

**REGULAR CITY COUNCIL
MEETING**

January 27, 2026

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Brad Neumiller

Council Members:

Cherie Butcher

Sara McCarthy

Tim Sutherland

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- [1.](#) Council Meeting Minutes 1-13-26

City Licenses

- [2.](#) New / Renewal Business / Contractor Licenses and Home Occupation Permits

Financial Approvals

- [3.](#) Financial Breakdown - Check Register & Future ACH/EFT Transactions
- [4.](#) PAID ACH / EFT Transactions - *None*
- [5.](#) Regular / Police Payroll
- [6.](#) Fire Payroll
- [7.](#) Transmittal Transactions
- [8.](#) Voided Checks

OPEN DISCUSSION

ORDINANCES AND RESOLUTIONS

[9.](#) ORDINANCE NO. 833 - SECOND READING

**AN ORDINANCE ESTABLISHING AN APPEALS BOARD FOR THE CITY OF MILLS,
WYOMING**

[10.](#) ORDINANCE NO. 834 - FIRST READING

**ORDINANCE PROVIDING FOR ASSERTING LIENS ON CERTAIN PROPERTIES WHICH
HAVE DELINQUENT WATER AND SEWER BILLS**

11. ORDINANCE NO. 835 - FIRST READING

ORDINANCE PROVIDING FOR ADJUSTMENT OF CERTAIN WATER BILLS

COUNCIL APPROVALS

[12.](#) MOU - Service and Sacrifice Park

[13.](#) Wayfinding Signage Agreement

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - February 10, 2026 at 7:00pm / February 24, 2026 at 7:00pm

NEXT WORK SESSION - February 9, 2026 at 9:00am / February 10, 2026 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.

**REGULAR CITY COUNCIL
MEETING**

January 13, 2026

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Brad Neumiller

Council Members:

Cherie Butcher

Sara McCarthy

Tim Sutherland

MINUTES

CALL TO ORDER

Mayor called the meeting to order at 7:01 pm

ROLL CALL

Present:

Mayor Juarez

President Neumiller

Council Sutherland

Council McCarthy

Absent:

Council Butcher (Clerk noted that this was an excused absence)

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

1. Council Meeting Minutes

City Licenses

2. New / Renewal Business / Contractor Licenses and Home Occupation Permits

Financial Approvals

3. Financial Breakdown - Check Register & Future ACH/EFT Transactions
4. PAID ACH / EFT Transactions
5. Regular / Police Payroll 12-15-25 to 12-28-25
6. Fire Payroll 12-16-25 to 12-27-25
7. Fire Payroll 12-28-25 to 1-8-26
8. Transmittal Transactions
9. Reserve Transfers
10. Treasurer's Report
11. Court Report

Motion made by Council Member Sutherland, Seconded by Council President Neumiller, Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

OPEN DISCUSSION

Marv Christopherson, owner of Casper Discount Storage, addressed Council regarding ongoing concerns about fire-code enforcement for his outdoor-access mini-storage facility. Mr. Christopherson stated that when he originally opened his business, he was informed by the Fire Chief that a fire inspection was not required due to the absence of electrical service in the units and the exterior drive-up access for each storage space. For several years, he paid his business license fee annually without any inspection requirement.

Mr. Christopherson explained that in the summer of 2024, his business license renewal was denied because he had not completed a fire inspection. He stated that during the inspection, the Fire Chief required him to install fire extinguishers on the exterior of his buildings at 75-foot intervals. Mr. Christopherson expressed concern that this requirement was identified only after another storage-facility owner challenged the need for inspections, and he believes the requirement was retaliatory in nature.

He reported that after reviewing the fire code, he found no provision requiring exterior fire extinguishers for drive-up mini-storage buildings. Mr. Christopherson stated he also consulted a former colleague with fire-code experience who confirmed that such facilities typically do not require extinguishers because there is no interior occupancy or life-safety risk. He stated that installing 16 extinguishers would cost approximately \$3,000 and that his business earns roughly \$6,000 per year, making the requirement financially burdensome.

Mr. Christopherson stated he monitored other storage facilities in Mills and believed that, aside from one facility, none had installed fire extinguishers. He also stated he has not observed similar requirements at facilities in Natrona County, Gillette, Sheridan, or in neighboring states. He asserted that he does not wish to be held to a standard that is not being enforced consistently or reflected in code.

Council clarified that enforcement is based on the City's adopted code and not on practices in other municipalities. Staff stated they would verify compliance at other local storage facilities to ensure consistent application. The City Attorney noted that a variance would not be applicable in this situation and that compliance with the adopted code is required.

Mr. Christopherson stated that while he disagrees with the requirement, he would comply if it is demonstrated that other storage facilities within Mills are held to the same standard. He expressed that the requirement significantly impacts his business and may affect his willingness to continue investing or expanding within Mills which would result in less property tax revenue for Mills.

The Mayor clarified that the majority of property tax does not go directly to the City and noted that basic safety measures such as fire extinguishers are a standard cost of doing business and part of ensuring public safety and compliance with adopted codes.

Fire Chief Wil Gay provided clarification regarding compliance status and the applicable sections of the International Fire Code.

Chief Gay explained that the City currently has three storage facilities in full compliance, two in partial compliance, and two that were out of compliance at the time of inspection. He stated that contact has been made with all remaining facilities and that they are in the process of achieving compliance.

Regarding the code interpretation raised during public comment, Chief Gay stated that all facilities were provided with excerpts from the International Fire Code explaining the basis for the requirement. He noted that mini-storage facilities are explicitly classified as "self-service storage facilities (mini-storage)" under the code and fall under S-1 Moderate Hazard Occupancy.

Chief Gay referenced Section 906 of the International Fire Code, which states that portable fire extinguishers are required in all new and existing S-occupancies. He further explained that the applicable table requires facilities of this type to have extinguishers rated at least 2A.

Chief Gay clarified that the requirement is often misunderstood. Fire extinguishers do not need to be installed every 75 feet; rather, they must be positioned so that no point within the facility is more than 75 feet from an extinguisher. He stated he has offered to work with all facility owners to measure and place extinguishers in a way that minimizes the total number needed while remaining compliant.

Chief Gay also noted a recent incident in which a storage facility (which was nearing compliance but had not yet installed extinguishers) experienced a vehicle fire within the yard area. The fire did not extend to the buildings, and the facility did not have an extinguisher on site. A law enforcement officer arrived and used their own extinguisher to put out the fire.

The Mayor thanked Chief Gay for providing additional clarification.

