she will add a planning consideration to the plat to gray out or remove that reference and add language “not part of this subdivision.”

Chairman Gould then asked if there was any further discussion on the proposed vacation of Cosllo Street. There was none, so she called for a motion. Board Member Ed Greenwood made a motion to provide the City Council with a “Do Pass” recommendation to vacate a portion of Cosllo Street. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

Megan presented then presented the final case, 23.04 FSP the final plat for OSI District.

### Background:

The applicant is proposing to resubdivide four (4) lots within the Cosllo’s District Subdivision to create one (1) 3.9-acre lot for the purposes of future building expansion and business development. (Lot 5 is a 5’ x 694’ (.79-acres) lot platted on the original Cosllo’s District plat.)

### Planning Considerations:

1. Submit a site plan of the property, specifically showing:
  - a. Location of the existing road/driveway access in relation to the platted right-of-way for Cosllo St.
  - b. Location of the business sign
  - c. Location of the access gate into the property
2. Provide a turnaround at the end of Cosllo Street approved by the Fire Department to provide adequate access for fire apparatus.
  - a. Language will need to be added to the dedication statement for the turn-around area for Cosllo Street.
3. Place a stop sign and street sign for Cosllo St. at the intersection of Crescent and Cosllo.
4. Discuss a change of address to accurately reflect access of Cosllo St. versus Crescent Dr.
5. Review the line legend on the plat face:
  - a. Appears the ¼ section line is labeled easement line
  - b. The easement line type is not shown in the legend
  - c. Recommend the subdivision boundary be a solid, black line
6. Do not show the vacated right-of-way area of Cosllo Street as an easement, unless a 54’ wide easement is intended to be shown.

# MINUTES OF THE 1<sup>st</sup> OF JUNE 2023 MILLS PLANNING & ZONING BOARD MEETING

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the final plat for the OSI District final plat, pending completion of all planning considerations.

Chairman Gould thanked Megan and asked if there were any questions from the Board. There was general discussion regarding the turnaround. The applicant has proposed the neighboring property owner to the east providing a public access easement that is large enough to accommodate emergency response vehicles and meet the turnaround requirements. The parcel would not be included on the plat, however, the access easements would be recorded by separate instrument and referenced on the plat.

Megan stated staff would be amenable to that proposed solution. She noted that staff was not requiring the applicants to improve the remainder of Cosllo Street at this time, and that the goal was to have the required turnaround area for the dead end street and set the area up for success for future development. Mr. Sullivan noted that he is the one who maintains the road now and gravels it, as they had previously received complaints about mud be tracked out onto Crescent Dr.

There was further discussion about other roads in the area, such as Glen Garden one block over, which does not have a turnaround. Mr. Sullivan noted that trucks go down that road inadvertently and have a hard time turning around to get back out. Mr. Sullivan stated that he is also planning on widening the approach at Cosllo & Cresecent St. He would like to open up the access, make it wider and improve the approach.

Chairman Gould then asked if there was any further discussion. There was none, so she called for a motion. Board Member Ed Greenwood made a motion to provide the City Council with a “Do Pass” recommendation for the final plat of OSI District, adding the planning consideration to allow a public access easement on the neighboring property for the required turnaround at the end of Cosllo Street. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

Megan stated that if they can get the access easement recorded and the plat updated prior to the next Council meeting, the plat will be reviewed on that agenda. Otherwise, it will be reviewed at the June 27, 2023 meeting.

Kevin and Megan announced that it was Chairman Gould and Board Member Greenwood’s last meeting. They presented plaques to each and thanked them for their years of service to the Planning & Zoning Board.

With no further business, Chair Pattie Gould declared the meeting adjourned at 5:57 PM.

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Pattie Gould, Chair



# MINUTES OF THE 1<sup>st</sup> OF JUNE 2023 MILLS PLANNING & ZONING BOARD MEETING

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Attested: Christine Trumbull

**Resolution No. 2023-31**

**A RESOLUTION FOR OSI DISTRICT, A VACATION AND REPLAT OF A LOTS 0-1 ALL, AND A PORTION OF LOTS 2 AND 5 (5’ STRIP) OF COSLLO’S DISTRICT, CITY OF MILLS**

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

**WHEREAS**, OS Investments, LLC is the owner of Lots 0, 1 & and portion of Lots 2 & 5 (5’ strip), Cosllo’s District; and

**WHEREAS**, said owner has petitioned the City of Mills to vacate and replat said property as O”SI District, City of Mills; and

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

**WHEREAS**, said plat complies with City of Mills subdivision standards; and

**WHEREAS**, said plat complies with the minimum lot size and lot width requirements for the Established Industrial Zoning District; and

**WHEREAS**, the Planning & Zoning Board met on June 1, 2023, and forwarded a “Do Pass upon completion of all planning considerations” recommendation for said plat to the City Council.

