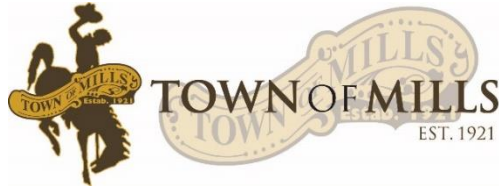


**REGULAR TOWN
COUNCIL MEETING
June 09, 2020
7:00 PM
Town Hall**



Mayor:
Seth Coleman
Council President:
Sara McCarthy
Council Members:
Darla Ives
James Hollander
Ron Wales

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Approval of the Meeting Minutes from 5-26-2020

CONSENT AGENDA

NEW BUSINESS & CONTRACTOR LICENCES

1. Council Approval of the 5 New Business and Contractor License:

Breit Roofing

Cellco Partnership/Verizon

Homax #8

Hope Investments

Phil's Coffee

2. Council Approval of the 28 Business and Contractor Licenses:

AC Electric of Casper

Allterra Construction

Amber Valley Estates

Arc Electric

Artistic Hairstyling

B & R Hytrek Properties

Carpet Creations Floor & Wall

Caspar Building Systems

Caspar Window & Door
Compass Compression Solutions
Eldean/Huber Plumbing
Hansen Qwik Lube
Inter Mountain Pipe & Threading
JTL Group. Knife River
Loose Goose Mobile Home Park
Millview Cleaners
Moyle Petroleum/ Common Cents
O'Hearn Trailer Park
O'Quinn Enterprises
Quality Conscious Carpentry
Rick's Mountain View Car Wash
Rissler Plumbing & Heating
Rockin Burger N Dogs
S & M Electric
The Hog Ranch
Triple D Mobile Home Park
Wyoming Power Wash
Yellowstone Plaza

- 3. Council Approval to Support the 307 Proclamation**
- 4. Council Approval to Add Christine Trumbull as the Town's Health Administrator**
- 5. Council Approval of the Water Abatement from May 26th, 2020 to June 4th, 2020 in the amount of \$235.33.**
- 6. Council Approval of the Casper Humane Society Contract for FY 21**
- 7. Council Approval of the Agreement for Consulting Services from Wyoming Financial for Health Insurance for FY 21.**

RESOLUTION & ORDINANCES

Resolution 2020-19: A Resolution Fixing the Tax Levey for the Town of Mills for the Fiscal Year Ending June 30th, 2021.

Resolution 2020-20: A 'Resolution Certifying Compliance With W.S. Section 24-2-111; Clean Streets

Resolution 2020-21: A Resolution of the Town of Mills, Wyoming, Designating the Banking Institutions To Be Used for The Fiscal Year Beginning June 30th, 2020 to July 1st, 2021.

Resolution 2020-22: Salaries FY 21

Resolution 2020-23: A Resolution Authorizing the Mayor to Execute An Agreement with Children's Advocacy Project and Providing for the Payment of Services Provided Therein

Resolution 2020-24: Fixed Assets

Resolution 2020-25: Fair Housing

Resolution 2020-26: A Resolution Establishing an Increase in Water, Sewer and Sanitation Rates, to Meet the Fiscal Obligations of this Enterprise.

Resolution 2020-27: A Resolution Authorizing the Mayor to Freeze Wages and Step in Grades For All Town Of Mills Employee in All Departments for FY 21 Due to Fiscal Emergency

Resolution 2020-28: A Resolution Directing Increased Contribution to Budget on Insurance Line Item for Purpose of Offsetting Premium Increases

Resolution 2020-29: A Resolution Authorizing Established Mobile Home Parks to Allow Self-Contained RV'S

An Emergency Ordinance NO. 743: FY 20 Budget Amendment

FINANCIAL APPROVALS

PAYROLL

1. Fire Payroll.....5-16-2020 to 5-27-2020....\$14,333.57

Regular & Police 5-11-2020 to 5-24-2020... \$102,815.85

BILLS

1. Petty Cash...\$0.00

Vouchers...\$97,246.05

Manual Checks Town Hall...\$54,814.84

Manual Checks Court...\$0.00

Voids...\$253.63

OPEN DISCUSSION

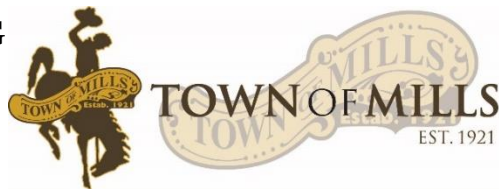
ADJOURNMENT

NEXT MEETING June 23rd, 2020 @ 7:00pm/ July 14th, 2020 @ 7:00pm

NEXT WORK SESSION June 23rd, 2020 @ 6:00pm/ July 13th, 2020 @ 9:00am

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

TOWN COUNCIL MEETING
May 26, 2020
7:00 PM
Town Hall



Mayor:
Seth Coleman
Council President:
Sara McCarthy
Council Members:
Darla Ives
James Hollander
Ron Wales

MINUTES

CALL TO ORDER

Mayor called the meeting to order at 7:03pm.

ROLL CALL

PRESENT

Mayor Seth Coleman
Council President Sara McCarthy
Council Member Darla Ives
Council Member Jim Hollander
Council Member Ronald Wales

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- 1. Council Meeting May 12th, 2020

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

TOWN LICENSES

NEW BUSINESS & CONTRACTOR LICENCES

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

- 2. Alliance Electric

RENEWAL BUSINESS & CONTRACTOR LICENCES

- 3. Eagle Cab

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

- 4. Sign Products INC

FINANCIAL APPROVALS

PAYROLL

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

- 5. Regular Payroll 4-27-2020 to 5-10-2020.....\$97,855.66
- 6. Fire Payroll 5-4-2020 to 5-15-2020.....\$14,513.60

BILLS

- 7. **PETTY CASH.....N/A**

VOUCHERS.....\$85,120.45
MANUAL CHECKS...\$48,277.12
MANUAL CHECKS COURT...\$1530.00
VOIDED CHECKS...\$107,683.00

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

BANK RECONCILIATION

- 8. Council Approval of the April 2020 Bank Reconciliation

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

COURT INCOME

- 9. Council Approval of the April 2020 Court Income Report

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

CONSENT AGENDA

- 10. ORDINANCE 738 THIRD AND FINAL READING: An Ordinance Repealing the Existing Title 9 of the Mills Municipal Code Dealing with General Offenses and Replacing it, in its Entirety with a New Chapter 9 Dealing with General Offenses**

Councilman Hollander made the motion to take Ordinance 738 off the table. Councilman Ives seconded. All Ayes-Motion carried.

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

11. ORDINANCE 740 THIRD AND FINAL READING: An Ordinance Repealing the Existing Title 10 of the Mills Municipal Code Dealing with Vehicles and Traffic and Replacing it, in its Entirety with a New Chapter 10 Dealing with Vehicles and Traffic

Councilman Hollander made the motion to take Ordinance 740 off the table. Councilman Ives seconded. All Ayes-Motion carried.

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

12. Ordinance 742: Third and Final Reading: An Ordinance Repealing The Existing Title 8 of the Mills Municipal Code Dealing with Health and Safety and Replacing it, in its Entirety with a New Chapter 8 Dealing with Health and Safety

Councilman Hollander made the motion to take Ordinance 742 off the table. Councilman Ives seconded. All Ayes-Motion carried.

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

ADJOURNMENT

Meeting ended at 7:10pm

NEXT MEETING - 06-09-2020 @ 7:00 PM / 06-16-2020 @ 9:00 am/ 06-23-2020 @ 7:00 pm

NEXT WORK SESSION - 06-08-2020 @9:00 am / 06-09-2020 @ 6:00 pm / 06-23-2020 @ 6:00 pm

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

Mayor, Seth Coleman

Town Clerk, Christine Trumbull



3 0 7 F I R S T

Proclamation

WHEREAS, the (insert city/town/county name) is committed to supporting the success and strength of our local and state economy, and encourages the efforts of our local business owners, and

WHEREAS, local businesses are the backbone of our economy and are integral to the growth and longevity of our community, and

WHEREAS, the strength of local business is dependent on the support of the community, and

WHEREAS, buying from locally owned businesses not only supports the employees of that business, the money spent locally is used to hire other support businesses such as suppliers, auto & equipment dealers and contractors, and

WHEREAS, All these factors together create what’s called a “multiplier effect”, meaning that each dollar spent in a local store brings as much as \$3.50 into the local economy, and

WHEREAS, supporting local business supports critical infrastructure within our communities through the generation of sales tax revenue, making our Wyoming communities a great place to live, work and play.

Now, Therefore, Be it Resolved, that I, (enter name and title here) do hereby declare June 2020 to be

307 FIRST MONTH

AND ENCOURAGE EVERYONE TO LIVE, LOVE, BUY WYOMING

In witness whereof I have hereunto set my hand and caused the seal of this (city/county) to be affixed

(Mayor/Commissioner) _____

Date _____

**MANAGER AGREEMENT
MILLS ANIMAL CONTROL FACILITY**

Agreement between the Town of Mills, Wyoming, a Wyoming municipal corporation organized under the laws of the State of Wyoming and hereinafter sometimes referred to as "Mills", and the Casper Humane Society, a Wyoming Non-Profit Corporation hereinafter sometimes referred to as "Manager"

RECITALS

A. The Town of Mills is a municipal corporation duly organized under the laws of the State of Wyoming which is located within the boundary of Natrona County, Wyoming.

B. The Town of Mills anticipates undertaking to enforce the provisions of the law and ordinances applicable within the Town of Mills in regard to animals.

C. The Town of Mills further anticipate that it may enter into arraignments with other municipalities and governmental entities in Natrona County, Wyoming, exclusive of the City of Casper, Wyoming and Natrona County, Wyoming under which those other municipalities may contract with the Town of Mills for the provision of animal control operations.

D. The Town of Mills accordingly anticipates requiring an animal facility ("Animal Control Facility" or "Facility") for animals coming into the custody of the Town of Mills.

D. The Casper Humane Society is a Non-Profit Corporation organized under the laws of the State of Wyoming and located within Natrona County, Wyoming.

E. The Casper Humane Society has as part of its mission that it has the purpose of finding home for homeless animals, encouraging the neutering of pets, and preventing and alleviating cruelty to animals.

F. Mills desires to have the Casper Humane Society act as the Manager for the Animal Control Facility.

G. Mills desires to engage the services of Manager to manage and operate the Animal Control Facility and Manager desires to do the same in accordance with their respective goals and aims as set forth above.