Connie Hagenlock addressed Council with questions and concerns regarding the Service and Sacrifice Park. Ms. Hagenlock stated that she is confused about why the City and the nonprofit group appear unable to work collaboratively on the park project. She explained that the park name was changed from “Mills Memorial Park” to “Service and Sacrifice Park” to better reflect its intended purpose and the experience it will provide once completed.

Ms. Hagenlock shared her belief that the completed park will be a destination that the entire Casper metropolitan area can be proud of. She stated that, based on its educational components, historical storytelling, and lifelike visitor experiences, the park has the potential to put Mills and the Casper area “on the map.”

Ms. Hagenlock then posed three questions to Council:

1. Why does this park have a nonprofit organization supporting it when none of the other City parks have nonprofits?
2. Why is there ongoing conflict or disagreement over the project when the park continues to be owned by the City?
3. Why are other communities able to work collaboratively toward similar large-scale community projects, yet Mills seems unable to do the same?

She concluded her remarks after reading her questions to Council.

The Mayor responded to Ms. Hagenlock’s questions regarding the Service and Sacrifice Park. The Mayor explained that the nonprofit associated with the project is a community group formed to raise funds for the remodel and expansion of the park. The purpose of the nonprofit effort is to reduce or eliminate the financial burden on taxpayers by securing donations from individuals and organizations who support the park’s mission of honoring veterans and first responders. The Mayor noted that many members of the community, veteran organizations, and first responders have rallied behind the project and are actively contributing to its vision.

Addressing the question of why issues have arisen despite the park being City-owned, the Mayor stated that she did not have a “politically correct” answer. She expressed disappointment that conflict has surrounded the project despite its positive intent. The Mayor commented that other communities successfully collaborate with nonprofits on projects located on City land, citing Bar Nunn as an example where a nonprofit, council, and staff have worked in harmony to complete park improvements without placing the cost on residents.

Regarding the broader concern raised by Ms. Hagenlock—why other communities seem able to work cohesively toward similar goals—the Mayor stated that the most challenging aspect of being an elected official is navigating personalities, differing beliefs, and differing priorities among councilmembers. She noted that even when a

project is beneficial, individual disagreements can lead to sidelining or decisions that intentionally derail progress. She emphasized that this dynamic is not unique to Mills and occurs in many political environments.

Ms. Hagenlock then asked why fundraising that reduces taxpayer burden would still generate opposition, noting that such an arrangement appears to be a “win-win” for the community. The Mayor agreed, reiterating that the conflict is rooted in differing personalities and perspectives rather than the project itself. She described the situation as disappointing, given the project’s positive intent.

When asked what could be done to resolve these issues and build cohesiveness, the Mayor stated that efforts are currently underway. She shared that the City is working internally and with the nonprofit to address concerns and improve collaboration. She noted that some challenges stem from council tensions but expressed hope that ongoing discussions, including assistance from the City Attorney to clarify roles and expectations, will help the parties move forward in alignment similar to successful models seen in Bar Nunn and Casper. The Mayor requested that councilmembers comment on Ms. Hagenlocks questions. Councilmembers did not have any response to the questions.

Ms. Hagenlock concluded her comments when her allotted time expired, and the Mayor thanked her for speaking.

Scott Clamp addressed Council and began by commenting that issues discussed during the meeting appeared to “present themselves easily.” He spoke briefly on two earlier topics before raising his primary concern.

Mr. Clamp stated that, in his view, elected officials should prioritize decisions that benefit the community as a whole, referencing a quote he attributed to former Governor Freudenthal. He then commented on the fire extinguisher discussion, noting that individuals who have experienced a fire understand how valuable extinguishers can be. He acknowledged that purchasing extinguishers is not the only cost, as they require annual servicing, but stated the expense is worth the peace of mind given how quickly accidents can occur.

Mr. Clamp then shifted to his primary concern regarding the longstanding issue with the fire hydrant and water service near his property. He stated that this matter has been promised attention for years and that previous grant funding allocated for the project was spent by individuals no longer serving with the City. He said he is frustrated with the delay and intends to continue raising the issue until it is resolved.

Mr. Clamp explained that he had previously offered to hire a contractor at his own expense to excavate the hydrant, but with uncertainty around the shutoff valve’s location, he could no longer safely do so. He stated that as a citizen he should not have to pay for repairs that should fall under the City’s responsibility, especially when grants had been available in the past.

In response, staff shared that the City has applied for additional funding and is awaiting notification, noting a recent update indicating the application advanced to the next review stage. Staff also discussed next steps, including reviewing cost estimates and evaluating timing windows for completion, acknowledging limitations caused by weather, water-line pressure, and seasonal construction constraints.

Mr. Clamp emphasized that the larger concern is the condition of the main water line in the area, noting that pressure changes and pipe movement make it vulnerable. He expressed worry about the timing of a potential failure, especially during freezing temperatures or periods of high water usage.

Mr. Clamp concluded by noting that residents often criticize development activity but do not later recognize the benefits to property values once those developments are complete. He expressed appreciation for the City’s work despite public criticism. The Mayor thanked him for his comments.

ORDINANCES AND RESOLUTIONS

12. ORDINANCE NO. 833 - FIRST READING:**AN ORDINANCE ESTABLISHING AN APPEALS BOARD FOR THE CITY OF MILLS, WYOMING**

Motion made by Council President Neumiller, Seconded by Council President Sutherland,
 Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

13. RESOLUTION NO. 2026-01

This document sets forth fixed asset accounting procedures for the City of Mills. These policies define “Fixed Assets”, system maintenance, capitalization and depreciation guidelines, and inventory guidelines.

Motion made by Council President Neumiller, Seconded by Council President Sutherland,
 Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

14. RESOLUTION NO. 2026-02

A RESOLUTION OF THE CITY OF MILLS, WYOMING, DESIGNATING THE BANKING INSTITUTIONS TO BE USED FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 TO DECEMBER 31, 2026

Motion made by Council President Neumiller, Seconded by Council President Sutherland,
 Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

15. RESOLUTION NO. 2026-03

A RESOLUTION FIXING THE TAX LEVY FOR THE CITY OF MILLS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026.

