

**REGULAR CITY COUNCIL
MEETING**

November 14, 2023

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Sara McCarthy

Council Members:

Cherie Butcher

Brad Neumiller

Tim Sutherland

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- [1. Council Meeting Minutes 10-24-2023](#)

City Licenses

- [2. New and Renewal Business and Contractor Licenses 11-14-2023](#)

Financial Approvals

- [3. Financial Breakdown 11-14-2023](#)
- [4. Treasurer Reports October 2023](#)

ORDINANCES AND RESOLUTIONS

- [5. **Resolution 2023-43:** A Resolution for Midway Subdivision, An Addition to the City of Mills](#)
- [6. **Resolution 2023-44:** A Resolution for Approval of A Site Plan for Phase 1 \(37,920 SQ FT \) Of A Proposed 82,220 SQ FT Public K-12 School Building](#)
- [7. **Ordinance 806: THIRD AND FINAL READING:** An Ordinance Regarding Business License Fees](#)
- [8. **Ordinance 807: First Reading:** An Ordinance Providing for Certain Fine for Violations by Liquor License Holders](#)
- [9. **Ordinance 808: First Reading:** An Ordinance Amending 5.04.180 to be 5.08.180](#)
- [10. **Ordinance 809: First Reading:** An Ordinance Amending Title 2](#)

COUNCIL APPROVALS

11. Council Approval of the RFP from CEPI For Surveying Services

NEW BUSINESS

12. Council Business: Wyoming Downs / Beacon

OPEN DISCUSSION

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - December 12th, 2023 @ 7:00pm.

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

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

**REGULAR CITY COUNCIL
MEETING
October 24, 2023
7:00 PM
City Hall**



CITY OF MILLS
EST. 1921

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

MINUTES

CALL TO ORDER

Mayor Pro Tem McCarthy opened the meeting at 7:00pm.

ROLL CALL

PRESENT

Mayor Pro Tem Sara McCarthy
Council Member Cherie Butcher
Council Member Brad Neumiller
Council Member Tim Sutherland

ABSENT

Mayor Leah Juarez

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- 1. Council Meeting Minutes 10-10-2023

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

City Licenses

- 2. New and Renewal Business and Contractors Licenses 10-24-2023

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

Financial Approvals

- 3. Financial Break Down Reports 10-24-2023

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

4. Fire Payroll: 10-4-2023 to 10-15-2023

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

5. Regular/Police Payroll: 9-25-2023 to 10-8-2023

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

ORDINANCES AND RESOLUTIONS

6. Ordinance 794 THIRD AND FINAL READING: An Ordinance Granting An Electric Utility Franchise and General Utility Easement to Rocky Mountain Power

Motion made by Council Member Butcher, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

7. Ordinance 804; THIRD AND FINAL READING: An Ordinance Regarding Legal Advertisements

Motion made by Council Member Neumiller, Seconded by Council Member Butcher.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

8. Ordinance 805; THIRD AND FINAL READING: An Ordinance Seeking To De-Annex Certain Properties From The City Of Mills, Wyoming

Motion made by Council Member Butcher, Seconded by Council Member Neumiller.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

9. Ordinance 806: Second Reading: An Ordinance Regarding Business License Fees

Motion made by Council Member Neumiller, Seconded by Council Member Butcher.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

10. Resolution 2023-35: A Resolution Setting Municipal Salaries

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

11. Resolution 2023-41: A Resolution Authorizing the City of Mills to Transfer Certain Equipment to Salt Creek Emergency Services

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

12. Resolution 2023-42: A Resolution Proclaiming Recognition of Betabeleros Day for 2023

The City Attorney played a recording of the Mayor reading the Proclamation to declare this day Betabeleros day.

Motion made by Council Member Neumiller, Seconded by Council Member Butcher.
Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

COUNCIL APPROVALS

13. Council Approval of the Lamar Sign Agreement

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

OPEN DISCUSSION

Mike Robb: 1114 Pioneer:

Mike was present to talk about his vehicles that are being towed after one day and he thought he had up to 5 days to move. He stated that the Code Enforcement is over at his house every day and ticketing him. He wants to make a compliant about what is happening. He has called the police office about other issues and they are never taken care of. He also has been helping his neighbors out so they don't get tickets like he is getting.

Randy Carpenter: 1113 Pioneer

He wanted to know what the City can do for people that are disabled. He stated that he never see the City come plow or do anything on their street. They just like to give tickets for vehicles parked on the street. The Mayor Pro Tem stated that we will look into these issues and see what needs to be done.

Scott Clamp: 720 Wasatch:

Scott wanted to know with the rezoning that is going on if it going to affect his properties like It has Dale Johnston's place. He wanted to know if a trailer is removed that another cannot be moved back on. Councilman Neumiller stated that after 60 days if a trailer is not on there you cannot put one on. The City Attorney stated that it all depends on the age of the trailer. Scott stated that he thinks that is wrong because some of the lots have been how they make a living. Scott also stated that for next year at Halloween the City needs to think about having the

hotdog roast down at First Street Park with a bon fire and maybe use some of the land behind WOTCO for a haunted trail. He stated he would help plan it and thinks it would be fun for the community to participate in. You can charge a fee and the money would help the fire department with supplies they might need.

ADJOURNMENT

Mayor Pro Tem asked for a motion to adjourn the meeting at 7:18pm.

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

Voting Yea: Mayor Pro Tem McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - November 14th, 2023 @ 7:00pm/ November 28th, 2023 @ 7:00pm

NEXT WORK SESSION - November 13th, 2023 @ 9:00am/ November 14th, 2023 @ 6:00pm/ November 28th, 2023 @ 6:00pm

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

Mayor Pro Tem, Sara McCarthy

City Clerk, Christine Trumbull

Council Meeting NOVEMBER 14th, 2023

Item # 2.

NEW BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1	BRIGADE ENERGY SERVICES	YES	NO
2	KORWELL ENERGY	YES	NO
3	9 ACES STORAGE	NO	NO
4	RMS CRANES	YES	NO
5	WYOMING DOWNS dba THE BEACON	YES	NO

RENEWAL BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1	AUDIE'S SMALL ENGINE	YES	NO
2	FIRE PETROLEUM SERVICE CORP/MOUNTAIN ALARM	N/A	NO
3	FRIENDS FOREVER CHILDCARE	YES	NO
4	GRIZZLY EXCAVATING & CONSTRUCTION	YES	NO
5	INSTALLATION & SERVICE CO	YES	NO
6	M-3 INDUSTRIES	YES	NO
7	WOODWARD MACHINE CORP	YES	NO
8			
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26			

NEW CONTRACTOR LICENSES

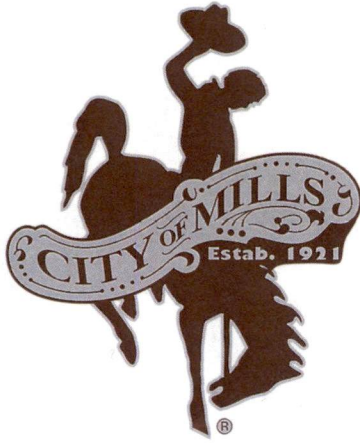
	BUSINESS NAME	FIRE	INSURANCE	CONTRACTOR ID
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1				
2				
3				

