

**REGULAR CITY COUNCIL
MEETING**

May 14, 2024

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

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

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AWARDS AND RECOGNITIONS

PUBLIC HEARINGS

1. Hideaway Bar Liquor License Transfer to Thollhouse LLC

CONSENT AGENDA

Minutes

- [2.](#) Council Meeting Minutes 4-23-24

City Licenses

- [3.](#) New and Renewal Business and Contractors Licenses 05-14-24

Financial Approvals

- [4.](#) Treasurer's Report - April 2024
- [5.](#) Investment Accounts - April 2024
- [6.](#) Court Income - April 2024
- [7.](#) Financial Breakdown
- [8.](#) Transmittal Transaction
- [9.](#) Payroll Regular/Police 4-22-24 to 5-5-24
- [10.](#) Payroll Fire: 4-13-24 to 4-24-24
- [11.](#) Payroll Fire: 4-25-24 to 5-6-24
- [12.](#) Voided Checks

OPEN DISCUSSION

ORDINANCES AND RESOLUTIONS

13. ORDINANCE NO 812: SECOND READING -

AN ORDINANCE AMENDING SECTION 9.48.010 OF THE MILLS CITY CODE REGARDING CAMPING

14. ORDINANCE NO 813: FIRST READING TITLE 17

COUNCIL APPROVALS

[15.](#) Hideaway Liquor License Transfer to Thollhouse LLC

[16.](#) Planning and Zoning Bylaws

NEW BUSINESS

EXECUTIVE SESSION

17. Executive Session - Property Matter

18. Executive Session - Property Matter

19. Executive Session - Legal Matter

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - May 28, 2024 at 7:00pm / June 11, 2024 at 7:00pm

NEXT WORK SESSION - May 28, 2024 at 6:00pm / June 10, 2024 at 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 City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.

REGULAR CITY COUNCIL MEETING

April 23, 2024

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

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

MINUTES

CALL TO ORDER

Mayor called the meeting to order at 7:00 pm

ROLL CALL

Present:

- Mayor Juarez
- President McCarthy (absent)
- Council Butcher (Phone)
- Council Neumiller
- Council Sutherland

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

PLEDGE OF ALLEGIANCE

APPOINTMENT

- 1. Mandi Mosher - Appointed to Planning & Zoning Board

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

PUBLIC HEARINGS

Mayor closed the Council Meeting at 7:01pm

Mayor opened the Public Hearing at 7:01pm

- 2. 315 Van Horn Special Review

Mayor Juarez now declared the Public Hearing opened for consideration of the A Special Review application to establish a motor vehicle sales use located on a portion of the W1/2 NE1/4, Section 7, T33N, R79W, also known as 315 Van Horn Avenue. The hearing will be conducted in accordance with state statute, Mills Council Procedures and other applicable laws. The hearing has been set and advertised in accordance with the statutes. The Mayor asked if we had a report from the staff on this item. Megan Nelms, the City Planner, approached the lectern and informed council that Grant Slensker has applied for a Special Review Permit to operate a used car dealership at 315 Van Horn Avenue. Per section 17.08.030 of the Zoning Regulations, Mr. Slensker is required to apply for a Special Review Permit. Megan outlined the planning considerations for the permit, they include that the Special Review Permit is granted strictly for an Automobile Sale use. That Mr. Slensker obtains a Business License from the City of Mills Town Clerk. Also that only four (4) vehicles may be parked

for sale on the site at any time. Megan included that the Special Review Permit would be terminated if the property were to be transferred in sale. Megan advised the council to approve the Special Review Permit. The Mayor asked if there were any individuals that would like to address council in favor of this item. She asked that they approach the lectern and state your name and for the record. Grant Slensker (applicant) approached the lectern and said he is just a normal guy who buys a lot of stuff and ended up receiving a ticket from Wyo DOT for acting as an unlicensed vehicle dealer. Mr. Slensker was storing personal items at the shop and didn't plan on operating a car dealership but just wants everything to be legal. The state recently changed their laws to anyone selling 2 vehicles within 12 months would require a dealership license. The Mayor asked Mr. Slensker if he does body paint, he replied that he does not. The Mayor also informed Mr. Slensker that he would only be able to have 4 vehicles for sale at one time that he offers off street parking for any customers, that his business does not obstruct the right of way, and that he keeps the cars within the lines provided at the lot. Mr. Slensker stated he posts his vehicles for sale on social media and that his dealership is not a standard dealership. The Mayor asked the question two more times, if there is anyone in the audience who wishes to speak in favor of this item. The Mayor asked three times if there was anyone in the audience who wishes to speak in opposition of this item. No one spoke. There being no others to speak for or against this item, The Mayor declared the public hearing closed at 7:08pm.

Mayor opened the Regular Council Meeting at 7:09pm

CONSENT AGENDA

Minutes

- 3. Council Meeting Minutes 4-09-24

City Licenses

- 4. New and Renewal Business and Contractors Licenses

Financial Approvals

- 5. Financial Breakdown Report
- 6. ACH Transactions
- 7. Transmittal Transactions
- 8. Voided Checks
- 9. Payroll Regular/Police: 3-25-24 to 4-7-24
- 10. Payroll: Fire 4-1-24 to 4-12-24
- 11. Payroll Regular/Police: 4-8-24 to 4-21-24

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

OPEN DISCUSSION

Sabrina Kemper, Community Development Director – Introduced Leadership Casper members, Stephanie is the leader, Carol and Brooke are classmates of Alyssa's (treasurer) they have come to watch the meeting tonight.

Scott Clamp 720 Wasatch, apologized for getting out of order at the last meeting. Mr. Clamp voiced his opinion on moving open discussion towards the front of the meeting, he feels that the citizens lose the opportunity to talk. The Mayor addressed Mr. Clamp’s comments, informing him that we moved open discussion up for exactly that reason. She felt that having open discussion after council has voted was more restricting. Having open discussion before council votes give the public the opportunity to discuss prior to council’s vote. She also didn’t feel it was the best procedure to allow the community to participate in the discussion during their vote. The Mayor also told Mr. Clamp that a lot of the discussions take place in the work session, prior to the regular council meetings.

Scott Clamp 720 Wasatch, would like to donate plaques when we do work on the Veteran’s Park. Mr. Clamp spoke about the ladies axillary. He also spoke about the hose cart and bell from the old fire hall. He thinks we should honor our past firemen and first responders.

Alexandria Meler 5348 Hanley Street, she spoke with Kevin and would like to move a 1997 Liberty trailer house onto her property in mills. She currently has a 1950-60s trailer house on the property, would like to remove it and replace it with the 1997 trailer house. Her family has owned the property since 1998. She feels the 20 year old rule is not what it should be. The Mayor responded that it isn’t so much the aesthetic look as it is the structural integrity of the facility. As building codes evolve we figure out that the wiring, electrical panels, and plumbing are more important and in the older homes they are outdated. That is more of a concern then the visual appearance of the trailers. Ms. Meler would like to move the 1997 trailer to the property and then she promises to make all the upgrades to the trailer. Council Member Neumiller asked if she has received any permits from the city or has Kevin looked at the trailer? Ms. Meler said that Kevin informed her that the trailer was too old and there was nothing she could do. He told her to come to the council meeting and bring it up to council. The Mayor made a point, that in 3 years the trailer will be 30 years old and that she would need to have the trailer inspected prior to moving it into the city. The City Attorney advised Ms. Meler that the city cannot act on this request without inspections having actually been done, and that is sounds like the inspection that Kevin gave her was a cursory examination and indicated that the inspection would not pass for these purposes. Council really cannot tell you to move it on and then it will be redone and then inspected. He again told Ms. Meler that Kevin is saying that it would not pass inspection. The city cannot act on your request. You would have to do all the work on the trailer beforehand then seek the inspection and see if it passes before it can be moved into the City.

Scott Clamp 720 Wasatch, wanted clarification regarding the trailer Ms. Meler wanted to move into the city. Mr. Clamp said the city would not issue her a occupancy certificate. The City Attorney clarified that the way our rules currently read is the trailer cannot be moved into the town until it’s ready to be set.

Harold Wahl 522 Midwest, wanted to see if we could change the extra garbage pickup rule for the extra stuff from spring. He said that the extra pick up is 1x a month. The Mayor clarified with the City Clerk, the extra pick up is done every other Thursday.

ORDINANCES AND RESOLUTIONS

12. ORDINANCE NO 812: FIRST READING -

AN ORDINANCE AMENDING SECTION 9.48.010 OF THE MILLS CITY CODE REGARDING CAMPING

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

The Mayor asked for a report from staff on Ordinance No 812. The City Attorney clarified that we added text as basically defining what camping is, camping wasn’t defined in the ordinance. Council Member Neumiller asked how we defined it? The City Attorney responded that we added text that makes it clear and it is limited to a certain number of days but includes tent camping or camping in an RV, or camping with a temporary structure or simply camping in a sleeping bag. The ordinance already

provided that there is a limited amount of time and that you can't camp on city property without city permission. The Mayor pointed out that we may want to clarify overnight. The City Attorney said he could further define overnight and would take another look at it. He will look at Casper's ordinance on camping.

Council agreed to pass it on first reading and address it again at the next meeting.

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

13. RESOLUTION NO. 2024-09

A RESOLUTION APPROVING A SPECIAL REVIEW PERMIT TO ALLOW AUTOMOBILE SALES ON A PORTION OF THE W1/2 NE1/4, SECTION 7, T33N, R79W, ALSO KNOWN AS 315 VAN HORN AVENUE, CITY OF MILLS.

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

The Mayor verified that the additional conditions were added to the resolution prior to approval.

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

COUNCIL APPROVALS

- 14. ~~Special Review 315 Van Horn~~
- 15. Uncorked Catering Permit for 5-9-24

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

NEW BUSINESS

- 16. Mountain View Baptist Church - Peal Hanes - Food Pantry

Pearl Hanes Manager of the Food Pantry, wanted to see if the pantry could use Mountain View school to store their food. They are currently running out of room. They have 3 rooms full, 7 freezers, 5 refrigerators, and steps going downstairs. They receive 17k pounds of food and provide for 622 people. Looking to rent or lease a place. The City Attorney let the Mayor know that Mountain View school would not be safe for food to be stored there. The Mayor looked into other options like the large hall and the library. She told Pearl that a proposal would need to be submitted if they would like to look into the library. The Mayor advised Pearl to contact Sabrina Kemper, the Community Development Director regarding the matter.

ADJOURNMENT

Mayor asked for a motion to adjourn the Council Meeting at 7:41pm

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

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - May 14, 2024 at 7:00 pm / May 28, 2024 at 7:00 pm

NEXT WORK SESSION - May 13, 2024 at 9:00 am / May 14, 2024 at 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.

Mayor, Leah Juarez

City Clerk, Sarah Osborn

Council Meeting May 14, 2024

Item # 3.

NEW CONTRACTOR LICENSES

| | BUSINESS NAME | CONTRACTOR ID | INSURANCE | FIRE |
|---|----------------------|----------------------|------------------|-------------|
| 1 | Adams Company, LLC. | Yes | NA | NA |

RENEWAL CONTRACTOR LICENSES

| | BUSINESS NAME | CONTRACTOR ID | INSURANCE | FIRE |
|---|---|----------------------|------------------|-------------|
| 1 | 24 Hour Heating and Air Conditioning | Yes | NA | NA |
| 2 | Arc Electric | Yes | NA | NA |
| 3 | Bird Contracting | Yes | NA | NA |
| 4 | Hope Construction and Investments, LLC. | Yes | NA | NA |
| 5 | Titan Plumbing, LLC. | Yes | NA | NA |



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

License #: _____

Date: May 2 2024

New License Renewal License Expired License

PAID

MAY 02 2024

GENERAL INFORMATION

Name of Business: Adams Company LLC

Physical Address: 1524 Bellaire Drive Casper WY 82604
Street City State Zip

Mailing Address: SAME
Street City State Zip

Business Phone Number: 307-258-0180 Cell Number: 307-259-7679

Email Address: adamscompany307@gmail.com Website: _____

License Classifications: CLASS III GENERAL CONSTRUCTION

LICENSE ISSUED BY

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

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Daniel B. Adams Phone Number: 307-259-7679

Mailing Address: 1524 Bellaire Drive Casper WY 82604
Street City State Zip

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

Applicants Signature: Daniel B. Adams May 2 2024

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

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

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

License # 9517

Application for Contractor License - City of Mills

DATE 5/3/24

Item # 3.

