

**REGULAR CITY COUNCIL
MEETING**

February 10, 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 1-27-26

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
- [5.](#) Regular / Police Payroll 1-12-26 to 1-25-26
- [6.](#) Fire Payroll 1-21-26 to 2-1-26
- [7.](#) Transmittal Transactions
- [8.](#) Reserve Transfers
- [9.](#) Treasurer's Report
- [10.](#) Court Report
- [11.](#) Voided Checks

OPEN DISCUSSION

ORDINANCES AND RESOLUTIONS

- [**12. ORDINANCE NO. 833 - THIRD AND FINAL READING**](#)

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

13. ORDINANCE NO. 834 - SECOND READING

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

14. ORDINANCE NO. 835 - SECOND READING

ORDINANCE PROVIDING FOR ADJUSTMENT OF CERTAIN WATER BILLS

COUNCIL APPROVALS

EXECUTIVE SESSION

15. Legal Matter

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

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

NEXT WORK SESSION - February 24, 2026 at 6:00pm / March 9, 2026 at 9:00am

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

**REGULAR CITY COUNCIL
MEETING**

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

MINUTES

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

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

OPEN DISCUSSION

No one spoke

ORDINANCES AND RESOLUTIONS

9. ORDINANCE NO. 833 - SECOND READING

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

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

10. ORDINANCE NO. 834 - FIRST READING

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

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

The Mayor noted that Council is currently reviewing several delinquent utility accounts and evaluating the appropriate steps for collection. It is our responsibility to ensure that the utilities provided by the City are properly paid for, so that these costs are not shifted onto other residents or taxpayers. Ensuring timely and consistent collection helps maintain fairness and protects the financial integrity of our utility system.

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

11. ORDINANCE NO. 835 - FIRST READING

ORDINANCE PROVIDING FOR ADJUSTMENT OF CERTAIN WATER BILLS

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

COUNCIL APPROVALS

12. MOU - Service and Sacrifice Park

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

13. Wayfinding Signage Agreement

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

ADJOURNMENT

Motion made by Council President Neumiller to adjourn at 7:05pm, Seconded by Council Member McCarthy, Voting Yea: Council Member Sutherland, Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

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.

Mayor, Leah Juarez

City Clerk, Sarah Osborn



Council Meeting: February 10, 2026

New Business Licenses

<i>Business Name</i>		<i>Fire Inspection</i>	<i>Insurance</i>
	CrossCountry Freight Solutions Inc	2/2/2026	N/A
	Fur Pet Sake Pet Center	1/15/2026	N/A

Renewal Business Licenses

	<i>Business Name</i>	<i>Fire Inspection</i>	<i>Insurance</i>
835	Ace Hi-Performance Engine & Machine	1/30/2026	N/A
9857	Basin Concrete Inc	1/9/2026	N/A
9563	Drakes Construction, Excavation & Lanscaping LLC	1/19/2026	N/A
815	Excal Inc	1/13/2026	N/A
940	Excel Roofing Inc	1/13/2026	Yes
993	Family Dollar #25767	2/5/2026	N/A
893	First Interstate Bank	1/20/2026	N/A
816	Fleetpride Inc	1/30/2026	Yes
1168	Homax Oil Sales DF	1/21/2026	N/A
9639	Local Lawn Care LLC	1/21/2026	N/A
9967	MG Tints LLC	2/2/2026	Yes
844	Millview Investment Co, LLC	1/21/2026	N/A
864	Mobile Concrete Inc	1/28/2026	N/A
9772	Stephanie Fountain's Childcare	12/10/2025	N/A
9547	Walter Cement Construction Inc	12/31/2025	N/A
9949	WinDor	1/26/2026	N/A
922	Wyoming Safety Supply	1/20/2026	N/A
853	Wyoming Steel & Recycling Iron & Metals	1/15/2026	N/A
831	Wyoming Trading Company	1/20/2026	N/A