RENEWAL CONTRACTOR LICENSES

	BUSINESS NAME	FIRE	INSURANCE	CONTRACTOR ID
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1	307 CONTRACTING	N/A	NO	YES
2				
3				
4				
5				
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16				
17				



CITY OF MILLS

EST. 1921

CHECK LIST FOR

November 14th, 2023

COUNCIL MEETING

City Hall/Court

10-23-2023	31973-31974	Transmittals
10-25-2023	31975-31981	Manuals
10-30-2023	31982-31984	Transmittals
10-30-2023	31985-31988	Manuals
11-8-2023	31989-31991	Payroll
11-8-2023	31992-31995	Transmittals
11-8-2023	31996-32003	Manuals
11-9-2023	32004-32055	Vouchers
	COURT	
10-24-2023	1806-1809	Manuals

COUNCIL:

MAYOR: _____

CITY CLERK: _____



CITY OF MILLS

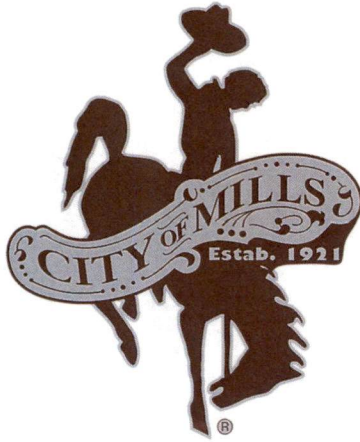
EST. 1921

BILLS

Meeting Date: November 14th, 2023

Bills

ACH.....	\$0
VOUCHERS.....	\$153,568.94
MANUAL CHECKS CITY HALL.....	\$84,610.52
MANUAL CHECKS COURT.....	\$1640.00
TRANSMITTAL CHECKS.....	\$52,386.67
VOIDED CHECKS.....	\$0



CITY OF MILLS

EST. 1921

MANUAL CHECKS

City Hall

November 14th, 2023

COUNCIL MEETING

10-25-2023	31975	Charter Communications	Bill	\$97.98
10-25-2023	31976	Kevin O’Hearn	Reimbursement	\$10.00
10-25-2023	31977	Rocky Mountain Power	Utility	\$4927.51
10-25-2023	31978	Verizon	Bill	\$1640.22
10-25-2023	31979	Walmart 1617	Shop with a Cop	\$1500.00
10-25-2023	31980	Walmart 3778	Shop with a Cop	\$1500.00
10-26-2023	31981	HUB International	Benefits	\$64,491.82
10-30-2023	31985	Arcadis US Inc	River Front Project	\$7515.50
10-30-2023	31986	Charter Communications	Bill	\$552.90
10-30-2023	31987	SeaWestern Fire Fighting Equipment	Fire Equipment	\$306.99
10-30-2023	31988	Walter Bowden	Water Deposit Refund	\$56.04
11-8-2023	31996	Bruce Turner	Water Deposit Refund	\$100.00
11-8-2023	31997	Century Link	Bill	\$287.74
11-8-2023	31998	Dale Smith	Bill	\$612.50
11-8-2023	31999	Madison Otter	Water Deposit Refund	\$17.55
11-8-2023	32000	Paul George	Water Deposit Refund	\$135.47
11-8-2023	32001	Rocky Mountain Power	Utilities	\$641.62
11-8-2023	32002	Verizon	Bill	\$138.68



CITY OF MILLS

EST. 1921

11-8-2023	32003	Wyoming DCI Finger Print Division	Fingerprints	\$78.00
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TOTAL: _____ **\$84,610.52**



CITY OF MILLS

EST. 1921

MANUAL CHECKS

COURT

November 14th, 2023

COUNCIL MEETING

10-24-2023	1806	Amber Haynes	Bond Refund	\$630.00
10-24-2023	1807	Dora Cortez	Bond Refund	\$110.00
10-24-2023	1808	Jacob Lee	Bond Refund	\$680.00
10-24-2023	1809	James Halstead	Bond Refund	\$220.00

TOTAL: \$1640.00



CITY OF MILLS

EST. 1921

Transmittal Checks

November 14th, 2023

Council Meeting

10-23-2023	31973	American Funds	\$250.00
10-23-2023	31974	Orchard Trust	\$725.00
10-30-2023	31982	Pathfinder FCU	\$220.00
10-30-2023	31983	State of Wyoming Retirement Fire	\$11,940.06
10-30-2023	31984	State of Wyoming Retirement R & p	\$18,722.76
11-8-2023	31992	American Funds	\$250.00
11-8-2023	31993	Orchard Trust	\$725.00
11-8-2023	31994	State of Wyoming Retirement Fire	\$871.84
11-8-2023	31995	State of Wyoming Retirement R & P	18,682.01

TOTAL: \$52,386.67

Report Criteria:

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
32004						
11/14/2023	32004	ALSCO, Inc	34.80	Mats & Coveralls for shop	10-65-855	34.80
11/14/2023	32004	ALSCO, Inc	71.92	Rugs and Mat at City Hall	12-45-260	71.92
11/14/2023	32004	ALSCO, Inc	151.15	Rugs and Mats for PD	12-45-260	151.15
Total 32004:						257.87
32005						
11/14/2023	32005	Arcadis US, Inc	9,832.70	Riverbank stabilization	12-45-230	9,832.70
Total 32005:						9,832.70
32006						
11/14/2023	32006	Arrowhead Heating & Air Conditio	92.00	T-Stat problems on downstairs furnace	10-56-620	92.00
Total 32006:						92.00
32007						
11/14/2023	32007	Atlas Office Products, Inc	163.73	Office Supplies for PD	10-54-235	163.73
11/14/2023	32007	Atlas Office Products, Inc	4.32	Office Supplies for PD	10-54-235	4.32
11/14/2023	32007	Atlas Office Products, Inc	75.60	Office Supplies for PD	10-54-235	75.60
Total 32007:						243.65
32008						
11/14/2023	32008	B & B Rubber Stamp	31.95	Notary Stamp for S Youncs	10-54-310	31.95
Total 32008:						31.95
32009						
11/14/2023	32009	Big Horn Tire, Inc.	2,926.54	Front end repair on MS 48-ambulance	10-56-950	2,926.54
11/14/2023	32009	Big Horn Tire, Inc.	1,045.40	Tires unit #2	51-81-900	1,045.40
11/14/2023	32009	Big Horn Tire, Inc.	2,652.67	Re-Cap tire x8	54-84-950	2,652.67
11/14/2023	32009	Big Horn Tire, Inc.	290.33	Re-Cap tire	54-84-950	290.33
11/14/2023	32009	Big Horn Tire, Inc.	368.00	Take off tires and send for re-caps	54-84-950	368.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 32009:						7,282.94
32010						
11/14/2023	32010	Bound Tree Medical	21.79	Medcal Supplies	10-56-425	21.79
11/14/2023	32010	Bound Tree Medical	935.92	Medcal Supplies	10-56-425	935.92
11/14/2023	32010	Bound Tree Medical	24.27	Medcal Supplies	10-56-425	24.27
11/14/2023	32010	Bound Tree Medical	17.88	Medcal Supplies	10-56-425	17.88
11/14/2023	32010	Bound Tree Medical	248.53	Medcal Supplies	10-56-425	248.53
11/14/2023	32010	Bound Tree Medical	258.89	Medcal Supplies	10-56-425	258.89
Total 32010:						1,507.28
32011						
11/14/2023	32011	Caselle, Inc	1,196.00	Caselle Support & Maint for December 2023	50-46-725	1,196.00
11/14/2023	32011	Caselle, Inc	1,196.00	Caselle Support & Maint for December 2023	10-44-725	1,196.00
Total 32011:						2,392.00
32012						
11/14/2023	32012	Casper Natrona County Health De	3,750.00	July - Sept 2023	10-46-955	3,750.00
Total 32012:						3,750.00
32013						
11/14/2023	32013	Casper Star Tribune Inc	489.99	Renewal	10-46-620	489.99
Total 32013:						489.99
32014						
11/14/2023	32014	City of Casper	2,667.77	Metro Shelter Charges	10-53-600	2,667.77
11/14/2023	32014	City of Casper	25,771.39	201 Sewer RWWWS	53-83-620	25,771.39
11/14/2023	32014	City of Casper	12,330.81	PSCC Charges for Sept 2023	10-54-500	12,330.81
11/14/2023	32014	City of Casper	3,220.00	Balefill Passes for October 2023	54-84-250	3,220.00
11/14/2023	32014	City of Casper	702.35	Balefill	54-84-250	702.35
11/14/2023	32014	City of Casper	408.65	Balefill	54-84-250	408.65
11/14/2023	32014	City of Casper	736.45	Balefill	54-84-250	736.45
11/14/2023	32014	City of Casper	659.45	Balefill	12-45-280	659.45
11/14/2023	32014	City of Casper	580.25	Balefill	12-45-280	580.25

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/14/2023	32014	City of Casper	410.85	Balefill	12-45-280	410.85
11/14/2023	32014	City of Casper	653.95	Balefill	12-45-280	653.95
11/14/2023	32014	City of Casper	875.05	Balefill	12-45-280	875.05
11/14/2023	32014	City of Casper	678.77	Balefill	12-45-280	678.77
11/14/2023	32014	City of Casper	587.95	Balefill	12-45-280	587.95
11/14/2023	32014	City of Casper	515.90	Balefill	12-45-280	515.90
11/14/2023	32014	City of Casper	604.45	Balefill	12-45-280	604.45
11/14/2023	32014	City of Casper	872.30	Balefill	12-45-280	872.30
11/14/2023	32014	City of Casper	660.55	Balefill	12-45-280	660.55
11/14/2023	32014	City of Casper	532.95	Balefill	12-45-280	532.95
11/14/2023	32014	City of Casper	397.65	Balefill	12-45-280	397.65
11/14/2023	32014	City of Casper	521.95	Balefill	12-45-280	521.95
11/14/2023	32014	City of Casper	677.60	Balefill	12-45-280	677.60
11/14/2023	32014	City of Casper	524.70	Balefill	12-45-280	524.70
11/14/2023	32014	City of Casper	547.25	Balefill	12-45-280	547.25
11/14/2023	32014	City of Casper	366.30	Balefill	12-45-280	366.30
11/14/2023	32014	City of Casper	854.70	Balefill	12-45-280	854.70
Total 32014:						57,359.99
32015						
11/14/2023	32015	Civic Plus	2,740.00	Municode Proof Fee	10-46-905	2,740.00
Total 32015:						2,740.00
32016						
11/14/2023	32016	CMI-Teco Inc	26.89	Elbow	54-84-950	26.89
11/14/2023	32016	CMI-Teco Inc	78.10	Oil Filters	54-84-950	78.10
11/14/2023	32016	CMI-Teco Inc	255.21	Mirror	54-84-950	255.21
Total 32016:						360.20
32017						
11/14/2023	32017	CPS Distributors Inc	18.71	5" pvc caps	10-70-310	18.71
11/14/2023	32017	CPS Distributors Inc	598.70	5" pvc caps	10-70-310	598.70
11/14/2023	32017	CPS Distributors Inc	598.70	Credit on 5" pvc caps	10-70-310	598.70
11/14/2023	32017	CPS Distributors Inc	187.10	5" pvc caps	10-70-310	187.10

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 32017:						205.81
32018						
11/14/2023	32018	CY Ace Hardware	18.49	Repairs on chain saw	10-56-810	18.49
Total 32018:						18.49
32019						
11/14/2023	32019	Dewitt Water Systems & Service	144.15	Water Delivery and Cooler Rental	10-56-310	144.15
Total 32019:						144.15
32020						
11/14/2023	32020	Diamond Vogel	125.70	Paint	10-70-840	125.70
11/14/2023	32020	Diamond Vogel	281.85	Paint	10-70-840	281.85
Total 32020:						407.55
32021						
11/14/2023	32021	Emergency Medical Physicians, P	375.00	September 2023 medical director fee	10-56-730	375.00
Total 32021:						375.00
32022						
11/14/2023	32022	Fastenal	5.40	1/4" Jobber	10-65-840	5.40
11/14/2023	32022	Fastenal	22.71	Bolts and Nuts	10-65-840	22.71
11/14/2023	32022	Fastenal	10.42	Batteries	10-65-840	10.42
11/14/2023	32022	Fastenal	8.86	3/4" bolts	10-65-840	8.86
Total 32022:						47.39
32023						
11/14/2023	32023	Ferguson Waterworks #1116	200.00	1000' Meter Wire	51-81-430	200.00
Total 32023:						200.00
32024						
11/14/2023	32024	Fleetpride	261.10	Air Dryer	54-84-950	261.10

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/14/2023	32024	Fleetpride	10.64	Push on Connectors	54-84-950	10.64
11/14/2023	32024	Fleetpride	31.59	Governor and Elbow	54-84-950	31.59
Total 32024:						303.33
32025						
11/14/2023	32025	Floyd's Truck Center WY	388.06	Filers and Oil	54-84-950	388.06
11/14/2023	32025	Floyd's Truck Center WY	472.99	Oil	54-84-950	472.99
Total 32025:						861.05
32026						
11/14/2023	32026	Grainger, Inc	58.08	1/4" Fittings	10-64-840	58.08
Total 32026:						58.08
32027						
11/14/2023	32027	Haid's Plumbing & Heating	337.50	Repairs at PD	12-45-260	337.50
Total 32027:						337.50
32028						
11/14/2023	32028	Hawkins Inc	60.00	Rental on Chlorine Cyl	52-82-840	60.00
11/14/2023	32028	Hawkins Inc	1,103.52	3 chlorine cyliners	52-82-840	1,103.52
Total 32028:						1,163.52
32029						
11/14/2023	32029	Homax	857.05	Drum 5w-20 Syn Blend	10-65-840	857.05
11/14/2023	32029	Homax	988.41	Drum Window Wash & Drum 10w-30 Blend	10-65-840	988.41
Total 32029:						1,845.46
32030						
11/14/2023	32030	Ingersoll Rand Industrial U.S., Inc	800.92	Reroute drainlines on compressors	52-82-810	800.92
Total 32030:						800.92