Incomplete Applications will be returned. Complete all fields in RED



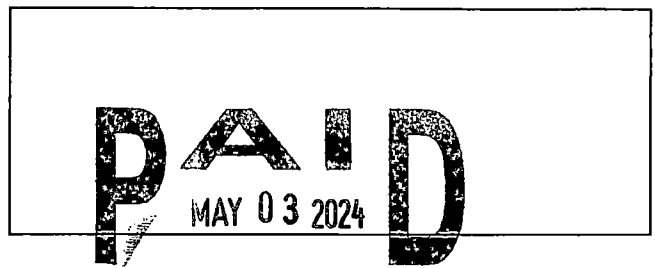
I, Kimmie Zeman, the Manager
NAME Title (i.e. owner, manager, ect.)

24 Hour Heating and Air Conditioning
BUSINESS NAME (as it will appear on the license)

located at 606 A Collins Dr Casper, WY 82601
BUSINESS PHYSICAL STREET ADDRESS

- New
 - Renewal
 - Expired (fee is doubled)
- Commercial **\$35.00**

RECEIVED
MAY 03 2024



do hereby apply to the City Council of the City of Mills for a Contractor License to operate my business within the City of Mills

period of ONE year, beginning the 1st day of May, 2024

Business mailing address: 606 A Collins Dr
City Casper State WY Zip 82601

Business phone #: 307-261-9988 Contractor ID #: _____

Contractor ID # issued by: Natrona County City of Casper City of Mills State of Wyo

(circle one) Signed Kimmie Zeman Print Name Kimmie Zeman

Fee is to be PAID before license is approved

A contractor license is required for a contractor to operate business within the City of Mills. Please call City Hall at 234.6679 if you have any questions.

Fire Inspection: _____ Fire Inspection Completed Date N/A
Contractor License: _____ Contractor Card Expiration Date 12-31-24

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____

Application for Contractor License - City of Mills

DATE 5/31/24

Item # 3.

Incomplete Applications will be returned. Complete all fields in RED

License # 956



I, Brandon Johnson, the Owner
NAME Title (i.e. owner, manager, ect.)

Arc Electric
BUSINESS NAME (as it will appear on the license)

located at 4569 Pond Hill Rd. Casper, WY 82604
BUSINESS PHYSICAL STREET ADDRESS

- New
 - Renewal
 - Expired (fee is doubled)
- Commercial **\$35.00**

RECEIVED
MAY 06 2024

PAID
MAY 06 2024

do hereby apply to the City Council of the City of Mills for a Contractor License to operate my business within the City of Mills

period of ONE year, beginning the 1st day of June, 2024

Business mailing address: 4569 Pond Hill Rd
City Casper State WY Zip 82604

Business phone #: 307-267-3163 Contractor ID #: _____

Contractor ID # issued by: Natrona County City of Casper City of Mills State of Wyo

(circle one) Signed [Signature] Print Name Brandon Johnson

Fee is to be PAID before license is approved

A contractor license is required for a contractor to operate business within the City of Mills. Please call City Hall at 234.6679 if you have any questions.

Fire Inspection: _____ Fire Inspection Completed Date N/A

Contractor License: _____ Contractor Card Expiration Date 12/31/24

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____



CITY OF MILLS
EST. 1921

RECEIVED

MAY 09 2024

**APPLICATION FOR
Contractor License**

Item # 3.

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

License #: 984

Date: 5-9, 2024

New License Renewal License Expired License

PAID

MAY 09 2024

GENERAL INFORMATION

Name of Business: Bird Contracting

Physical Address: 2365 Bush Ln Casper, WY 82604
Street City State Zip

Mailing Address: 2365 Bush Ln Casper, WY 82604
Street City State Zip

Business Phone Number: 307-235-0735 Cell Number: 307-262-5669

Email Address: BirdContracting@netzero.net Website: _____

License Classifications: Class II General

LICENSE ISSUED BY:

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

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Francis V Smith Phone Number: 307-235-0735

Mailing Address: 2365 Bush Ln Casper, WY 82604
Street City State Zip

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

Applicants Signature: [Signature]

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

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

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

RECEIVED

APR 25 2024

APPLICATION FOR Contractor License

Item # 3.



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

License #: 9700

Date: 4/22/2024

☐ New License ☑ Renewal License ☐ Expired License

PAID

APR 25 2024

GENERAL INFORMATION

Name of Business: Hope Construction and Investments LLC

Physical Address: 145 S Durbin St. Casper, Wyoming 82601

Mailing Address: 145 S Durbin St. Casper, Wyoming 82601

Business Phone Number: 307-215-4958 Cell Number: 307-215-4958

Email Address: jgonzales@hopeconstruct.com Website: https://www.hopeconstruct.com/

License Classifications: Class III CONT-000565-2022, GIII-16 General Contractor III

LICENSE ISSUED BY

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

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Jerry Gonzales Phone Number: 307-215-4958

Mailing Address: 145 S Durbin St. Casper, WY 82601

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

Applicants Signature: [Signature]

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

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

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

Application for Contractor License - City of Mills

DATE 4/23/24

Item # 3.

Incomplete Applications will be returned. Complete all fields in RED

License # 9537



I, Steven Walker, the Owner
NAME Title (i.e. owner, manager, ect.)

Titan Plumbing, LLC
BUSINESS NAME (as it will appear on the license)

located at 2940 E. Ctr Casper WY 82609
BUSINESS PHYSICAL STREET ADDRESS

PAID 4/25/24

- New
 - Renewal
 - Expired (fee is doubled)
- Commercial **\$35.00**

do hereby apply to the City Council of the City of Mills for a Contractor License to operate my business within the City of Mills

period of ONE year, beginning the 13th day of September, 2024

Business mailing address: 2940 E Ctr
City Casper State WY Zip 82609

Business phone #: 307-251-1330 Contractor ID #: PC-29

Contractor ID # issued by: Natrona County City of Casper City of Mills State of Wyo

(circle one) [Signature] Signed Steven Walker Print Name

Fee is to be PAID before license is approved

A contractor license is required for a contractor to operate business within the City of Mills. Please call City Hall at 234.6679 if you have any questions.

Fire Inspection: _____ Fire Inspection Completed Date N/A
Contractor License: _____ Contractor Card Expiration Date 12/31/24

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____

Council Meeting May 14, 2024

Item # 3.

NEW BUSINESS LICENSES

| | BUSINESS NAME | FIRE INSPECTION | INSURANCE |
|---|----------------------|------------------------|------------------|
| 1 | Tuna Lindberg Center | Yes | NA |
| | | | |
| | | | |

RENEWAL BUSINESS LICENSES

| | BUSINESS NAME | FIRE INSPECTION | INSURANCE |
|---|--|------------------------|------------------|
| 1 | Backwards Distilling Company, LLC. | Yes | NA |
| 2 | First Interstate Bank | Yes | NA |
| 3 | Inter-Mountain Pipe & Threading Co, Inc. | Yes | NA |
| 4 | K & L Mini Storage, LLC. | Yes | NA |
| 5 | Longhorn Amusements, LLC. | Yes | NA |
| 6 | Mountain States Construction & Seamless | NA | NA |
| 7 | O'Hearn Trailer Court | NA | NA |
| 8 | Plains Marketing | Yes | NA |
| 9 | TwoBulls Tattoos | Yes | NA |
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Application for Business License - City of Mills

DATE 11/15/2023

Item # 3.

Incomplete Applications will be returned. Complete all fields in RED

License # _____



I, William Lindberg, the owner of Tuna Lindberg Center
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 4990 W. Yellowstone Mills, WY 82644
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired

RECEIVED
NOV 15 2023

- Fire Inspection \$
- Inspection fee due after fire inspection

PAID
APR 22 2024

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

Adult Day services within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of May, 2024

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

Business mailing address: 380 Aster St
City Casper State WY Zip 82604

Business phone number: 307-216-6523 WY Tax ID Number: 93-4313786

- Do you travel in and out of Mills, WY for your Business? YES NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY? YES NO If YES, how many? 4
- Does your business operate out of a commercial building? YES NO
- Does your business operate out of a residential home? YES NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)? YES NO

Signed [Signature] Print Name William Lindberg

Fee is to be PAID before license is approved

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY
Fire Inspection Completed Date: 4/16/2024 16

License # 924

Application for Business License - City of Mills

DATE 04/10/24

Item # 3

Incomplete Applications will be returned. Complete all fields in RED



I, Bill Pollock, the MEMBER/OWNER of BACKWARDS DISTILLING COMPANY, LLC
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 158 PROGRESS CIRCLE MILLS, WY 82644
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

APR 11 2024

PAID
APR 30 2024

do hereby apply to the City Council of the City of Mills for a Business License to operate my
MANUFACTURER OF DISTILLED SPIRITS
FOR BEVERAGE USE within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of May, 2024

Business mailing address: P.O. Box 3067
City MILLS State WY Zip 82644

Business phone number: (307) 472-1275 WY Tax ID Number: _____

- Do you travel in and out of Mills, WY for your Business? YES NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY? YES NO If YES, how many? 3-5
- Does your business operate out of a commercial building? YES NO
- Does your business operate out of a residential home? YES NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)? YES NO

Signed Bill Pollock Print Name Bill Pollock

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY

Fire Inspection Completed Date: 4/11/2024

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

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

Application for Business License - City of Mills

DATE 2-13-2024

license # 893

Incomplete Applications will be returned. Complete all fields in RED



I, Berdeena Meeks, the Retail Branch Manager of First Interstate Bank
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 300 SW Wyoming Blvd. Mills, WY 82644
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

RECEIVED

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

FEB 20 2024

Paid 3/20/24

I hereby apply to the City Council of the City of Mills for a Business License to operate my Financial Institution Business within the City of Mills for a

DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of March, 2024

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

Business mailing address: PO Box 2990
City Mills State WY Zip 82644

Business phone number: 307-235-4448 WY Tax ID Number: 81-0192860

- Do you travel in and out of Mills, WY for your Business? YES NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY? YES NO If YES, how many? 8
- Does your business operate out of a commercial building? YES NO
- Does your business operate out of a residential home? YES NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)? YES NO

Signed Berdeena Meeks Print Name Berdeena Meeks

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

OFFICE USE ONLY

Fire Inspection Completed Date: 5/10/24

Application for Business License - City of Mills

DATE 4-25-24

Item # 3

license # 1000

Incomplete Applications will be returned. Complete all fields in RED



I, Dana Bonander, the President of Inter-Mountain Pipe & Threading Co
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 935 Pendell Blvd Mills, WY 82644
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
-
- Fire Inspection \$ 175.00 INV
- Inspection fee due after fire inspection

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

Sales & Admin Office within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of June, 2024

Business mailing address: PO Box 1840
City Mills State WY Zip 82644

Business phone number: 307-234-2058 WY Tax ID Number: 83-0257980

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

Signed [Signature] Print Name Dana R Bonander

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY

Fire Inspection Completed Date: 4/18/24 19

PAID
MAY 02 2024
INV 1145

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

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

Application for Business License - City of Mills

DATE 12/8/2020

license # 823

Incomplete Applications will be returned. Complete all fields in RED



I, Kodi Marschat, the owner Partner of K+L, LLC (DBA K+L Storage)
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 202 Casper View Court Mills, WY 82604
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

FC - Will send them self access
PAID
MAR 13 2024

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

Storage unit rental within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

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

period of ONE year, beginning the 1st day of February, 2024

Business mailing address: 5005 CY Ave
City Casper State WY Zip 82604

Business phone number: (307) 265-1291 WY Tax ID Number: _____

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

Signed _____ Print Name _____

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY
Fire Inspection Completed Date: 04/24/24 20

OFFICE USE ONLY
I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.
Attest _____
City Clerk

1-29-24 - Will pay sent them self access. Sent 1-29-24. TT Will - He will send them self advising self access company not to send / still serviced

License # 9820

Application for Business License - City of Mills

DATE 4-16-24

Incomplete Applications will be returned. Complete all fields in RED



I, David Schmidt, the Owner of Longhorn Amusements LLC
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 172 Progress Circle Mills, WY 82604
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

APR 24 2024

PAID
APR 24 2024

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

Skill based Gaming within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of May 2024

Business mailing address: 172 Progress Circle
City Mills State WY Zip 82604

Business phone number: 307-337-1036 WY Tax ID Number: 92-2049534

- Do you travel in and out of Mills, WY for your Business? YES NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY? YES NO IF YES, how many? 2
- Does your business operate out of a commercial building? YES NO
- Does your business operate out of a residential home? YES NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)? YES NO