Council Meeting: February 10, 2026

New Home Occupation Permits

Business Name

Leprechaun Lab

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
2020						
02/09/2026	2020	Billie Bailey	100.00	Restitution from Cyrus Sweets	10-26150	100.00
Total 2020:						100.00
2021						
02/09/2026	2021	Julene Lindberg	222.00	Bond Refund for Julene Lindberg	10-26150	222.00
Total 2021:						222.00
35128						
02/09/2026	35128	All Creatures Veterinary Hospital	703.58	Vet Bills for animals from CS 26-000953	10-5300-3025	703.58
Total 35128:						703.58
35129						
02/09/2026	35129	ALSCO, Inc	46.35	Jan 28 Service	10-6500-1040	46.35
Total 35129:						46.35
35130						
02/09/2026	35130	Automation & Electronics, Inc	249.60	Solenoid Replacement	52-8200-3525	249.60
Total 35130:						249.60
35131						
02/09/2026	35131	Axon Enterprise, Inc	7.24	Taser 10 Certificate standard	10-5400-3555	7.24
Total 35131:						7.24
35132						
02/09/2026	35132	Banner Health	75.00	medications for the ambulances	10-5600-3595	75.00
Total 35132:						75.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
35133						
02/09/2026	35133	Big Horn Tire, Inc.	42.75	Flat Repair Unit #22	10-6000-4055	42.75
Total 35133:						42.75
35134						
02/09/2026	35134	Bound Tree Medical	457.19	Medical Supplies	10-5600-3595	457.19
Total 35134:						457.19
35135						
02/09/2026	35135	Bush-Wells Sporting Goods	304.00	Uniform apparel, Gomez, trost, todd, cotton, graybill	10-5600-1040	304.00
Total 35135:						304.00
35136						
02/09/2026	35136	City of Casper	884.40	Balefill for 01/21/2026	54-8400-3050	884.40
02/09/2026	35136	City of Casper	832.48	Balefill for 01/22/2026	54-8400-3050	832.48
02/09/2026	35136	City of Casper	558.80	Balefill for 01/23/2026	54-8400-3050	558.80
02/09/2026	35136	City of Casper	808.72	Balefill for 01/26/2026	54-8400-3050	808.72
02/09/2026	35136	City of Casper	1,133.44	Balefill	54-8400-3050	1,133.44
02/09/2026	35136	City of Casper	810.48	Balefill for 01/28/2026	54-8400-3050	810.48
02/09/2026	35136	City of Casper	991.76	Balefill for 01/29/2026	54-8400-3050	991.76
02/09/2026	35136	City of Casper	543.84	Balefill for 01/30/2026	54-8400-3050	543.84
02/09/2026	35136	City of Casper	840.40	Balefill for 02/02/2026	54-8400-3050	840.40
02/09/2026	35136	City of Casper	1,294.48	Balefill	54-8400-3050	1,294.48
02/09/2026	35136	City of Casper	990.00	Balefill	54-8400-3050	990.00
02/09/2026	35136	City of Casper	905.52	Balefill	54-8400-3050	905.52
02/09/2026	35136	City of Casper	67,013.80	201 Sewer January	53-8300-3045	67,013.80
02/09/2026	35136	City of Casper	1,355.88	4th Quarter GIS Expenses	10-5700-3020	1,355.88
02/09/2026	35136	City of Casper	1,420.00	71 Residential passes	54-8400-3050	1,420.00
Total 35136:						80,384.00
35137						
02/09/2026	35137	Civil Engineering Professionals, In	1,921.25	Billing for Services October 31, 25 bike trail	10-4800-6020	1,921.25
02/09/2026	35137	Civil Engineering Professionals, In	1,125.00	Billing for Services December 31, 25 bike trail	10-4800-6020	1,125.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35137:						3,046.25
35138						
02/09/2026	35138	Core & Main	125.60	3/4" Adapters	51-8100-3500	125.60
Total 35138:						125.60
35139						
02/09/2026	35139	Daniel Jimenez	215.00	Shots & medical tests for paramedic School	10-5600-1040	215.00
Total 35139:						215.00
35140						
02/09/2026	35140	Dawson Infrastructure Solutions	1,043.22	Pump & Seal Kit	10-6000-4050	1,043.22
02/09/2026	35140	Dawson Infrastructure Solutions	1,755.51	Solenoids & Valves	10-6000-4050	1,755.51
Total 35140:						2,798.73
35141						
02/09/2026	35141	Department of Workforce Services	3,834.76	Jan Workers comp	10-23800	3,834.76
Total 35141:						3,834.76
35142						
02/09/2026	35142	Dewitt Water Systems & Service	130.00	Bottled Water for the fire Station.	10-5600-3515	130.00
Total 35142:						130.00
35143						
02/09/2026	35143	Ferguson Waterworks #1116	934.73	3/4" and 1" Curbstops	51-8100-3500	934.73
02/09/2026	35143	Ferguson Waterworks #1116	979.68	Meter Pit	51-8100-3500	979.68
02/09/2026	35143	Ferguson Waterworks #1116	157.11	Valve Box Riser & Lid	51-8100-3500	157.11
Total 35143:						2,071.52
35144						
02/09/2026	35144	Greiner Ford	3,120.14	Detective Vehicle 1	10-5400-4050	3,120.14