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
32031						
11/14/2023	32031	Installation & Service Company In	3,566.69	Repair street and sidewalk Rambler	12-45-240	3,566.69
11/14/2023	32031	Installation & Service Company In	5,373.25	Repair leak and street Crescent	12-45-240	5,373.25
Total 32031:						<u>8,939.94</u>
32032						
11/14/2023	32032	Intellatek Technology at Work	4,212.57	Equipment Comm System Intall	10-46-990	4,212.57
Total 32032:						<u>4,212.57</u>
32033						
11/14/2023	32033	Jaxon Hiatt	69.99	Flu Vaccine	10-56-210	69.99
Total 32033:						<u>69.99</u>
32034						
11/14/2023	32034	Jeremy Shearer	600.00	Grass maintenance around eagle	12-45-260	600.00
Total 32034:						<u>600.00</u>
32035						
11/14/2023	32035	Matthew Bender & Co., Inc.	452.36	Wy Stats Annotated 2023 Full Set	12-45-310	452.36
Total 32035:						<u>452.36</u>
32036						
11/14/2023	32036	Midwest Connect, LLC	1,300.00	Contract base rate charge for 12/12/23 to 12/11/24 billi	10-44-310	1,300.00
Total 32036:						<u>1,300.00</u>
32037						
11/14/2023	32037	Modern Electric Company Inc	845.00	Repairs to light at City Hall	12-45-260	845.00
11/14/2023	32037	Modern Electric Company Inc	625.00	Repairs to light at City Hall	12-45-260	625.00
Total 32037:						<u>1,470.00</u>
32038						
11/14/2023	32038	NAPA Auto Parts	24.13	Filters for 10, 66	10-54-950	24.13

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
11/14/2023	32038	NAPA Auto Parts	16.34	Filters 13	10-54-950	16.34
11/14/2023	32038	NAPA Auto Parts	37.31	Filters	10-54-950	37.31
11/14/2023	32038	NAPA Auto Parts	69.51	Filters	10-70-950	69.51
11/14/2023	32038	NAPA Auto Parts	4.69	Filters	10-70-950	4.69
11/14/2023	32038	NAPA Auto Parts	52.68	Brake parts cleaner	10-70-950	52.68
11/14/2023	32038	NAPA Auto Parts	7.99	Washer fluid cap	10-70-950	7.99
11/14/2023	32038	NAPA Auto Parts	8.34	Couplings	10-70-950	8.34
11/14/2023	32038	NAPA Auto Parts	96.36	Oil seal	10-70-950	96.36
11/14/2023	32038	NAPA Auto Parts	22.82	1 amp fuse	10-56-810	22.82
Total 32038:						340.17
32039						
11/14/2023	32039	Natrona County Sheriffs Office	13,397.82	House Inmates for September 2023	10-54-415	13,397.82
Total 32039:						13,397.82
32040						
11/14/2023	32040	Norco, Inc	112.43	Disinfecting Wipes	54-84-840	112.43
11/14/2023	32040	Norco, Inc	119.11	Hand soap refills	10-44-267	119.11
Total 32040:						231.54
32041						
11/14/2023	32041	Peden's Inc.	220.00	Shirts for WTP employees	54-84-855	220.00
11/14/2023	32041	Peden's Inc.	48.00	Shirts for WTP employees	54-84-855	48.00
11/14/2023	32041	Peden's Inc.	40.00	Shirts for WTP employees	54-84-855	40.00
Total 32041:						308.00
32042						
11/14/2023	32042	Peterbilt of Wyoming Inc	19.73	Filter	54-84-950	19.73
11/14/2023	32042	Peterbilt of Wyoming Inc	66.90	Fuel filter	54-84-950	66.90
11/14/2023	32042	Peterbilt of Wyoming Inc	12,623.93	Engine work order #19	54-84-950	12,623.93
Total 32042:						12,710.56
32043						
11/14/2023	32043	Quadient, Inc	2,020.00	Postage	50-46-226	2,020.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 32043:						2,020.00
32044						
11/14/2023	32044	Rocky Mountain Drug Testing	350.00	Random Drug Testing	10-46-352	350.00
Total 32044:						350.00
32045						
11/14/2023	32045	Rocky Mountain Electric	212.50	Replace 2 motor savers	12-45-260	212.50
Total 32045:						212.50
32046						
11/14/2023	32046	Shirts & More, Inc	162.00	Vest, jackets for Shae	10-54-855	162.00
Total 32046:						162.00
32047						
11/14/2023	32047	Sirchie Products	90.43	Test 15-Methamphetamine, 10 swab box, plain 100/pk	10-54-300	90.43
11/14/2023	32047	Sirchie Products	289.41	300 swab boxes, 20 meth test kits, 4mj test kits, 1 mus	10-54-300	289.41
Total 32047:						379.84
32048						
11/14/2023	32048	Sundahl, Powers, Kapp & Martin,	2,407.50	Attorneys Fees	10-44-420	2,407.50
Total 32048:						2,407.50
32049						
11/14/2023	32049	Sutherlands	2.82	Keys for Buchholz	10-54-235	2.82
11/14/2023	32049	Sutherlands	61.98	Trimmer line	10-70-840	61.98
11/14/2023	32049	Sutherlands	123.86	Paint and paint supplies	10-49-998	123.86
11/14/2023	32049	Sutherlands	225.74	PVC Parts	10-49-998	225.74
11/14/2023	32049	Sutherlands	31.05	Elbows	10-49-998	31.05
11/14/2023	32049	Sutherlands	40.00	Primer Paint	10-49-998	40.00
11/14/2023	32049	Sutherlands	108.60	Pulls and straps	10-49-998	108.60
11/14/2023	32049	Sutherlands	22.76	Brushes	10-49-998	22.76
11/14/2023	32049	Sutherlands	32.48	Spray Paint	10-49-998	32.48

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 32049:						649.29
32050						
11/14/2023	32050	Ted D. Miller Associates Inc.	8,135.25	2 Flow Meters	52-82-440	8,135.25
Total 32050:						8,135.25
32051						
11/14/2023	32051	Wear Parts	7.81	Bolts and nuts	54-84-840	7.81
Total 32051:						7.81
32052						
11/14/2023	32052	Western Wyoming Lock & Safe	50.00	Keys for City Hall	12-45-260	50.00
Total 32052:						50.00
32053						
11/14/2023	32053	Winter Equipment Company	1,441.98	Carbide Blades	10-61-440	1,441.98
Total 32053:						1,441.98
32054						
11/14/2023	32054	WLEA-ADVTmg	236.00	FTO Development	10-54-910	236.00
Total 32054:						236.00
32055						
11/14/2023	32055	Wyoming Water Quality & Pollutio	375.00	WWQ Conference	52-82-910	375.00
Total 32055:						375.00
Grand Totals:						153,568.94