Signed David Schmidt Print Name David Schmidt

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY
Fire Inspection Completed Date: 4/25/24

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

OFFICE USE ONLY
I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20____.
Attest _____
City Clerk

8328642116

3079371030

Apr 16 2024 12:48pm Lha

Apr 16 2024 5:30pm LHA WY

Application for Business License - City of Mills

DATE 4/24/24

license # 884

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



I, Troy Johnson, the owner of Mountain States Seamless gutters
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 343 Lakeview Dr Casper WY 82604
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

RECEIVED
APR 24 2024

PAID
APR 24 2024

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

Seamless gutters within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of April, 2024

Business mailing address: P.O. Box 1564
City Mills State WY Zip 82644

Business phone number: 307 258 0725 WY Tax ID Number: _____

- Do you travel in and out of Mills, WY for your Business? YES NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY? YES NO If YES, how many? 1
- Does your business operate out of a commercial building? YES NO
- Does your business operate out of a residential home? YES NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)? YES NO

Signed Troy Johnson Print Name Troy Johnson

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY

Fire Inspection Completed Date: N/A

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

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

Application for Business License - City of Mills

DATE 4/19/24

License # 9433

Incomplete Applications will be returned. Complete all fields in RED



I, Jim O'Hearn, the owner of O'Hearn Trailer Court
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 2nd Benton Mills, WY 82644
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

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

rentals within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of June, 2024

Business mailing address: PO Box 84
City Mills State WY Zip 82644

Business phone number: (307) 262-1597 WY Tax ID Number: _____

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

Signed Sandra C O'Hearn Print Name Sandra C O'Hearn

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY

Fire Inspection Completed Date: N/A 23

PAID
APR 23 2024

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

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

Application for Business License - City of Mills

DATE 4/12/2024

license # 949

Incomplete Applications will be returned. Complete all fields in RED



I, Tanya Stolns, the Administrative Assistant of Plains Marketing
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 1120 Falcon Ave Mills, WY 82644
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
 - Renewal
 - Expired
- Fire Inspection \$
Inspection fee due after fire inspection

RECEIVED

APR 12 2024

PAID
MAY 03 2024

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

Crude Oil Trucking within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of May, 2024

Business mailing address: PO Box 158
City Mills State WY Zip 82644

Business phone number: 307-472-5024 WY Tax ID Number: 76-0587115

- Do you travel in and out of Mills, WY for your Business? YES NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY? YES NO If YES, how many? 45
- Does your business operate out of a commerical building? YES NO
- Does your business operate out of a residential home? YES NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)? YES NO

Signed Tanya Stolns Print Name Tanya Stolns

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required.
Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

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

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk

OFFICE USE ONLY

Fire Inspection Completed Date: 4/2/24 24

License # 9197

Application for Business License - City of Mills

DATE 4-14-24

Item # 3.

Incomplete Applications will be returned. Complete all fields in RED



I, Ivan Lee TwoBulls JR, the Owner of TwoBulls Tattoos
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 522 SW Wyoming Blvd Mills WY 82604
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired
- Fire Inspection \$
- Inspection fee due after fire inspection

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

Tattoo Studio within the City of Mills for a
DESCRIBE THE TYPE OF BUSINESS

period of ONE year, beginning the 1st day of June, 2024

Business mailing address: 1540 Westridge Way
City Casper State Wy Zip 82604

Business phone number: 307-333-5117 WY Tax ID Number: _____

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

Signed [Signature] Print Name Ivan Lee TwoBulls JR

Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the City of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call the Fire Department at 307-439-1246 if you have any questions. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY

Fire Inspection Completed Date: 4/25/24 25

PAID
MAY 07 2024

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

OFFICE USE ONLY

I, _____, City Clerk of the City of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the City Council held on the _____ day of _____, 20__.

Attest _____
City Clerk



April 2024 Account Balances

| | |
|---|-----------------------|
| Operations Account | \$688,659.03 |
| Water Deposit | \$123,732.84 |
| Municipal Court | \$114,264.87 |
| Court Bond | \$22,078.44 |
| Police | \$30,183.50 |
| Jonah Steel Eagle | \$500.01 |
| WFIG Water Reserve | \$32.00 |
| WGIF Sewer Reserve | \$31.94 |
| WGIF Sanitation Reserve | \$32.00 |
| WGIF General Fund Reserve | \$32.54 |
| WGIF Reserve | \$31.92 |
| WGIF Sewer Tap Reserve | \$32.11 |
| WGIF Police Reserve | \$0.02 |
| WGIF FD Trust Fund | \$0.02 |
| WGIF Radio Read Fund | \$22,849.13 |
| WGIF Buffalo Meadows Asset Account | \$32.19 |
| WGIF Buffalo Meadows Debt Reserve | \$0.01 |
| Wyo Class General Fund Reserve | \$123,859.04 |
| Wyo Class Police Reserve | \$8,966.19 |
| Wyo Class Cooley Trust Reserve | \$382.12 |
| Wyo Class Parks Reserve | \$729.61 |
| Wyo Class Sanitation Reserve | \$123,864.02 |
| Wyo Class Sewer Reserve | \$89,794.29 |
| Wyo Class Sewer Tap Reserve | \$113,521.68 |
| Wyo Class Water Reserve | \$109,497.38 |
| Wyo Class Buffalo Meadows Asset Acct | \$210,067.18 |
| Wyo Class Buffalo Meadows Debt | \$20,059.03 |
| Wyo Class Summerfest | 11,357.35 |
| Totals | \$1,814,090.45 |
| Equity Line of Credit Balance - \$178,261.66 | |

City Treasurer, Alyssa Hartmann

Mayor, Leah Juarez

INVESTMENT ACCOUNTS

| Account | Beginning Balance | Deposits | Interest / Distributions | Disbursements | Ending Balance | Interest Earned FYTD |
|---|-------------------|-------------|--------------------------|---------------|----------------|----------------------|
| WGIF Water 7198 (99-10230) | \$31.86 | | \$0.14 | | \$32.00 | \$1.27 |
| Transfer 5% of billing | | | | | | |
| WGIF Sewer 7199 (99-10240) | \$31.80 | | \$0.14 | | \$31.94 | \$1.27 |
| Transfer 7% of billing | | | | | | |
| WGIF Sanitation 7200 (99-10250) | \$31.86 | | \$0.14 | | \$32.00 | \$1.27 |
| Transfer 10% of billing | | | | | | |
| WGIF Reserve 7197 (99-10260) | \$31.78 | | \$0.14 | | \$31.92 | \$1.27 |
| WGIF General Fund 7207 (99-10270) | \$32.40 | | \$0.14 | | \$32.54 | \$1.28 |
| WGIF Police Fund (99-10310) | \$0.02 | | \$0.00 | | \$0.02 | \$0.00 |
| WGIF DWSRF #146 Radio Read (99-10300) | \$22,752.36 | | \$96.77 | | \$22,849.13 | \$883.06 |
| WGIF Fire Dept Trust Fund (99-10290) | \$0.02 | | \$0.00 | | \$0.02 | \$0.00 |
| WGIF Sewer Tap Fund (99-10320) | \$31.97 | | \$0.14 | | \$32.11 | \$1.28 |
| WGIF Buffalo Meadows Debt Reserve | \$0.01 | | \$0.00 | | \$0.01 | \$0.00 |
| WGIF Buffalo Meadows Asset Account | \$32.05 | | \$0.14 | | \$32.19 | \$1.28 |
| Wyo Class General Fund | \$122,324.22 | | \$534.82 | | \$123,859.04 | \$5,639.31 |
| Wyo Class Police Reserve | \$8,927.48 | | \$38.71 | | \$8,966.19 | \$352.12 |
| Wyo Class Cooley Trust Reserve | \$380.50 | | \$1.62 | | \$382.12 | \$259.96 |
| Wyo Class Parks Reserve | \$726.48 | | \$3.13 | | \$729.61 | \$28.52 |
| Wyo Class Sanitation Reserve | \$123,329.19 | | \$534.83 | | \$123,864.02 | \$4,683.16 |
| Wyo Class Sewer Reserve | \$89,406.54 | | \$387.75 | | \$89,794.29 | \$3,395.82 |
| Wyo Class Sewer Tap Reserve | \$113,031.50 | | \$490.18 | | \$113,521.68 | \$4,459.69 |
| Wyo Class Water Reserve | \$109,024.58 | | \$472.80 | | \$109,497.38 | \$4,215.11 |
| Wyo Class Buffalo Meadows Asset Account | \$167,338.60 | \$41,930.22 | \$798.36 | | \$210,067.18 | \$4,403.02 |

| RESERVES REPAY ACCOUNT DETAIL | |
|-------------------------------|---------------------|
| Account | Repay Balance |
| Wyo Class Gen Fund Reserve | \$123,859.04 |
| Wyo Class Water Reserve | \$109,497.38 |
| Wyo Class Sewer Reserve | \$89,794.29 |
| Wyo Class Sanitation Reserve | \$123,864.02 |
| Total Repay Balance | \$447,014.73 |

| TOTAL ACCOUNTS DETAIL | |
|-------------------------------|-----------------------|
| Account | Balance |
| Investments Accounts Total | \$835,171.77 |
| City Accounts | \$978,918.68 |
| Total Accounts Balance | \$1,814,090.45 |

INVESTMENT ACCOUNTS

| | | | | | | |
|--|---------------------|--------------------|-------------------|---------------|---------------------|--------------------|
| Wyo Class Buffalo Meadows Debt Reserve | \$17,597.20 | \$2,381.40 | \$80.43 | | \$20,059.03 | \$529.23 |
| Cannot touch this account | | | | | | |
| Wyo Class Summerfest Reserve | | \$11,323.00 | \$34.35 | | \$11,357.35 | \$34.35 |
| | | | | | | |
| Totals | \$775,062.42 | \$55,634.62 | \$3,474.73 | \$0.00 | \$835,171.77 | \$28,892.27 |

| City Accounts | | | | | |
|--------------------------|----------------|----------|-----------------------------|----------------|----------|
| Account | Ending Balance | Interest | Account | Ending Balance | Interest |
| Jonah Operations Account | \$688,659.03 | | Jonah Water Deposit Account | \$123,732.84 | |
| Jonah Police Account | \$30,183.50 | | Jonah Municipal Account | \$114,264.87 | |
| Jonah Court Bond Account | \$22,078.44 | | | | |

COURT INCOME REPORT

Item # 6.

April 2024

| | Date | Cash, Check, Card Payments | Bonds Received | Prior Bonds Applied/Forf. | Victims Comp | Court Cost / Restitution | MCPF (Dare) | Bank Fees | TOTAL |
|----------------|-----------|----------------------------|----------------|---------------------------|--------------|--------------------------|-------------|------------|-------------|
| Sales Activity | 4/1-4/5 | \$6,573.00 | | \$640.00 | | | | | \$7,213.00 |
| Court Report | | | \$3,710.00 | | | | | | -\$3,710.00 |
| | | | | | | | | Difference | \$10,923.00 |
| Sales Activity | 4/8-4/12 | \$6,783.00 | | \$3,600.00 | | | | | \$10,383.00 |
| Court Report | | | \$2,640.00 | | | | | | -\$2,640.00 |
| | | | | | | | | Difference | \$13,023.00 |
| Sales Activity | 4/15-4/19 | \$5,416.00 | | \$680.00 | | | | | \$6,096.00 |
| Court Report | | | \$1,920.00 | | | | | | -\$1,920.00 |
| | | | | | | | | Difference | \$8,016.00 |
| Sales Activity | 4/22-4/26 | \$3,637.00 | | \$3,630.00 | | | | | \$7,267.00 |
| Court Report | | | \$340.00 | | | | | | -\$340.00 |
| | | | | | | | | Difference | \$7,607.00 |
| Sales Activity | 4/29-4/30 | \$2,192.00 | | \$1,790.00 | | | | | \$3,982.00 |
| Court Report | | | \$1,200.00 | | | | | | -\$1,200.00 |
| | | | | | | | | Difference | \$5,182.00 |

| | |
|--------------------------------|--------------------|
| Sales Activity Month Total | \$34,941.00 |
| Proceedings Report Month Total | -\$9,810.00 |
| Difference | \$44,751.00 |
| Court Proceedings Check | \$34,941.00 |