**THEREFORE, BE IT RESOLVED**, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Board at a Council meeting held on 22 August 2023 and approved OSI District, a vacation and replat of Lots 0-1, All, and a portion of Lots 2 and 5 (5’ strip), Cosllo’s District, City of Mills.

1. All planning consideration shall be met.
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 22<sup>nd</sup> DAY OF AUGUST, 2023.**

CITY OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

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

\_\_\_\_\_  
Cheri Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

\_\_\_\_\_  
Brad Neumiller, Council

ATTEST:

\_\_\_\_\_  
Sarah Osborn, City Clerk

**RESOLUTION NO. 2023-32**

**A RESOLUTION AUTHORIZING THE CITY OF MILLS TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE TOWN OF BAR NUNN FOR THE PROVISION OF A RESERVE BRUSH TRUCK**

**WHEREAS,** The City of Mills, Wyoming and Town of Bar Nunn, Wyoming each operate fire departments within Town of Bar Nunn, Wyoming; and

**WHEREAS,** The two fire departments provide mutual assistance to each other as needed; and

**WHEREAS,** The City of Mills presently has a brush truck which is idled due to mechanical issues and is not capable of being deployed; and

**WHEREAS,** The Town of Bar Nunn has sufficient brush trucks for its needs and is capable of providing a reserve brush truck to the City of Mills on a temporary basis; and

**WHEREAS,** Covering fire suppression and firefighting requirements in both municipalities is in their common interest;

**NOW, THEREFORE,** The Governing Body of the City of Mills, Wyoming authorizes the entry into a Memorandum of Understanding with the Town of Bar Nunn, Wyoming for the provision of a reserve brush truck by way of the Memorandum of Understanding attached hereto and further authorizing the Mayor of the City of Mills or her delegee to execute the same.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of August, 2023.

\_\_\_\_\_  
Mayor, Leah Juarez

\_\_\_\_\_  
Councilman, Sara McCarthy

\_\_\_\_\_  
Councilman, Cheri Butcher

\_\_\_\_\_  
Councilman, Tim Sutherland

\_\_\_\_\_  
Councilman, Brad Neumiller

ATTEST:

\_\_\_\_\_  
Sarah Osborn, City Clerk

CERTIFICATE

I, \_\_\_\_\_, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on August 22, 2023, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the City of Mills.

\_\_\_\_\_  
Sarah Osborn, City Clerk

**Resolution No. 2023-33**

**A RESOLUTION APPROVING A WAIVER TO THE OFF-STREET PARKING REQUIREMENTS FOR DRIVE-UP FACILITIES FOR EATING AND DRINKING ESTABLISHMENTS ON BLOCK 54, EXCLUDING HWY ROW, TOWN OF MILLS, CITY OF MILLS, WYOMING**

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

**WHEREAS**, the City of Mills received a request for a waiver of the Off-Street Parking requirements for Drive-Up Facilities for Eating and Drinking Establishments on Block 54, excluding HWY right-of-way, Town of Mills (Lessee: Kaylynn Henson/SIPS Coffee) from five (5) stacked vehicles at each drive-up window to two (2) stacked vehicles at each drive-up window; and

**WHEREAS**, notice of the proposed waiver request was sent to property owners within 140’ of the property, as required by Section 17.12.010 of the Mills Zoning Ordinance; and

**WHEREAS**, the Administration of Parking Requirements, as described in Section 17.12.010 of the Mills Zoning Ordinance were considered in approval of the Off-Street Parking Waiver request; and

**THEREFORE, BE IT RESOLVED**, the Mills City Council approves the Off-Street Parking Waiver request on Block 54, excluding HWY right-of-way, Town of Mills, City of Mills, Wyoming, from five (5) stacked vehicles at each drive-up window to two (2) stacked vehicles at each drive-up window with the following conditions:

- 1. Compliance with all conditions of the Site Plan Agreement.