Motion made by Council President Neumiller, Seconded by Council President Sutherland,
 Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

16. RESOLUTION NO. 2026-04

A RESOLUTION CERTIFYING COMPLIANCE WITH W.S SECTION 24-2-111

Motion made by Council President Neumiller, Seconded by Council President McCarthy,
 Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

17. RESOLUTION NO. 2026-05

RESOLUTION ADOPTING AND CONFIRMING EQUAL OPPORTUNITY EMPLOYMENT

Motion made by Council President Neumiller, Seconded by Council President Sutherland,
 Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

18. RESOLUTION NO. 2026-06**ADOPTING A CURRENT UNDERSTANDING OF THE MEANING OF “NEWSPAPER” AT LAW**

Motion made by Council President Neumiller, Seconded by Council President McCarthy,
Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

19. RESOLUTION NO. 2026-07**RESOLUTION ADOPTING AND CONFIRMING CITY OF MILLS NONDISCRIMINATORY PRATICES**

Motion made by Council President Neumiller, Seconded by Council President Sutherland,
Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

20. RESOLUTION NO. 2026-08:**A RESOLUTION SETTING WATER AND SEWER CONNECTION FEES**

Motion made by Council President Neumiller, Seconded by Council President McCarthy,
Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

COUNCIL APPROVALS**21. Bayou Liquors Catering Permit 1-18-26**

Motion made by Council President Neumiller, Seconded by Council President McCarthy,
Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

EXECUTIVE SESSION**22. Legal Matter**

Motion made by Council President Neumiller to go into executive session legal matter at 7:32pm, Seconded by Council President Sutherland,
Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

Council returned from an executive session legal matter at 8:08pm, council member present included Council Member Sutherland, Council Member McCarthy, Council President Neumiller, and excused included Council Member Butcher.

No action necessary.

ADJOURNMENT

Council President Neumiller made a motion to adjourn the meeting at 8:08pm, Council Member McCarthy seconded the motion. Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Sutherland, motion passes

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - January 23, 2026 at 7:00pm February 10, 2026 at 7:00pm

NEXT WORK SESSION - January 23, 2026 at 6:00pm / February 9, 2026 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: December 23, 2025

New Business Licenses

<i>Business Name</i>		<i>Fire Inspection</i>	<i>Insurance</i>
	ACS Properties R1, LLC	1/13/2026	N/A
	M2 Enterprises LLC	11/3/2025	N/A

Renewal Business Licenses

<i>Business Name</i>		<i>Fire Inspection</i>	<i>Insurance</i>
9723	307 K9/ Pawsitively Trained	1/3/2026	N/A
9852	B+H Investments Inc DBA Dulligan of Casper	12/15/2025	N/A
9385	GW Mechanical	1/15/2026	N/A
9950	Jens Thrift Shop	1/12/2026	N/A
840	Kompac Meat Processing	1/12/2026	N/A
1042	Lariat Mobile Home and RV LLC	1/9/2026	N/A
9855	Liberty Lift Solutions LLC	1/7/2026	N/A
1151	M-3 Industries	11/3/2025	N/A
1028	Nix Signs Compnay LLC		N/A
1146	Prairiewind Decoys	12/12/2025	N/A
9903	Teton Steel	9/11/2025	N/A
1095	Tri Mountain Construction Inc	1/13/2026	N/A
9948	Western Sign + Design	1/8/2026	N/A





Council Meeting: December 23, 2025

New Home Occupation Permits

Business Name

Renewal Home Occupation Permits

Business Name

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
2016						
01/16/2026	2016	Billie Bailey	100.00	Restitution from Cyrus Sweets	10-26150	100.00
Total 2016:						100.00
2017						
01/27/2026	2017	Conner Fritz	1,200.00	Bond Refund for Cameron M. Fritz	10-26150	1,200.00
Total 2017:						1,200.00
2018						
01/27/2026	2018	Lonn Peterson	800.00	Restitution from Taylor Coberly	10-26150	800.00
Total 2018:						800.00
2019						
01/27/2026	2019	Michael Jedlicka	180.00	Bond Refund for Michael Jedlicka	10-26150	180.00
Total 2019:						180.00
34969						
01/27/2026	34969	Above All Cleaning	582.50	Monthlt Cleanin City Hall	12-4500-3515	582.50
01/27/2026	34969	Above All Cleaning	582.50	Monthly Cleaning PD	10-4600-1300	582.50
Total 34969:						1,165.00
34970						
01/27/2026	34970	Air Innovations	1,828.64	Furnace Repair	10-6500-3515	1,828.64
Total 34970:						1,828.64
34971						
01/27/2026	34971	ALSCO, Inc	46.35	Jan 14 Service	10-6500-1040	46.35
01/27/2026	34971	ALSCO, Inc	212.40	Rugs Jan 26	10-5400-1300	212.40

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34971:						258.75
34972						
01/27/2026	34972	AMBI Mail & Marketing, Inc	36.72	Fedex Crime lab	10-5400-3565	36.72
Total 34972:						36.72
34973						
01/27/2026	34973	Atlas Cabinet Shop	40,000.00	Progress Billing for audit services for year ended june	10-4400-1510	40,000.00
01/27/2026	34973	Atlas Cabinet Shop	40,000.00-	Progress Billing for audit services for year ended june	10-4400-1510	40,000.00- V
Total 34973:						.00
34974						
01/27/2026	34974	Big Horn Tire, Inc.	22.00	Vac Trailer Tire Repair	10-6000-4055	22.00
01/27/2026	34974	Big Horn Tire, Inc.	79.00	Air comp Tire	10-6000-4055	79.00
Total 34974:						101.00
34975						
01/27/2026	34975	Bound Tree Medical	490.65	Medical Supplies	10-5600-3595	490.65
Total 34975:						490.65
34976						
01/27/2026	34976	Caselle, Inc	3,381.00	Maintenance & Support	50-4600-2005	3,381.00
Total 34976:						3,381.00
34977						
01/27/2026	34977	City of Casper	1,083.28	Balefill	54-8400-3050	1,083.28
01/27/2026	34977	City of Casper	941.60	Balefill	54-8400-3050	941.60
01/27/2026	34977	City of Casper	858.88	Balefill	54-8400-3050	858.88
01/27/2026	34977	City of Casper	657.36	Balefill	54-8400-3050	657.36
01/27/2026	34977	City of Casper	1,016.40	Balefill	54-8400-3050	1,016.40
01/27/2026	34977	City of Casper	1,160.72	Balefill	54-8400-3050	1,160.72
01/27/2026	34977	City of Casper	947.76	Balefill	54-8400-3050	947.76
01/27/2026	34977	City of Casper	787.60	Balefill	54-8400-3050	787.60