Division of Victim Services Checks

Completed by: Alyssa Hartman
City Treasurer

Approved by: Kristi Stewart
Court Clerk

Attested by: [Signature]
City Clerk

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

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|------------------------|----------------|--|--------------------|--------------|
| 1866 | | | | | | |
| 05/07/2024 | 1866 | Candi Marie Snellgrove | 660.00 | Bond Refund for Candi Marie Snellgrove | 10-26150 | 660.00 |
| Total 1866: | | | | | | 660.00 |
| 1867 | | | | | | |
| 05/07/2024 | 1867 | Charles Anderson | 330.00 | Bond Refund for Charles Anderson | 10-26150 | 330.00 |
| 05/07/2024 | 1867 | Charles Anderson | 540.00 | Bond Refund for Charles Anderson | 10-26150 | 540.00 |
| Total 1867: | | | | | | 870.00 |
| 1868 | | | | | | |
| 05/07/2024 | 1868 | Halei Case | 220.00 | Bond Refund for Halei Case | 10-26150 | 220.00 |
| Total 1868: | | | | | | 220.00 |
| 1869 | | | | | | |
| 05/07/2024 | 1869 | James Stewart | 510.00 | Bond Refund for James Stewart | 10-26150 | 510.00 |
| Total 1869: | | | | | | 510.00 |
| 1870 | | | | | | |
| 05/07/2024 | 1870 | Kevin Wirtala | 220.00 | Bond Refund for Kevin Wirtala | 10-26150 | 220.00 |
| Total 1870: | | | | | | 220.00 |
| 1871 | | | | | | |
| 05/07/2024 | 1871 | Mark Schmid | 510.00 | Bond Refund for Mark Schmid | 10-26150 | 510.00 |
| Total 1871: | | | | | | 510.00 |
| 1872 | | | | | | |
| 05/07/2024 | 1872 | Michael McDonald | 100.00 | Bond Refund for Michael McDonald | 10-26150 | 100.00 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|------------------------------------|----------------|-------------------------------------|--------------------|--------------|
| Total 1872: | | | | | | 100.00 |
| 1873 | | | | | | |
| 05/07/2024 | 1873 | Roberta L Stratton | 790.00 | Bond Refund for Roberta L Stratton | 10-26150 | 790.00 |
| Total 1873: | | | | | | 790.00 |
| 1874 | | | | | | |
| 05/07/2024 | 1874 | Wendy Strahan | 370.00 | Bond Refund for Wendy Strahan | 10-26150 | 370.00 |
| Total 1874: | | | | | | 370.00 |
| 32648 | | | | | | |
| 05/07/2024 | 32648 | Clerk of District Court Seventh Ju | 1,018.00 | Gallinger - 2023-DR-00752 | 10-24200 | 1,018.00 |
| Total 32648: | | | | | | 1,018.00 |
| 32649 | | | | | | |
| 05/07/2024 | 32649 | Commercial Services, Inc | 135.00 | Refund Business License payment | 10-32-150 | 135.00 |
| Total 32649: | | | | | | 135.00 |
| 32650 | | | | | | |
| 05/07/2024 | 32650 | Jacob Contreras | 100.00 | Cody Fire School Per Diem | 10-56-910 | 100.00 |
| Total 32650: | | | | | | 100.00 |
| 32651 | | | | | | |
| 05/07/2024 | 32651 | Jay Jensen | 53.06 | Water Deposit Refund for Jay Jensen | 51-26150 | 53.06 |
| Total 32651: | | | | | | 53.06 |
| 32652 | | | | | | |
| 05/07/2024 | 32652 | Jerald Walsh | 45.00 | Refund Business License payment | 10-32-150 | 45.00 |
| Total 32652: | | | | | | 45.00 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|------------------------------------|----------------|--|--------------------|--------------|
| 32653 | | | | | | |
| 05/07/2024 | 32653 | Kari Smith | 48.63 | Water Deposit Refund for Kari Smith | 51-26150 | 48.63 |
| Total 32653: | | | | | | 48.63 |
| 32654 | | | | | | |
| 05/07/2024 | 32654 | Theodore Jayne | 37.05 | Water Deposit Refund for Theodore Jayne | 51-26150 | 37.05 |
| Total 32654: | | | | | | 37.05 |
| 32655 | | | | | | |
| 05/07/2024 | 32655 | Tyler Houser | 550.00 | Uniform Stipend | 10-54-855 | 550.00 |
| Total 32655: | | | | | | 550.00 |
| 32656 | | | | | | |
| 05/07/2024 | 32656 | Walt Bowden & Angel Welch | 56.04 | Water Deposit Refund for Walt Bowden & Angel Welch | 51-26150 | 56.04 |
| Total 32656: | | | | | | 56.04 |
| 32657 | | | | | | |
| 05/07/2024 | 32657 | Clerk of District Court Seventh Ju | 62.64 | La Torre - #259148 | 10-24200 | 62.64 |
| Total 32657: | | | | | | 62.64 |
| 32658 | | | | | | |
| 05/10/2024 | 32658 | Airpro Inc | 278.50 | Exhaust collar for new ambulance | 10-56-820 | 278.50 |
| Total 32658: | | | | | | 278.50 |
| 32659 | | | | | | |
| 05/10/2024 | 32659 | ALSCO, Inc | 41.13 | February 21 Service | 10-64-855 | 41.13 |
| 05/10/2024 | 32659 | ALSCO, Inc | 41.13 | March 20th Services | 10-61-855 | 41.13 |
| 05/10/2024 | 32659 | ALSCO, Inc | 113.45 | April 10th Services | 10-61-855 | 113.45 |
| 05/10/2024 | 32659 | ALSCO, Inc | 167.95 | Rugs & Mats for Police | 12-45-260 | 167.95 |
| 05/10/2024 | 32659 | ALSCO, Inc | 41.13 | April 17th Services | 10-64-855 | 41.13 |
| 05/10/2024 | 32659 | ALSCO, Inc | 113.45 | April 24th Services | 10-64-855 | 113.45 |
| 05/10/2024 | 32659 | ALSCO, Inc | 73.35 | Rugs and Mat at City Hall | 12-45-260 | 73.35 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-------------------------------|----------------|---|--------------------|--------------|
| Total 32659: | | | | | | 591.59 |
| 32660 | | | | | | |
| 05/10/2024 | 32660 | Altitude Veterinary Hospital | 135.99 | Office call - Cytology of found puppy | 10-53-700 | 135.99 |
| 05/10/2024 | 32660 | Altitude Veterinary Hospital | 250.13 | Wellness exam - Rabies/vaccines for adopted puppy Iri | 10-53-700 | 250.13 |
| Total 32660: | | | | | | 386.12 |
| 32661 | | | | | | |
| 05/10/2024 | 32661 | Andreen Hunt, Inc | 237,105.00 | 200,000 gal Finishing Tank Payment | 10-41-260 | 237,105.00 |
| Total 32661: | | | | | | 237,105.00 |
| 32662 | | | | | | |
| 05/10/2024 | 32662 | Atlas Office Products, Inc | 43.37 | Tape & binder clips | 10-44-235 | 43.37 |
| 05/10/2024 | 32662 | Atlas Office Products, Inc | 69.81 | Mirror for lobby | 12-45-260 | 69.81 |
| 05/10/2024 | 32662 | Atlas Office Products, Inc | 6.99 | Rubberbands | 10-44-235 | 6.99 |
| 05/10/2024 | 32662 | Atlas Office Products, Inc | 70.77 | 32 GB USB Drives - 1 pkg | 10-54-235 | 70.77 |
| 05/10/2024 | 32662 | Atlas Office Products, Inc | 76.63 | Lysol hydrogen peroxide cleaner for kennels | 10-53-235 | 76.63 |
| 05/10/2024 | 32662 | Atlas Office Products, Inc | 138.67 | Work Orders | 50-46-235 | 138.67 |
| Total 32662: | | | | | | 406.24 |
| 32663 | | | | | | |
| 05/10/2024 | 32663 | Automation & Electronics, Inc | 6,122.53 | 54 - MAC valves | 52-82-810 | 6,122.53 |
| Total 32663: | | | | | | 6,122.53 |
| 32664 | | | | | | |
| 05/10/2024 | 32664 | B & B Rubber Stamp | 16.00 | Nameplates and holders for P&Z | 10-57-680 | 16.00 |
| Total 32664: | | | | | | 16.00 |
| 32665 | | | | | | |
| 05/10/2024 | 32665 | Banner Health | 151.47 | Medication replacement after 2 cardiac arrests | 10-56-425 | 151.47 |
| Total 32665: | | | | | | 151.47 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-------------------------|----------------|---|--------------------|--------------|
| 32666 | | | | | | |
| 05/10/2024 | 32666 | Big Horn Tire, Inc. | 456.76 | Tire repairs | 10-70-900 | 456.76 |
| 05/10/2024 | 32666 | Big Horn Tire, Inc. | 321.00 | Used Tire/Stem Replacement x3 | 54-84-900 | 321.00 |
| 05/10/2024 | 32666 | Big Horn Tire, Inc. | 25.00 | Valve stem repair | 10-56-950 | 25.00 |
| 05/10/2024 | 32666 | Big Horn Tire, Inc. | 1,256.00 | Replace tires Unit #15 | 10-70-900 | 1,256.00 |
| 05/10/2024 | 32666 | Big Horn Tire, Inc. | 1,800.55 | New tires on new brush truck | 10-41-610 | 1,800.55 |
| Total 32666: | | | | | | 3,859.31 |
| 32667 | | | | | | |
| 05/10/2024 | 32667 | Blue to Gold, LLC | 990.00 | Training for advanced traffic stops/advanced search & | 10-54-910 | 990.00 |
| Total 32667: | | | | | | 990.00 |
| 32668 | | | | | | |
| 05/10/2024 | 32668 | Bound Tree Medical | 194.10 | Medical Supplies | 10-56-425 | 194.10 |
| 05/10/2024 | 32668 | Bound Tree Medical | 545.28 | Medcal Supplies | 10-56-425 | 545.28 |
| Total 32668: | | | | | | 739.38 |
| 32669 | | | | | | |
| 05/10/2024 | 32669 | Buffalo Development | 2,200.00 | Recapture - Lot 73 & Lot 74 | 50-46-876 | 2,200.00 |
| 05/10/2024 | 32669 | Buffalo Development | 1,100.00 | Recapture - Lot 79 4501 Shale Cir. | 50-46-876 | 1,100.00 |
| Total 32669: | | | | | | 3,300.00 |
| 32670 | | | | | | |
| 05/10/2024 | 32670 | Casper Star Tribune Inc | 92.19 | Legal Notice | 10-46-620 | 92.19 |
| Total 32670: | | | | | | 92.19 |
| 32671 | | | | | | |
| 05/10/2024 | 32671 | Charter Communications | 457.95 | Charter Control Account | 10-46-982 | 457.95 |
| Total 32671: | | | | | | 457.95 |
| 32672 | | | | | | |
| 05/10/2024 | 32672 | City of Casper | 16,504.08 | March 2024 PSCC | 10-54-500 | 16,504.08 |
| 05/10/2024 | 32672 | City of Casper | 2,790.93 | Dispatch fees for March 2024 | 10-56-502 | 2,790.93 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-------------------------------------|----------------|---|--------------------|--------------|
| 05/10/2024 | 32672 | City of Casper | 806.25 | Balefill | 54-84-250 | 806.25 |
| 05/10/2024 | 32672 | City of Casper | 567.00 | Balefill | 54-84-250 | 567.00 |
| 05/10/2024 | 32672 | City of Casper | 796.50 | Balefill | 54-84-250 | 796.50 |
| 05/10/2024 | 32672 | City of Casper | 1,151.25 | Balefill | 54-84-250 | 1,151.25 |
| 05/10/2024 | 32672 | City of Casper | 892.50 | Balefill | 54-84-250 | 892.50 |
| 05/10/2024 | 32672 | City of Casper | 717.00 | Balefill | 54-84-250 | 717.00 |
| 05/10/2024 | 32672 | City of Casper | 652.50 | Balefill | 54-84-250 | 652.50 |
| 05/10/2024 | 32672 | City of Casper | 735.00 | Balefill | 54-84-250 | 735.00 |
| 05/10/2024 | 32672 | City of Casper | 1,156.50 | Balefill | 54-84-250 | 1,156.50 |
| 05/10/2024 | 32672 | City of Casper | 1,023.00 | Balefill | 54-84-250 | 1,023.00 |
| Total 32672: | | | | | | 27,792.51 |
| 32673 | | | | | | |
| 05/10/2024 | 32673 | Civil Engineering Professionals, In | 232.50 | Review Platte Riverfront plat & re-submittals | 10-57-400 | 232.50 |
| Total 32673: | | | | | | 232.50 |
| 32674 | | | | | | |
| 05/10/2024 | 32674 | Collins Communications, Inc | 275.00 | IT Customer Care Contract | 10-55-860 | 275.00 |
| Total 32674: | | | | | | 275.00 |
| 32675 | | | | | | |
| 05/10/2024 | 32675 | Computer Professionals Unlimted | 391.64 | Rack rails for new storage array, power adapters for ca | 10-55-390 | 391.64 |
| Total 32675: | | | | | | 391.64 |
| 32676 | | | | | | |
| 05/10/2024 | 32676 | CPS Distributors Inc | 79.36 | Sprinkler Control | 10-70-840 | 79.36 |
| Total 32676: | | | | | | 79.36 |
| 32677 | | | | | | |
| 05/10/2024 | 32677 | CY Ace Hardware | 16.74 | Misc. Fasteners | 10-70-840 | 16.74 |
| 05/10/2024 | 32677 | CY Ace Hardware | 17.99 | Anchor/augers | 10-70-840 | 17.99 |
| Total 32677: | | | | | | 34.73 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|---------------------------------|----------------|---|--------------------|--------------|
| 32678 | | | | | | |
| 05/10/2024 | 32678 | Decker Auto Glass | 225.53 | New windshield Unit #1 | 10-61-950 | 225.53 |
| Total 32678: | | | | | | 225.53 |
| 32679 | | | | | | |
| 05/10/2024 | 32679 | Dewitt Water Systems & Service | 120.30 | Bottled Water | 10-56-620 | 120.30 |
| Total 32679: | | | | | | 120.30 |
| 32680 | | | | | | |
| 05/10/2024 | 32680 | Elliott Equipment Company | 2,103.91 | Sweeper Parts | 10-61-950 | 2,103.91 |
| Total 32680: | | | | | | 2,103.91 |
| 32681 | | | | | | |
| 05/10/2024 | 32681 | Emergency Medical Physicians, P | 500.00 | Medical Director Services | 10-56-730 | 500.00 |
| Total 32681: | | | | | | 500.00 |
| 32682 | | | | | | |
| 05/10/2024 | 32682 | Energy Laboratories Inc | 123.00 | 4 Bac T Samples - distribution | 52-82-720 | 123.00 |
| 05/10/2024 | 32682 | Energy Laboratories Inc | 198.00 | 6 bac t samples | 52-82-720 | 198.00 |
| Total 32682: | | | | | | 321.00 |
| 32683 | | | | | | |
| 05/10/2024 | 32683 | Ethan Hecht | 15.73 | Uniform Shirts | 10-56-855 | 15.73 |
| Total 32683: | | | | | | 15.73 |
| 32684 | | | | | | |
| 05/10/2024 | 32684 | Express Printing | 115.50 | 250 Permit tags ivory with red electrical | 10-57-400 | 115.50 |
| Total 32684: | | | | | | 115.50 |
| 32685 | | | | | | |
| 05/10/2024 | 32685 | Fastenal | 61.76 | Hole saw | 10-61-840 | 61.76 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|--------------------------------|----------------|----------------------------------|--------------------|--------------|
| Total 32685: | | | | | | 61.76 |
| 32686 | | | | | | |
| 05/10/2024 | 32686 | Ferguson Enterprises LLC #3007 | 45.59 | Nipples Unit #19 | 54-84-950 | 45.59 |
| Total 32686: | | | | | | 45.59 |
| 32687 | | | | | | |
| 05/10/2024 | 32687 | Ferguson Waterworks #1116 | 6,927.00 | 8" Knife Gate Valve | 52-82-810 | 6,927.00 |
| 05/10/2024 | 32687 | Ferguson Waterworks #1116 | 104.20 | Fire Hudrant Wrench | 51-81-840 | 104.20 |
| Total 32687: | | | | | | 7,031.20 |
| 32688 | | | | | | |
| 05/10/2024 | 32688 | Galls | 82.00 | EMS Pants for E Pasley | 10-56-855 | 82.00 |
| Total 32688: | | | | | | 82.00 |
| 32689 | | | | | | |
| 05/10/2024 | 32689 | Greiner Ford | 821.96 | Instrument Cluster - Core Charge | 52-82-950 | 821.96 |
| 05/10/2024 | 32689 | Greiner Ford | 380.00- | Core Charge return | 52-82-950 | 380.00- |
| Total 32689: | | | | | | 441.96 |
| 32690 | | | | | | |
| 05/10/2024 | 32690 | Hawkins Inc | 60.00 | 6 chlorine bottle rental 150lbs | 52-82-840 | 60.00 |
| Total 32690: | | | | | | 60.00 |
| 32691 | | | | | | |
| 05/10/2024 | 32691 | Homax | 106.25 | Fuel Charges for CSO | 10-53-370 | 106.25 |
| 05/10/2024 | 32691 | Homax | 3,167.33 | Fuel Charges for Police | 10-54-370 | 3,167.33 |
| 05/10/2024 | 32691 | Homax | 823.90 | Fuel Charges for FD | 10-56-370 | 823.90 |
| 05/10/2024 | 32691 | Homax | 106.10 | Fuel Charges for Planning | 10-57-370 | 106.10 |
| 05/10/2024 | 32691 | Homax | 138.26 | Fuel Charges for WTP | 52-82-370 | 138.26 |
| 05/10/2024 | 32691 | Homax | 321.99 | Fuel Charges for P/W Streets | 10-61-370 | 321.99 |
| 05/10/2024 | 32691 | Homax | 193.72 | Fuel Charges for P/W Sewer | 53-83-370 | 193.72 |
| 05/10/2024 | 32691 | Homax | 337.63 | Fuel Charges for PW/Water | 51-81-370 | 337.63 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-----------------------------------|----------------|---|--------------------|--------------|
| 05/10/2024 | 32691 | Homax | 78.91 | Fuel Charges for Parks | 10-70-370 | 78.91 |
| 05/10/2024 | 32691 | Homax | 1,597.43 | Fuel Charges for P/W Sanitation | 54-84-370 | 1,597.43 |
| 05/10/2024 | 32691 | Homax | 160.56 | Fuel Charges for P/W Shop | 10-61-370 | 160.56 |
| Total 32691: | | | | | | 7,032.08 |
| 32692 | | | | | | |
| 05/10/2024 | 32692 | Hose & Rubber Supply | 25.43 | Pressure guage, hose adapters | 10-56-960 | 25.43 |
| 05/10/2024 | 32692 | Hose & Rubber Supply | 27.41 | Pressure Hose | 10-56-960 | 27.41 |
| 05/10/2024 | 32692 | Hose & Rubber Supply | 163.77 | 2 - Duroflex hoses | 52-82-810 | 163.77 |
| 05/10/2024 | 32692 | Hose & Rubber Supply | 61.78 | 2 - JIC SWVL | 52-82-810 | 61.78 |
| Total 32692: | | | | | | 278.39 |
| 32693 | | | | | | |
| 05/10/2024 | 32693 | HUB International | 55,642.44 | Medical Premiums | 10-23700 | 55,642.44 |
| 05/10/2024 | 32693 | HUB International | 2,368.20 | Dental Premiums | 10-23700 | 2,368.20 |
| 05/10/2024 | 32693 | HUB International | 485.04 | Vision Premiums | 10-23700 | 485.04 |
| 05/10/2024 | 32693 | HUB International | 189.00 | Life | 10-23700 | 189.00 |
| 05/10/2024 | 32693 | HUB International | 441.24 | Aflac | 10-23700 | 441.24 |
| 05/10/2024 | 32693 | HUB International | 54.36 | Assurity | 10-23700 | 54.36 |
| 05/10/2024 | 32693 | HUB International | 531.98 | Washington National | 10-23700 | 531.98 |
| 05/10/2024 | 32693 | HUB International | 5,747.00 | HSA | 10-23700 | 5,747.00 |
| 05/10/2024 | 32693 | HUB International | 198.34 | Vol Life | 10-23700 | 198.34 |
| 05/10/2024 | 32693 | HUB International | 442.00 | Admin Fees | 10-23700 | 442.00 |
| Total 32693: | | | | | | 66,099.60 |
| 32694 | | | | | | |
| 05/10/2024 | 32694 | Hub International Mountain States | 1,149.00 | Federal Forms 1094/1095 | 10-21300 | 1,149.00 |
| Total 32694: | | | | | | 1,149.00 |
| 32695 | | | | | | |
| 05/10/2024 | 32695 | Imperial Pump Solutions | 1,146.40 | Annual Service Vanhorn Lift Station | 53-83-420 | 1,146.40 |
| 05/10/2024 | 32695 | Imperial Pump Solutions | 1,161.40 | Annual Service Chamberlain Lift Station | 53-83-420 | 1,161.40 |
| Total 32695: | | | | | | 2,307.80 |