In consideration of the mutual covenants contained herein, the parties, therefore agree:

SECTION ONE
COMPENSATION

The Town of Mills Agrees to pay, and Manager agrees to accept, the sum of Twenty-Five Thousand Dollars (\$25,000.00) in compensation on an annual basis for all services to be performed under this Contract. Said compensation shall be deemed to be full and adequate consideration for the same. Said Compensation shall be paid in one single annual payment to be made no later than the 1st of July or the business day thereafter for each year this Agreement is in effect.

SECTION TWO
TERM

The term of this agreement shall be for One (1) year, with said year commencing on the 1st day of July 2020. This agreement shall be renewable upon the agreement of both parties for additional One (1) year terms thereafter. In the absence of an expressed notification by either party that it desires to terminate this agreement provided at least one hundred twenty (120) days prior to the commencement of the renewal date, this agreement shall be deemed to have been renewed.

After a period of five (5) years, this agreement shall be renewed as to all terms including Compensation and modified as appropriate. In the absence of specific written modifications, the terms of this agreement shall control.

SECTION THREE
EMPLOYMENT OF MANAGER

Manger shall act as the Manager of the Mills Animal Control Facility under the terms and conditions set forth in this Agreement. Manager shall be deemed to be a contractor, and not an employee of the Town of Mills at all times.

SECTION FOUR
FACILITY

Initially, Mills shall provide an Animal Control Facility that shall consist of a 6,000 square foot shop with office space and a half acre fenced outside area. The Facility shall be equipped with kennels for ten (10) dogs and (15) cats. Mills will provide outside kennels for the Facility upon request. Supplies for the Facility shall be provided by the Town of Mills. Manager shall be responsible for cleaning and maintenance of all kennels associated with the Facility.

The Town shall be fully responsible for all physical upkeep and maintenance of the structure, including, but not limited to, the physical repair of the structure, its plumbing, and electrical facilities, except where otherwise provided herein. The Town shall further be responsible for all reasonable and necessary charges associated with Facility including the provision of utilities to the same, including heating, water and electricity and the provision of all such fixtures such as would be deemed to be ordinary and necessary for the equipping of a facility of like kind and purpose.

Space within the Facility which is available for use by the Town of Mills and which is not necessary for the use of Manager for Facility may be used by the Town of Mills for other purposes. The Town of Mills shall be fully responsible for all such space in Facility that is so used. Nothing in the Town of Mills' use of said space shall interfere in any fashion with the operation of Facility.

SECTION FIVE
OPERATIONS

Manager shall use its best efforts to ensure that the Facility is operated professionally at all times. Manager shall provide personnel to take care of the animals in its custody in the Facility and make certain that they are provided with adequate food, shelter and veterinary care. Costs for food and veterinary care for such animals shall be borne at all times by the Town of Mills as long as the animals are under the custody of the Town of Mills pursuant to this agreement. Should Manager need to provide the same on an emergency basis the Town shall reimburse Manager for the cost of the same.

Transportation of animals to the facility by the Town of Mills shall be conducted by employees of the Town of Mills and be the responsibility of the Town of Mills during transportation. Cleaning and upkeep of all kennel facilities shall be the responsibility of Manager. Nothing in this agreement shall be deemed to transfer the Town of Mills' enforcement of its ordinances and resolutions concerning Animal Control to the Manager.

The Town of Mills' Facility shall be available for the use of Manager should Manger have a need or desire to transfer any animals housed at its other facilities and there is space available at the Town's facility. Space at the Facility shall nonetheless be prioritized such that space shall first be used for animals that are transferred to the Facility by the Town. Animals transferred to Facility by Manager from any of its other facilities shall remain in the custody and control of Manager for purposes of this agreement and Manager shall be responsible for their feeding and care.

SECTION SIX
ANIMALS

Throughout this Agreement it is to be understood that the use of the word "Animals" shall apply to domestic cats and dogs. The parties agree that the obligations of the parties to this Agreement shall not apply to any other animal type or species unless the parties mutually agree to the same by written exception to this Agreement.

It is further understood that, unless specifically provided by way of a written exception authored by the Town of Mills, that animals brought into the Facility by the Town of Mills from another municipality shall be treated in the same manner and with the same provisions that animals from the Town of Mills shall be.

SECTION SEVEN
EMPLOYEES

Manager shall employ, discharge and supervise all its on-site employees, independent contractors or volunteers required for the efficient operation and maintenance of the Facility as

contemplated by this agreement. Manager shall be deemed to be an independent contractor and all its employees, independent contractors or volunteers shall be deemed to have a legal master servant relationship with Manger and not with the Town of Mills. The parties agree that no employment contracts shall be deemed to arise between the Town of Mills and any of Manager’s employees, independent contractors or volunteers. Manager shall undertake to enroll any such employee with Wyoming Workers Compensation who is required to be so enrolled. Manager understand and agrees that the Town of Mills shall not cover Manager’s employees, agents or volunteers under its insurance or under its Workers Compensation accounts.

Employees and independent contractors of the Town of Mills shall at all times be employees of the Town of Mills and not Manager’s. It shall be the obligation of Mills to enroll any such employee with the Town of Mills’ insurance. Mills understands and agrees that Manager shall not cover Mill’s employees, agents or volunteers under its insurance or under its Workers Compensation accounts.

SECTION EIGHT
TRANSFER OF ANIMALS TO MANAGER

The parties to this agreement provide that the Town shall house animals that it acquires in the course and scope its duties in the Facility for a period of five (5) days. During that time the Town shall facilitate the reunion of all such animals with their owners.

After five (5) days have expired, all animals that have not been reunited with their owners shall transfer to the custody of Manager, which may move them to its own facility if there is space available and which shall then care for the animal at its own expense and under its own internal policies no matter where they are located. At that point there shall be no further obligation of the Town of Mills as to said animal.

The Town of Mills will undertake to provide that for all such animals being transferred to Manager under this agreement that such animals shall be spayed or neutered prior to the transfer, with it being understood that the Town shall undertake to arrange for veterinary services for animals subject to this Agreement and arrange for this accordingly as part of the same.

It is recognized that, from time to time, there may be animals that come into the facility by the Town of Mills that the Town of Mills will subsequently desire to retain custody and control of for a period in excess of five (5) days. In such cases said the Town of Mills shall identify any such animals so that its status will be known to Manager. For any such extended period of time in which Mills shall retain custody of an animal beyond the five (5) day period mentioned above, the expense of the feeding and care of the animal shall remain the responsibility of Mills.

SECTION NINE
GOVERNMENT REGULATIONS

Manager shall manage the property in full compliance with all laws and regulations of any federal, state, county or municipal authority having jurisdiction over the property.

SECTION TEN
RECORDS AND REPORTS

Manager will keep all such books, accounts and records that are ordinary and customary for the operation of a facility of the type contemplated herein, including all such records that are appropriate under its own internal policies. Manager shall keep such records such as may be required for the operation of the facility by the Town of Mills for its purposes in regard to identifying the animals in its care and as may pertain to the care of the same.

SECTION ELEVEN
NOTICE

All notices, requests, demands or other communications hereunder shall be in writing, and shall be deemed to have been duly given if delivered in person, or within two days after depositing such notices, requests, demands or other communication with an overnight delivery service, or as otherwise actually delivered to the other party at its respective business office. For purposes of this agreement, unless subsequently provided otherwise, for purpose of agreement those offices shall be:

Town of Mills
704 4th Street
P.O. Box 789
Mills, WY 82644

Casper Humane Society
849 East E Street
Casper, WY 82601-2051

SECTION TWELVE
PARTIES BOUND; ASSIGNMENT

This agreement is not assignable without the prior written consent of both parties. Nothing in this agreement shall be read to presume that consent will be given. The non-assignability of this agreement is presumed.

SECTION THIRTEEN
EFFECT OF PARTIAL INVALIDITY

Should any section or any part of any section of this agreement be rendered void, invalid or unenforceable for any reason by any court of law exercising competent jurisdiction, such a determination shall not render void, invalid or unenforceable any other section or any part of any section in this agreement.

SECTION FOURTEEN
CHOICE OF LAW

This agreement has been made and entered into in the State of Wyoming, and the laws of such state shall govern the validity and interpretation of this agreement and the performance due hereunder. Should suit be required concerning this agreement or the obligations which are set forth hereunder the same must be brought in the court of appropriate jurisdiction in Natrona County, Wyoming.

SECTION FIFTEEN
INTEGRATION

The drafting, execution and delivery of this agreement by the parties have been induced by no representations, statements, warranties or agreements other than those expressed in this agreement. This agreement embodies the entire understanding of the parties, and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof unless expressly referred to in this agreement.

SECTION SIXTEEN
ATTORNEY FEES

Should either party bring suit to enforce any of the terms of this agreement, the prevailing party shall be entitled to recover court costs and reasonable attorney fees.

SECTION SEVENTEEN
MODIFICATION

This agreement may not be modified unless such modification is in writing and signed by both parties to this agreement.

SECTION EIGHTEEN
CONSULTATION

The parties to this Agreement shall meet on a quarterly basis to address any and all issues that might arise regarding the terms of this agreement and the services to be provided herein. Topics to be addressed shall include information exchange, customer and public service concerns, and recommendations pertaining operations.

SECTION NINETEEN
LIABILITY APPORTIONMENT CONTROLLED BY LAW

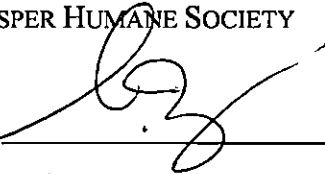
Nothing in this agreement shall be read to require either party to indemnify or hold harmless the other for any claims, demands, or suits brought by their parties. Liability and apportionment of fault shall be controlled under the law of the State of Wyoming with it being accepted under the terms of this agreement that Manager is an independent contractor which is responsible at law for its own torts in accordance with the laws of the State of Wyoming.

The parties have executed this agreement this 02 day of June,
~~2019.~~ 2020.

THE TOWN OF MILLS

CASPER HUMANE SOCIETY

By: _____

By:  _____

Its: _____

Its: Shelter Manager _____

Amendment to:

Agreement
for
Consulting Services

THIS AMENDMENT amends the Agreement dated February 8, 2017 by and between the Town of Mills, of Mills, Wyoming and Brad Johnson, Wyoming Financial Insurance, Inc., of Casper, Wyoming. According to Sections 9 and 17, the amendments are as follows:

- Section 3: The amount billed for the service listed in the contract is; \$6,000
- Section 5: The Contract Dates shall be July 1, 2020 through June 30, 2021.
- Section 12: Address of Consultant:
Wyoming Financial Insurance, Inc.
400 East First Street, Suite 214
Casper, WY 82601
(307) 473-3000

All other Agreement provisions shall remain the same.