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/27/2026	34977	City of Casper	901.12	Balefill	54-8400-3050	901.12
01/27/2026	34977	City of Casper	852.72	Balefill	54-8400-3050	852.72
01/27/2026	34977	City of Casper	1,189.76	Balefill	54-8400-3050	1,189.76
01/27/2026	34977	City of Casper	16,886.00	Dispatch Dec 25	10-5400-3000	16,886.00
01/27/2026	34977	City of Casper	2,371.34	Dispatch fee for December	10-5600-3000	2,371.34
01/27/2026	34977	City of Casper	4,018.22	Metro animal fees Dec	10-5300-3010	4,018.22
Total 34977:						33,672.76
34978						
01/27/2026	34978	Collins Communications, Inc	275.00	ITS customer Care Contract	10-5500-2020	275.00
Total 34978:						275.00
34979						
01/27/2026	34979	Communication Technologies Inc	55.00	Repairs Unit 7	10-5400-4050	55.00
Total 34979:						55.00
34980						
01/27/2026	34980	Core & Main	1,278.08	3/4" Meters	51-8100-3660	1,278.08
Total 34980:						1,278.08
34981						
01/27/2026	34981	Daniel Jiminez	2,887.68	Reimbursement for registration for Paramedic School 1	10-5600-1030	2,887.68
Total 34981:						2,887.68
34982						
01/27/2026	34982	Dewitt Water Systems & Service	25.00	Bottled water	10-5600-3515	25.00
01/27/2026	34982	Dewitt Water Systems & Service	119.50	bottled Water	10-5600-3515	119.50
Total 34982:						144.50
34983						
01/27/2026	34983	E&F Towing Transport & Recover,	300.00	Tow Marin Vehicle Accident	10-5400-4050	300.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34983:						300.00
34984						
01/27/2026	34984	Emergency Medical Physicians, P	312.50	Medical Director Fee for December	10-5600-2040	312.50
Total 34984:						312.50
34985						
01/27/2026	34985	Energy Laboratories Inc	63.00	New Line Bac-T	52-8200-2050	63.00
01/27/2026	34985	Energy Laboratories Inc	152.00	Monthly Bac-T Samples	52-8200-2050	152.00
Total 34985:						215.00
34986						
01/27/2026	34986	Ferguson Waterworks #1116	298.51	6"" cap & Gaskets	52-8200-3525	298.51
01/27/2026	34986	Ferguson Waterworks #1116	717.93	1"" Pipe & Fittings	51-8100-3500	717.93
01/27/2026	34986	Ferguson Waterworks #1116	521.57	Curbstop box x 5	51-8100-3500	521.57
01/27/2026	34986	Ferguson Waterworks #1116	82.70	coupler & Bend	51-8100-3500	82.70
Total 34986:						1,620.71
34987						
01/27/2026	34987	Galls	236.99	3 pairs of uniform pants for Pasley	10-5600-1040	236.99
Total 34987:						236.99
34988						
01/27/2026	34988	Grainger, Inc	45.54	LCD Hour Meter	52-8200-3500	45.54
Total 34988:						45.54
34989						
01/27/2026	34989	Greiner Ford	656.37	Fuel Pump for ms85	10-5600-4050	656.37
Total 34989:						656.37
34990						
01/27/2026	34990	Hach Company	517.08	Lab Supplies	52-8200-3500	517.08

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/27/2026	34990	Hach Company	60.25	Cartridge Replacement	52-8200-3500	60.25
Total 34990:						577.33
34991						
01/27/2026	34991	Hawkins Inc	80.00	Chlorine Bottle Rental	52-8200-3500	80.00
Total 34991:						80.00
34992						
01/27/2026	34992	Homax	114.40	Drum Blue DEF	54-8400-4050	114.40
01/27/2026	34992	Homax	1,361.51	Fuel for Fire Vehicles	10-5600-4000	1,361.51
Total 34992:						1,475.91
34993						
01/27/2026	34993	Hose & Rubber Supply	100.41	3/8"" Pipe & Fittings	10-6000-3500	100.41
Total 34993:						100.41
34994						
01/27/2026	34994	Hub International Mountain States	95.00	Endorsement for 2012 Ford	10-4600-2500	95.00
Total 34994:						95.00
34995						
01/27/2026	34995	Installation & Service Company In	4,782.75	Senior Center Leak	51-8100-3525	4,782.75
Total 34995:						4,782.75
34996						
01/27/2026	34996	Jackson Group	88.88	Door Kit	10-6000-4050	88.88
01/27/2026	34996	Jackson Group	170.24	Fuel & Oil	54-8400-4050	170.24
Total 34996:						259.12
34997						
01/27/2026	34997	Jason Swackhammer	20.75	Water Deposit Refund for Jason Swackhammer	51-26150	20.75

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34997:						20.75
34998						
01/27/2026	34998	Joe Johnson Equipment	536.37	Relief Valve & Gaskets	53-8300-4050	536.37
Total 34998:						536.37
34999						
01/27/2026	34999	Keller Law, PC	60.00	Vanderpool public Defender	10-5100-1090	60.00
Total 34999:						60.00
35000						
01/27/2026	35000	Menards	33.50	Toilet brushes and sponges for the fire station	10-5600-3515	33.50
Total 35000:						33.50
35100						
01/27/2026	35100	Michaels Fence & Supply Inc	285.00	Fence Ties & Tools	51-8100-3500	285.00
Total 35100:						285.00
35101						
01/27/2026	35101	Motorola Solutions, Inc.	961.90	Video Manager for BWC/IN Car Cameras	10-5500-3580	961.90
Total 35101:						961.90
35102						
01/27/2026	35102	NAPA Auto Parts	171.26	Parts for ms85	10-5600-4050	171.26
01/27/2026	35102	NAPA Auto Parts	162.01	Parts for MS85	10-5600-4050	162.01
01/27/2026	35102	NAPA Auto Parts	45.10	Parts for new CH9	12-4500-3540	45.10
01/27/2026	35102	NAPA Auto Parts	37.99	Canister Purge Valve unit 7	10-5400-4050	37.99
01/27/2026	35102	NAPA Auto Parts	341.88	Adhesive Removar	10-6500-3500	341.88
01/27/2026	35102	NAPA Auto Parts	638.42	Running boards for new CH9	12-4500-3540	638.42
01/27/2026	35102	NAPA Auto Parts	32.99	Scratch eraser kit for yukon sticker removal	10-5600-4050	32.99
01/27/2026	35102	NAPA Auto Parts	60.58	filters for fire 9	10-5600-4050	60.58
01/27/2026	35102	NAPA Auto Parts	93.99	Power Inverter Unit 10	10-5400-4050	93.99
01/27/2026	35102	NAPA Auto Parts	8.49	splice lock connectors for ch9	10-5600-4050	8.49