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	598.70	56,777.69-	56,178.99-
10-44-267	119.11	.00	119.11
10-44-310	1,300.00	.00	1,300.00
10-44-420	2,407.50	.00	2,407.50
10-44-725	1,196.00	.00	1,196.00
10-46-352	350.00	.00	350.00
10-46-620	489.99	.00	489.99
10-46-905	2,740.00	.00	2,740.00
10-46-955	3,750.00	.00	3,750.00
10-46-990	4,212.57	.00	4,212.57
10-49-998	584.49	.00	584.49
10-53-600	2,667.77	.00	2,667.77
10-54-235	246.47	.00	246.47
10-54-300	379.84	.00	379.84
10-54-310	31.95	.00	31.95
10-54-415	13,397.82	.00	13,397.82
10-54-500	12,330.81	.00	12,330.81
10-54-855	162.00	.00	162.00
10-54-910	236.00	.00	236.00
10-54-950	77.78	.00	77.78
10-56-210	69.99	.00	69.99
10-56-310	144.15	.00	144.15
10-56-425	1,507.28	.00	1,507.28
10-56-620	92.00	.00	92.00
10-56-730	375.00	.00	375.00
10-56-810	41.31	.00	41.31
10-56-950	2,926.54	.00	2,926.54
10-61-440	1,441.98	.00	1,441.98
10-64-840	58.08	.00	58.08
10-65-840	1,892.85	.00	1,892.85
10-65-855	34.80	.00	34.80
10-70-310	804.51	598.70-	205.81
10-70-840	469.53	.00	469.53
10-70-950	239.57	.00	239.57
12-21100	.00	33,640.64-	33,640.64-
12-45-230	9,832.70	.00	9,832.70
12-45-240	8,939.94	.00	8,939.94
12-45-260	2,893.07	.00	2,893.07
12-45-280	11,522.57	.00	11,522.57
12-45-310	452.36	.00	452.36

GL Account	Debit	Credit	Proof
50-21100	.00	3,216.00-	3,216.00-
50-46-226	2,020.00	.00	2,020.00
50-46-725	1,196.00	.00	1,196.00
51-21100	.00	1,245.40-	1,245.40-
51-81-430	200.00	.00	200.00
51-81-900	1,045.40	.00	1,045.40
52-21100	.00	10,474.69-	10,474.69-
52-82-440	8,135.25	.00	8,135.25
52-82-810	800.92	.00	800.92
52-82-840	1,163.52	.00	1,163.52
52-82-910	375.00	.00	375.00
53-21100	.00	25,771.39-	25,771.39-
53-83-620	25,771.39	.00	25,771.39
54-21100	.00	23,041.83-	23,041.83-
54-84-250	5,067.45	.00	5,067.45
54-84-840	120.24	.00	120.24
54-84-855	308.00	.00	308.00
54-84-950	17,546.14	.00	17,546.14
Grand Totals:	<u>154,766.34</u>	<u>154,766.34-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Account	Beginning Balance	Deposits	Interest / Distributions	Disbursements	Ending Balance	Interest Earned FYTD
WGIF Water 7198 (99-10230)	\$31.03		\$0.14		\$31.17	\$0.41
Transfer 5% of billing						
WGIF Sewer 7199 (99-10240)	\$30.97		\$0.14		\$31.11	\$0.41
Transfer 7% of billing						
WGIF Sanitation 7200 (99-10250)	\$31.03		\$0.14		\$31.17	\$0.41
Transfer 10% of billing						
WGIF Reserve 7197 (99-10260)	\$30.95		\$0.14		\$31.09	\$0.41
WGIF General Fund 7207 (99-10270)	\$31.57		\$0.14		\$31.71	\$0.42
WGIF Police Fund (99-10310)	\$0.02		\$0.00		\$0.02	\$0.00
WGIF DWSRF #146 Radio Read (99-10300)	\$22,160.52		\$99.94		\$22,260.46	\$294.39
WGIF Fire Dept Trust Fund (99-10290)	\$0.02		\$0.00		\$0.02	\$0.00
WGIF Sewer Tap Fund (99-10320)	\$31.14		\$0.14		\$31.28	\$0.42
WGIF Buffalo Meadows Debt Reserve	\$0.01		\$0.00		\$0.01	\$0.00
Cannot touch this account						
WGIF Buffalo Meadows Asset Account	\$31.22		\$0.14		\$31.36	\$0.42
Wyo Class General Fund	\$120,059.62		\$1,615.14		\$120,608.39	\$1,066.37
Wyo Class Police Reserve	\$8,691.26		\$39.70		\$8,730.96	\$116.89
Wyo Class Cooley Trust Reserve	\$9,203.47		\$42.12		\$9,245.59	\$123.88
Wyo Class Parks Reserve	\$707.19		\$3.15		\$710.34	\$9.34
Wyo Class Sanitation Reserve	\$113,483.35		\$518.72		\$114,002.07	\$1,526.71
Wyo Class Sewer Reserve	\$82,297.20		\$376.18		\$82,673.38	\$1,107.11
Wyo Class Sewer Tap Reserve	\$110,039.38		\$503.00		\$110,542.38	\$1,480.39
Wyo Class Water Reserve	\$103,026.61		\$470.93		\$103,497.54	\$1,386.02
Wyo Class Buffalo Meadows Asset Account	\$110,839.22		\$447.47	\$10,000.00	\$101,286.69	\$448.08

RESERVES REPAY ACCOUNT DETAIL	
Account	Repay Balance
Wyo Class Gen Fund Reserve	\$120,608.39
Wyo Class Water Reserve	\$103,497.54
Wyo Class Sewer Reserve	\$82,673.38
Wyo Class Sanitation Reserve	\$114,002.07
Total Repay Balance	\$420,781.38

TOTAL ACCOUNTS DETAIL	
Account	Balance
Investments Accounts Total	\$687,444.32
FIB Sweep Account	\$500.01
City Accounts	\$533,139.83
Total Accounts Balance	\$1,221,084.16

Wyo Class Buffalo Meadows Debt Reserve	\$3,608.32	\$10,000.00	\$59.26		\$13,667.58	\$91.28
Cannot touch this account						
Totals	\$684,334.10	\$10,000.00	\$4,176.59	\$10,000.00	\$687,444.32	\$7,653.36

City Accounts					
Account	Ending Balance	Interest	Account	Ending Balance	Interest
Jonah Operations Account	\$233,691.14		Jonah Water Deposit Account	\$120,590.98	
Jonah Police Account	\$21,405.05		Jonah Municipal Account	\$119,871.22	
Jonah Court Bond Account	\$37,581.44				