Town of Mills
Mills, Wyoming

Wyoming Financial Insurance, Inc.

By: _____



Title: _____

Consultant

Date: ___/___/___

June 4, 2020

TOWN OF MILLS

RESOLUTION 2020-19

A RESOLUTION FIXING THE TAX LEVEY FOR THE TOWN OF MILLS FOR THE FISCAL YEAR ENDING JUNE 30, 2021.

WHEREAS, the governing body of the Town of Mills, Wyoming must set the tax levy for the fiscal year ending June 30th, 2021.

SECTION 1. That the amount of taxes to meet the expenditures of the Town of Mills, Wyoming, for the fiscal year beginning July 1st, 2020 and ending June 30th, 2021. Shall be 8 (eight) mills, known as the general tax.

PASSED, ADOPTED AND APPROVED ON THE _____ OF _____ 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

TOWN OF MILLS

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

2020-20

WHEREAS, cities and towns in Wyoming with population over 1500 are responsible for the cleaning and maintenance of storm, sewers, the cleaning, sweeping and washing of all streets and highways and snow removal from all streets and highways with their corporate limits, and

WHEREAS, the population of the Town of Mills is within the population range of 1500 and 5000 according to the latest federal decennial census adjusted for incorporated boundary changes and

WHEREAS, the 56th Wyoming State Legislature revised W.S. 24-2-111 to allow the Transportation Commission of Wyoming to contribute financial assistance to any city or town with a population between fifteen hundred (1500) and five thousand (5,000) that is performing its duties under this statute in a total amount not to exceed twenty dollars (\$20.00) per capita annually to the city or town, and

WHEREAS, the Transportation Commission of Wyoming has determined that payments in town will be made in two equal installments each state fiscal year, one on July 1 and one on January 1 starting July 1, 2000, and

WHEREAS, the Transportation Commission of Wyoming has determined that prior to each stated fiscal year the local jurisdiction just certify to the Department of Transportation that it understands and will comply with the following requirements for program participation:

- (a) The community complies with its statutory responsibilities outlined in W.S.24-2-111: and
- (b) The community has not purposefully kept sections of state highways outside the corporate city limits in order to avoid its responsibilities as outlined in Wyoming State Statute 24-2-111;

NOW THEREFORE BE IT RESOLVED that the Town of Mills will comply with the requirements of W.S. Section 24-2-111 (a) (ii) PERTAINING TO the cleaning, sweeping, washing off, and snow removal from the streets and highways within its jurisdiction.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Town of Mills shall not purposefully keep and has not purposefully kept sections of state highways outside the corporate jurisdiction of the Town in order to avoid the responsibilities of W. S. Section 24-2-111.

PASSED, APPROVED AND ADOPTED on this _____ day of _____ 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

RESOLUTION 2020-21

TOWN OF MILLS

A RESOLUTION OF THE TOWN OF MILLS, WYOMING, DESIGNATING THE BANKING INSTITUTIONS TO BE USED FOR THE FISCAL YEAR BEGINNING JUNE 30th , 2020 TO JULY 1st , 2021.

WHEREAS, the Town of Mills has used the Hilltop National Bank, First Interstate Bank and Platte Valley Bank for the fiscal year beginning June 30th , 2020 and ending July 1st , 2021, and

WHEREAS, the Town of Mills desires to continue to use the above institutions.

NOW THEREFORE, be it resolved by the Governing Body of the Town of Mills, Wyoming, that the Town of Mills use the following banks for the fiscal year beginning June 30th , 2020 and ending July 1st , 2021.

FIRST INTERSTATE BANK

Wyoming Government Investment Fund

Jonah Bank

Passed, approved and adopted on this _____ day of _____ 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

RESOLUTION 2020-22: Salaries FY 21

WHEREAS, Ordinance No 600 states that the Mills Governing Body shall at the first meeting at the start of the Town’s fiscal year or as soon thereafter, as possible, by Resolution, set the salaries of the employees of the Town: and,

WHEREAS, the salaries hereafter stated apply to employees now employed by the Town will be effective July 1st, 2020.

NOW THEREFORE, BE IT RESOLVED BY The GOVERING BODY OF THE TOWN OF MILLS, WYOMING, that the following salaries and stated holidays be time off with pay for employees on a permanent employment basis. All salaries listed below are provided as to the amount paid on a gross monthly basis.

Mayor Seth Coleman \$2000, Council Sara McCarthy \$450, Council Darla Ives \$450, Council James Hollander \$450, Council Ron Wales \$450, Fire Captain Jeremy Todd \$5016, Fire Fighter Tyler Houser \$4551, Fire Captain Justin Melin \$5016, Fire Chief Dave North \$6933, Fire Fighter Ethan Hecht \$3501, Fire Fighter Matthew Elliott \$3501, Engineer Jeremy Bolstad \$4336, Engineer John Dierenfeldt \$4777, Police Mike Roden \$5642, Police Matt Vincent \$4915, Police Kate Acord \$5733, Police Casey Coates \$5551, Police Casey Gallinger \$5551, Police Keith Pike \$5733, Police Jerry Rodgers \$6097, Town Clerk Christine Trumbull \$5893, Treasure Christi MacRae \$4160, CSO Jeff Neubauer \$3872, CSO Matt Dykhuizen \$3683, I.T. Cameron Savage \$6825, Chief of Police Bryon Preciado \$7325, Judge Richard Peek \$2000, WTP Dale Smith \$6950, WTP Mike Hanser \$4160, WTP Dena Richardson \$5333, Court Clerk Marcy Satterfield \$3497, Court Clerk Karen Borchert \$3120, Office Nan Holbrook \$3872, Office Candy Steiner \$3400, Electrical Inspector Lindsay Pattalochi \$1300, Electrical Inspector Vance Mockensturm \$750, Public Works George Buckley \$4999, Public Works Pete James \$4160, Public Works James Wiles \$3891, Public Works Chris Winslow \$3726, Public Works Dustin Estrada \$3293, Public Works Director Mike Coleman \$7540, Public Works Zack Kofakis \$3273, Public Works Jason Nelson \$3293, Public Works Allen Anderson \$3726, Police Eric Garris \$4940, Police Officer Chad Jensen \$4940, Police Thomas Wilson \$4766, Detective Terry Good \$4988, Community Development Director Sabrina Forman \$6666, Janitor Connie Hagenlock \$3640, Utility Lynn Stricklin \$3640, Build Inspector Kevin O’Hearn \$5856.

The above salaries shall be for the fiscal year 2020-2021. With the exception of automatic raises for police officer promotion and employees who received a portion of the designated percentage raise. Full time employees pay in to the State of Wyoming Retirement System immediately after date of hire, with the Town paying a percentage. Health insurance is provided to full time employees.

THE PAID HOLIDAY FOR FULL TIME EMPLOYEES ARE AS FOLLOWS:

New Year’s Day

Employee Birthday or Parade Day

Presidents Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

APPROVED, ADOPTED, AND PASSED ON THIS _____ DAY OF _____ 2020.

Mayor- Seth Coleman

Town Clerk, Christine Trumbull

Darla R. Ives, Council

Sara McCarthy, Council

James Hollander, Council

Ronald Wales, Council

RESOLUTION NO. 2020-23

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH CHILDREN'S ADVOCACY PROJECT AND PROVIDING FOR THE PAYMENT OF SERVICES PROVIDED THEREIN

WHEREAS, the Town of Mills is authorized by W.S. §35-1-614b to contract with private agencies or community boards to provide human service programs for persons within its jurisdiction, and;

WHEREAS, The CHILDREN'S ADVOCACY PROJECT is a Wyoming non-profit corporation which provides coordinated forensic and comprehensive services for alleged victims of child abuse and neglect in order to minimize trauma to children, and;

WHEREAS, the Town of Mills has funding within its budget to enter into an agreement with The Children's Advocacy Project to provide these services for persons within its jurisdiction and to pay for the cost of said services.

THEREFORE, BE IT RESOLVED, the Town Council of the Town of Mills, Wyoming hereby finds that it is in the best interests of residents of the Town to enter into an agreement with the Children's Advocacy Project to provide services for children of alleged abuse and neglect and the Interim Mayor is hereby authorized to enter into an agreement to provide for said services during the FY 21 budget year.

IT IS FURTHER RESOLVED that the cost of said services in the amount of three thousand dollars (\$3,500.00) shall be paid from funds budgeted in the Town's Council Goals line item as contained in its budget for the FY 21.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2020.

Seth Coleman, Mayor

ATTEST:

Christine Trumbull
Town Clerk

Darla R. Ives, Council

Sara McCarthy, Council

James Hollander, Council

Ronald Wales, Council

RESOLUTION 2020-24

TOWN OF MILLS

FIXED ASSETS

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

Definition of a Fixed Asset

The Town of Mills defines a fixed assets tangible property, obtained and controlled as a result of past transactions, events, or circumstances, which is to be used in a productive capacity by the Town of Mills and which will benefit the Town for a period of more than three years.

System Maintenance and Inventory Guidelines

To qualify for inclusion as a capitalized asset in the Town of Mills fixed asset system, the following five (5) criteria must be met.

1. The asset must have a cost or dollar value of \$5,000 or more.
2. The asset must have a useful life exceeding three (3) years or more (based on reasonable estimates).
3. The asset must be land, building, building improvements, or be tangible in nature.
4. The asset doesn't lose its identity as part of a larger unit.
5. The asset is not a repair part or supply item.

The Town of Mills has determined that assets having a value under \$5,000, regardless of their useful life, will not be capitalized. As such, these assets will not be used for financial reporting purposes. However, assets having a value of at least \$2,500 may be entered into the computer system for control purposes only. Asset cost entered into the system will include any applicable ancillary costs. All computer assets will be inventoried by the Informational Technology Department. Remaining assets will be inventoried by the Shipping and Receiving Department.

Depreciation

All assets over \$5,000 will be depreciated annually using the straight-line method, with exception being given for building improvements, ground improvements, and infrastructure. These fixed asset exceptions will be depreciated only if the value is over \$50,000. Any building and ground improvements and infrastructure under \$50,000 will be expensed in the year incurred. The Town of Mills has determined useful lives of assets based on the following general categories.