**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> DAY OF AUGUST 2023.**

CITY OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

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

\_\_\_\_\_  
Cheri Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

\_\_\_\_\_  
Brad Neumiller, Council

ATTEST:

\_\_\_\_\_  
Sarah Osborn, City Clerk

**Resolution No. 2023-34**

**A RESOLUTION FOR APPROVAL OF A SITE PLAN FOR A PROPOSED 240 SQ. FT. COMMERCIAL BUILDING, LOCATED AT (733 6<sup>TH</sup> ST.) BLOCK 54, EXCLUDING HWY ROW, TOWN OF MILLS, CITY OF MILLS, WYOMING**

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

**WHEREAS**, the City of Mills is the owner of Block 54, excluding HWY right-of-way, Town of Mills; and

**WHEREAS**, the City of Mills has agreed to enter into a lease agreement with Kaylynn Henson for a proposed 240 sq. ft. commercial building on the property; and

**WHEREAS**, Kaylynn Henson has submitted a site plan for the proposed building with associated parking and landscaping on the property, located within an EB (Established Business) Zoning District; and

**WHEREAS**, the City Staff and Utility Provider have reviewed the information submitted and found the Site Plan complies with the City of Mills Zoning Regulations and requirements; and

**WHEREAS**, at a meeting on August 3, 2023, the Mills Planning and Zoning Board forwarded a “Do Pass” recommendation to the City Council for approval of the site plan; and

**THEREFORE, BE IT RESOLVED**, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Board at a Council meeting held on August 22, 2023 and approved a request to allow the proposed 240 sq. ft. commercial building on Block 54, excluding HWY right-of-way, Town of Mills, City of Mills, Wyoming with the following conditions:

1. All planning consideration shall be met.
2. That prior to obtaining building permits to construct, Kaylynn Henson signs a Site Plan Agreement which will be recorded with the Natrona County Clerk’s Office stating construction will comply with all design provisions as shown on the Site Plan and any other improvements required by the City of Mills.
3. That Kaylynn Henson obtains all required building permits and complies with all Mills Code and inspection requirements and State and Federal regulations.
4. Prior to the issuance of certificates of occupancy, all requirements shall be completed to the satisfaction of the City Planner, City Engineer, Public Works Director, Fire Inspector and Building Inspector.

**PASSED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> DAY OF AUGUST 2023.**

CITY OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

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

\_\_\_\_\_  
Cheri Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

\_\_\_\_\_  
Brad Neumiller, Council

ATTEST:

\_\_\_\_\_  
Sarah Osborn, City Clerk

**ORDINANCE NO. 801**

**ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 2.20  
PERTAINING TO EMERGENCY POWERS OF THE FIRE CHIEF**

**WHEREAS**, The City of Mills has put in place fire restrictions by resolution on multiple occasions during the past several year s, as conditions required; and

**WHEREAS**, It frequently occurs that the fire restrictions are put in place following fire restrictions being put in place by the Governing Body of Natrona County, Wyoming; and

**WHEREAS**, There exists the possibility of a fire emergency requiring a ban occurring which is in the interim period between City Council meetings. To act quickly under the current ordinances, would require an emergency meeting of the City Council; and

**WHEREAS**, Section 8.02.010 of the City Code provides:

**CHAPTER 8.02**  
**FIRES AND BURNING**

**8.02.010 Burning prohibition.**

A burn permit shall be required to burn items within the city limits except fire wood, charcoal, or LP or natural gas fuels that are contained within a designed fire pit, grill, or professionally engineering containment that has a capacity of less than 3 feet in diameter and is equipped with a spark arresting device. Small bon fires of greater than 2 feet by 3 feet may not be within 25 feet of a structure and must follow all burn restrictions established within the Town of Mills. Burning of any other items or volumes will be established through burn permit regulations.

Burn permit shall be issued in accordance with the direction of the "Fire Chief" and required for a controlled burn, bon fire or uncontained burn within the incorporated district of the Town.

**WHEREAS**, Section 2.20.080 of the City Code provides:

**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.

**NOW THEREFORE**, The City Council of the City of Mills, Wyoming amends Section 2.20.080 to add the following subparagraph g.

(g) The Fire Chief may put in place such fire restrictions and bans as reflect emergency conditions which shall remain in place from his officially announcing and them and distributing them in an appropriate manner to the public, to include releasing them through electronic means by way of the City’s electronic websites or Fire Department websites, until the next regularly scheduled City County meeting shall conclude. When such a fire ban or restrictions are put in place, the Fire Chief shall inform the Mayor and City Administrator of having put them in place.