October 2023 Account Balances

Operations Account	\$233,691.14
Water Deposit	\$120,590.98
Municipal Court	\$119,871.22
Court Bond	\$37,581.44
Police	\$21,405.05
Jonah Steel Eagle	\$500.01
WFIG Water Reserve	\$31.17
WGIF Sewer Reserve	\$31.11
WGIF Sanitation Reserve	\$31.17
WGIF General Fund Reserve	\$31.71
WGIF Reserve	\$31.09
WGIF Sewer Tap Reserve	\$31.28
WGIF Police Reserve	\$0.02
WGIF FD Trust Fund	\$0.02
WGIF Radio Read Fund	\$22,260.46
WGIF Buffalo Meadows Asset Account	\$31.36
WGIF Buffalo Meadows Debt Reserve	\$0.01
Wyo Class General Fund Reserve	\$120,608.39
Wyo Class Police Reserve	\$8,730.96
Wyo Class Cooley Trust Reserve	\$9,245.59
Wyo Class Parks Reserve	\$710.34
Wyo Class Sanitation Reserve	\$114,002.07
Wyo Class Sewer Reserve	\$82,673.38
Wyo Class Sewer Tap Reserve	\$110,542.38
Wyo Class Water Reserve	\$103,497.54
Wyo Class Buffalo Meadows Asset Acct	\$101,286.69
Wyo Class Buffalo Meadows Debt	\$13,667.58
Totals	\$1,221,084.16
Equity Line of Credit Balance - \$488,261.66	

City Treasurer, Alyssa Hartmann

Mayor, Leah Juarez

Resolution No. 2023-43

A RESOLUTION FOR MIDWAY SUBDIVISION, AN ADDITION TO THE CITY OF MILLS, BEING ALL OF THE SE¼NW¼, SECTION 6, TOWNSHIP 33 NORTH, RANGE 79 WEST, NATRONA COUNTY, WYOMING

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

WHEREAS, Tetral Corporation of Casper is the owner of the SE¼NW¼, Section 6, Township 33 North, Range 79 West; and

WHEREAS, said owner has petitioned the City of Mills to plat said property as Midway Subdivision, An Addition to the City of Mills; and

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

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

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

WHEREAS, the Planning & Zoning Board met on October 5, 2023, and forwarded a “Do Pass upon completion of all planning considerations” recommendation for said plat to the City Council.

THEREFORE, BE IT RESOLVED, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Board at a Council meeting held on 14 November 2023 and approved Midway Subdivision, An Addition to the City of Mills, Wyoming.

1. All planning consideration shall be met.
2. Upon City Council approval, a “Final Plat” will be provided to the City of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED AND ADOPTED THIS 14TH Day of November 2023.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Tim Sutherland, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, City Clerk

Resolution No. 2023-44

A RESOLUTION FOR APPROVAL OF A SITE PLAN FOR PHASE I (37,920 SQ. FT.) OF A PROPOSED 82,220 SQ. FT. PUBLIC K-12 SCHOOL BUILDING, LOCATED ON LOT 1, MOUNTAIN MEADOWS NO. 2, CITY OF MILLS, WYOMING

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

WHEREAS, an application was submitted to the City for Phase I (37,920 sq. ft.) of a 82,8220 sq. ft. K-12 public school building, located on Lot 1, Mountain Meadows No. 2; and

WHEREAS, the property is zoned Urban Agriculture (UA); and

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

WHEREAS, at a meeting on November 2, 2023, the Mills Planning and Zoning Commission forwarded a “Do Pass” recommendation to the City Council for approval of the site plan; and

THEREFORE, BE IT RESOLVED, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Commission at a Council meeting held on November 14, 2023, and approved a request to allow the proposed Phase I (37,920 sq. ft.) of an 82,220 sq. ft. Public K-12 school on Lot 1, Mountain Meadows No. 2, City of Mills, Wyoming with the following conditions:

1. All planning consideration shall be met.
2. Prior to obtaining building permits to construct, the Owner will comply with all design provisions as shown on the Site Plan and any other improvements required by the City of Mills.
3. The Owner obtains all required building permits and complies with all Mills Code and inspection requirements and State and Federal regulations.
4. Prior to the issuance of certificates of occupancy, all requirements shall be completed to the satisfaction of the City Planner, City Engineer, Public Works Director, Fire Inspector and Building Inspector.

PASSED, APPROVED AND ADOPTED THIS 14TH DAY OF NOVEMBER 2023.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Tim Sutherland, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, City Clerk

ORDINANCE NO. 806

AN ORDINANCE REGARDING BUSINESS LICENSES FEES

WHEREAS, The City of Mills amended Title 5 of its Code regarding businesses licenses in 2022; and

WHEREAS, The system of business licenses in the City of Mills presently, but not exclusively, concerns assuring that necessary fire inspections take place, and

WHEREAS, The City had determined that, in general, no fees should apply to nonprofit entities and public entities.

NOW THEREFORE, The City Council of the City of Mills hereby amend Title 5 of the Mills City Code to amend Chapter 5.04 of the Mills City Code to add the text set out below in green, or to strike existing provisions as noted below, effective immediately upon passage.:

Title 5 - BUSINESS LICENSES AND REGULATIONS

Chapter 5.04 - GENERAL BUSINESS LICENSE REGULATIONS*

5.04.010 - Application.

Every person desiring to engage in any business, trade, profession or calling, or maintain a premises which is open to the general public, for which a license is required by this code, hereinafter to be generically referred to as "business", unless the requirements for procuring the license are specifically set forth, shall fill out, sign and file with the City clerk a petition or application for the license, which shall state:

- A. The name of the person desiring the license, and in case of a corporation or limited liability company the name of the president or chairman, and in case of a partnership the name of each partner;
- B. The residence or place of business;
- C. The business, calling or profession in which the applicant wishes to engage;
- D. The location where such business or calling is to be carried on;
- E. The applicant's Wyoming sales tax number;
- F. Whether such entity is registered as a nonprofit organization or is otherwise exempt from taxation.
- GF. Such other items of information as the City Council may require.

5.04.020 - License—Contents.

Every license issued hereunder shall show upon its face:

- A. The name of the business to whom issued;
- B. Sum paid
- C. Kind of business;
- D. Time for which issued;
- E. Place where business is to be carried on;
- F. If the entity is a nonprofit entity or otherwise exempt from taxation.

5.04.030 - Issuance conditions.

Except where otherwise provided for by these Ordinances, the purpose of a Business License shall be to assure that business operating in the City of Mills, or premises open to the public, shall have an annual Fire Inspection in the form and manner set forth by the Fire Chief of the City of Mills, provided, however, that additional provisions may apply to businesses set forth in Section 5.04.040 below.

The City clerk shall issue and deliver the license to the applicant upon the payment of the fee as provided, and upon completion of any other legal requirements. The City clerk shall deposit the bond in the event the license requires a bond.

5.04.040 - Licenses required for specific businesses.