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| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-----------------------------------|----------------|---|--------------------|--------------|
| 32696 | | | | | | |
| 05/10/2024 | 32696 | Live Action Safety | 482.56 | IO Needles for Ambulances | 10-56-425 | 482.56 |
| Total 32696: | | | | | | 482.56 |
| 32697 | | | | | | |
| 05/10/2024 | 32697 | Moser Energy Systems | 1,054.99 | Generator Repair (Vanhorn Lift Station) | 53-83-420 | 1,054.99 |
| Total 32697: | | | | | | 1,054.99 |
| 32698 | | | | | | |
| 05/10/2024 | 32698 | NAPA Auto Parts | 30.32 | Panel Filter/Spin on fluid DET #1 | 10-54-950 | 30.32 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 17.49 | ATF Airconditioner K-9 Unit | 10-54-950 | 17.49 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 18.31 | Spin on fluid/RTU cool Unit #6 | 10-54-950 | 18.31 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 20.06 | Filters & spark plugs | 51-81-950 | 20.06 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 7.35 | Pick up tool | 10-64-950 | 7.35 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 20.90 | Carb Cleaner | 51-81-950 | 20.90 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 71.23 | Hydraulic Filter | 10-61-950 | 71.23 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 36.29 | Filter & Oil | 51-81-950 | 36.29 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 34.63 | Fuel Hose | 51-81-950 | 34.63 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 33.67 | Oil & Filter | 51-81-950 | 33.67 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 161.24 | Batter/Core deposit K-9 unit | 10-54-950 | 161.24 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 32.99 | Trailer Adapter | 51-81-950 | 32.99 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 67.28 | Air fliter, oil filter, oil Unit #9 | 10-54-950 | 67.28 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 37.31 | Air/oil filters - WT Unit #6 | 52-82-950 | 37.31 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 9.32 | Oil Filter | 10-64-950 | 9.32 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 34.99 | Rags | 10-64-950 | 34.99 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 220.63 | Filters, Oil & Brakes | 10-61-950 | 220.63 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 56.91 | Couplings | 10-61-950 | 56.91 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 93.27 | Oil & Filter | 10-64-950 | 93.27 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 44.99 | Brake Pads | 10-64-950 | 44.99 |
| 05/10/2024 | 32698 | NAPA Auto Parts | 91.00 | Floor dry | 10-56-393 | 91.00 |
| Total 32698: | | | | | | 1,140.18 |
| 32699 | | | | | | |
| 05/10/2024 | 32699 | National Association of Chiefs of | 60.00 | 12 Month Membership - Chief of Police | 10-54-270 | 60.00 |

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| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-----------------------------|----------------|---------------------------------------|--------------------|--------------|
| Total 32699: | | | | | | 60.00 |
| 32700 | | | | | | |
| 05/10/2024 | 32700 | Noah Stoeger | 67.10 | Water Deposit Refund for Noah Stoeger | 51-26150 | 67.10 |
| Total 32700: | | | | | | 67.10 |
| 32701 | | | | | | |
| 05/10/2024 | 32701 | Noland Feed | 1,170.00 | Lawn Fertilizer | 10-70-970 | 1,170.00 |
| Total 32701: | | | | | | 1,170.00 |
| 32702 | | | | | | |
| 05/10/2024 | 32702 | Norco, Inc | 412.07 | Welding Supplies | 10-64-840 | 412.07 |
| 05/10/2024 | 32702 | Norco, Inc | 13.95 | Cylinder Rental | 10-64-840 | 13.95 |
| 05/10/2024 | 32702 | Norco, Inc | 22.68 | Welders Square | 50-47-410 | 22.68 |
| 05/10/2024 | 32702 | Norco, Inc | 139.68 | Medical Gloves | 10-56-425 | 139.68 |
| 05/10/2024 | 32702 | Norco, Inc | 155.32 | Argon gas/Grinder discs | 50-47-410 | 155.32 |
| 05/10/2024 | 32702 | Norco, Inc | 8.38 | Felt Tip Markers | 50-47-410 | 8.38 |
| 05/10/2024 | 32702 | Norco, Inc | 159.89 | Shop Brooms | 50-47-410 | 159.89 |
| Total 32702: | | | | | | 911.97 |
| 32703 | | | | | | |
| 05/10/2024 | 32703 | One Call of Wyoming | 73.50 | 98 tickets for March | 51-81-620 | 73.50 |
| 05/10/2024 | 32703 | One Call of Wyoming | 55.50 | 74 Tickets for April | 51-81-620 | 55.50 |
| Total 32703: | | | | | | 129.00 |
| 32704 | | | | | | |
| 05/10/2024 | 32704 | Ricky Verow's Narwhal Sound | 500.00 | Sound for Summerfest | 10-49-998 | 500.00 |
| Total 32704: | | | | | | 500.00 |
| 32705 | | | | | | |
| 05/10/2024 | 32705 | Rocky Mountain Drug Testing | 115.00 | Random Drug Testing | 10-46-352 | 115.00 |