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35144:						3,120.14
35145						
02/09/2026	35145	Hach Company	1,415.76	Chlorine Reagent	52-8200-3500	1,415.76
Total 35145:						1,415.76
35146						
02/09/2026	35146	Hawkins Inc	2,409.66	Treatment Chemicals	52-8200-3500	2,409.66
Total 35146:						2,409.66
35147						
02/09/2026	35147	Homax	2,163.04	PD Fuel Jan	10-5400-4000	2,163.04
02/09/2026	35147	Homax	2,163.04	cso fuel Jan	10-5300-4000	2,163.04
02/09/2026	35147	Homax	1,454.55	Fuel for the FD	10-5600-4000	1,454.55
02/09/2026	35147	Homax	74.74	Community Development	10-5700-4000	74.74
02/09/2026	35147	Homax	50.11	January Fuel charges	52-8200-4000	50.11
02/09/2026	35147	Homax	158.07	Streets	10-6000-4000	158.07
02/09/2026	35147	Homax	154.17	Sewer	53-8300-4000	154.17
02/09/2026	35147	Homax	307.64	Water	51-8100-4000	307.64
02/09/2026	35147	Homax	101.01	Parks	10-7000-4000	101.01
02/09/2026	35147	Homax	1,438.73	Sanitation	54-8400-4000	1,438.73
02/09/2026	35147	Homax	270.77	Shop	10-6500-4000	270.77
Total 35147:						8,335.87
35148						
02/09/2026	35148	Hose & Rubber Supply	16.47	Gauge	53-8300-4050	16.47
02/09/2026	35148	Hose & Rubber Supply	265.89	3" Band Assembly	53-8300-4050	265.89
02/09/2026	35148	Hose & Rubber Supply	110.05	Valve & Gauge	53-8300-4050	110.05
Total 35148:						392.41
35149						
02/09/2026	35149	Jackson Group	211.89	Filters	54-8400-4050	211.89
02/09/2026	35149	Jackson Group	1,409.42	Replace Steps 2020 Peterbilt	54-8400-4050	1,409.42