PASSED on 1<sup>st</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

PASSED on 2<sup>nd</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

PASSED, APPROVED AND ADOPTED on 3<sup>rd</sup> and final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY OF MILLS, WYOMING**

\_\_\_\_\_  
Leah Juarez, Mayor

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

\_\_\_\_\_  
Brad Neumiller, Council

\_\_\_\_\_  
Cherie Butcher, Council



\_\_\_\_\_  
Tim Sutherland, Council

ATTESTED:

\_\_\_\_\_  
Christine Trumbull, City Clerk

**ORDINANCE NO. 802**

**AN ORDINANCE AMENDING SECTION 6.06.060 OF THE MILLS CITY CODE**

**WHEREAS**, Section 6.06.060 of the Municipal Code of the City of Mills states the following:

**6.06.060 Voluntary release.**

A person voluntarily releasing ownership of an animal to the City shall execute a release of ownership in favor of the City and pay a fee of \$ 150.00 per animal. The Chief Animal Control Officer may, for good cause, waive the release fee.

And;

**WHEREAS**, The fee amount is inconsistent with that of the City of Casper's, and;

**WHEREAS**, The municipalities in Natrona County wish to endeavor to work towards more consistent animal code provisions;

**NOW, THEREFORE**, The Governing Body of the City of Mills, Wyoming, amends the above referenced provision to read as follows:

**6.06.060 Voluntary release.**

A person voluntarily releasing ownership of an animal to the City shall execute a release of ownership in favor of the City and pay a fee which is to be set by the City Council by resolution, with the initial fee as of the enactment of this provision to be \$60.00 per animal. The Chief Animal Control Officer may, for good cause, waive the release fee.

This Amendment shall be effective immediately upon passage of this Ordinance by the City Council.

**PASSED on 1<sup>st</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_ 2023.**

**PASSED on 2<sup>nd</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

**PASSED, APPROVED AND ADOPTED on 3<sup>rd</sup> and final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

City OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

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

\_\_\_\_\_  
Brad Neumiller, Council

\_\_\_\_\_  
Cherie Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

ATTESTED:

\_\_\_\_\_  
Christine Trumbull, City Clerk

**AN ORDINANCE TO REZONE LOTS 9-16, BLOCK 49 AND LOTS 4-12, BLOCK 44, AND LOTS 3-7, BLOCK 55, AND LOTS 1-14, BLOCK 45, EXCLUDING HWY ROW AND LOTS 8-11, BLOCK 55, EXCLUDING HWY ROW, TOWN MILLS, CITY OF MILLS, NATRONA COUNTY, FROM ER (ESTABLISHED RESIDENTIAL DISTRICT) AND MU (MIXED USE DISTRICT) TO EB (ESTABLISHED BUSINESS DISTRICT) AND PLI (PUBLIC LANDS INSTITUTIONS)**

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

**WHEREAS**, the City of Mills proposes to rezone Lots 9-16, Block 49, and Lots 4-12, Block 44 and Lots 3-7, Block 55, and Lots 1-14, Block 45, Excluding HWY right-of-way, and Lots 8-11, Block 55, excluding HWY right-of-way, Town of Mills, from ER (Established Residential District) and MU (Mixed Use District) to EB (Established Business District) and PLI (Public Lands Institutions); and

**WHEREAS**, the rezone of said lots will conform with the Mills Comprehensive Plan of 2017; and

**WHEREAS**, a public hearing notice was advertised in the 13 July 2023 edition of the Casper Star-Tribune, at least 15 days prior to the public hearing, as required by Mills Zoning Ordinance; and

**WHEREAS**, the City of Mills Planning and Zoning Board held a public hearing to consider the rezone on 3 August 2023 and forwarded a “Do Pass” recommendation to the Town Council approving the zone change; and

**WHEREAS**, the Mills City Council held a public hearing on the rezoning at the 22 August 2023 Council Meeting; and

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

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

**SECTION 1:**

The City of Mills hereby Lots 9-16, Block 49, and Lots 4-12, Block 44 and Lots 3-7, Block 55, and Lots 1-14, Block 45, Excluding HWY right-of-way, and Lots 8-11, Block55, excluding HWY right-of-way, Town of Mills, from ER (Established Residential District) and MU (Mixed Use District) to EB (Established Business District) and PLI (Public Lands Institutions).

**SECTION 2:**

City of Mills Corporate Limits, Additions and Environs Map shall be updated to show said property as Established Business and Public Lands Institutions.