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| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|---------------------------------|----------------|--|--------------------|--------------|
| Total 32705: | | | | | | 115.00 |
| 32706 | | | | | | |
| 05/10/2024 | 32706 | Rocky Mountain Power | 42.19 | 900 S ROBERTSON RD, ROBERTSON HILLS PARK | 10-46-941 | 42.19 |
| 05/10/2024 | 32706 | Rocky Mountain Power | 111.17 | 6699 Poison Spider | 50-46-941 | 111.17 |
| 05/10/2024 | 32706 | Rocky Mountain Power | 4,726.90 | WTP Electricity | 52-82-976 | 4,726.90 |
| 05/10/2024 | 32706 | Rocky Mountain Power | 1,813.18 | Enterprise Electricity | 50-46-941 | 1,813.18 |
| 05/10/2024 | 32706 | Rocky Mountain Power | 6,769.18 | City Electricity | 10-46-941 | 6,769.18 |
| Total 32706: | | | | | | 13,462.62 |
| 32707 | | | | | | |
| 05/10/2024 | 32707 | Safety - Kleen Systems | 497.24 | Maintenance on Parts Cleaner | 10-64-820 | 497.24 |
| Total 32707: | | | | | | 497.24 |
| 32708 | | | | | | |
| 05/10/2024 | 32708 | Schwartz, Bon, Walker & Studer, | 12,753.66 | Services performed by Patrick Holscher | 10-46-240 | 12,753.66 |
| Total 32708: | | | | | | 12,753.66 |
| 32709 | | | | | | |
| 05/10/2024 | 32709 | SeaWestern Fire Fighting Equip | 141.35 | Structure gloves for Jacob | 10-41-235 | 141.35 |
| Total 32709: | | | | | | 141.35 |
| 32710 | | | | | | |
| 05/10/2024 | 32710 | Shirts & More, Inc | 2,060.00 | New Wraps Units 13 & 14 | 12-45-400 | 2,060.00 |
| 05/10/2024 | 32710 | Shirts & More, Inc | 459.00 | Office Shirts | 10-44-856 | 459.00 |
| 05/10/2024 | 32710 | Shirts & More, Inc | 223.00 | Court Shirts | 10-44-856 | 223.00 |
| Total 32710: | | | | | | 2,742.00 |
| 32711 | | | | | | |
| 05/10/2024 | 32711 | Sutherlands | 157.12 | Fixing leak in basement | 12-45-260 | 157.12 |
| 05/10/2024 | 32711 | Sutherlands | 36.80 | Fixing leak in basement | 12-45-260 | 36.80 |
| 05/10/2024 | 32711 | Sutherlands | 20.57- | Credit - Returned items | 12-45-260 | 20.57- |
| 05/10/2024 | 32711 | Sutherlands | 41.94 | Water Softener pellets - Senior Center | 12-45-260 | 41.94 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|----------------------------------|----------------|---|--------------------|--------------|
| 05/10/2024 | 32711 | Sutherlands | 14.60 | 2x4 studs | 50-47-410 | 14.60 |
| 05/10/2024 | 32711 | Sutherlands | 29.45 | 4x8 board | 50-47-410 | 29.45 |
| Total 32711: | | | | | | 259.34 |
| 32712 | | | | | | |
| 05/10/2024 | 32712 | Verizon | 1,640.70 | City Cell Phones | 10-46-850 | 1,640.70 |
| 05/10/2024 | 32712 | Verizon | 138.68 | Fire Department Machine to machine | 10-46-850 | 138.68 |
| Total 32712: | | | | | | 1,779.38 |
| 32713 | | | | | | |
| 05/10/2024 | 32713 | Wear Parts | 6.47 | Parts for pressure guage on new brush truck | 10-56-960 | 6.47 |
| Total 32713: | | | | | | 6.47 |
| 32714 | | | | | | |
| 05/10/2024 | 32714 | Wes Parish | 300.00 | Repair Unlocated Water Line | 51-81-310 | 300.00 |
| Total 32714: | | | | | | 300.00 |
| 32715 | | | | | | |
| 05/10/2024 | 32715 | WLC Engineering Inc | 10,926.13 | Finishing Tank | 10-41-260 | 10,926.13 |
| 05/10/2024 | 32715 | WLC Engineering Inc | 8,233.05 | FH replacement | 10-41-250 | 8,233.05 |
| 05/10/2024 | 32715 | WLC Engineering Inc | 91.50 | Planning | 10-57-400 | 91.50 |
| 05/10/2024 | 32715 | WLC Engineering Inc | 311.00 | Austin Property Replat | 12-45-310 | 311.00 |
| 05/10/2024 | 32715 | WLC Engineering Inc | 560.00 | River Front Infrastructure | 10-41-230 | 560.00 |
| 05/10/2024 | 32715 | WLC Engineering Inc | 1,305.00 | City Engineer | 50-46-335 | 1,305.00 |
| 05/10/2024 | 32715 | WLC Engineering Inc | 112.00 | Professional Services | 50-46-335 | 112.00 |
| Total 32715: | | | | | | 21,538.68 |
| 32716 | | | | | | |
| 05/10/2024 | 32716 | Wyoming DCI Fingerprint Division | 78.00 | FBI Background Check - Vogelsong, Bounds | 10-56-394 | 78.00 |
| Total 32716: | | | | | | 78.00 |
| 32717 | | | | | | |
| 05/10/2024 | 32717 | Wyoming Machinery Co Inc | 738.88 | Hose Assy. Unit #29 | 10-61-950 | 738.88 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Invoice Amount | Description | Invoice GL Account | Check Amount |
|------------------|--------------|-------------------------------|----------------|--|--------------------|--------------|
| Total 32717: | | | | | | 738.88 |
| 32718 | | | | | | |
| 05/10/2024 | 32718 | Wyoming Secretary of State | 120.00 | Notary Applications for J. Buchholz & E. McNett | 10-54-310 | 120.00 |
| Total 32718: | | | | | | 120.00 |
| 32719 | | | | | | |
| 05/10/2024 | 32719 | Wyoming Steel & Recycling | 164.30 | 3"x3" Square Tubing/3/4" Round Bar Park Garbage ca | 10-70-310 | 164.30 |
| 05/10/2024 | 32719 | Wyoming Steel & Recycling | 191.98 | 2"x2" Angle/4'x8' Sheet Dumpster repair | 54-84-938 | 191.98 |
| Total 32719: | | | | | | 356.28 |
| 32720 | | | | | | |
| 05/10/2024 | 32720 | Y2 Consultants LLC | 4,196.50 | Planning consulting services through 4/19/2024 | 10-57-400 | 4,196.50 |
| Total 32720: | | | | | | 4,196.50 |
| 32721 | | | | | | |
| 05/10/2024 | 32721 | Zoll Data Systems Dept #42374 | 617.50 | Zoll Billing June 2024 | 10-56-920 | 617.50 |
| Total 32721: | | | | | | 617.50 |
| Grand Totals: | | | | | | 442,867.49 |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|------------|-----------|-------------|-------------|
| 10-21100 | .00 | 398,277.98- | 398,277.98- |
| 10-21300 | 1,149.00 | .00 | 1,149.00 |
| 10-23700 | 66,099.60 | .00 | 66,099.60 |
| 10-24200 | 1,080.64 | .00 | 1,080.64 |
| 10-26150 | 4,250.00 | .00 | 4,250.00 |
| 10-32-150 | 180.00 | .00 | 180.00 |
| 10-41-230 | 560.00 | .00 | 560.00 |

M = Manual Check, V = Void Check

| GL Account | Debit | Credit | Proof |
|------------|------------|--------|------------|
| 10-41-235 | 141.35 | .00 | 141.35 |
| 10-41-250 | 8,233.05 | .00 | 8,233.05 |
| 10-41-260 | 248,031.13 | .00 | 248,031.13 |
| 10-41-610 | 1,800.55 | .00 | 1,800.55 |
| 10-44-235 | 50.36 | .00 | 50.36 |
| 10-44-856 | 682.00 | .00 | 682.00 |
| 10-46-240 | 12,753.66 | .00 | 12,753.66 |
| 10-46-352 | 115.00 | .00 | 115.00 |
| 10-46-620 | 92.19 | .00 | 92.19 |
| 10-46-850 | 1,779.38 | .00 | 1,779.38 |
| 10-46-941 | 6,811.37 | .00 | 6,811.37 |
| 10-46-982 | 457.95 | .00 | 457.95 |
| 10-49-998 | 500.00 | .00 | 500.00 |
| 10-53-235 | 76.63 | .00 | 76.63 |
| 10-53-370 | 106.25 | .00 | 106.25 |
| 10-53-700 | 386.12 | .00 | 386.12 |
| 10-54-235 | 70.77 | .00 | 70.77 |
| 10-54-270 | 60.00 | .00 | 60.00 |
| 10-54-310 | 120.00 | .00 | 120.00 |
| 10-54-370 | 3,167.33 | .00 | 3,167.33 |
| 10-54-500 | 16,504.08 | .00 | 16,504.08 |
| 10-54-855 | 550.00 | .00 | 550.00 |
| 10-54-910 | 990.00 | .00 | 990.00 |
| 10-54-950 | 294.64 | .00 | 294.64 |
| 10-55-390 | 391.64 | .00 | 391.64 |
| 10-55-860 | 275.00 | .00 | 275.00 |
| 10-56-370 | 823.90 | .00 | 823.90 |
| 10-56-393 | 91.00 | .00 | 91.00 |
| 10-56-394 | 78.00 | .00 | 78.00 |
| 10-56-425 | 1,513.09 | .00 | 1,513.09 |
| 10-56-502 | 2,790.93 | .00 | 2,790.93 |
| 10-56-620 | 120.30 | .00 | 120.30 |
| 10-56-730 | 500.00 | .00 | 500.00 |
| 10-56-820 | 278.50 | .00 | 278.50 |
| 10-56-855 | 97.73 | .00 | 97.73 |
| 10-56-910 | 100.00 | .00 | 100.00 |
| 10-56-920 | 617.50 | .00 | 617.50 |
| 10-56-950 | 25.00 | .00 | 25.00 |
| 10-56-960 | 59.31 | .00 | 59.31 |
| 10-57-370 | 106.10 | .00 | 106.10 |