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35149:						1,621.31
35150						
02/09/2026	35150	Marc Lowe	44.97	Water Deposit Refund for Marc Lowe	51-26150	44.97
Total 35150:						44.97
35151						
02/09/2026	35151	Mega Construction LLC	35.00	Refund for Business license	10-4400-1300	35.00
Total 35151:						35.00
35152						
02/09/2026	35152	Menards	4.24	Nuts and bolts for mounting tool holders	10-5600-4050	4.24
02/09/2026	35152	Menards	19.19	Distilled Water - Lab Supply	52-8200-3500	19.19
Total 35152:						23.43
35153						
02/09/2026	35153	NAPA Auto Parts	58.51	Oil change/Air Filter Unit 4	10-5400-4050	58.51
02/09/2026	35153	NAPA Auto Parts	33.40	Oil change/Air Filter Unit 4	10-5400-4050	33.40
02/09/2026	35153	NAPA Auto Parts	43.98	Rags & Gloves	10-6000-4050	43.98
02/09/2026	35153	NAPA Auto Parts	9.54	Oil Filter Unit 10	10-5400-4050	9.54
02/09/2026	35153	NAPA Auto Parts	58.51	Oil & Filter	10-6000-4050	58.51
02/09/2026	35153	NAPA Auto Parts	49.98	Ravlin Wipers	10-5400-4050	49.98
02/09/2026	35153	NAPA Auto Parts	26.22	Oil/air filter unit 15	10-5400-4050	26.22
02/09/2026	35153	NAPA Auto Parts	46.98	wipers unit 15	10-5400-4050	46.98
02/09/2026	35153	NAPA Auto Parts	8.48	Electrical connectors	10-5600-4050	8.48
02/09/2026	35153	NAPA Auto Parts	14.60	in-line fuses	10-5600-4050	14.60
Total 35153:						350.20
35154						
02/09/2026	35154	Norco, Inc	9.40	Cylinder Rent	10-6500-3500	9.40
02/09/2026	35154	Norco, Inc	171.78	Cleaning supplies	10-6500-3500	171.78
02/09/2026	35154	Norco, Inc	14.57	Oxygen bottle rental	10-5600-3595	14.57

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35154:						195.75
35155						
02/09/2026	35155	Office of the Attorney General	78.00	EMS fingerprint cards for Cotton & Trost	10-5600-2070	78.00
Total 35155:						78.00
35156						
02/09/2026	35156	Quadient, Inc	219.00	Maintenance	50-4600-3510	219.00
Total 35156:						219.00
35157						
02/09/2026	35157	Rocky Mountain Fire Systems, Inc	187.96	Troubleshoot Fire Alarm	10-6500-3515	187.96
Total 35157:						187.96
35158						
02/09/2026	35158	Sutherlands	15.98	Goof Off Spray	53-8300-3675	15.98
02/09/2026	35158	Sutherlands	6.99	screws	53-8300-3675	6.99
02/09/2026	35158	Sutherlands	36.94	Boot Covers & Tape Measure	10-5700-3545	36.94
02/09/2026	35158	Sutherlands	18.98	Tubing	53-8300-3675	18.98
Total 35158:						78.89
35159						
02/09/2026	35159	Weslyn Fairbanks	25.00	Jensen Uniform Alterations	10-5400-1040	25.00
Total 35159:						25.00
35160						
02/09/2026	35160	WEX Bank	30.34	DEF for Diesel equipment	10-5600-4000	30.34
Total 35160:						30.34
35161						
02/09/2026	35161	WLC Engineering Inc	9,276.63	Professional engineering services through 1/31/26	50-4600-2060	9,276.63