**PASSED ON FIRST READING the \_\_\_\_ day of \_\_\_\_\_ 2023**

**PASSED ON SECOND READING the \_\_\_\_ day of \_\_\_\_\_ 2023**

**PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING the  
\_\_\_\_ day of \_\_\_\_\_ 2023**

CITY OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

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

\_\_\_\_\_  
Tim Sutherland, Council

\_\_\_\_\_  
Cheri Butcher, Council

\_\_\_\_\_  
Brad Neumiller, Council

ATTEST: \_\_\_\_\_  
Alyssa Hartmann, City Clerk



August 8,

2023

**SUBJECT:            Establishing New Rates for Water and Sanitation Services.**

**Recommendation**

That Council, by resolution, adopt revisions to the current utility rates to become effective September 1, 2023.

**• Residential & Commercial Water:**

- Minimum Charge
  - ~~Current: \$9.45 per month~~
  - Starting September 1, 2023: \$11.50 per month
- ~~Volume Rate Current (Over 1500 gal.)~~
- Volume Rate Starting September 1, 2023 (Over 2,000 gal.)
  - Current: \$4.25 per thousand gallons consumed thereafter (Same)

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

- Minimum Charge
  - ~~Current: \$14.18 per month~~
  - Starting September 1, 2023: \$15.50 per month
- ~~Volume Rate Current (Over 1500 gal.)~~
- Volume Rate Starting September 1, 2023 (Over 2,000 gal.)
  - Current: \$6.25 per thousand gallons consumed thereafter (Same)

<b>WATER FEE SCHEDULE</b>	
<b>SERVICE</b>	<b>FEE</b>
Service Initiation Fee:	\$ 20.00
Utility Refundable Deposit	\$100.00
Insufficient Fund Check Fee	\$35.00
Delinquent Late Fee	\$20.00
Water Turn-on Fee (excluding new accounts and emergency turn-ons)	\$30.00
Misc. Meter Repair	Current Cost of Materials + \$50.00
Hydrant Water	\$35.00 + \$6.00 for every 1,000 Gallons Consumed Thereafter

• **Monthly Commercial Trash Collection Fee:**

The following are monthly rates for sanitation

# of pickups	95 gal.	300 gal.	2 yard	3 yard	4 yard
1	\$23.50	\$72.36	\$72.36	\$93.67	\$116.69
2			\$144.72	\$187.35	\$233.38
3			\$217.08	\$281.01	\$350.07
4			\$289.44	\$374.68	\$466.76
5			\$361.80	\$468.35	\$583.45

\*If the commercial customer does not own the container, a 20% increase is applied to the rate.

<b>SANITATION FEE SCHEDULE</b>	
<b>SERVICE</b>	<b>FEE</b>
Additional 96 Gallon Toter (Per Unit)	\$ 12.00 Monthly Fee
Additional 96 Gallon Toter Requested Pickup Service	\$15.00 Per Toter
Special Permit Service (Door to Truck to Door)	\$5.00 Monthly Fee
Habitual Customer Call Backs	\$15.00 Per Incident
Violation of Bagging Ordinance	\$25.00 or \$50.00 Per Incident
Extremely Dense or Heavy Waste	Double Fee
Misc. Commercial Dumpster Repair (Customer Owned)	Current Cost of Materials + \$50.00
Misc. Commercial Dumpster Repair (Leased)	Current Cost of Materials

## EXTRA COLLECTION

- ~~Current: Every Week (Thursdays)~~
- Starting September 1, 2023: Every Other Week (Thursday)
  - Extra collections must be scheduled with City Hall, each week, before the day of collection.

**RESOLUTION NO. 2023-29**

**A RESOLUTION AUTHORIZING THE CITY OF MILLS TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE TOWN OF BAR NUNN FOR THE PROVISION OF A RESERVE BRUSH TRUCK**

**WHEREAS**, The City of Mills, Wyoming and Town of Bar Nunn, Wyoming each operate fire departments within Town of Bar Nunn, Wyoming; and

**WHEREAS**, The two fire departments provide mutual assistance to each other as needed; and

**WHEREAS**, The City of Mills presently has a brush truck which is idled due to mechanical issues and is not capable of being deployed; and

**WHEREAS**, The Town of Bar Nunn has sufficient brush trucks for its needs and is capable of providing a reserve brush truck to the City of Mills on a temporary basis; and

**WHEREAS**, Covering fire suppression and firefighting requirements in both municipalities is in their common interest;

**NOW, THEREFORE**, The Governing Body of the City of Mills, Wyoming authorizes the entry into a Memorandum of Understanding with the Town of Bar Nunn, Wyoming for the provision of a reserve brush truck by way of the Memorandum of Understanding attached hereto and further authorizing the Mayor of the City of Mills or her delegee to execute the same.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of August, 2023.