Buildings – 40 years
Building Improvements – 20 years
Land/Site Improvements – 20 years
Infrastructure – 25 to 50 years
Library Books – 5 years

Equipment – 3 to 14 years
Heavy Equipment – 3 to 14 years
Vehicles – 5 years
Buses – 8 to 10 years
Computers – 3 to 5 years

**PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____
2020.**

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

RESOLUTION 2020-25

FAIR HOUSING

WHEREAS, the governing body of the Town of Mills firmly believes that discrimination in housing, employment and public accommodation not only threatens the rights and privileges of the citizens of the community but also menace the institutions and foundations of a free and democratic society, and

WHEREAS, the governing body of the Town of Mills desires to give effect to the guarantees for equal rights contained in the Constitution and laws of this State and the United States and to encourage and bring about mutual self-respect and understanding among all the citizens and groups in the community, and.

WHEREAS, under the Federal Fair Housing Law, it is illegal to deny housing to any persons because of race, color, religion, sex, familial status, disability or national origin:

Therefore, be it resolved that the Town of Mills will: County of Natrona, Wyoming, makes a firm commitment to eliminate prejudice, intolerance, disorder and discrimination in housing based on race, color, religion, sex, familial status, disability or national origin.

THEREFORE, be it also resolved that the Town of Mills will adhere to the following procedures to accomplish the purpose of the aforementioned resolution.

- 1. All and any discrimination complaints will be in writing, signed and addressed to the

**Office of Fair Housing and Urban Development
1405 Curtis Street
Executive Towers
Denver, CO 80202**

- 2. The Fair Housing and Equal opportunity Logo will be displayed in the Town buildings.
- 3. The Town of Mills:
 - a. Assist and promote community efforts and responsible local fair housing within the community
 - b. Encourage local fair housing advocates in developing education programs to provide fair housing information to the community:
 - c. Instruct all department heads regarding the goals and objectives of the Fair Housing Law:
 - d. Post a copy of the adopted Fair Housing Resolution in Town Hall and Mills Post Office.

PASSED, APPROVED AND ADOPTED ON THIS _____ OF _____ 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

TOWN OF MILLS

RESOLUTION 2020-26

**A RESOLUTION ESTABLISHING AN INCREASE IN WATER,
SEWER AND SANITATION RATES TO MEET THE FISCAL
OBLIGATIONS OF THIS ENTERPRISE.**

WHEREAS, Ordinance 603 of the Town Of Mills authorizes the Town Council to establish water rates of the Town by Resolution adopted by the Town Council, and:

WHEREAS, Ordinance 604 of the Town Of Mills authorizes the Town Council to establish sewer and sanitation rates of the Town by Resolution adopted by the Town Council, and:

WHEREAS, the governing body of the Town Of Mills, Wyoming has considered the results of a water feasibility study and additional expenses necessary for infrastructure repair and determined the water, sewer and sanitation rates should be increased , and:

WHEREAS, the Town Of Mills has reviewed the actual costs of the labor, equipment and operation of Public water, sewer and sanitation system, and:

WHEREAS, the Town of Mills is responding to the request of users over several years to bill such services monthly and not quarterly, and:

WHEREAS, the Town of Mills has had the radio read meter system operational for most of the last year, and:

WHEREAS, the Town of Mills will require an overall increase of 5% for water, 5% for sewer and 5% Sanitation services above the current rates to meet the fiscal obligations of the Town, and :

WHEREAS, the Town of Mills will require an administration fee to cover cost associated with the monthly billing, and:

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MILLS to set the rates for water, sewer and sanitation as stated in the chart on this resolution and adopt the policy changes in said Resolution, effective August 1st, 2019.

RATES FOR NEW SERVICES

Service Initiation Fee: To exclude same owner and same address for shut off request: \$ 20.00

RATES FOR NEW SERVICES

Basic Commercial Deposit:	\$100.00
Basic Residential Deposit:	\$100.00

RECONNECTION FEES

(Service terminated for non-payment)

Meter Sent for Turn Off	\$ 20.00
Meter Locked or Removed	\$ 100.00

ADMINISTRATION FEE (Monthly)

Residential	\$4.00
Commercial	\$6.00

Single-Family Residence

WATER RATES

First 1,500 Gallons:	\$8.98
Every 1,000 Gallons Consumed Thereafter	\$2.65

Single-Family Residence (Outside Town Limits)

WATER RATES

First 1,500 Gallons:	\$13.49
Every 1,000 Gallons Consumed Thereafter	\$3.97

Commercial

WATER RATES

First 2,500 Gallons:	\$13.49
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Every 1,000 Gallons Consumed Thereafter	\$3.97
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Commercial (Outside Town Limits)

WATER RATES

First 2,500 Gallons:	\$20.24
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Every 1,000 Gallons Consumed Thereafter	\$5.96
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Single-Family Residence

SEWER RATES

Monthly Fee:	\$19.11
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Single-Family Residence (Outside Town Limits)

SEWER RATES

Monthly Fee:	\$28.67
--------------	---------

Commercial

SEWER RATES

First 3,000 Gallons:	\$25.36
----------------------	---------

Every 1,000 Gallons Consumed Thereafter	\$2.16
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Commercial (Outside Town Limits)

SEWER RATES

First 3,000 Gallons:	\$38.05
Every 1,000 Gallons Consumed Thereafter	\$3.24

Multiple-Dwelling Units

- The monthly water/sewer usage charge for a multiple-dwelling unit that is separately metered shall be calculated by applying the rates established for single-family residences.
- The monthly water usage charge for a multiple-dwelling unit complex that is master metered shall be calculated by dividing the total water/sewer usage by the total number of dwelling units and applying the rates established for single-family residences. The monthly water usage charge for such multiple-dwelling unit complex shall be determined by multiplying the charge per dwelling unit by the total number of dwelling units. The number of dwelling units for mobile home and travel trailer parks shall be determined by calculating the number of available spaces.

Combination Residential and Commercial / Industrial Users

- Combination residential and commercial / industrial users whose primary activity is not commercial / industrial related will be classified as multiple-dwelling units and will be charged using the multiple-dwelling unit formula at 100% of the minimum single-family residence monthly usage and rate.
- Combination residential and commercial / industrial users whose primary activity is commercial / industrial in nature are charged the appropriate commercial-industrial rates.

Separate metered fire line

- All customers with a *separate fire line and meter* installed, will be billed a minimum monthly charge of \$7.50 unless there is consumption, and then the appropriate metered rate class charges (commercial) will apply above the minimum.

Construction Water Usage

- Upon receipt of service the Town will provide a hydrant meter for the purposes of measuring the construction water usage. Usage will be billed at the rate of \$35.00 per month minimum for the first 2,000 gallons, and \$5.00 per 1,000 gallons thereafter. The user will be responsible for lost or broken equipment.

Bulk Water Usage

- The taking of bulk water is allowed only from a designated hydrant during normal business hours, unless an application for after-hours delivery is filed by the customer and approved. Bulk water customers will be responsible for paying overtime charges incurred at \$20/hr. with a minimum charge of one hour, if applicable, in addition to the rate of \$35.00 for the first 2,000 gallons, and \$5.00 per 1,000 gallons thereafter.

Outside Town Limits Users

- All users of Town water service outside Town limits will be charged 1 ½ times the amount of the applicable minimum charge and 1 ½ times the amount of all applicable charges for water used above the minimum charge.

Sewer Users Not Receiving Town Water

- Single-family residences will be charged for sewer using the applicable rates regardless of how many gallons actually may be used.
- Multiple-dwelling units will be charged for sewer using the applicable rates per unit, regardless of how many gallons actually may be use, or, at the option of the owner, based on metered water supply.
- Commercial / industrial users and combination residential and commercial / industrial users are charged on a per-home equivalent.

Garbage Collection

Rollout Carts for Household Waste

- Carts should be at the curb before 7:00 a.m., with the front of the cart facing the street, and 3 feet of distance between the carts themselves and any other objects such as mailboxes, vehicles, fences, etc. to facilitate automated pickup.
- **Missed Collection:** If your garbage was not picked up on your regular collection day due to the driver missing it or you forgot to set it out, please call the Mills Town Hall within two business days to remedy the issue. If you forget to put your trash out the fee will be on a case by case basis and set by resolution.
- **Severe Weather:** When collection is delayed by severe weather, Mills will make every effort to pick up your garbage before your next collection day. This means evening and/or weekend collection may become necessary so please make sure to leave your garbage at the curb to give us every opportunity to empty your cart. If your garbage is not able to be picked up, we will collect double the volume on your next regularly scheduled collection day at no additional charge.

Questions?

Contact Mills Town Hall at (307) 234-6679 for assistance.

Cart Assistance

If you, or someone you know, is physically unable to move their carts to the curb for pickup, you may be eligible for the Town’s cart assistance program. To participate in the program, there cannot be anyone at the location physically capable of moving the cart. Interested individuals should **contact Town Hall**, at **(307) 234-6679** for more information, and to register for assistance.

Cart Repair

Broken carts must be reported so they can be placed on a list for servicing! To request your broken garbage be repaired, please **contact Town Hall**, at **(307) 234-6679** who will then schedule the carts for service.

RATES

Residential Sanitation

- **\$17.33** (Minimum Monthly Fee) Residential Weekly Pickup

Commercial Sanitation

The following are monthly rates for sanitation

# of Weekly Pickups	95 gal.	300 gal.	2 yard	3 yard	4 yard
1	\$17.85	\$53.55	\$53.55	\$73.50	\$98.00
2			\$107.10	\$147.00	\$196.01
3			\$160.65	\$220.50	\$294.00
4			\$214.20	\$294.14	\$392.00
5			\$267.75	\$367.50	\$490.01

*If commercial customer does not own container, a 10% increase is applied to the rate.

Reminder: **All bills are due the 30th of each month. Any utility bill not paid in full by the 15th of the following month, will be assessed \$20.00 for late / or reconnect fee to your account, unless a payment arrangement is made with the Town. If the fee is assessed the account balance must be paid in full before**

water is restored. Payment arrangements must be made prior to the 15th of the following month. Payments must be received no later than 4:30 PM for same day turn on. If received after 4:30 PM turn on will be the next business day.