M = Manual Check, V = Void Check

| GL Account | Debit | Credit | Proof |
|------------|-----------|------------|------------|
| 10-57-400 | 4,636.00 | .00 | 4,636.00 |
| 10-57-680 | 16.00 | .00 | 16.00 |
| 10-61-370 | 482.55 | .00 | 482.55 |
| 10-61-840 | 61.76 | .00 | 61.76 |
| 10-61-855 | 154.58 | .00 | 154.58 |
| 10-61-950 | 3,417.09 | .00 | 3,417.09 |
| 10-64-820 | 497.24 | .00 | 497.24 |
| 10-64-840 | 426.02 | .00 | 426.02 |
| 10-64-855 | 195.71 | .00 | 195.71 |
| 10-64-950 | 189.92 | .00 | 189.92 |
| 10-70-310 | 164.30 | .00 | 164.30 |
| 10-70-370 | 78.91 | .00 | 78.91 |
| 10-70-840 | 114.09 | .00 | 114.09 |
| 10-70-900 | 1,712.76 | .00 | 1,712.76 |
| 10-70-970 | 1,170.00 | .00 | 1,170.00 |
| 12-21100 | 20.57 | 2,917.97- | 2,897.40- |
| 12-45-260 | 546.97 | 20.57- | 526.40 |
| 12-45-310 | 311.00 | .00 | 311.00 |
| 12-45-400 | 2,060.00 | .00 | 2,060.00 |
| 50-21100 | .00 | 7,170.34- | 7,170.34- |
| 50-46-235 | 138.67 | .00 | 138.67 |
| 50-46-335 | 1,417.00 | .00 | 1,417.00 |
| 50-46-876 | 3,300.00 | .00 | 3,300.00 |
| 50-46-941 | 1,924.35 | .00 | 1,924.35 |
| 50-47-410 | 390.32 | .00 | 390.32 |
| 51-21100 | .00 | 1,311.25- | 1,311.25- |
| 51-26150 | 261.88 | .00 | 261.88 |
| 51-81-310 | 300.00 | .00 | 300.00 |
| 51-81-370 | 337.63 | .00 | 337.63 |
| 51-81-620 | 129.00 | .00 | 129.00 |
| 51-81-840 | 104.20 | .00 | 104.20 |
| 51-81-950 | 178.54 | .00 | 178.54 |
| 52-21100 | 380.00 | 19,380.51- | 19,000.51- |
| 52-82-370 | 138.26 | .00 | 138.26 |
| 52-82-720 | 321.00 | .00 | 321.00 |
| 52-82-810 | 13,275.08 | .00 | 13,275.08 |
| 52-82-840 | 60.00 | .00 | 60.00 |
| 52-82-950 | 859.27 | 380.00- | 479.27 |
| 52-82-976 | 4,726.90 | .00 | 4,726.90 |
| 53-21100 | .00 | 3,556.51- | 3,556.51- |

M = Manual Check, V = Void Check

| GL Account | Debit | Credit | Proof |
|---------------|-------------------|--------------------|------------|
| 53-83-370 | 193.72 | .00 | 193.72 |
| 53-83-420 | 3,362.79 | .00 | 3,362.79 |
| 54-21100 | .00 | 10,653.50- | 10,653.50- |
| 54-84-250 | 8,497.50 | .00 | 8,497.50 |
| 54-84-370 | 1,597.43 | .00 | 1,597.43 |
| 54-84-900 | 321.00 | .00 | 321.00 |
| 54-84-938 | 191.98 | .00 | 191.98 |
| 54-84-950 | 45.59 | .00 | 45.59 |
| Grand Totals: | <u>443,668.63</u> | <u>443,668.63-</u> | <u>.00</u> |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

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

M = Manual Check, V = Void Check



Transmittal Transactions
5-14-24

Payroll Fire: 4-13-24 to 4-24-24

| Date | Type/Check # | Payor | AMOUNT |
|---------------|--------------|----------------|--------------------|
| 4/24/2024 | ACH | IRS | \$ 1,611.80 |
| 4/24/2024 | 32642 | Pathfinder FCU | \$ 192.50 |
| Total: | | | \$ 1,804.30 |

Payroll Reg/Police: 4-22-24 to 5-5-24

| Date | Type/Check # | Payor | AMOUNT |
|---------------|--------------|-----------------------------------|---------------------|
| 5/5/2024 | ACH | IRS | \$ 26,488.18 |
| 5/7/2024 | ACH | Wyoming Retirement | \$ 54,708.95 |
| 5/5/2024 | 32645 | American Funds | \$ 225.00 |
| 5/5/2024 | 32646 | Orchard Trust/Great Western Trust | \$ 740.00 |
| Total: | | | \$ 82,162.13 |

Payroll Fire: 4-25-24 to 5-6-24

| Date | Type/Check # | Payor | AMOUNT |
|---------------|--------------|--------------------|---------------------|
| 5/6/2024 | ACH | IRS | \$ 1,674.88 |
| 5/7/2024 | ACH | Wyoming Retirement | \$ 17,005.86 |
| 5/6/2024 | 32647 | Pathfinder FCU | \$ 220.00 |
| Total: | | | \$ 18,900.74 |



PAYROLL

Meeting Date: May 14, 2024

Payroll Type: Regular/Police

Date Range: 4-22-24 to 5-5-24

Net: \$ 115,908.32

Deductions: \$ 30,044.88

Federal Taxes: \$ 9,820.00

Medicare: \$ 1,616.51

Retirement: \$ 6,016.82

Social Security: \$ 6,717.58

Child Support: \$ 540.32

Insurance: \$ 3,963.45

Supplemental Retirement: \$ 1,176.78

Supplemental Insurance: \$ 193.42

TOTAL PAYROLL: \$ 85,863.44

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: May 14, 2024

Payroll Type: Fire

Date Range: 4-13-24 to 4-24-24

| | | |
|--------------------------|-----------|------------------|
| Net: | \$ | 16,911.31 |
| Deductions: | \$ | 4,542.88 |
| Federal Taxes: | \$ | 1,149.00 |
| Medicare: | \$ | 231.40 |
| Retirement: | \$ | 1,901.67 |
| Union Dues | \$ | 192.50 |
| Child Support: | \$ | - |
| Insurance: | \$ | 958.69 |
| Supplemental Retirement: | \$ | 82.42 |
| Supplemental Insurance: | \$ | 27.20 |
| TOTAL PAYROLL: | \$ | 12,368.43 |

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: May 14, 2024

Payroll Type: Fire

Date Range: 4-25-24 to 5-6-24

| | | |
|--------------------------|-----------|------------------|
| Net: | \$ | 17,684.50 |
| Deductions: | \$ | 4,757.00 |
| Federal Taxes: | \$ | 1,191.00 |
| Medicare: | \$ | 241.94 |
| Retirement: | \$ | 1,988.61 |
| Union Dues | \$ | 220.00 |
| Child Support: | \$ | - |
| Insurance: | \$ | 1,005.83 |
| Supplemental Retirement: | \$ | 82.42 |
| Supplemental Insurance: | \$ | 27.20 |
| TOTAL PAYROLL: | \$ | 12,927.50 |

City Clerk, Sarah Osborn

Mayor, Leah Juarez



CITY OF MILLS

EST. 1921

VOIDED CHECKS

5-14-24

| CHECK # | DATE | PAYOR | AMOUNT |
|---------|-----------|----------------|-----------|
| 32640 | 4/25/2024 | Pathfinder FCU | \$ 192.50 |
| 32641 | 4/25/2024 | Pathfinder FCU | \$ 192.50 |

Total: \$ 385.00

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

| FOR LIQUOR DIVISION USE ONLY | | | Item # 15. |
|------------------------------|----------|------|------------|
| Customer #: | | | |
| Trf from: | | | |
| Reviewer: | Initials | Date | |
| Agent: | | / / | |
| Mgr: | | / / | |

To be completed by City / Town / County Clerk

Local License #: _____

Date filed with clerk: 4 / 4 / 24

Advertising Dates: (2 Consecutive Weeks Prior to Hearing)
4 / 16 / 24 & 4 / 23 / 24

Public Hearing Date: 5 / 14 / 24

License Fees

Annual Fee: \$ 502.50

Prorated Fee: \$ _____

Transfer Fee: \$ _____

Publishing Fee: \$ 30.00

Publishing Fee Direct Billed to Applicant:

License Term: 5 / 15 / 24 Through 10 / 14 / 24

Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.

Applicant (Business Name): Thollhouse LLC

Doing Business As (DBA) / Trade Name: Hideaway Bar and Package

Building to be licensed / Building Address: 211 River view Ave
(Address Number, and Suite or Unit Number, and Street or Road Name)

Mills WY 82604 Natrona
City State Zip County

Local Mailing Address: 1470 Hazelwood Dr
(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)

Casper WY 82609 Natrona
City State Zip County

Local Business Telephone Number: [REDACTED] Fax Number: N/A

Business E-Mail Address: hideawaybarandpackage@gmail.com

Business Primary Contact: Keith Tholl
First Name Last Name

FILING FOR

- NEW LICENSE
- TRANSFER OF LOCATION
- TRANSFER OF OWNERSHIP
- ASSIGNMENT LETTER MUST BE ATTACHED

FORMERLY HELD BY: Hideaway Bar LLC

FILING IN (CHOOSE ONLY ONE)

- CITY / TOWN OF: Mills
- COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)

- INDIVIDUAL
- PARTNERSHIP
- LP LLP LLLP
- LLC LC
- CORPORATION (INC)
- POLITICAL SUBDIVISION
- ORGANIZATION
- OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

- | | | |
|---|---|---|
| <input type="checkbox"/> RETAIL LIQUOR LICENSE PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE) <input type="checkbox"/> ON-PREMISE BAR <input type="checkbox"/> OFF-PREMISE PACKAGE STORE <input checked="" type="checkbox"/> ON & OFF PREMISE BAR & PACKAGE STORE | <input type="checkbox"/> RESTAURANT LIQUOR LICENSE <input type="checkbox"/> BAR AND GRILL LIQUOR LICENSE <input type="checkbox"/> RESORT LIQUOR LICENSE LIMITED RETAIL LIQUOR LICENSE (CLUB) <input type="checkbox"/> VETERANS CLUB <input type="checkbox"/> FRATERNAL CLUB <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> SOCIAL CLUB | <input type="checkbox"/> MICROBREWERY PERMIT <input type="checkbox"/> WINERY PERMIT <input type="checkbox"/> MANUFACTURER SATELLITE PERMIT <input type="checkbox"/> WINERY SATELLITE PERMIT <input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT <input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT |
|---|---|---|

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

- | | |
|--|--|
| <input type="checkbox"/> COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) | <input type="checkbox"/> RESORT (W.S. 12-4-401(iv) / 12-5-201(f)) |
| <input type="checkbox"/> GOLF CLUB (W.S. 12-5-201(f)) | <input type="checkbox"/> GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f)) |
| <input type="checkbox"/> GUEST RANCH (W.S. 12-5-201(f)) | <input type="checkbox"/> Other: _____ |

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

- | | | |
|---|---------------------------|---|
| <input checked="" type="checkbox"/> FULL TIME | MONTHS OF OPERATION | from _____ to _____ <input checked="" type="checkbox"/> All Year (Jan-Dec) |
| <input type="checkbox"/> SEASONAL | DAYS OF WEEK OF OPERATION | from _____ to _____ <input checked="" type="checkbox"/> Every Day (Mon-Sun) |
| <input type="checkbox"/> NON-OPERATIONAL / PARKED | HOURS OF OPERATION | from <u>9am</u> to <u>2am</u> <input type="checkbox"/> 24 Hours a Day |

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. YES (own)
- (b) The Applicant **LEASES** the licensed building. YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

- (i) Lease term expiration date; located on page _____ paragraph _____.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

- (ii) Sales provision for alcoholic or malt beverages: located, on page _____ paragraph _____.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? YES NO

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? YES NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? YES NO
- 1. If **YES**, is a copy of the food and beverage contract or lease attached? YES NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? YES NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- 1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? YES NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? YES NO

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a) Does the golf club have more than fifty (50) bona fide members? YES NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? YES NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? YES NO
 - 1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) YES NO
 - 2. If YES, is a copy of the food and beverage contract or lease attached? YES NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Is a true copy of the club bylaws attached to this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) YES NO

13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) must complete all of the information below. (If more information is required, list on a separate piece of paper and attach to this application.)

| True and Correct Name | Date of Birth | Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i> | Residence Phone Number | Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year? | Have you been convicted within the previous 10 years of: | |
|-----------------------|---------------|---|------------------------------|--|---|--|
| | | | | | a Felony Violation Relating to Alcoholic Liquor or Malt Beverages? | any Violation Relating to Alcoholic Liquor or Malt Beverages? |
| | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below. (If more information is required, list on a separate piece of paper and attach to this application)

Table with 7 columns: True and Correct Name, Date of Birth, Residence Address, Residence Phone Number, No. of Years in Corp or LLC, % of Corporate Stock or Ownership Held, and Have you been convicted within the previous 10 years of. The table contains one row of data for Keith Andrew Tholl.

REQUIRED ATTACHMENTS:

- List of required attachments including financial statements, transfer forms, lease agreements, and liquor license permits.

OATH OR VERIFICATION

Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers. W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

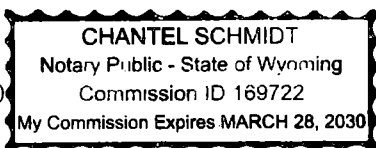
STATE OF WYOMING)) SS. COUNTY OF Natrona)

Signed and sworn to before me on this 3rd day of April, 2024 that the facts alleged in the foregoing instrument are true by the following:

- Signature and title verification lines for Keith Tholl (Member) and four additional blank lines.