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 35161:						9,276.63
35162						
02/09/2026	35162	Wyoming Fire Chief's Association	100.00	membership renewal for consortium section of wfca	10-5600-2040	100.00
02/09/2026	35162	Wyoming Fire Chief's Association	100.00	annual membership in the chiefs' association	10-5600-2040	100.00
Total 35162:						200.00
35163						
02/09/2026	35163	Wyoming Signs LLC	430.04	Decals for CH 9	12-4500-3540	430.04
Total 35163:						430.04
35164						
02/09/2026	35164	Wyoming State Firemen's Associa	75.00	Annual Dues	10-5600-2040	75.00
Total 35164:						75.00
35165						
02/09/2026	35165	Wyoming Water Quality & Pollutio	90.00	Membership, Pete James, Nathan Redding, Brian Jon	51-8100-1030	90.00
Total 35165:						90.00
35166						
02/09/2026	35166	Zoll Data Systems Dept #42374	617.50	EMS billing platform	10-5600-2040	617.50
Total 35166:						617.50
192100119						
02/09/2026	192100119	307 Billing Services, LLC	2,000.00	February Services	10-5600-2045	2,000.00 M
Total 192100119:						2,000.00
192100120						
02/09/2026	192100120	Rocky Mountain Power	1,016.34	240 S Chamberlin	50-4600-2510	1,016.34 M
02/09/2026	192100120	Rocky Mountain Power	51.57	900 Robertson Rd	10-4600-2510	51.57 M
02/09/2026	192100120	Rocky Mountain Power	8,748.89	City	10-4600-2510	8,748.89 M
02/09/2026	192100120	Rocky Mountain Power	6,077.88	WTP	52-8200-2510	6,077.88 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
02/09/2026	192100120	Rocky Mountain Power	2,675.02	Enterprise	50-4600-2510	2,675.02	M
02/09/2026	192100120	Rocky Mountain Power	309.92	6699 Poison spider	50-4600-2510	309.92	M
Total 192100120:						18,879.62	
192100121							
02/09/2026	192100121	Black Hills Energy	5,559.56	City	10-4600-2515	5,559.56	M
02/09/2026	192100121	Black Hills Energy	1,225.47	WTP	52-8200-2515	1,225.47	M
02/09/2026	192100121	Black Hills Energy	3,320.39	Enterprise	50-4600-2515	3,320.39	M
Total 192100121:						10,105.42	
192100122							
02/09/2026	192100122	Charter Communications	220.00	Internet for small hall	10-4600-2520	220.00	M
Total 192100122:						220.00	
192100123							
02/09/2026	192100123	HUB International	70,136.69	Health Benefits	10-23700	70,136.69	M
Total 192100123:						70,136.69	
Grand Totals:						225,408.16	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	.00	111,396.73-	111,396.73-
10-23700	70,136.69	.00	70,136.69
10-23800	3,834.76	.00	3,834.76
10-26150	322.00	.00	322.00
10-4400-1300	35.00	.00	35.00
10-4600-2510	8,800.46	.00	8,800.46
10-4600-2515	5,559.56	.00	5,559.56
10-4600-2520	220.00	.00	220.00
10-4800-6020	3,046.25	.00	3,046.25

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-5300-3025	703.58	.00	703.58
10-5300-4000	2,163.04	.00	2,163.04
10-5400-1040	25.00	.00	25.00
10-5400-3555	7.24	.00	7.24
10-5400-4000	2,163.04	.00	2,163.04
10-5400-4050	3,344.77	.00	3,344.77
10-5600-1040	519.00	.00	519.00
10-5600-2040	892.50	.00	892.50
10-5600-2045	2,000.00	.00	2,000.00
10-5600-2070	78.00	.00	78.00
10-5600-3515	130.00	.00	130.00
10-5600-3595	546.76	.00	546.76
10-5600-4000	1,484.89	.00	1,484.89
10-5600-4050	27.32	.00	27.32
10-5700-3020	1,355.88	.00	1,355.88
10-5700-3545	36.94	.00	36.94
10-5700-4000	74.74	.00	74.74
10-6000-4000	158.07	.00	158.07
10-6000-4050	2,901.22	.00	2,901.22
10-6000-4055	42.75	.00	42.75
10-6500-1040	46.35	.00	46.35
10-6500-3500	181.18	.00	181.18
10-6500-3515	187.96	.00	187.96
10-6500-4000	270.77	.00	270.77
10-7000-4000	101.01	.00	101.01
12-21100	.00	430.04-	430.04-
12-4500-3540	430.04	.00	430.04
50-21100	.00	16,817.30-	16,817.30-
50-4600-2060	9,276.63	.00	9,276.63
50-4600-2510	4,001.28	.00	4,001.28
50-4600-2515	3,320.39	.00	3,320.39
50-4600-3510	219.00	.00	219.00
51-21100	.00	2,639.73-	2,639.73-
51-26150	44.97	.00	44.97
51-8100-1030	90.00	.00	90.00
51-8100-3500	2,197.12	.00	2,197.12
51-8100-4000	307.64	.00	307.64
52-21100	.00	11,447.67-	11,447.67-
52-8200-2510	6,077.88	.00	6,077.88
52-8200-2515	1,225.47	.00	1,225.47

