

**REGULAR CITY COUNCIL
MEETING**

August 12, 2025

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 7-22-25

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 7-14-25 to 7-27-25
- [6.](#) Fire Payroll 7-13-25 to 7-24-25
- [7.](#) Fire Payroll 7-25-25 to 8-5-25
- [8.](#) Transmittal Transactions
- [9.](#) Voided Checks

OPEN DISCUSSION

EXECUTIVE SESSION

10. Property Matter
11. Legal Matter
12. Personnel Matter
13. Personnel Matter

ORDINANCES AND RESOLUTIONS

14. ORDINANCE NO.824: THIRD and FINAL READING: Downtown Riverfront Design Overlay District (Tabled 7/22/25)

AN ORDINANCE TO AMEND ORDINANCE 312, OFFICIAL CITY ZONING MAP, ADOPTED JUNE 1, 1981, AND APPLY THE DOWNTOWN RIVERFRONT DESIGN OVERLAY DISTRICT TO CERTAIN LOTS WITHIN THE RIVERFRONT CORRIDOR, city OF MILLS, NATRONA COUNTY, WYOMING

15. ORDINANCE NO. 831: SECOND READING: Bluepeak Franchise

AN ORDINANCE OF THE CITY OF MILLS, WYOMING GRANTING A NON-EXCLUSIVE PERMIT TO CLARITY TELECOM, LLC (D/B/A BLUEPEAK) FOR THE CONSTRUCTION AND OPERATION OF A CABLE SYSTEM.

16. RESOLUTION NO. 2025-27: MUNICIPAL SALARIES

A RESOLUTION SETTING MUNICIPAL SALARIES

COUNCIL APPROVALS

17. PMCH Agreement

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - August 26, 2025 at 7:00pm / September 9, 2025 at 7:00pm

NEXT WORK SESSION - August 26, 2025 at 6:00pm / September 8, 2025 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**

July 22, 2025

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

Council President called the meeting to order at 7:01 pm

ROLL CALL

Present:

Mayor Juarez

President Neumiller (over the phone)

Council Butcher

Council Sutherland

Absent:

Council McCarthy (excused)

CONSENT AGENDA

Minutes

1. Council Meeting Minutes 7-8-25

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 6-30-25 to 7-13-25
6. Fire Payroll 7-1-25 to 7-12-25
7. Transmittal Transactions
8. Treasurer's Report
9. Court Report
10. Reserve Transfer
11. Voided Checks

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

OPEN DISCUSSION

No one came forward to speak.

Mayor Juarez - Good news, everyone! Yesterday, the House of Representatives voted to pass two important bills—HR 672 and HR 3095—both of which would assign Mills its very own unique zip code. This is the furthest we've come in this process, and we're absolutely ecstatic about the support from Representative Hageman.

Now, the bills are headed to the Senate Committee on Homeland Security and Governmental Affairs. So, I'm asking all Mills residents watching today to take action: please write to Senator Lummis and Senator Barrasso. Advocate on behalf of yourselves and our city, and urge them to help pass these bills.

Having our own unique zip code isn't just about mail delivery—it's about establishing a clear identity for Mills and celebrating our community's growth. Together, we can make this happen!

ORDINANCES AND RESOLUTIONS

12. ORDINANCE NO. 822: THIRD and FINAL READING: New City Code

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF MILLS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

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

13. ORDINANCE NO. 823 : THIRD and FINAL READING: Amendments to Title 17

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF TITLE 17 OF THE MILLS MUNICIPAL CODE DEALING WITH ZONING AND SUBDIVISIONS FURTHER REPEALING ORDINANCE 813 AND INCORPORATING ITS PROVISIONS IN THE AMENDED TITLE 17

Motion made by Council Member Sutherland, Seconded by Council Member Butcher

Council Member McCarthy joined the meeting late via phone. Mayor Juarez asked the City Attorney how we proceed? He stated that we've already commenced the meeting. While the issue appears to have been a technical one, given that we've started with the existing body present, I believe we should proceed accordingly and excuse Councilman McCarthy from further participation, it will be an excused absence. Mayor Juarez explained to Council Member McCarthy that we have already taken roll call and started the session and we will unfortunately have to proceed without Member McCarthy. She let McCarthy know that it would be an excused absence. Member McCarthy disconnected from the call.