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/27/2026	35102	NAPA Auto Parts	28.98	911 and fuel additive for ch9	10-5600-4050	28.98
Total 35102:						1,621.69
35103						
01/27/2026	35103	Natrona County Sheriffs Office	21,193.33	Jail Dec 2025	10-5400-3015	21,193.33
Total 35103:						21,193.33
35104						
01/27/2026	35104	Norco, Inc	37.15	Gloves	10-6500-3500	37.15
01/27/2026	35104	Norco, Inc	221.22	Hand Cleaner	10-6500-3500	221.22
01/27/2026	35104	Norco, Inc	200.20	Welding Helmet	10-6500-3500	200.20
01/27/2026	35104	Norco, Inc	219.18	Oxygen refill	10-5600-3595	219.18
01/27/2026	35104	Norco, Inc	5.52	full/empty oxygen rings	10-5600-3595	5.52
01/27/2026	35104	Norco, Inc	277.12	Lab/Safety Supplies	52-8200-3500	277.12
01/27/2026	35104	Norco, Inc	14.57	Oxygen Bottle rental	10-5600-3595	14.57
Total 35104:						974.96
35105						
01/27/2026	35105	Novus Glass	834.42	Windshield Unit 7	10-5400-4050	834.42
01/27/2026	35105	Novus Glass	479.06	New Windshield in Mike's Yukon	10-5600-4050	479.06
Total 35105:						1,313.48
35106						
01/27/2026	35106	One Call of Wyoming	70.35	67 Tickets for December	51-8100-3055	70.35
Total 35106:						70.35
35107						
01/27/2026	35107	Recycled Materials LLC	6,500.00	Demolition of 4760 Yellowstone	10-5300-3075	6,500.00
Total 35107:						6,500.00
35108						
01/27/2026	35108	Rocky Mountain Drug Testing	550.00	Random Drug Testing	10-4600-1060	550.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35108:						550.00
35109						
01/27/2026	35109	Schwartz, Bon, Walker & Studer,	11,700.16	Services by Patrick Holscher	10-4600-1085	11,700.16
Total 35109:						11,700.16
35110						
01/27/2026	35110	Sutherlands	.99	Outlet cover	53-8300-3675	.99
01/27/2026	35110	Sutherlands	12.99	Tie wire	53-8300-3675	12.99
01/27/2026	35110	Sutherlands	11.98	PVC Plumbing Components	52-8200-3525	11.98
Total 35110:						25.96
35111						
01/27/2026	35111	Tactical Plumbing & Heating	2,962.84	Replace Water Heater	10-6500-3515	2,962.84
Total 35111:						2,962.84
35112						
01/27/2026	35112	Tax-Exempt Leasing Corp.	42,131.24	Two Ford Police Vehicles	12-4500-3760	42,131.24
Total 35112:						42,131.24
35113						
01/27/2026	35113	Verizon	1,449.31	Verizon Cellular Service for MDTS	10-4600-2505	1,449.31
Total 35113:						1,449.31
35114						
01/27/2026	35114	Vimby210	4,910.92	Repair of emergency generator at fire station	10-5600-3515	4,910.92
Total 35114:						4,910.92
35115						
01/27/2026	35115	Wash and Glow II LLC	167.00	December	10-6500-4060	167.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35115:						167.00
35116						
01/27/2026	35116	Weslyn Fairbanks	36.00	Jensen Uniform Alteration	10-5400-1040	36.00
Total 35116:						36.00
35117						
01/27/2026	35117	Wyoming Steel & Recycling	632.71	Dumpster Repairs	54-8400-3525	632.71
Total 35117:						632.71
35118						
01/27/2026	35118	Wyoming Water Development Co	2,500.00	200 Acre-feet water purchase	52-8200-3090	2,500.00
Total 35118:						2,500.00
35119						
01/27/2026	35119	Brenda Chavez	95.54	Ambulance Refund	10-5600-2045	95.54
Total 35119:						95.54
35120						
01/27/2026	35120	Cigna COR Unit	125.15	Ambulance Refund	10-5600-2045	125.15
Total 35120:						125.15
35121						
01/27/2026	35121	Harold Paul	465.00	Ambulance Refund	10-5600-2045	465.00
Total 35121:						465.00
35122						
01/27/2026	35122	Roberta Gilbert	102.04	Ambulance Refund	10-5600-2045	102.04
Total 35122:						102.04

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
35123						
01/27/2026	35123	Law Office of Stephanie M Arrach	7,515.00	Arrache Attorney Fees Dec-Jan	10-5100-1085	7,515.00
Total 35123:						7,515.00
35124						
01/27/2026	35124	ATLAS CPAs & Advisors, PLLC	40,000.00	Progress Billi for audit services for year ended Jun 30,	10-4400-1510	40,000.00
Total 35124:						40,000.00
Grand Totals:						207,552.61

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	40,000.00	177,144.84-	137,144.84-
10-26150	2,280.00	.00	2,280.00
10-4400-1510	80,000.00	40,000.00-	40,000.00
10-4600-1060	550.00	.00	550.00
10-4600-1085	11,700.16	.00	11,700.16
10-4600-1300	582.50	.00	582.50
10-4600-2500	95.00	.00	95.00
10-4600-2505	1,449.31	.00	1,449.31
10-5100-1085	7,515.00	.00	7,515.00
10-5100-1090	60.00	.00	60.00
10-5300-3010	4,018.22	.00	4,018.22
10-5300-3075	6,500.00	.00	6,500.00
10-5400-1040	36.00	.00	36.00
10-5400-1300	212.40	.00	212.40
10-5400-3000	16,886.00	.00	16,886.00
10-5400-3015	21,193.33	.00	21,193.33
10-5400-3565	36.72	.00	36.72
10-5400-4050	1,321.40	.00	1,321.40
10-5500-2020	275.00	.00	275.00
10-5500-3580	961.90	.00	961.90
10-5600-1030	2,887.68	.00	2,887.68

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-5600-1040	236.99	.00	236.99
10-5600-2040	312.50	.00	312.50
10-5600-2045	787.73	.00	787.73
10-5600-3000	2,371.34	.00	2,371.34
10-5600-3515	5,088.92	.00	5,088.92
10-5600-3595	729.92	.00	729.92
10-5600-4000	1,361.51	.00	1,361.51
10-5600-4050	1,599.74	.00	1,599.74
10-6000-3500	100.41	.00	100.41
10-6000-4050	88.88	.00	88.88
10-6000-4055	101.00	.00	101.00
10-6500-1040	46.35	.00	46.35
10-6500-3500	800.45	.00	800.45
10-6500-3515	4,791.48	.00	4,791.48
10-6500-4060	167.00	.00	167.00
12-21100	.00	43,397.26-	43,397.26-
12-4500-3515	582.50	.00	582.50
12-4500-3540	683.52	.00	683.52
12-4500-3760	42,131.24	.00	42,131.24
50-21100	.00	3,381.00-	3,381.00-
50-4600-2005	3,381.00	.00	3,381.00
51-21100	.00	7,759.13-	7,759.13-
51-26150	20.75	.00	20.75
51-8100-3055	70.35	.00	70.35
51-8100-3500	1,607.20	.00	1,607.20
51-8100-3525	4,782.75	.00	4,782.75
51-8100-3660	1,278.08	.00	1,278.08
52-21100	.00	4,005.48-	4,005.48-
52-8200-2050	215.00	.00	215.00
52-8200-3090	2,500.00	.00	2,500.00
52-8200-3500	979.99	.00	979.99
52-8200-3525	310.49	.00	310.49
53-21100	.00	550.35-	550.35-
53-8300-3675	13.98	.00	13.98
53-8300-4050	536.37	.00	536.37
54-21100	.00	11,314.55-	11,314.55-
54-8400-3050	10,397.20	.00	10,397.20
54-8400-3525	632.71	.00	632.71
54-8400-4050	284.64	.00	284.64