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
52-8200-3500	3,844.61	.00	3,844.61
52-8200-3525	249.60	.00	249.60
52-8200-4000	50.11	.00	50.11
53-21100	.00	67,602.33-	67,602.33-
53-8300-3045	67,013.80	.00	67,013.80
53-8300-3675	41.95	.00	41.95
53-8300-4000	154.17	.00	154.17
53-8300-4050	392.41	.00	392.41
54-21100	.00	15,074.36-	15,074.36-
54-8400-3050	12,014.32	.00	12,014.32
54-8400-4000	1,438.73	.00	1,438.73
54-8400-4050	1,621.31	.00	1,621.31
Grand Totals:	<u>225,408.16</u>	<u>225,408.16-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

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



PAYROLL

Meeting Date: February 10, 2026

Payroll Type: Regular/Police

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

Net:	\$	123,810.94
Deductions:	\$	30,429.29
Federal Taxes:	\$	9,528.00
Medicare:	\$	1,724.99
Retirement:	\$	6,051.87
Social Security:	\$	7,154.74
Child Support:	\$	540.32
Insurance:	\$	3,991.65
Supplemental Retirement:	\$	1,085.81
Supplemental Insurance:	\$	351.91
TOTAL PAYROLL:	\$	93,381.65

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: February 10, 2026

Payroll Type: Fire

Date Range: 1-21-26 to 2-1-26

Net: \$ 20,386.48

Deductions: \$ 5,270.22

Federal Taxes: \$ 1,172.00

Medicare: \$ 276.50

Retirement: \$ 2,137.67

Union Dues \$ 240.00

Child Support: \$ -

Insurance: \$ 1,335.43

Supplemental Retirement: \$ -

Supplemental Insurance: \$ 108.62

TOTAL PAYROLL: \$ 15,116.26

City Clerk, Sarah Osborn

Mayor, Leah Juarez



Transmittal Transactions

2-10-26

Payroll Fire: 1-9-26 to 1-20-26 NOT COMPLETE

Date	Type/Check #	Payor	AMOUNT
Total:			\$ -

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

Date	Type/Check #	Payor	AMOUNT
1/25/2026	ACH	IRS	\$ 27,287.46
1/25/2026	ACJ	Orchard Trust	\$ 1,000.00
1/25/2026	35127	Child Support	\$ 540.32
2/11/2026	ACH	Wyoming Retirement	\$ 22,806.02
Total:			\$ 51,633.80

Payroll Fire: 1-21-26 to 2-1-26 NOT COMPLETE

Date	Type/Check #	Payor	AMOUNT
2/11/2026	ACH	Wyoming Retirement	\$ 19,317.05
Total:			\$ 19,317.05

Total \$ 70,950.85

Reserve Transfer Report

	Water	Sewer	Sanitation
Net Change of Position	\$ 71,916.17	\$ 29,687.09	\$ 50,447.61
% to Transfer to Reserve	5%	7%	10%
Transfer Amount	\$ 3,595.81	\$ 2,078.10	\$ 5,044.76

Jan 26 Account Balances

Operations Account	\$571,115.09
Water Deposit	\$156,715.95
Municipal Court	\$403,035.78
Court Bond	\$90,797.44
Police	\$86,878.70
Jonah Steel Eagle	\$500.01
WGIF Radio Read Fund	\$24,689.76
Wyo Class General Fund Reserve	\$134,051.12
Wyo Class Police Reserve	\$9,704.04
Wyo Class Cooley Trust Reserve	\$414.25
Wyo Class Parks Reserve	\$789.87
Wyo Class Sanitation Reserve	\$152,307.95
Wyo Class Sewer Reserve	\$109,974.87
Wyo Class Sewer Tap Reserve	\$122,863.23
Wyo Class Water Reserve	\$135,487.86
Wyo Class Buffalo Meadows Asset Acct	\$200,633.50
Wyo Class Buffalo Meadows Debt	\$31,887.48
Wyo Class Summerfest	\$32,974.19
Totals	\$2,264,821.09
Equity Line of Credit Balance	\$ -