Licenses shall be required for the following specific businesses which maintain a permanent physical presence within the ~~City~~City, or which are otherwise listed below:

- A. Junk dealers;
- B. Pawnshops;
- C. Itinerant merchants/unsolicited salesmen;
- D. Secondhand dealers;
- E. Sale of alcoholic beverages.
- F, Businesses that maintain a permanent physical presence within the City.

5.04.050 - Fees.

Fees for the licenses outlined in Section 5.04.040 shall be established by resolution of the City council, unless otherwise set forth in these ordinances. Unless otherwise provided for by Resolution of the City Council, nonprofit entities or entities that are otherwise tax exempt shall not be required to pay a fee, provided that they keep their business license current.

PASSED on 1st reading the ____ day of _____, 2023.

PASSED on 2nd reading the ____ day of _____, 2023.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2023

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cherie Butcher, Council

Tim Sutherland, Council

ATTESTED:

Christine Trumbull, City Clerk

Title 5 - BUSINESS LICENSES AND REGULATIONS

Chapter 5.04 - GENERAL BUSINESS LICENSE REGULATIONS*

5.04.010 - Application.

Every person desiring to engage in any business, trade, profession or calling, or maintain a premises which is open to the general public, for which a license is required by this code, hereinafter to be generically referred to as “business”, unless the requirements for procuring the license are specifically set forth, shall fill out, sign and file with the City clerk a petition or application for the license, which shall state:

- A. The name of the person desiring the license, and in case of a corporation or limited liability company the name of the president or chairman, and in case of a partnership the name of each partner;
- B. The residence or place of business;
- C. The business, calling or profession in which the applicant wishes to engage;
- D. The location where such business or calling is to be carried on;
- E. The applicant's Wyoming sales tax number;
- F. Whether such entity is registered as a nonprofit organization or is otherwise exempt from taxation.
- GF. Such other items of information as the City Council may require.

5.04.020 - License—Contents.

Every license issued hereunder shall show upon its face:

- A. The name of the business to whom issued;
- B. Sum paid
- C. Kind of business;
- D. Time for which issued;
- E. Place where business is to be carried on;
- F. If the entity is a nonprofit entity or otherwise exempt from taxation.

5.04.030 - Issuance conditions.

Except where otherwise provided for by these Ordinances, the purpose of a Business License shall be to assure that business operating in the City of Mills, or premises open to the public, shall have an annual Fire Inspection in the form and manner set forth by the Fire Chief of the City of Mills, provided, however, that additional provisions may apply to businesses set forth in Section 5.04.040 below.

The City clerk shall issue and deliver the license to the applicant upon the payment of the fee as provided, and upon completion of any other legal requirements. The City clerk shall deposit the bond in the event the license requires a bond.

5.04.040 - Licenses required for specific businesses.

Licenses shall be required for the following specific businesses which maintain a permanent physical presence within the CityCity, or which are otherwise listed below:

- A. Junk dealers;
- B. Pawnshops;
- C. Itinerant merchants/unsolicited salesmen;
- D. Secondhand dealers;
- E. Sale of alcoholic beverages.
- F, Businesses that maintain a permanent physical presence within the City.

5.04.050 - Fees.

Fees for the licenses outlined in Section 5.04.040 shall be established by resolution of the City council, unless otherwise set forth in these ordinances. Unless otherwise provided for by Resolution of the City Council, nonprofit entities or entities that are otherwise tax exempt shall not be required to pay a fee, provided that they keep their business license current.

ORDINANCE NO. 807

AN ORDINANCE PROVIDING FOR CERTAIN FINES FOR VIOLATIONS BY LIQUOR LICENSE HOLDERS

WHEREAS, The Governing Body of the City of Mills desires to have an effective means of enforcing its provisions concerning liquor licenses; and

WHEREAS, Providing for the safety and welfare of the residents of Mills and those who visit Mills is an important consideration of the Governing Body; and

WHEREAS, Providing for the safety of emergency responders is likewise a responsibility of the Governing Body,

NOW THEREFORE, The City Council of the City of Mills hereby amend Title 5 of the Mills Code to amend Chapter 5.08 of the Mills City Code to add the following Section 5.08.190.

5.08.190 - Over-serving and intoxicated agents.

A. All employees and agents of any business operating with a city-issued liquor license, who are engaged in the selling (including door person, ID checkers, and bouncers) or serving of alcoholic or malt beverages or the managing thereof, hereinafter "alcohol server staff," shall successfully complete an alcohol server training program as approved by Wyoming Statutes Section 12-2-402, within ninety days of the start of their employment. All alcohol server staff shall complete any additional or further training to maintain their server training certification. Every license holder shall maintain a server training record for all alcohol server staff, including their date of hire, and proof that each has successfully completed the alcohol server training required by this section, and any additional or further training to maintain their server training certification. The city shall furnish an appropriate server training record log to maintain the records required in this section. In addition, every license holder shall keep their server training records available for review by police officials, at any time when the premises is open for business, to ensure compliance with the server training requirements of this section.

B. Violations of this section are subject to a graduated fine schedule, based on a calendar year. For the first violation, a fine of up to one hundred fifty dollars shall be imposed; for violation two a fine of up to two hundred dollars shall be imposed; for violation three a fine of up to two hundred fifty dollars shall be imposed. All violations thereafter in that same calendar year shall result in a fine of two hundred fifty dollars. All violations after the first two in each calendar year shall require a representative of the licensee/permittee to appear at a regular meeting of the city council. After the third violation in a calendar year (the fourth violation and each one thereafter) shall result in a seven-day suspension of the license/permit in question; the suspension may be imposed in either the calendar year of the violations and depending upon the timing of the violations (some may not get to court or be decided during the year of violation) in the subsequent calendar year. No more than one violation per licensee/permittee may be issued

per inspection and not more than one failed inspection can be conducted per week per licensee/permittee.

C. It shall be unlawful for any employee or agent of a licensed establishment, other than stated herein, to be present on the licensed premises while intoxicated and while acting in any capacity, or purporting to act, as an agent of the licensee or permit holder; an employee or agent for purposes of this section shall not mean or include: a proprietor, a general partnership's partners, a corporation's president, a limited liability company's member(s) or a limited general partner.

5.08.200 - Licensure considerations and administrative fees.

Violations of the Mills Municipal Code and/or Wyoming State Statutes may also be factors in the consideration of suspensions, revocations, nonrenewals or conditional renewals of licenses and permits.

In recognition of the fact that license holders who repeatedly violate the provisions of this code create an undue burden of the city in administering liquor licenses, in addition to any other penalties or remedies, licensees shall be subject to administrative fees of one thousand dollars for the third violation of this chapter within any consecutive twenty-four-month period, and five thousand dollars for a fourth or subsequent violation within a consecutive twenty-four-month period. Any violation relating to the license holder or licensed premises shall apply to this subsection, regardless of whether separate individual employees or agents of the licensee committed the individual violations. The violations need not be of the same section or subsection of this chapter to be counted in this total.