***If commercial customer does not own container, a 10% increase will be applied to the base rate.**

PASSED, ADOPTED AND APPROVED on this _____ day of _____, 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

TOWN OF MILLS

Resolution 2020-27

**A RESOLUTION AUTHORIZING THE MAYOR TO FREEZE
WAGES AND STEP IN GRADES FOR ALL TOWN OF MILLS
EMPLOYEES IN ALL DEPARTMENTS FOR FY 21 DUE TO FISCAL
EMERGENCY**

WHEREAS, the State of Wyoming including its municipalities have experienced a decrease in revenues attributable to a marked decline and instability in prices in the energy sector during the first half of 2020; and

WHEREAS, the State of Wyoming has further been impacted by an economic slowdown that resulted from the COVID 19 Pandemic which has further impacted the economy of the United States; and

WHEREAS, the State of Wyoming has indicated that such shortfalls are likely to cause the State to make significant spending cutbacks on an emergency basis during the remainder of 2020; and

WHEREAS, it is anticipated that municipal revenues may be impacted due to the above during the remainder of 2020; and

WHEREAS, wages and salaries are a significant expenditure in the Town of Mills and planning for expenditures during the current economic situation are an important matter for the Town of Mills and the Town wishes to be able to plan, where it can, for the same; and

WHEREAS, the Governing Body of the Town of Mills enforces this action due to the downturn in the economy from situations out of the Towns control, and

WHEREAS, the Governing Body of the Town of Mills realizes the downturn has been caused by COVID-19 and a loss of revenue to the State of Wyoming, and

WHEREAS, the downturn in the extractive industries, the downturn in the national and regional economies, and the COVID-19 pandemic constitute a present economic emergency; and

WHEREAS, this Resolution came before the Town Council of the Town of Mills, Wyoming after being duly and properly noticed on the date noted below; and

WHEREAS, the Governing Body of the Town of Mills authorizes the Mayor to freeze wages and step in grades for all Town of Mills employees in all departments for fiscal year 2021, and

WHEREAS, the Governing Body of the Town of Mills, authorizes this action to be taken from July 1, 2020 and ending June 30, 2021.

NOW THEREFORE BE IT RESOLVED THAT THE GOVERNING BODY OF THE TOWN OF MILLS WILL FREEZE WAGES AND STEP IN GRADES FOR ALL TOWN OF MILLS EMPLOYEES IN ALL DEPARTMENTS DUE TO THE DOWN TURN IN THE ECONOMY BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021.

PASSED, APPROVED AND ADOPTED on this _____ day of _____, 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

ATTESTED:

Christine Trumbull, Town Clerk

TOWN OF MILLS

Resolution 2020-28

A RESOLUTION DIRECTING INCREASED CONTRIBUTION TO BUDGET ON INSURANCE LINE ITEM FOR PURPOSE OF OFFSETTING PREMIUM INCREASES

WHEREAS, the State of Wyoming including its municipalities have experienced a decrease in revenues attributable to a marked decline and instability in prices in the energy sector during the first half of 2020; and

WHEREAS, the State of Wyoming has further been impacted by an economic slowdown that resulted from the COVID 19 Pandemic which has further impacted the economy of the United States; and

WHEREAS, the Town of Mills has directed that wages and steps in grade be frozen beginning July 1, 2020 and ending on June 30, 2021; and

WHEREAS, the Governing Body of the Town of Mills wishes to try to offset an increase in insurance premiums that will be felt by Town employees during the same time period

NOW THEREFORE BE IT RESOLVED THAT THE AMOUNT OF \$33,881.00 BE PLACED IN THE BUDGET FOR THE NEXT FISCAL YEAR SO THAT SAID AMOUNTS MAY BE USED TO HELP OFFSET INCREASED PREMIUMS BORNE BY TOWN OF MILLS EMPLOYEES AND DEPENDANTS.

PASSED, APPROVED AND ADOPTED on this _____ day of _____, 2020.

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Ronald Wales, Council

ATTESTED:

Christine Trumbull, Town Clerk

RESOLUTION NO. 2020-29

**A RESOLUTION AUTHORIZING ESTABLISHED
MOBILE HOME PARKS TO ALLOW SELF-
CONTAINED RV'S**

WHEREAS, the Town of Mills is authorizes established mobile home parks to allow 20% of their lots to have RV's, and

WHEREAS, the Town of Mills will allow RV'S if they are self-contained.

THEREFORE, BE IT RESOLVED, the Town Council of the Town of Mills, Wyoming, that established mobile home parks can allow 20% of their lots to have self- contained RV'S.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2020.

Seth Coleman, Mayor

ATTEST:

Christine Trumbull
Town Clerk

Darla R. Ives, Council

Sara McCarthy, Council

James Hollander, Council

Ronald Wales, Council

AN EMERGENCY ORDINANCE NO. 743: FY 20 BUDGET AMENDMENT

AMEND ORDINANCE 701, APPROPRIATING MONEY FOR THE ANNUAL BUDGET OF THE TOWN OF MILLS, WYOMING, FOR THE CONDUCT OF THE MUNICIPAL GOVERNMENT OF THE TOWN OF MILLS, WYOMING FOR THE FISCAL YEAR 2020.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLS, WYOMING, after public hearing being duly held in accordance with the statues of the State of Wyoming:

1. That the actual revenues of the current fiscal year are as follows:

a. Fiscal Year 2020 General Revenue Fund	\$4,136,832.80
b. One Cent & Special Revenue	\$2,058,539.00
c. Enterprise Funds	\$2,157,150.00
Total Revenue:	\$8,352,521.80

2. That the estimated total expenditures for the current fiscal year are as follows:

a. Fiscal Year 2020 Anticipated Expenditures:	\$8,352,521.80
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3. That the estimated available expenditures for the 2020 budget year are as follows:

Administration	\$613,178.00	Streets	\$110,811.00
General Government	\$65,238.00	Public Works Shop	\$141,481.00
Grants & Loans	\$30,000.00	Parks Department	\$90,426.00
Administration Enterprise	\$340,336.00	Water Department	\$177,483.00
Community Service Division	\$162,309.00	Water Treatment Plant	\$518,420.00
Police Department	\$1,674,611.80	Sewer Department	\$574,528.00
I.T. Department	\$145,503.00	Sanitation Department	\$477,872.00
Fire Department	\$746,121.00	Courts	\$144,354.00
Building Department	\$212,800.00	Admin Shop Enterprise	\$68,511.00
One Cent Projects	\$2,058,539.00	Total	\$8,352,521.80

**PASSED, APPROVED AND ADOPTED AS AN EMERGENCY ORDINANCE ON
THIS _____ DAY OF _____, 2020**

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla R. Ives, Council

Ronald Wales, Council

ATTESTED

Christine Trumbull, Town Clerk



TOWN OF MILLS

EST. 1921

PAYROLL

Fire

FOR APPROVAL AT 6-9-2020 COUNCIL MEETING

5-16-2020 to 5-27-2020

NET.....**\$10,175.57**

DEDUCTIONS.....**\$4,158.00**

- Federal Taxes..\$1040.00
 - Medicare..\$190.03
 - Retirement..\$1396.82
 - Insurance..\$1209.77
 - Union Dues..\$175.00
- Supplemental Insurance..\$146.38

TOTAL PAYROLL.....**\$14,333.57**

Town Clerk, Christine Trumbull

Mayor, Seth Coleman



TOWN OF MILLS

EST. 1921

PAYROLL

Reg/Police

FOR APPROVAL AT THE 6-9-2020 COUNCIL MEETING

5-11-2020 to 5-24-2020

NET.....**\$73,685.14**

DEDUCTIONS.....**\$29,130.71**

- Federal Taxes..\$7826.00
- Medicare..\$1434.72
- Retirement..\$8208.48
- Social Security..\$6134.59
- Supplemental Retirement..\$910.00
- Supplemental Insurance..\$606.68
 - Insurance..\$3410.24
 - Child Support...\$600.00

TOTAL PAYROLL.....**\$102,815.85**

Town Clerk, Christine Trumbull

Mayor, Seth Coleman



CHECK LIST FOR

June 9th , 2020

COUNCIL MEETING

Town Hall

5-27-2020	25244-25248	Transmittals
5-27-2020	25249	Manual
5-29-2020	25250-25251	Transmittals
5-29-2020	25252-25257	Manual
6-1-2020	25258	Void
6-1-2020	25259-25260	Manual
6-3-2020	25261-25283	Vouchers

COUNCIL:

MAYOR: _____

TOWN CLERK: _____



TOWN OF MILLS

EST. 1921

MANUAL CHECKS

Town Hall

June 9th, 2020

COUNCIL MEETING

5-27-2020	25249	WYDOT Financial Services	Plates	\$10.00
5-29-2020	25252	Vince Mortensen	Water Deposit Refund	\$66.92
5-29-2020	25253	Rocky Mountain Power	Utilities	\$1225.40
5-29-2020	25254	Verizon	Phone Bill	\$1412.45
5-29-2020	25255	Wyoming Financial Insurance	Insurance	\$50,607.74
5-29-200	25256	Keith Pike	Uniform Stipend	\$550.00
5-29-2020	25257	Justin Lindberg	Uniform Stipend	\$550.00
6-1-2020	25259	Rocky Mountain Power	Utilities	\$253.63
6-1-2020	25260	Verizon	Phone Bill	\$138.70

TOTAL: \$54,814.84

10.00+
 66.92+
 1,225.40+
 1,412.45+
 50,607.74+
 550.00+
 550.00+
 253.63+
 138.70+
 54,814.840
 54,814.84x

009



TOWN OF MILLS
EST. 1921

Voided Checks

June 9th, 2020

Council Meeting

6-1-2020	25258	25259	Rocky Mountain Power	Printer funny on check	\$253.63
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Town Hall Total: \$253.63