GL Account	Debit	Credit	Proof
Grand Totals:	287,552.61	287,552.61-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

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



PAYROLL

Meeting Date: January 27, 2026

Payroll Type: Regular/Police

Date Range: 12-29-25 to 1-11-26

Net: \$ 118,524.05

Deductions: \$ 29,821.45

Federal Taxes: \$ 9,345.00

Medicare: \$ 1,651.91

Retirement: \$ 6,056.19

Social Security: \$ 6,848.66

Child Support: \$ 540.32

Insurance: \$ 3,941.65

Supplemental Retirement: \$ 1,085.81

Supplemental Insurance: \$ 351.91

TOTAL PAYROLL: \$ 88,702.60

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: January 27, 2026

Payroll Type: Fire

Date Range: 1-9-26 to 1-20-26

Net: \$ 18,934.24

Deductions: \$ 5,285.76

Federal Taxes: \$ 1,038.00

Medicare: \$ 250.69

Retirement: \$ 1,986.62

Union Dues \$ 240.00

Child Support: \$ -

Insurance: \$ 1,661.83

Supplemental Retirement: \$ -

Supplemental Insurance: \$ 108.62

TOTAL PAYROLL: \$ 13,648.48

City Clerk, Sarah Osborn

Mayor, Leah Juarez



CITY OF MILLS

EST. 1921

Transmittal Transactions

1-27-26

Payroll Fire: 12-16-25 to 12-27-25

Date	Type/Check #	Payor	AMOUNT
12/27/2025	34876	Union Dues	\$ 240.00
12/27/2025	ACH	IRS	\$ 2,590.30
Total:			\$ 2,830.30

Payroll Regular/Police: 12-29-25 to 1-11-26

Date	Type/Check #	Payor	AMOUNT
1/11/2026	ACH	IRS	\$ 26,346.14
1/11/2026	ACJ	Orchard Trust	\$ 1,000.00
1/11/2026	34967	Child Support	\$ 540.32
Total:			\$ 27,886.46

Payroll Fire: 12-28-25 to 1-8-26

Date	Type/Check #	Payor	AMOUNT
1/8/2026	34964	Union Dues	\$ 240.00
1/8/2026	ACH	IRS	\$ 2,348.48
Total:			\$ 2,588.48

Total \$ 33,305.24



VOIDED CHECKS
1-27-26

CHECK #	DATE	PAYOR	AMOUNT
34885	1/13/2026	Casper Area Chamber of Commerce	\$ 193.70
34879	1/13/2026	71 Construction	\$ 1,160.55
2016	1/16/2026	Billie Bailey	\$ 100.00

Total: \$ 1,454.25

ORDINANCE NO. 833

**AN ORDINANCE ESTABLISHING AN APPEALS BOARD FOR THE CITY OF MILLS,
WYOMING**

WHEREAS, The City of Mills has various sections of its code that make references to appeals; and

WHEREAS, Such appeals are, in the view of the Governing Body, best handled by an Appeals Board, or in the case of model International Codes, an appeals Board may be required, and

WHEREAS, The Governing Body of the City of Mills has reviewed the attached Ordinance and considered the same and wishes to adopt the same to establish a Board of Appeals.

NOW, THEREFORE, The Governing Body of the City of Mills, Wyoming, enacts the attached Chapter 2.92 to be inserted into Title 2 of the Code of the City of Mills, Wyoming.

PASSED on 1st reading the ____ day of_____, 2025.

PASSED on 2nd reading the ____ day of _____, 2025.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2025.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cheree Butcher, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

ORDINANCE NO. 834
ORDINANCE PROVIDING FOR ASSERTING LIENS ON CERTAIN
PROPERTIES WHICH HAVE DELINQUENT WATER AND SEWER
BILLS

WHEREAS, The City of Mills, Wyoming has a public duty to make wise and efficient use of its resources and seek to accordingly collect on the goods, materials and services that it provides to residents, property owners and businesses of the municipality; and

WHEREAS, Water and Sewer services are goods, materials and services as contemplated by Wyoming’s law, which are provided to property owners and occupiers under arrangement to the city; and

WHEREAS, There exists certain situations in which those provided such services fail to properly pay for the same, leaving the city to adjust for the costs and which accordingly unfairly fall on the residents and property owners of the city; and

WHEREAS, The City of Mills needs a means by which it can recoup the financial losses associated with providing water and sewer services that are not paid for; and

WHEREAS, The Governing Body of the City of Mills has reviewed the attached proposed amendments to the Municipal Code, Section 13.03.110, with the changes reflected in red, and finds that it addresses this topic and should be enacted.

NOW THEREFORE, The City Council of the City of Mills, Wyoming adds Section 13.03.110 to the Town Code, effective immediately upon its third reading.

PASSED on 1st reading the ____ day of _____ 2026.

PASSED on 2nd reading the ____ day of _____, 2026.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2026.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cherie Butcher, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

Sec. 13.03.110. - Credit, payment terms and collection efforts.

(a) The municipality regards the provision of utilities (sewer and water) as provisions of goods and services which attach to the real property for which they are provided

(b) Bills will be considered delinquent if not paid 30 days after the bill date. Authorized interest and penalty charges will start accruing on this date. A delinquent notice will be mailed to the customer on or shortly after the 31st day after the bill date. If the bill remains unpaid 45 days after the bill date, all utility services will be discontinued.

(b) If the customer's service is disconnected due to lack of payment and remains unpaid for 60 days, the account ~~shall~~ may be closed and turned over for collection.

(c) Any utility monthly bill, penalty, turn on fee, or connection charge remaining unpaid on or after the ninth (90) day of the initial billing shall become a lien upon the property benefited by the water and sewer services furnished pursuant to said bill after the following steps have been taken.