City Treasurer, Nathan Romrell

Mayor, Leah Juarez

	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	1/1-1/2	\$1,156.00	\$0.00						\$1,156.00
Court Report									\$0.00
								Difference	\$1,156.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	1/5-1/9	\$5,580.00	\$360.00						\$5,220.00
Court Report									\$0.00
								Difference	\$5,220.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	1/12-1/16	\$4,691.00	\$0.00						\$4,691.00
Court Report									\$0.00
								Difference	\$4,691.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	1/19-1/23	\$3,645.00	\$0.00						\$3,645.00
Court Report									\$0.00
								Difference	\$3,645.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	1/26-1/30	\$4,602.00	\$1,850.00						\$2,752.00
Court Report									\$0.00
								Difference	\$2,752.00

Sales Activity Month Total	\$17,464.00
Proceedings Report Month Total	\$0.00
Difference	\$17,464.00
Court Proceedings Check	\$17,464.00

Division of Victim Services Checks

Completed by: _____



CITY OF MILLS

EST. 1921

VOIDED CHECKS

2-10-26

CHECK #	DATE	PAYOR	AMOUNT
34973	1/27/2026	Atlas Cabinet Shop	\$ 40,000.00

Total: \$ 40,000.00

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

Chapter 2.92 BOARD OF APPEALS

Sec. 2.92.100 - Appeals board—Establishment and organization.

For all administrative actions by the City which entity a party to an appeal, an appeal board is established as set forth below.

Sec. 2.92. 110-Appeals board organization.

The board shall consist of the following membership.

- a. The Board of Appeals shall consist of three voting members, who shall be appointed as follows.
 - i. The City of Mills Municipal Judge shall be a member and shall be the chief of the tribunal.
 - ii. A resident of the City of Mills chosen by the Mayor after consultation with the Council shall be appointed to be a member for a two-year term.
 - iii. In those instances, in which an appeal is made from a standardized International Code (“Code”) adopted by the City of Mills, the makeup of the Board shall comport with the requirements of the of the Code, provided, however, that to the fullest extent possible the existing members of the Board of Appeals shall be used.
 - iv. In instances in which an appeal is made from a body of limited jurisdiction within the City, but for which there is no specific requirement that a person with specialized knowledge be appointed, the City shall endeavor to appoint a professional in the field in question or a closely related field.
 - v. In all other instances, the third member shall be a former member of the Mills City Council chosen by the Mayor after consultation with the Council, who shall serve for a two year term. Nothing shall preclude the Mayor from choosing a member who satisfies the requirements of subsection a.(iii) above.
 - vi. The Chief of the Department from which the appeal originates shall sit as a nonvoting member of the Board of Appeals, who shall sit in an advisory capacity in regard to the topic under appeal. In the event that said individual is conflicted due to being a witness, or otherwise, his or her deputy shall serve in that capacity.
 - vii. The City Clerk shall serve as the Secretary of the Board of Appeals.
- b. Irrespective of what is provided for above, the initial terms of the Board of Appeals shall be staggered so that they do not expire at the same time, therefore there shall be, initially, one individual appointed to a three-year term. Nothing shall preclude the reappointment of any member of the Board of Appeals.
- c. In those instances in which an International Code requires a person with specialized qualifications to serve on a Board of Appeals, the City may undertake to appoint said person to a term of two years prior to there being any appeal under the said ordinance. Nothing shall preclude any person so appointed from otherwise being the third member of the Board of Appeals irrespective of their residence.