001

253.63+

253.630

253.63x

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

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

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

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
307 Construction, LLC								
7641	307 Construction, LLC	PAY #1	05/28/2020	28,400.00	28,400.00	06/03/2020	06/03/2020	25261
Total 307 Construction, LLC:				28,400.00	28,400.00			
Amazon Capital Services, Inc								
7825	Amazon Capital Services, Inc	11JR-Y74T-1G	04/27/2020	188.53	188.53	06/03/2020	06/03/2020	25262
7825	Amazon Capital Services, Inc	16JD-VVMN-3	03/28/2020	299.10	299.10	06/03/2020	06/03/2020	25262
7825	Amazon Capital Services, Inc	1DNM-CRT4-L	03/23/2020	245.00	245.00	06/03/2020	06/03/2020	25262
7825	Amazon Capital Services, Inc	1HT9-7RGH-C	03/31/2020	169.90	169.90	06/03/2020	06/03/2020	25262
7825	Amazon Capital Services, Inc	1YWY-9TXH-F	05/07/2020	153.84	153.84	06/03/2020	06/03/2020	25262
Total Amazon Capital Services, Inc:				1,056.37	1,056.37			
Brodart Co.								
7914	Brodart Co.	556851	05/21/2020	261.80	261.80	06/03/2020	06/03/2020	25263
Total Brodart Co.:				261.80	261.80			
Casper Area Transportation Coalition								
1190	Casper Area Transportation Coalit	6128	04/30/2020	11,955.20	11,955.20	06/03/2020	06/03/2020	25264
Total Casper Area Transportation Coalition:				11,955.20	11,955.20			
City of Casper								
1510	City of Casper	184876	05/20/2020	563.55	563.55	06/03/2020	06/03/2020	25265
1510	City of Casper	185310	05/22/2020	283.56	283.56	06/03/2020	06/03/2020	25265
1510	City of Casper	185330	05/22/2020	570.18	570.18	06/03/2020	06/03/2020	25265
1510	City of Casper	185349	05/26/2020	332.52	332.52	06/03/2020	06/03/2020	25265
1510	City of Casper	185358	05/26/2020	34,827.10	34,827.10	06/03/2020	06/03/2020	25265
1510	City of Casper	185381	05/26/2020	1,030.20	1,030.20	06/03/2020	06/03/2020	25265
1510	City of Casper	185401	05/27/2020	675.24	675.24	06/03/2020	06/03/2020	25265
1510	City of Casper	185423	05/28/2020	480.93	480.93	06/03/2020	06/03/2020	25265
1510	City of Casper	185450	05/29/2020	212.16	212.16	06/03/2020	06/03/2020	25265
Total City of Casper:				38,975.44	38,975.44			
Communication Technologies Inc								
1640	Communication Technologies Inc	82535	05/11/2020	126.50	126.50	06/03/2020	06/03/2020	25266
Total Communication Technologies Inc:				126.50	126.50			
Computer Professionals Unlimited								
7450	Computer Professionals Unlimited	INV116226	05/22/2020	1,493.00	1,493.00	06/03/2020	06/03/2020	25267
Total Computer Professionals Unlimited:				1,493.00	1,493.00			
Firefighters of Natrona County								
7970	Firefighters of Natrona County	1003	05/15/2020	166.66	166.66	06/03/2020	06/03/2020	25268

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Firefighters of Natrona County:				<u>166.66</u>	<u>166.66</u>			
Haid's Plumbing & Heating								
2970	Haid's Plumbing & Heating	30102	04/27/2020	127.50	127.50	06/03/2020	06/03/2020	25269
2970	Haid's Plumbing & Heating	124847	01/03/2020	175.00	175.00	06/03/2020	06/03/2020	25269
Total Haid's Plumbing & Heating:				<u>302.50</u>	<u>302.50</u>			
Hand & Hand								
2980	Hand & Hand	04302020	04/30/2020	412.50	412.50	06/03/2020	06/03/2020	25270
Total Hand & Hand:				<u>412.50</u>	<u>412.50</u>			
Industrial Chemicals Corporation								
7994	Industrial Chemicals Corporation	375046	03/24/2020	2,341.75	2,341.75	06/03/2020	06/03/2020	25271
Total Industrial Chemicals Corporation:				<u>2,341.75</u>	<u>2,341.75</u>			
Installation & Service Company Inc								
3330	Installation & Service Company In	270329	05/21/2020	1,817.50	1,817.50	06/03/2020	06/03/2020	25272
Total Installation & Service Company Inc:				<u>1,817.50</u>	<u>1,817.50</u>			
Mastercard								
4170	Mastercard	113-3583328-1	05/20/2020	27.58	27.58	06/03/2020	06/03/2020	25273
4170	Mastercard	294030534	05/17/2020	52.21	52.21	06/03/2020	06/03/2020	25273
4170	Mastercard	60218G	05/27/2020	32.50	32.50	06/03/2020	06/03/2020	25273
4170	Mastercard	60280G	05/20/2020	129.01	129.01	06/03/2020	06/03/2020	25273
4170	Mastercard	66035G	05/21/2020	89.50	89.50	06/03/2020	06/03/2020	25273
4170	Mastercard	68156G	06/01/2020	408.54	408.54	06/03/2020	06/03/2020	25273
4170	Mastercard	69295G	05/20/2020	31.92	31.92	06/03/2020	06/03/2020	25273
4170	Mastercard	69295G	05/20/2020	29.48	29.48	06/03/2020	06/03/2020	25273
4170	Mastercard	E0700B60BU	05/21/2020	520.00	520.00	06/03/2020	06/03/2020	25273
4170	Mastercard	E0700B61UI	05/21/2020	20.00	20.00	06/03/2020	06/03/2020	25273
Total Mastercard:				<u>1,340.74</u>	<u>1,340.74</u>			
NAPA Auto Parts								
4600	NAPA Auto Parts	577352	05/20/2020	51.29	51.29	06/03/2020	06/03/2020	25274
Total NAPA Auto Parts:				<u>51.29</u>	<u>51.29</u>			
Nebraska Dept of Motor Vehicle								
7995	Nebraska Dept of Motor Vehicle	05142020	05/14/2020	3.00	3.00	06/03/2020	06/03/2020	25275
Total Nebraska Dept of Motor Vehicle:				<u>3.00</u>	<u>3.00</u>			
Norco, Inc								
4760	Norco, Inc	HF8252919428	05/04/2020	123.80	123.80	06/03/2020	06/03/2020	25276
4760	Norco, Inc	HF8252934639	05/26/2020	50.00	50.00	06/03/2020	06/03/2020	25276
4760	Norco, Inc	HO313288652	03/23/2020	4.49	4.49	06/03/2020	06/03/2020	25276
4760	Norco, Inc	HO313293429	05/26/2020	38.76	38.76	06/03/2020	06/03/2020	25276
4760	Norco, Inc	HO313293464	05/26/2020	1,630.59	1,630.59	06/03/2020	06/03/2020	25276
4760	Norco, Inc	HO313293469	05/26/2020	18.09	18.09	06/03/2020	06/03/2020	25276
4760	Norco, Inc	HO313293708	05/29/2020	18.09	18.09	06/03/2020	06/03/2020	25276

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Norco, Inc:				1,883.82	1,883.82			
Power Service, Inc								
7436	Power Service, Inc	1500003200	05/18/2020	2,016.44	2,016.44	06/03/2020	06/03/2020	25277
Total Power Service, Inc:				2,016.44	2,016.44			
Ramkota Hotel								
7996	Ramkota Hotel	1084HT	04/21/2020	626.47	626.47	06/03/2020	06/03/2020	25278
Total Ramkota Hotel:				626.47	626.47			
Rocky Mountain Drug Testing								
7495	Rocky Mountain Drug Testing	4025	05/28/2020	80.00	80.00	06/03/2020	06/03/2020	25279
7495	Rocky Mountain Drug Testing	4025	05/28/2020	70.00	70.00	06/03/2020	06/03/2020	25279
Total Rocky Mountain Drug Testing:				150.00	150.00			
Rocky Mountain Weed Control LLC								
5590	Rocky Mountain Weed Control LL	2030	05/25/2020	1,575.00	1,575.00	06/03/2020	06/03/2020	25280
Total Rocky Mountain Weed Control LLC:				1,575.00	1,575.00			
Stryker Medical								
5990	Stryker Medical	2966679	03/12/2020	1,249.55	1,249.55	06/03/2020	06/03/2020	25281
Total Stryker Medical:				1,249.55	1,249.55			
ULINE								
6460	ULINE	118352072	03/21/2020	135.27	135.27	06/03/2020	06/03/2020	25282
6460	ULINE	118352073	03/21/2020	705.25	705.25	06/03/2020	06/03/2020	25282
Total ULINE:				840.52	840.52			
WSFA Mutual Aid								
7640	WSFA Mutual Aid	1988	05/25/2020	200.00	200.00	06/03/2020	06/03/2020	25283
Total WSFA Mutual Aid:				200.00	200.00			
Grand Totals:				97,246.05	97,246.05			

Report Criteria:

Report type: GL detail
Check.Type = (<>) "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
25212						
05/27/2020	25212	Air Comfort Complete, Inc	270.00	Repair to A/C at PD	10-45-260	270.00
Total 25212:						270.00
25213						
05/27/2020	25213	Alpine Motorsports	80.93	Grinder and stones and oil	10-56-350	80.93
Total 25213:						80.93
25214						
05/27/2020	25214	ALSCO, Inc	132.61	Cleaning of Rugs @ Police Station	10-45-260	132.61
Total 25214:						132.61
25215						
05/27/2020	25215	Amazon Capital Services, Inc	125.46	Aluminum signs "Use Sanitizer"	10-45-995	125.46
05/27/2020	25215	Amazon Capital Services, Inc	33.00	American Flag backdrop for photos	10-54-235	33.00
05/27/2020	25215	Amazon Capital Services, Inc	333.02	Safariland duty holster and streamlight weapon flashlig	10-54-855	333.02
Total 25215:						491.48
25216						
05/27/2020	25216	AMBI Mail & Marketing, Inc	14.59	Fed Ex Drugs to Crime Lab in Cheyenne	10-54-330	14.59
Total 25216:						14.59
25217						
05/27/2020	25217	Atlas Office Products, Inc	1,315.60	Paper for all departments	10-45-310	1,315.60
05/27/2020	25217	Atlas Office Products, Inc	620.75	File cabinet	10-46-235	620.75
05/27/2020	25217	Atlas Office Products, Inc	899.75	File cabinet	10-46-235	899.75
05/27/2020	25217	Atlas Office Products, Inc	95.68	Office Supplies	10-54-235	95.68
05/27/2020	25217	Atlas Office Products, Inc	258.96	Office Supplies for the library	10-45-268	258.96
05/27/2020	25217	Atlas Office Products, Inc	4.05	One hole punch for library	10-45-268	4.05
05/27/2020	25217	Atlas Office Products, Inc	279.00	Mailbox cabinet for Town Hall for all departments	10-46-235	279.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
05/27/2020	25217	Atlas Office Products, Inc	15.00	Wood suggestion box for Town Hall lobby	10-46-235	15.00
05/27/2020	25217	Atlas Office Products, Inc	15.98	Name plates for new patrol officers	10-54-235	15.98
05/27/2020	25217	Atlas Office Products, Inc	175.94	Bookcase	10-46-235	175.94
Total 25217:						3,680.71
25218						
05/27/2020	25218	Avocation Software	250.00	Annual Support Fee for Ambulance Billing	10-45-996	250.00
Total 25218:						250.00
25219						
05/27/2020	25219	City of Casper	508.98	Balefill	54-84-250	508.98
05/27/2020	25219	City of Casper	574.26	Balefill	54-84-250	574.26
05/27/2020	25219	City of Casper	460.02	Balefill	54-84-250	460.02
05/27/2020	25219	City of Casper	490.62	Balefill	54-84-250	490.62
05/27/2020	25219	City of Casper	3,888.00	Monthly Balefill Pass April 2020 (216 x \$18)	54-84-250	3,888.00
05/27/2020	25219	City of Casper	1,058.76	Balefill	54-84-250	1,058.76
05/27/2020	25219	City of Casper	627.30	Balefill	54-84-250	627.30
05/27/2020	25219	City of Casper	565.08	Balefill	54-84-250	565.08
05/27/2020	25219	City of Casper	317.22	Balefill	54-84-250	317.22
05/27/2020	25219	City of Casper	448.29	Balefill	54-84-250	448.29
05/27/2020	25219	City of Casper	884.85	Balefill	54-84-250	884.85
05/27/2020	25219	City of Casper	702.78	Balefill	54-84-250	702.78
Total 25219:						10,526.16
25220						
05/27/2020	25220	Collins Communications, Inc	275.00	ITS Customer Care Contract	10-55-860	275.00
Total 25220:						275.00
25221						
05/27/2020	25221	Computer Professionals Unlimited	654.00	Webcams for video conferencing due to COVID-19	10-45-995	654.00
05/27/2020	25221	Computer Professionals Unlimited	886.00	Toner order for printers for all departments	10-55-310	886.00
Total 25221:						1,540.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
25222						
05/27/2020	25222	Energy Laboratories Inc	88.00	Analysis Parameter	52-82-720	88.00
05/27/2020	25222	Energy Laboratories Inc	614.00	Analysis Parameter	52-82-720	614.00
Total 25222:						702.00
25223						
05/27/2020	25223	Grainger, Inc	19.12	Ballast for FD	52-82-810	19.12
Total 25223:						19.12
25224						
05/27/2020	25224	Hach Company	1,277.09	Lab Supplies	52-82-840	1,277.09
Total 25224:						1,277.09
25225						
05/27/2020	25225	Homax	1,087.55	Fuel for PD	10-54-370	1,087.55
05/27/2020	25225	Homax	137.08	Fuel for CSO	10-53-370	137.08
05/27/2020	25225	Homax	223.55	Fuel for FD	10-56-370	223.55
05/27/2020	25225	Homax	88.24	Fuel for Building	10-57-370	88.24
05/27/2020	25225	Homax	85.61	Fuel for WTP	52-82-370	85.61
Total 25225:						1,622.03
25226						
05/27/2020	25226	Hose & Rubber Supply	62.32	Supplies	10-56-350	62.32
Total 25226:						62.32
25227						
05/27/2020	25227	Huber Plumbing	11,016.60	Replace hot water heater w/ boiler/hot water for FD	10-56-982	11,016.60
Total 25227:						11,016.60
25228						
05/27/2020	25228	Installation & Service Company In	2,967.00	Fire hydrant	10-45-240	2,967.00

TOWN OF MILLS

Check Register - Audit Report
 Check Issue Dates: 5/21/2020 - 6/3/2020

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 25228:						2,967.00
25229						
05/27/2020	25229	Lithia Motors Support Services	247.90	Repairs to Ford Ranger	10-64-950	247.90
Total 25229:						247.90
25230						
05/27/2020	25230	Lum Studio	2,461.70	Retainer and FB ads	10-44-905	2,461.70
05/27/2020	25230	Lum Studio	1,192.50	Social Media and Account Management	10-45-995	1,192.50
Total 25230:						3,654.20
25231						
05/27/2020	25231	Mastercard	278.64	Digital Thermometers	10-45-995	278.64
05/27/2020	25231	Mastercard	29.95	Notary stamp for K Acord	10-45-310	29.95
05/27/2020	25231	Mastercard	52.21	Dog food for K-9	10-45-260	52.21
05/27/2020	25231	Mastercard	41.99	Replacement center hubcap for explorer	10-54-950	41.99
05/27/2020	25231	Mastercard	32.61	Replacement power steering cap for E-92	10-56-350	32.61
05/27/2020	25231	Mastercard	21.00	Camera	10-53-840	21.00
05/27/2020	25231	Mastercard	13.63	Luch for insurance meeting	10-45-310	13.63
05/27/2020	25231	Mastercard	15.74	One month subscription to Zoom for COVID-19 meetin	10-45-995	15.74
05/27/2020	25231	Mastercard	679.90	Uniforms for E Garris	10-54-855	679.90
Total 25231:						1,165.67
25232						
05/27/2020	25232	Midwest Connect, LLC	524.00	Maintenance Agreement for folding machine for bills 6/	10-46-226	524.00
Total 25232:						524.00
25233						
05/27/2020	25233	MuniCode	2,400.00	Installment 1 of 4 for Website	10-45-310	2,400.00
05/27/2020	25233	MuniCode	3,900.00	Initial website hosting maintenance and support	10-45-310	3,900.00
05/27/2020	25233	MuniCode	3,400.00	Municode meeting subscription	10-45-310	3,400.00
Total 25233:						9,700.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
25234						
05/27/2020	25234	NAPA Auto Parts	283.86	Brake pads and rotors for unit #65	10-54-950	283.86
05/27/2020	25234	NAPA Auto Parts	29.99	12v DC Inverter for new unit #10	10-45-350	29.99
05/27/2020	25234	NAPA Auto Parts	17.28	Antifreeze and power steering fluid for E-92	10-56-350	17.28
Total 25234:						331.13
25235						
05/27/2020	25235	Norco, Inc	103.74	Cleaning supplies	10-44-267	103.74
Total 25235:						103.74
25236						
05/27/2020	25236	Quadient, Inc	208.45	Maintenance Agreement Postage Machine 6/03/20 - 9/	10-46-226	208.45
Total 25236:						208.45
25237						
05/27/2020	25237	Rocky Mountain Sound & Light	356.23	Install wireless mics in court room	10-45-260	356.23
Total 25237:						356.23
25238						
05/27/2020	25238	Shirts & More	550.00	Replace screen printing on Unit #9	10-54-950	550.00
Total 25238:						550.00
25239						
05/27/2020	25239	Tallgrass Landscape Architecture	3,000.00	Master planning site analysis	10-45-310	3,000.00
Total 25239:						3,000.00
25240						
05/27/2020	25240	Trans Union Risk & Alternative	50.00	digital investigate subscription	10-54-330	50.00
Total 25240:						50.00
25241						
05/27/2020	25241	WLC Engineering Inc	3,082.50	Planning Scott Radden	10-57-400	3,082.50

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
05/27/2020	25241	WLC Engineering Inc	2,961.25	GIS TECH III Labor	10-57-550	2,961.25
05/27/2020	25241	WLC Engineering Inc	833.50	Grant writing	10-46-336	833.50
05/27/2020	25241	WLC Engineering Inc	7,865.65	Tank 3 Engineering	10-45-992	7,865.65
05/27/2020	25241	WLC Engineering Inc	12,462.45	Engineer Expense	10-46-335	12,462.45
05/27/2020	25241	WLC Engineering Inc	2,748.80	Surveying	10-44-339	2,748.80
Total 25241:						29,954.15
25242						
05/27/2020	25242	Wyoming Association of Municipal	47.00	FY 2020 Membership Dues	10-44-720	47.00
Total 25242:						47.00
25243						
05/27/2020	25243	Zoll Medical Corporation	945.00	One step CPR electrodes case/10	10-56-425	945.00
Total 25243:						945.00
25249						
05/27/2020	25249	WYDOT Financial Services	10.00	Plates for New Car and Dunk Tank	10-45-310	10.00 M
Total 25249:						10.00
25252						
05/29/2020	25252	Vince Mortensen	66.92	Water Deposit refund for Vince Mortensen	51-26150	66.92 M
Total 25252:						66.92
25253						
05/29/2020	25253	Rocky Mountain Power	1,225.40	240 Chamberlain Utility	10-46-941	1,225.40 M
Total 25253:						1,225.40
25254						
05/29/2020	25254	Verizon	1,412.45	Verizon Bill May 2020	10-44-850	1,412.45 M
Total 25254:						1,412.45

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
25255						
05/29/2020	25255	Wyoming Financial Insurance, Inc	41,999.96	Medical Premiums	10-23700	41,999.96
05/29/2020	25255	Wyoming Financial Insurance, Inc	2,255.65	Dental Premiums	10-23700	2,255.65
05/29/2020	25255	Wyoming Financial Insurance, Inc	482.39	Vision Premiums	10-23700	482.39
05/29/2020	25255	Wyoming Financial Insurance, Inc	225.40	Life Insurance Premiums	10-23700	225.40
05/29/2020	25255	Wyoming Financial Insurance, Inc	433.60	Aflac Premiums	10-25100	433.60
05/29/2020	25255	Wyoming Financial Insurance, Inc	54.36	Assurity Premiums	10-25300	54.36
05/29/2020	25255	Wyoming Financial Insurance, Inc	1,169.83	Washington National Premiums	10-25200	1,169.83
05/29/2020	25255	Wyoming Financial Insurance, Inc	3,437.00	HSA premiums	10-23700	3,437.00
05/29/2020	25255	Wyoming Financial Insurance, Inc	416.50	Admin Fees	10-44-862	416.50
05/29/2020	25255	Wyoming Financial Insurance, Inc	133.05	Vision Premiums	10-23700	133.05
Total 25255:						<u>50,607.74</u>
25256						
05/29/2020	25256	Keith Pike	550.00	Stipend for uniforms	10-54-855	550.00 M
Total 25256:						<u>550.00</u>
25257						
05/29/2020	25257	Justin Lindberg	550.00	Stipend for Uniforms	10-54-855	550.00 M
Total 25257:						<u>550.00</u>
25258						
06/01/2020	25258	Rocky Mountain Power	253.63	Utilities at 300 Wasatach	10-44-941	253.63 M
06/01/2020	25258	Rocky Mountain Power	253.63-	Utilities at 300 Wasatach	10-44-941	253.63- V
Total 25258:						<u>.00</u>
25259						
06/01/2020	25259	Rocky Mountain Power	253.63	Utilities at 300 Wasatch	10-44-941	253.63 M
Total 25259:						<u>253.63</u>
25260						
06/01/2020	25260	Verizon	138.70	Fire department machine to machine	10-44-850	138.70 M