Witness my hand and official seal: [Signature of Notary Public] Signature of Notary Public

My commission expires: 3/28/2030





CITY OF MILLS
EST. 1921

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

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

Memorandum

TO: Mills City Council
FROM: Megan Nelms, AICP, City Planner
DATE: May 14, 2024
SUBJECT: Planning & Zoning Commission Bylaws Adoption

In reviewing the proposed updates to Title 17, staff recently became aware that the Planning & Zoning Commission lacked bylaws to provide for the operating procedures and general processes of the Commission.

Attached, please find proposed bylaws for review, approval, and adoption. The bylaws are intended to inform and assist the Commission regarding procedural matters during meetings, provide guidance on process and to generally aide in the management and efficiency of meetings. The bylaws also provide guidance on topics such as membership, terms of office and elections.

Per the Wyoming Administrative Procedures Act, the proposed rules/bylaws have been advertised for a public hearing. A copy of the notice is attached.

Planning Commission Recommendation: At their March 7, 2024, meeting, the Commission made a “Do Pass” recommendation to adopt the bylaws as proposed.

Staff Recommendation: Staff recommends APPROVAL of the City of Mills Planning & Zoning Commission Bylaws to City Council.

CITY OF MILLS PLANNING & ZONING COMMISSION BY-LAWS

CHAPTER I
GENERAL PROVISIONS

SECTION 1. Establishment: As set forth in the Wyoming Statutes on Planning & Zoning, Wyo. Stat. §15-1-501 through 15-1-510 and 15-1-604, Wyoming Statutes, (1977 as amended), the City of Mills Planning & Zoning Commission, Mills, Wyoming, adopted these By-Laws governing its powers. These By-Laws shall regulate and govern the affairs of the City of Mills Planning and Zoning Commission, hereinafter referred to as the "Commission".

SECTION 2. Adoption of By-Laws: These By-Laws shall become effective upon their approval by the City of Mills Council and their formal adoption by the Commission as required in accordance with the Wyoming Administrative Procedures Act, Wyo. Stat. §16-3-101 et. Seq and as amended.

SECTION 3. Amendments to By-Laws. Changes or amendments to these By-Laws shall conform to the procedures outlined in the Wyoming Administrative Procedures Act, Wyo. Stat. §16-3-101 et. Seq and as amended. A vote of a majority of the Commission and the City Council shall be required to change or amend these By-Laws.

SECTION 4. Purpose. The purpose of the Planning & Zoning Commission is to promote the health, safety, and general welfare of the community and foster the most appropriate development of land within the city. The Commission shall, in accordance with the public interest, oversee the development of and updates to the city comprehensive plan. The Commission shall submit recommendations to the City Council, on the adoption of ordinances and codes established to enact the development policies of the comprehensive plan, and rule on matters pertaining to the enforcement of said adopted codes and ordinances, specifically the zoning ordinance and subdivision regulations, known as the City of Mills Land Development Regulations.

CHAPTER II
COMPOSITION OF COMMISSION

SECTION 1. Membership: The Commission shall be composed of five (5) members, appointed by the City Council. All members shall be residents of the City of Mills.

SECTION 2. Terms of Office. The term of office for each member appointed shall be for two (2) years. The terms of the members appointed to the first Commission shall be of such length and so arranged that the terms of no more than three (3) members expire at any one time. There is no limit to the number of terms that a person may serve on the Commission.

SECTION 3. Vacancy of Office: In the event of a vacancy in the Commission, the Mills City Council shall fill the vacancy by appointment for the unexpired term.

SECTION 4. Removal from office. The in event that any member is no longer a resident of the city, the Mayor and City Council shall terminate the appointment of such person and appoint and new member of the Commission. If a member fails to attend four (4) regular Commission meeting without cause over a six (6) month period, the chair of the Commission shall notify the Mayor and City Council, who may declare the member's seat vacant and appoint a new member to the Commission.

CHAPTER III
ELECTION OF OFFICERS & MEETINGS

SECTION 1. Officers: The Commission shall annually elect two (2) officers from amongst its own members during its annual Board meeting in July. The two officers of the Commission shall consist of a chairman and vice-chairman. Each officer shall serve a one (1) year term. Officers may succeed themselves.

SECTION 2. Annual Meetings: The annual meeting of the Commission shall be the first regular meeting in the month of July of each year. This meeting shall include the election of officers for the following year and the regular business of the Commission.

SECTION 3. Regular Meetings: The Commission shall regularly meet the first Thursday of each month. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting. In the event that there are no cases scheduled, or other business to be considered, the regular meeting may be cancelled by the chair of the Commission.

SECTION 4. Open Meetings: All meetings of the Commission are public meetings, open to the public at all times except as otherwise provided. A member of the public shall not be required as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire or fulfill any other condition precedent to his attendance except that a person seeking recognition may be required to give his name and affiliation.

SECTION 5. Special Meetings: Special meetings may be called by the chairman by giving notice of the meeting to the secretary, who shall thereafter, on behalf of the chairman, give notice to each member of the Commission and to the public. The notice shall be given one day prior to the scheduled meeting and shall specify the time and place of the special meeting and the business to be transacted. No business other than that specified shall be considered at a special meeting.

CHAPTER IV
TRANSACTION OF BUSINESS

SECTION 1. Quorum. Three (3) members of the Commission shall constitute a quorum for the transaction of business. Any or all members of the Commission may participate in a meeting by means of telephone or video conference, and such participation shall constitute presence at the meeting. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

SECTION 2. Voting: Each member, including the chairman, of the Commission shall be entitled to one (1) vote. Voting shall be by roll call voice, voice or by show of hands. All votes shall be cast in person by members of the Commission. A majority of members present shall be required to approve all Board actions.

SECTION 3. Abstention & Conflicts of Interest: Any member of the Commission shall abstain from voting on any matter of issue when that member has a personal or financial interest in that matter or issue. The member shall disclose his interest and be disqualified from voting upon the matter and the secretary shall so record in the minutes that no vote was cast by such member. Any abstention by a member for other than personal or financial reasons shall be considered a negative vote upon the matter.

SECTION 4. Proceedings: At any regular meeting of the Planning and Zoning Commission, the following shall be the regular order of business:

- a. Call to Order
- b. Consideration of Minutes of Previous Meetings
- d. Public Hearings
- e. Public Comment
- g. Adjournment

Individuals or groups may be recognized by the Chairman of the Commission with agreement of the other Commission members for discussion of new business not scheduled on the agenda. This recognition shall only be extended to individuals or groups after the conclusion of the scheduled new business.

SECTION 5. Appearance Before the Commission: Individuals or groups that wish to appear in person or by representative before the Commission shall make their request in writing to the secretary or the official designee. The written request to be placed on the agenda shall be made no later than three (3) weeks prior to the meeting at which they wish to appear. During discussion of topics on the agenda, the chairman of the Commission will recognize all persons who desire to make comments.

SECTION 6. Public Records: All rules and all other written statements of policy or interpretations formulated, adopted, or used by the Commission in the discharge of its function shall be available for public inspection.

CHAPTER V
OFFICERS & DUTIES

SECTION 1. Officers. The officers of the Commission shall consist of a Chair, Vice-Chair and Secretary.

SECTION 2. Duties of Officers.

a. Chairman: The chairman shall preside at all meetings of the Planning and Zoning Commission and shall have general authority and responsibility in the administration of the rules and regulations. Powers include their signature for documents, recommendations and resolutions of the Commission, the call for special meetings in accordance with these By-Laws, and appointments for advisory committees subject to confirmation by the Commission.

b. Vice-Chairman: The vice-chairman shall exercise the functions of the chairman in the chairman's absence or incapacity. He shall also serve as chairman until the election of officers at the annual meetings in July in the event the office of chairman becomes vacant due to resignation, removal, incapacity, or any other similar circumstances.

c. Secretary: The secretary of the Planning and Zoning Commission shall be the Building Official or a person designated by the Mayor. The secretary or the designee shall attest all official documents of the Board. The minutes of the Board shall be kept by the secretary or the designee.

SECTION 3. Advisory Committee. The Planning and Zoning Commission may establish such advisory committees to the Commission as are necessary and the chairman shall appoint the membership of these advisory committees subject to confirmation by the Commission.

CHAPTER VI
PROCEDURES FOR PUBLIC HEARING

SECTION 1. Purpose of Public Hearing: A public hearing is held for the purpose of obtaining information and comments. The Commission shall consider the information and comments presented during the public hearing prior to the submission of recommendations to the Mills City Council.

SECTION 2. Notice of Public Hearing. Notice of the time and place of hearing shall be given as required by Title 17 of Mills City Code.

SECTION 3. Initiated Public Hearing by Commission. The Commission may initiate public hearings relative to the functions permitted under Title 17, Mills City Code and Section 15-1-601 through 15-1-604, Wyoming Statutes (1977 as amended) and other functions duly delegated to the Commission by the Mills City Council.

SECTION 4. Appearance at Public Hearing. Any interested individual or group or their representative will be provided with an opportunity to participate in a public hearing. Appearance will be granted in the following order:

- a. Those individuals or groups who wish to speak for the proposal set for public hearing.
- b. Those individuals or groups who wish to speak against the proposal set for public hearing.
- c. Those individuals or groups who wish only to comment.

SECTION 6. Written Comments for Public Hearing: Any individual or group will be provided with an opportunity to submit written comments to be addressed to the Commission within the public notice period prior to the public hearing. Written comments shall automatically be incorporated into the public hearing record.

SECTION 7. Conduct of Public Hearing. The conduct for the public hearing shall conform to the following procedures:

- a. The chairman shall call the public hearing to order, and the proposal set for the public hearing shall be read.
- b. The chairman may recognize members of the Commission and staff to provide initial comments on the proposal.
- c. The chairman shall then recognize those present at the public hearing. The individual or group recognized by the chairman shall be asked to identify himself or the group and his or their affiliation regarding the proposal prior to making any comments.
- d. Appearance of those recognized by the chairman shall follow the procedure outlined in these By-Laws. Only one (1) individual at a time and recognized by the chairman shall be permitted to speak.

e. Each person or group shall be limited to five (5) minutes for comments unless an extension approved by the Commission is granted. Any extension of time shall be granted equally to all individuals or groups who wish to comment.

f. At the conclusion of an individual's comments, the chairman of the Commission may permit appropriate questions from the Board and from recognized individuals, groups, or their representatives to be addressed to the individual who has concluded his or her comments.

g. Standards of public conduct shall be maintained. All participants and observers will conduct themselves in a proper manner.

h. At the conclusion of the comments from all individuals or groups recognized by the chairman, the chairman may request comments and opinions from members of the Commission and staff.

i. Formal action may then be taken by the Commission.

Approved this _____ day of _____, 2024.

MILLS CITY COUNCIL

BY: _____
Leah Juarez, Mayor

ATTEST:

City Clerk

APPROVED AND ADOPTED THIS _____ DAY OF _____, 2024

CITY OF MILLS PLANNING & ZONING BOARD

BY: _____
Leon Norvell, Chairman

ATTEST:

Secretary



CITY OF MILLS

EST. 1921

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

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

NOTICE OF INTENT TO ADOPT PLANNING & ZONING COMMISSION BYLAWS

PEASE TAKE NOTICE that the Mills City Council hereby gives notice of its intent to adopt bylaws for the Planning & Zoning Commission, pursuant to W.S.S. 16-3-103.

A copy of the proposed bylaws are available at the Mills City Clerk’s Office, 704 Fourth St., Mills, WY 82644 or may be viewed on the city website at www.millswy.gov. Any interested person may present their views regarding this intended action by submitting written comments to the Council no later than 5 p.m. on the 3rd day of May, 2024 by delivering your comments via United States mail to PO Box 789, Mills, WY 82644 or by hand delivery to the address listed above.

The proposed bylaws provide for the organization, processes, and procedures of the Mills Planning & Zoning Commission, including commission composition, meetings, election of officers and conduct of public hearings.

Any person wishing to present their views orally may attend a public hearing scheduled for May 14, 2024 at 7:00 p.m. in the Mills City Council Chambers, 704 Fourth St., Mills, Wyoming.

Following the time allotted for public comment and the public hearing, the City Council intends to take official action regarding the adoption of the proposed bylaws at **their regularly scheduled meeting on May 14, 2024.**

Dated this 16th day of March 2024.

**SARAH OSBORN
MILLS CITY CLERK**

By: _____

Publish: March 16th & 30th