A notice to pay said fee shall be issued by the city clerk to the licensee upon notification by the court of licensee's convictions for the relevant offenses. The time frame for accumulation of the violations shall be the date of violations, not the dates of conviction. If such fee is not paid, or an appeal hearing before council requested in writing to the city clerk and accompanied by a bond in the amount of the fee at issue within ten days of the notice being given by the clerk, the license shall be suspended until such time as the fee is paid to the city clerk. If an appeal hearing is requested, it shall be in council's sole discretion, after hearing all the relevant facts in the matter, whether to suspend part or all of the fee. The hearing shall not be a contested case hearing, and the Wyoming Administrative Procedure Act shall not apply to such hearing.

PASSED on 1st reading the _____ day of _____, 2023.

PASSED on 2nd reading the _____ day of _____, 2023.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this _____ day of _____, 2023

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cherei Butcher, Council

Tim Sutherland, Council

ATTESTED:

Christine Trumbull, City Clerk

ORDINANCE NO. 808

AN ORDINANCE AMENDING 5.04.180 TO BE 5.08.180

WHEREAS, The Mills City Code contains an Ordinance 5.04.180 which is entitled:

5.04.180 Revocations/suspension of license or permit, violations, penalties

and:

WHEREAS, Said provision is in the section of the City Code dealing with liquor licenses and is organized such that it is placed after 5.08.170, and

WHEREAS, Said codification reflects an error such that said section should be 5.08.180.

NOW THEREFORE, The City Council of the City of Mills hereby amend Title 5 of the Mills Code to amend 5.04.180 to be 5.08.180, such that it will now read:

5.08.180 Revocations/Suspension of license or permit, violations, penalties

PASSED on 1st reading the _____ day of _____, 2023.

PASSED on 2nd reading the _____ day of _____, 2023.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this _____ day of _____, 2023

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cherie Butcher, Council

Tim Sutherland, Council

ATTESTED:

Christine Trumbull, City Clerk

ORDINANCE NO. 809

AN ORDINANCE AMENDING TITLE 2

WHEREAS, The City of Mills has contractual employees and non-contractual employees, all of whom are subject to the then current City of Mills handbook; and

WHEREAS, There are provisions that apply to the termination of employees by way of ordinance and in contracts which do not contain identical text; and a uniform procedure would be easier for the City to administer and the employees to operate under;

NOW THEREFORE, The City Council of the City of Mills hereby amends Title 2 of the Mills Code to amend so that Title 2.04.060 and 2.88.040 shall read as follows:

2.04.60 - Appointment of city officials.

a. The Mayor shall appoint a city administrator, city clerk, city treasurer, city judge, chief of police, fire chief, assistant fire chief, city engineer, city attorney, community development director, and fix their salaries or compensation. The Mayor shall also appoint members of the Planning and Zoning Committee, and all members of all other boards and committees created in code, who shall not be deemed to be employees of the City of Mills. The City Council shall vote to confirm or reject any said appointment, with a majority of the City Council being required in order to approve the appointment. Nothing shall preclude those appointed as engineers, judges and attorneys from being contractors, and not employees of the City of Mills.

b. Unless otherwise provided for, all appointments shall be for four (4) year terms.

c. The salary or compensation of any city official who is an employee of the city may be changed from year to year. The compensation of appointees to committees and boards, if allowed by law, if any, shall be fixed annually, based upon the city's fiscal year.

d. Appointed city officials may be discharged, and their employment terminated at any time at the discretion of the Mayor subject to the provisions of section h below.

e. Members of boards and committees may be discharged from their appointment at any time by the Mayor or the Mayor's designee. Such discharges shall be without recourse or appeal.

f. All other City positions shall be made by the Mayor or the Mayor's designee. Said positions may be terminated at any time at the discretion of the Mayor or his designee, subject to the provisions of section h below.

g. Department heads shall have presumptive authority under this section to act as the Mayor's designee to hire and fire, unless presented with a conflict regarding the same, or a specific instruction from the Mayor reserving to the Mayor this authority in any one particular instance.

h. All employees, whether a city official as referenced in section a above, or at will employee otherwise employed by the city, shall have a right to a hearing in any instance in which their termination is for wrongful conduct or incompetency, including but not limited to that conduct listed at Section 2.88.040. This provision shall not apply in instances of workforce reduction, or budget shortfalls or other reason for termination which fall outside of the category of wrongful conduct or incompetency. Where employees who are subject to collective bargaining agreements have a provision in those agreements which governs such a hearing, that agreement shall control where it is inconsistent with these provisions, provided however that such agreements shall be read to be consistent with these provisions where possible.

i. All rights to a hearing provided for in this section shall be conducted under the provisions of Section 2.88.040 of the Mills City Code.

2.88.040 – Right to a hearing upon termination.

a. Any employee of the City of Mills, including, but not limited to, appointees under Section 2.04.060(a) or hired under Section 2.04.060(f) who is terminated from their employment for incompetency, neglect of duty or otherwise for cause, shall have the charges against them be specified and the person removed shall be provided an opportunity for a hearing on the charges under procedures set forth under the Administrative Procedures Act, Wyo. Stat. 16-3-107 et seq, where applicable, including the right of appeal to the District Court. An employee may additionally invoke this provision where the employee asserts that the employee's termination was for incompetency, neglect of duty or otherwise for cause even though not so stated, or where the employee asserts that the termination was otherwise made for an improper reason recognized by law or statute.

b. In all such hearings the City Council of the City of Mills, Wyoming, shall act as the hearing panel, except where two or more members shall be conflicted and recused, except as otherwise set forth below, in which case the parties shall agree to the appointment City of Mills Department heads in their place or panel members otherwise stipulated to by the parties.

c. It is further provided for such hearings that:

i. The city may elect to appoint a hearing officer, but is not obligated to do so, to preside over the hearing.

ii. In the event that a council member may not serve due to a conflict and the parties are unable to agree to department heads to take their place within seven days of a hearing being requested, the Mayor, or if the Mayor is conflicted, the City Administrator shall

appoint Department Heads to serve on the panel. Such appointments shall not be subject to objection.

d. In all such instances in which a right to a hearing has been afforded to an employee appointed under Section 2.04.060 by way of a separate contract with said employee, any objections to a council member must be made at the time of objecting to termination and a hearing being requested, provided however that such objections may not have the effect of depriving the ability of the Council to obtain at least four (4) members in deliberations. Should such a challenge be made, the Council and employee may stipulate to a Department Head to serve in a challenged council member’s place and waive any defenses based upon the same in writing or stipulate to an alternative procedure. Should the parties not be able to stipulate as set forth above, all challenged members shall remain on the panel and the conflicts be deemed waived.

e. All hearing afforded by contract as referenced in section d above shall be as close to hearings otherwise afforded under this section as practicably possible.

f. Nothing in the provisions set forth above shall preclude the parties in any such hearing to stipulating to an alternative procedure provided, however, that any such stipulation shall be regarded as waiving any alternative form of hearing.

PASSED on 1st reading the ____ day of _____, 2023.

PASSED on 2nd reading the ____ day of _____, 2023.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2023

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cherie Butcher, Council

Tim Sutherland, Council

ATTESTED:

Christine Trumbull, City Clerk