(1) The town shall first give ten days' notice, in writing, to the current occupant (billing party) at their address for utility billing purposes and to the current owner's address of record for county real property tax purposes in the County Treasurer's office for the property in question, of its intent to file a lien against the property, such notice to reasonably describe the property and set forth the amount claimed by the town. The street address shall be sufficient to describe the property in the notice and shall be sufficient address for mailing the notice if the property owner has no utility billing or other address on file with the town. For purposes of this chapter, notice shall be sufficient if deposited in the United States mail, postage prepaid, addressed as hereinabove indicated and shall be complete upon mailing.

(2) No sooner than ten days after the mailing of the notice(s) as provided hereinabove, the city shall file a lien statement properly acknowledged and containing a true legal description of the property and the amount then due to the town in the office of the County Clerk and ex officio register of deeds of the county.

(3) Upon the proper filing of said lien statement, the lien shall be considered a lien on the property for all purposes.

(B) *Foreclosure.* Any such lien may thereafter be foreclosed by appropriate action in court or in the manner provided by law for the foreclosure of a mortgage by advertisement and sale as set forth in Wyo. Stat. §§ 34-4-102 et seq., as amended from time to time.

ORDINANCE NO. 835
ORDINANCE PROVIDING FOR ADJUSTMENT OF CERTAIN WATER
BILLS

WHEREAS, The City of Mills, Wyoming has, from time to time, requests from city residents who have experienced an increase in their water bills due to water leaks; and

WHEREAS, The City Council desires to have have a uniform means by which to address requests for abatement of such bills when they are justly presented, while also addressing the need for those who experience such events to timely inform the City of the same; and

WHEREAS, The Governing Body of the City of Mills has reviewed the attached proposed addition to the Municipal Code, Section 13.03.100 and finds that it addresses this topic and should be enacted.

NOW THEREFORE, The City Council of the City of Mills, Wyoming adds Section 13.03.100 to the Town Code, effective immediately upon its third reading.

PASSED on 1st reading the ____ day of _____ 2026.

PASSED on 2nd reading the ____ day of _____, 2026.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this ____ day of _____, 2026.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cherie Butcher, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

Sec. 13.03.100 – Adjustments

(a) Leak adjustments shall be limited to a maximum of the three (3) billing periods immediately preceding the date the leak was verified to have occurred and verified to have been repaired. In all instances, verification must have been completed by the Water Distribution Department.

(b) A customer may be eligible for a leak adjustment when all of the following conditions are met:

1. A water leak occurred on the customer side of the meter and has been verified and documented by the Water Distribution Department, including verification that the leak has been repaired.
2. Metered water usage for a billing period exceeds three (3) times the metered usage for the same billing period in the immediately preceding calendar year.

(c) When eligible, the leak adjustment shall be calculated as a credit equal to fifty percent (50%) of the difference between:

1. The metered water usage for the affected billing period; and
2. The metered water usage for the same billing period in the immediately preceding calendar year.

(d) No more than one (1) leak adjustment shall be granted per customer account within any twelve-month period.

(e) No leak adjustment shall be granted for leaks determined by the Water Distribution Department to have resulted from negligence, intentional acts, willful damage, or failure to maintain plumbing or fixtures in reasonable working condition.

(f) If no comparable billing history exists for the same billing period in the prior year, or if the prior-year usage is determined by the utility to be unrepresentative due to abnormal conditions, no adjustment shall be granted.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE SERVICE AND SACRIFICE PARK NON PROFIT CORPORATION
AND THE CITY OF MILLS WYOMING**

This Memorandum of Understanding (MOU) is made and entered this____ day of_____, 2026 with and effective date of_____, 2026, by and between Service and Sacrifice Park, a Wyoming Non Profit Corporation (hereinafter sometimes referred to as “Non Profit”) and the City of Mills, Wyoming (herein after sometimes referred to as “Mills”).

RECITALS

WHEREAS, The City of Mills is a municipal corporation organized under the laws of the State of Wyoming located in Natrona County, Wyoming which maintains certain parks within its municipal boundaries; and

WHEREAS, One such park is Service and Sacrifice Park (“park”), which was formerly known as Mills Memorial Park; which is located at:

Block 38, Lot 1 and Lot 2, City of Mills, Natrona County Wyoming.

WHEREAS, The City of Mills is working towards updating and modernizing the park along the lines of a plan it is development; and

WHEREAS, Service and Sacrifice Park has obtained tax exempt status from the Internal Revenue Service under Section 501(c)(3) of the United States Internal Revenue Code and was created with the purpose of raising funds for the updating and modernizing of the park

NOW THEREFORE, in exchange for the terms, conditions and covenants set forth herein the parties hereto warrant and agree as follows:

PURPOSE

The purpose of this Memorandum of Understanding (“MOU”) is to establish a general framework for cooperation and collaboration between the City and the Service and Sacrifice Park. It will assist in defining the relationship between the Parties in order to ensure that the goals of each are accomplished in a mutually supportive way.

AGREEMENT

1. Service and Sacrifice Park may raise funds in accordance with its organizational documents for use by the City of Mills for the improvements to the aforementioned park and, further, anticipates doing so.

2. The City of Mills shall be in control of the design of the park at all times and the City shall have the final determination on all work and changes to take place at the park.

3. The City of Mills shall cooperate with Service and Sacrifice Park in its efforts to raise funds for the park.

4. City of Mills employees may volunteer their own time to Service and Sacrifice Park. Work done in the ordinary course and scope of their employment with the City of Mills shall not be regarded as volunteer time for Service and Sacrifice Park.

Entered into this ____day of _____,2026

ATTEST:

City of Mills:

Town Clerk

City of Mills

Service and Sacrifice Park

ATTEST

WAYFINDING SIGNAGE PURCHASE AND INSTALLATION AGREEMENT

This Wayfinding Signage Purchase and Installation Agreement (“Agreement”) is entered into as of _____, 2026 (“Effective Date”), by and between:

Natrona County Travel & Tourism Council, d/b/a Visit Casper, a Wyoming joint powers board with its principal offices at 139 W 2nd Street, Suite 100, Casper, Wyoming 82601 (“Visit Casper”),

and

City of Mills, a Wyoming municipal corporation with its principal offices at 1315 W 4th Street, Mills, Wyoming 82644 (“City”).

Visit Casper and the City may be referred to individually as a “Party” and collectively as the “Parties.”

1. PURPOSE

The purpose of this Agreement is to set forth the terms and conditions under which Visit Casper will procure, through a competitive Request for Proposals (RFP), the production and installation of wayfinding signage within the City of Mills, Wyoming, for the benefit of visitor navigation, placemaking, and tourism support.

2. SCOPE OF PROJECT

2.1 General Scope. Visit Casper shall issue and administer an RFP for the design (if applicable), fabrication, and installation of wayfinding signage within the City of Mills (“Project”).