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 25260:						138.70
25261						
06/03/2020	25261	307 Construction, LLC	28,400.00	Pay #1 Framing and partial drywall at Fire Station	10-45-310	28,400.00
Total 25261:						28,400.00
25262						
06/03/2020	25262	Amazon Capital Services, Inc	188.53	Streamlight weapon mount tactical light	10-54-350	188.53
06/03/2020	25262	Amazon Capital Services, Inc	299.10	Bottles for sanitizer	10-45-995	299.10
06/03/2020	25262	Amazon Capital Services, Inc	245.00	Jugs for sanitizer	10-45-995	245.00
06/03/2020	25262	Amazon Capital Services, Inc	169.90	Jugs and pumps for sanitizer	10-45-995	169.90
06/03/2020	25262	Amazon Capital Services, Inc	153.84	Lights	10-56-350	153.84
Total 25262:						1,056.37
25263						
06/03/2020	25263	Brodart Co.	261.80	Light sanitizer for library books	10-45-995	261.80
Total 25263:						261.80
25264						
06/03/2020	25264	Casper Area Transportation Coalit	11,955.20	Fixed Bus Route for April 2020	10-45-280	11,955.20
Total 25264:						11,955.20
25265						
06/03/2020	25265	City of Casper	563.55	Balefill	54-84-250	563.55
06/03/2020	25265	City of Casper	283.56	Balefill	54-84-250	283.56
06/03/2020	25265	City of Casper	570.18	Balefill	54-84-250	570.18
06/03/2020	25265	City of Casper	332.52	Balefill	54-84-250	332.52
06/03/2020	25265	City of Casper	34,827.10	201 Sewer	53-83-620	34,827.10
06/03/2020	25265	City of Casper	1,030.20	Balefill	54-84-250	1,030.20
06/03/2020	25265	City of Casper	675.24	Balefill	54-84-250	675.24
06/03/2020	25265	City of Casper	480.93	Balefill	54-84-250	480.93
06/03/2020	25265	City of Casper	212.16	Balefill	54-84-250	212.16

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 25265:						38,975.44
25266						
06/03/2020	25266	Communication Technologies Inc	126.50	Repair mic Unit #68	10-54-950	126.50
Total 25266:						126.50
25267						
06/03/2020	25267	Computer Professionals Unlimited	1,493.00	Computer system for library front counter	10-45-390	1,493.00
Total 25267:						1,493.00
25268						
06/03/2020	25268	Firefighters of Natrona County	166.66	Wildland fire dispatch share	10-56-730	166.66
Total 25268:						166.66
25269						
06/03/2020	25269	Haid's Plumbing & Heating	127.50	Replace igniter on hot water heater	10-45-260	127.50
06/03/2020	25269	Haid's Plumbing & Heating	175.00	Replace kitchen sink at Fire Dept	10-45-260	175.00
Total 25269:						302.50
25270						
06/03/2020	25270	Hand & Hand	412.50	Attorney fees April 2020	10-51-241	412.50
Total 25270:						412.50
25271						
06/03/2020	25271	Industrial Chemicals Corporation	2,341.75	Glycerin for sanitizer	10-45-995	2,341.75
Total 25271:						2,341.75
25272						
06/03/2020	25272	Installation & Service Company In	1,817.50	Water Main Break	51-81-310	1,817.50
Total 25272:						1,817.50

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
25273						
06/03/2020	25273	Mastercard	27.58	2 hole punch	10-54-235	27.58
06/03/2020	25273	Mastercard	52.21	Dog Food for K-9	10-54-260	52.21
06/03/2020	25273	Mastercard	32.50	Title	10-44-351	32.50
06/03/2020	25273	Mastercard	129.01	Recordings	10-44-351	129.01
06/03/2020	25273	Mastercard	89.50	Recordings	10-44-351	89.50
06/03/2020	25273	Mastercard	408.54	Recordings	10-44-351	408.54
06/03/2020	25273	Mastercard	31.92	Cards, painters tape	10-54-235	31.92
06/03/2020	25273	Mastercard	29.48	Cat litter for animal control	10-53-840	29.48
06/03/2020	25273	Mastercard	520.00	Microsoft O365 E1	10-55-865	520.00
06/03/2020	25273	Mastercard	20.00	Microsoft O365 E3	10-55-865	20.00
Total 25273:						1,340.74
25274						
06/03/2020	25274	NAPA Auto Parts	51.29	Wipers fur #66 and spray paint	10-54-950	51.29
Total 25274:						51.29
25275						
06/03/2020	25275	Nebraska Dept of Motor Vehicle	3.00	Driving Record Request for S Buckley	10-54-980	3.00
Total 25275:						3.00
25276						
06/03/2020	25276	Norco, Inc	123.80	Gloves	10-45-995	123.80
06/03/2020	25276	Norco, Inc	50.00	calibrate gas monitors	10-56-350	50.00
06/03/2020	25276	Norco, Inc	4.49	Hydrogen peroxide	10-45-995	4.49
06/03/2020	25276	Norco, Inc	38.76	Spray bottles for sanitizer	10-45-995	38.76
06/03/2020	25276	Norco, Inc	1,630.59	Diuspensers and sanitizer for public use	10-45-995	1,630.59
06/03/2020	25276	Norco, Inc	18.09	batteries for dispensers	10-45-995	18.09
06/03/2020	25276	Norco, Inc	18.09	batteries for dispensers	10-45-995	18.09
Total 25276:						1,883.82
25277						
06/03/2020	25277	Power Service, Inc	2,016.44	Jet Pumps	52-82-810	2,016.44

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 25277:						<u>2,016.44</u>
25278						
06/03/2020	25278	Ramkota Hotel	626.47	Hotel stay for First Responder Quarantine	10-45-995	<u>626.47</u>
Total 25278:						<u>626.47</u>
25279						
06/03/2020	25279	Rocky Mountain Drug Testing	80.00	Post Accident Test for D Estrada	10-44-352	<u>80.00</u>
06/03/2020	25279	Rocky Mountain Drug Testing	70.00	New Hire Drug Testing Police	10-44-981	<u>70.00</u>
Total 25279:						<u>150.00</u>
25280						
06/03/2020	25280	Rocky Mountain Weed Control LL	1,575.00	Weed Control Plant, booster and lift stations	10-45-260	<u>1,575.00</u>
Total 25280:						<u>1,575.00</u>
25281						
06/03/2020	25281	Stryker Medical	1,249.55	Stretcher motor repair	10-45-310	<u>1,249.55</u>
Total 25281:						<u>1,249.55</u>
25282						
06/03/2020	25282	ULINE	135.27	COVID Supplies	10-45-995	<u>135.27</u>
06/03/2020	25282	ULINE	705.25	COVID Supplies	10-45-995	<u>705.25</u>
Total 25282:						<u>840.52</u>
25283						
06/03/2020	25283	WSFA Mutual Aid	200.00	Death Benefit for Volunteer Fire	10-56-310	<u>200.00</u>
Total 25283:						<u>200.00</u>
Grand Totals:						<u><u>237,826.00</u></u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	253.63	182,593.35-	182,339.72-
10-23700	48,533.45	.00	48,533.45
10-25100	433.60	.00	433.60
10-25200	1,169.83	.00	1,169.83
10-25300	54.36	.00	54.36
10-44-267	103.74	.00	103.74
10-44-339	2,748.80	.00	2,748.80
10-44-351	659.55	.00	659.55
10-44-352	80.00	.00	80.00
10-44-720	47.00	.00	47.00
10-44-850	1,551.15	.00	1,551.15
10-44-862	416.50	.00	416.50
10-44-905	2,461.70	.00	2,461.70
10-44-941	507.26	253.63-	253.63
10-44-981	70.00	.00	70.00
10-45-240	2,967.00	.00	2,967.00
10-45-260	2,688.55	.00	2,688.55
10-45-268	263.01	.00	263.01
10-45-280	11,955.20	.00	11,955.20
10-45-310	43,718.73	.00	43,718.73
10-45-350	29.99	.00	29.99
10-45-390	1,493.00	.00	1,493.00
10-45-992	7,865.65	.00	7,865.65
10-45-995	8,884.70	.00	8,884.70
10-45-996	250.00	.00	250.00
10-46-226	732.45	.00	732.45
10-46-235	1,990.44	.00	1,990.44
10-46-335	12,462.45	.00	12,462.45
10-46-336	833.50	.00	833.50
10-46-941	1,225.40	.00	1,225.40
10-51-241	412.50	.00	412.50
10-53-370	137.08	.00	137.08
10-53-840	50.48	.00	50.48
10-54-235	204.16	.00	204.16
10-54-260	52.21	.00	52.21
10-54-330	64.59	.00	64.59
10-54-350	188.53	.00	188.53
10-54-370	1,087.55	.00	1,087.55
10-54-855	2,112.92	.00	2,112.92

GL Account	Debit	Credit	Proof
10-54-950	1,053.64	.00	1,053.64
10-54-980	3.00	.00	3.00
10-55-310	886.00	.00	886.00
10-55-860	275.00	.00	275.00
10-55-865	540.00	.00	540.00
10-56-310	200.00	.00	200.00
10-56-350	396.98	.00	396.98
10-56-370	223.55	.00	223.55
10-56-425	945.00	.00	945.00
10-56-730	166.66	.00	166.66
10-56-982	11,016.60	.00	11,016.60
10-57-370	88.24	.00	88.24
10-57-400	3,082.50	.00	3,082.50
10-57-550	2,961.25	.00	2,961.25
10-64-950	247.90	.00	247.90
51-21100	.00	1,884.42-	1,884.42-
51-26150	66.92	.00	66.92
51-81-310	1,817.50	.00	1,817.50
52-21100	.00	4,100.26-	4,100.26-
52-82-370	85.61	.00	85.61
52-82-720	702.00	.00	702.00
52-82-810	2,035.56	.00	2,035.56
52-82-840	1,277.09	.00	1,277.09
53-21100	.00	34,827.10-	34,827.10-
53-83-620	34,827.10	.00	34,827.10
54-21100	.00	14,674.50-	14,674.50-
54-84-250	14,674.50	.00	14,674.50
Grand Totals:	<u>238,333.26</u>	<u>238,333.26-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"