\_\_\_\_\_  
Mayor, Leah Juarez

\_\_\_\_\_  
Councilman, Sara McCarthy

\_\_\_\_\_  
Councilman, Cheri Butcher

\_\_\_\_\_  
Councilman, Tim Sutherland

\_\_\_\_\_  
Councilman, Brad Neumiller



ATTEST:

\_\_\_\_\_  
Town Clerk

CERTIFICATE

I, \_\_\_\_\_, Town Clerk, hereby certify that the foregoing Resolution was adopted by the Town of Mills at a public meeting held on August 22, 2023, 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

**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF MILLS, WYOMING AND BAR NUNN, WYOMING CONCERNING BRUSH TRUCK**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF MILLS, WYOMING, a municipal corporation and TOWN OF BAR NUNN, WYOMING.

**RECITALS**

**WHEREAS**, The City of Mills, Wyoming and Town of Bar Nunn, Wyoming each operate fire departments within Town of Bar Nunn, Wyoming; and

**WHEREAS**, The two fire departments provide mutual assistance to each other as needed; and

**WHEREAS**, The City of Mills presently has a brush truck which is idled due to mechanical issues and is not capable of being deployed; and

**WHEREAS**, The Town of Bar Nunn has sufficient brush trucks for its needs and is capable of providing a reserve brush truck to the City of Mills on a temporary basis; and

**WHEREAS**, Covering fire suppression and fire fighting requirements in both municipalities is in in their common interest;

**NOW, THEREFORE**, in consideration of the mutual terms and conditions set forth below, the parties agree as follows:

**AGREEMENT**

**Section 1. Provision of Reserve Brush Truck**

A. The Town of Bar Nunn shall provide to the City of Mills, for the terms and conditions contained herein, a reserve brush truck, the same being 2003 Ford F550 TYPE 6 brush truck VIN: 1FDAW57P23EC66190 (“brush truck”), from the date of execution of this Agreement through the end of November 2023, unless this Agreement is terminated earlier.

B. The City of Mills shall keep the brush truck at its fire station in Mills, Wyoming, during this Agreement.

C. The City of Mills shall be responsible for ordinary maintenance of the truck while it is in its possession, and all ordinary costs associated its operation, but shall not be responsible for latent defects or conditions in the truck which preexisted its being provided.

D. The City of Mills shall be responsible for loss of the truck or damage to the truck which arises due to use by the City of Mills.

**Section 2. Fees for Use**

The City of Mills shall pay to Bar Nunn the Federal fire rate of \$100/hour any time the truck is called into use by the City of Mills, with there being a two hour minimum (\$200.00) when it is called into such use, provided, however, that if the use is within the corporate boundaries of the Town of Bar Nunn there shall be no fee for the use.

**Section 3. Risk of Loss and Indemnification**

The City of Mills shall indemnify and hold harmless the Town of Bar Nunn for any claims, demands, or losses that arise due to the City of Mills' use of the brush truck.

**Section 4. Early Termination of this Agreement.**

Either party to this Agreement may terminate it prior to its expiration by providing seven days' notice to the other party.

**Section 5. Jurisdiction and Venue**

All suits concerning this Agreement or the activities to be conducted thereunder, may only be brought in the Seventh Judicial District, State of Wyoming.

The parties agree that the law of the State of Wyoming shall apply to this Agreement and the anticipated lease.

**Section 6. Survival Clause**

Should any provision of this agreement be struck by a court of law, all remaining provisions shall continue to be fully operable.

**Section 7. Authorization**

The parties to this agreement warrant that they have the agreement, agree to its terms, and are authorized to enter into this agreement.

**Section 8. No waiver of sovereign immunity**

Neither party to this agreement shall be deemed to have waived its sovereign immunity by entering into this Agreement.

Entered into this \_\_\_\_day of \_\_\_\_\_, 2023.

CITY OF MILLS, WYOMING,

By: \_\_\_\_\_

TOWN OF BAR NUNN, WYOMING

By: \_\_\_\_\_