2.2 Budget Cap. Total project costs shall not exceed **Twenty-Five Thousand Dollars (\$25,000.00)**, inclusive of all design, fabrication, materials, installation, and related costs.

2.3 Vendor Relationship. The selected signage vendor shall be under contract with Visit Casper. The City shall coordinate directly with the selected vendor for purposes of proofing, design approval, and final placement of signage.

3. CITY OF MILLS RESPONSIBILITIES

The City shall:

3.1 Determine Sign Locations. Identify and determine all desired signage locations within the City limits.

3.2 Design Election. Either: - Adopt the Natrona County Wayfinding Signage design created for the City of Mills; **or** - Provide its own signage design for use in the Project.

3.3 Information Deadline. Provide Visit Casper with finalized signage design(s), content, and proposed locations no later than **February 14, 2026**.

3.4 Vendor Coordination. Work directly with the selected signage vendor to: - Review and approve final signage content and design; - Finalize signage locations; - Ensure signage meets City standards, ordinances, and approvals.

3.5 Approvals and Access. Secure all necessary City approvals, permissions, and site access required for installation.

4. VISIT CASPER RESPONSIBILITIES

Visit Casper shall:

4.1 RFP Issuance. Issue an RFP incorporating the details provided by the City no later than **February 20, 2026**.

4.2 Bid Schedule. Administer the following procurement timeline: - Vendor bid submission deadline: **March 6, 2026** - Vendor selection: **March 9, 2026** - Vendor notification: **March 9, 2026** - Vendor contract finalization: **March 13, 2026**

4.3 Contract Administration. Enter into and administer a contract with the selected vendor consistent with this Agreement.

4.4 Payment. Make payments to the vendor as set forth in Section 6.

5. PROJECT COMPLETION

5.1 Completion Deadline. The Project must be fully completed, including fabrication and installation of all signage, no later than **May 29, 2026**.

5.2 Acceptance. Completion shall be deemed achieved upon confirmation by the City that signage has been installed in approved locations and in accordance with approved designs.

6. PAYMENT TERMS

6.1 Payment Structure. Visit Casper shall pay the selected vendor as follows: - Fifty percent (50%) deposit upon execution of the vendor contract; and - Fifty percent (50%) final payment upon full project completion.

6.2 No City Financial Obligation. The City shall not be financially responsible for vendor payments under this Agreement unless otherwise amended in writing.

7. INDEPENDENT CONTRACTORS

The Parties acknowledge that Visit Casper and the City are independent governmental entities. Nothing in this Agreement shall be deemed to create a partnership, joint venture, or agency relationship.

8. SOVEREIGN IMMUNITY; INDEMNIFICATION

8.1 No Waiver of Sovereign Immunity. Nothing in this Agreement shall be construed as a waiver of sovereign or governmental immunity by either Party. All obligations are subject to the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101 et seq., and all other applicable laws.

8.2 Mutual Responsibility. Each Party shall be responsible for its own acts, omissions, and conduct, and those of its officers, employees, and agents, to the extent allowed by Wyoming law.

8.3 Vendor Liability. The selected vendor shall be solely responsible for any claims, damages, losses, or liabilities arising out of its work, including but not limited to design, fabrication, installation, or site activities.

9. TERM AND TERMINATION

9.1 Term. This Agreement shall commence on the Effective Date and shall remain in effect until completion of the Project and final payment, unless earlier terminated in accordance with this Section.

9.2 Termination for Convenience. Either Party may terminate this Agreement for convenience upon thirty (30) days' written notice to the other Party. In the event of termination, Visit Casper shall be responsible only for authorized, non-cancellable costs incurred prior to the effective date of termination, subject to the \$25,000 budget cap.

9.3 Termination for Cause. Either Party may terminate this Agreement immediately upon written notice if the other Party materially breaches this Agreement and fails to cure such breach within ten (10) business days after receipt of written notice.

10. AMENDMENTS

This Agreement may be amended only by written instrument executed by authorized representatives of both Parties.

11. GOVERNING LAW; VENUE; JOINT POWERS AUTHORITY

11.1 Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Wyoming. Venue for any action arising under this Agreement shall lie exclusively in Natrona County, Wyoming.

11.2 Joint Powers Authority. Visit Casper enters into this Agreement pursuant to the Wyoming Joint Powers Act, Wyo. Stat. §§ 16-1-101 through 16-1-111. Nothing herein shall expand or limit the statutory authority of Visit Casper or the City beyond that granted by Wyoming law.

12. PUBLIC RECORDS; SEVERABILITY

12.1 Public Records. This Agreement and all records generated in connection herewith are subject to the Wyoming Public Records Act, Wyo. Stat. §§ 16-4-201 et seq. Each Party shall comply with applicable public records obligations for documents within its custody or control.

12.2 Severability. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect. ; SEVERABILITY

This Agreement constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior negotiations, representations, or agreements, whether written or oral. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

This Agreement constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior discussions or agreements.

Each Party represents that it has full authority to enter into this Agreement.

13. EXHIBITS

The following exhibit is incorporated by reference and made a part of this Agreement:

- **Exhibit A:** Natrona County MPO Wayfinding Signage Plan (as adopted or amended)
- **Exhibit B:** Project Timeline

14. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

NATRONA COUNTY TRAVEL & TOURISM COUNCIL (VISIT CASPER)

By: _____
Name: _____
Title: _____
Date: _____

CITY OF MILLS

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT A

NATRONA COUNTY MPO WAYFINDING SIGNAGE PLAN

The Project may be informed by and, unless otherwise approved in writing by the City, generally consistent with the **Natrona County Metropolitan Planning Organization (MPO) Wayfinding Signage Plan**, including but not limited to:

- Overall wayfinding hierarchy and sign typologies;
- Design standards, materials, and visual consistency;
- Placement principles and sightline considerations;
- Integration with regional and countywide wayfinding systems.

The City of Mills retains final authority over sign locations, content, and design within its municipal boundaries. In the event of any conflict between this Agreement and the **MPO Wayfinding Signage Plan**, the terms of this Agreement and the City’s written approvals shall control.

EXHIBIT B

PROJECT TIMELINE

Milestone	Responsible Party	Deadline
Finalize signage design, content, and locations	City of Mills	February 14, 2026
Issue RFP	Visit Casper	February 20, 2026
Vendor bid submission deadline	Vendors	March 6, 2026
Vendor selection and notification	Visit Casper	March 9, 2026
Vendor contract execution	Visit Casper	March 13, 2026
Proofing and final placement coordination	City of Mills & Vendor	March–May 2026
Project completion	Vendor	May 29, 2026