- d. No person may serve on a Board of Appeals who would not be qualified to serve on a jury under the laws of the State of Wyoming.
- e. The City Attorney shall represent the City in the Appeal and prosecute the same on behalf of the City.
- f. The City Prosecutor shall serve as the attorney for the Board of Appeals.
- g. In exercising its powers, the board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination, as necessary, and to that end has all the powers of the officer from whom the appeal is taken. The concurring vote of a majority of the duly appointed members of the board is necessary to reverse any order, requirement or decision of any official, or to decide in favor of the contestee on any matter which it is required to pass under this chapter.

Sec. 2.92.120 - Right to appeal.

- a. This section establishes no independent right of appeal, but it is rather provided that in all instances in which an appeal from a municipal order is provided for, the Board of Appeals shall have jurisdiction over the same. This provision replaces any prior provision providing for any other type of board of appeal or tribunal, no matter where found in the ordinances or how provided for
- b. Nothing in this section shall in any way be read to imply that the Board of Appeals has any jurisdiction over an appeal from the Municipal Court. Any matter which the Municipal Court has jurisdiction over shall be completely separate and apparent from anything provided herein.

Sec. 2.92.130 - Appeals—Procedure generally.

- a. Notice of appeal of an order, requirement, decision or determination shall be filed in the office of the city clerk within fifteen days of the date the contestee is notified in writing of the order, requirement, decision or determination unless otherwise provided by specific ordinance. The filing of the notice of appeals stays all proceedings in furtherance of the action appealed from.
- b. The written appeal shall be in a form substantially complying to the following
 - i. A heading in the words "Before the Board of Appeals, City of Mills, Wyoming
 - ii. A caption reading: "Appeal of _____," giving the names of all contestants participating in the appeal
 - iii. A brief statement setting forth what legal rights or interests are affected by the order, requirement, decision or determination of the city manager, as the same applies to each contestant;
 - iv. A brief statement in ordinary and concise language of the specific order, requirement, decision or determination protested, together with any material facts claimed to support the contentions of the contestant;

- v. A brief statement in ordinary and concise language of the relief sought, and the reasons why it is claimed the protested order, requirement, decision or determination should be reversed, modified or otherwise set aside;
 - vi. Signatures of all parties named as contestants, and their official mailing addresses;
 - vii The verification, by declaration under penalty of perjury of at least one contestant, as to the truth of the matter stated in the notice of the appeal.
- c. Upon the filing of the notice of appeal, the board shall be immediately notified, and the board shall fix a reasonable time and place for the hearing of the appeal. Such date shall be not less than ten days nor more than sixty days from the date the appeal was filed. Written notice of the time and place of the hearing shall be given at least ten days prior to the date of the hearing to each contestant by the secretary of the board, either by causing a copy of such notice to be delivered to the contestant personally, or by mailing a copy thereof, postage prepaid, addressed to the contestee at his address shown on the appeal. The notice shall include a statement of:
- i. The time, place and nature of the hearing;
 - ii. The legal authority and jurisdiction under which the hearing is to be held.
 - iii. The particular section or sections of this chapter involved;
 - iv. A short and plain statement of the matters asserted.
- d. All appeals to the board shall be considered contested cases, and shall be conducted in accordance with the Wyoming Administrative Procedure Act. Nothing shall preclude the chief of the tribunal from making reasonable alternations to procedure to suit the needs of the contested case. The parties to the appeal may stipulate to modify the procedure, provided that any such stipulation must then be submitted to the chief of the tribunal who may accept or reject the same based on his discretion.
- e. Any objection to any member of the Board of Appeals hearing the appeal in question must be made at the time of the appeal, or as soon a practical thereafter, or it shall be deemed waived. The chief of the Board of Appeals shall rule on any such objection

Sec. 2.92.140- Appeals—Scope of hearings.

Only those matters or issues specifically raised by the contestants shall be considered in the hearing of the appeal.

Sec. 2.92.150 - Effect of failure to appeal.

Failure of any person to file an appeal in accordance with the provisions of this chapter shall constitute a waiver of his or her right to an administrative hearing and adjudication of the order, requirement, decision or determination, or any portion thereof, and the order, requirement, decision or determination shall become final. Such person shall have no further rights to appeal.

**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~~ maybe 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.