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

14. ORDINANCE NO.824: THIRD and FINAL READING: Downtown Riverfront Design Overlay District

AN ORDINANCE TO AMEND ORDINANCE 312, OFFICIAL CITY ZONING MAP, ADOPTED JUNE 1, 1981, AND APPLY THE DOWNTOWN RIVERFRONT DESIGN OVERLAY DISTRICT TO CERTAIN LOTS WITHIN THE RIVERFRONT CORRIDOR, city OF MILLS, NATRONA COUNTY, WYOMING

Mayor Juarez asked for a motion to table the item, she has some items to discuss with the City Planner and would like some clarification.

Motion to table the item for 2 weeks was made by Council President Neumiller, Seconded by Council Member Sutherland, Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

15. ORIDNANCE NO. 825: THIRD and FINAL READING: Adopting the 2024 International Building Code

AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL BUILDING CODE

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

16. ORIDNANCE NO. 826: THIRD and FINAL READING: Adopting the 2024 International Mechanical Code

AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL MECHANICAL CODE

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

17. ORDINANCE NO. 827: THIRD and FINAL READING: Adopting the 2024 International Plumbing Code

AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL PLUMBING CODE

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

18. ORDINANCE NO. 828: THIRD and FINAL READING: Adopting the 2024 International Fire Code

AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL FIRE CODE

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

19. ORDINANCE NO. 829: THIRD and FINAL READING: Adopting the 2024 International Energy Conservation Code

AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL ENERGY CONSERVATION CODE

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

20. ORDINANCE NO. 830: THIRD and FINAL READING: Adopting the 2024 International Existing Building Code

AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL EXISTING BUILDING CODE

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

21. ORDINANCE NO. 831: FIRST READING: Bluepeak Franchise

AN ORDINANCE OF THE CITY OF MILLS, WYOMING GRANTING A NON-EXCLUSIVE PERMIT TO CLARITY TELECOM, LLC (D/B/A BLUEPEAK) FOR THE CONSTRUCTION AND OPERATION OF A CABLE SYSTEM.

Motion made by Council President Neumiller, Seconded by Council Member Butcher
Mayor Juarez added that we also included a note regarding the timeframe for correcting any damages that occur on residential property. Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

22. RESOLUTION NO. 2025-24: Casper Creek Addition No. 3

A RESOLUTION APPROVING THE FINAL PLAT FOR CASPER CREEK ADDITION NO. 3, AN ADDITION TO THE CITY OF MILLS

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

23. RESOLUTION NO. 2025-25: Charter Heights

A RESOLUTION APPROVING CHARTER HEIGHTS, AN ADDITION TO THE CITY OF MILLS

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

Council President Neumiller expressed a preference for brass caps to be installed around the boundary of the subdivision. Council concurred with his recommendation. The City Attorney confirmed with the City Planner that a subsequent plat will be filed in connection with the current action.

The City Planner informed the Council that a submittal has been received for a replat of Lot 3 in the Charter Heights subdivision. The City Attorney further clarified that a replat of this lot is already underway. The City Planner added that the mylar will be updated to reflect the installation of brass caps around the perimeter.

Council Member Butcher inquired whether the easements and access routes, as currently platted, are adequate. The City Planner confirmed that the easements provide access to Lots 1 and 2 as required. However, he noted that access will need to be addressed again during the replat of Lot 3 to ensure continued access to those lots.

The City Planner confirmed that the plat, as submitted, meets the intent and requirements of applicable regulations. The City Attorney advised that any motion to approve should be made contingent upon the brass caps being set at the perimeter of the subdivision.

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

24. RESOLUTION NO. 2025-26: Hegge Site Plan

A RESOLUTION FOR APPROVAL OF A DEVELOPMENT PLAN FOR A PROPOSED COMMERCIAL BUILDING FOR MAHEGGE, LLC, LOCATED ON LOTS 1, CASPER CREEK ADDITION NO. 3, CITY OF MILLS, WYOMING

Council President Neumiller moved to approve Resolution 2025-26, approving the Hegge Site Plan, with the condition that an easement for the water line is filed concurrently with the site plan. Seconded by Council Member Sutherland

Mayor Juarez noted that, now that a motion and second has been made, the Council could proceed with discussion. She stated that Council would like to see the inclusion of an easement for the water line. Council's position is that approval of Lots 3 and 5 should be contingent upon the receipt and approval of the water line easement, with all related documents being filed simultaneously.

Bill Fehringer with CEPI, A representative for the applicant stated that the easement for the water line has been prepared and submitted to the City. It has been sent to Megan, and, according to Matt's earlier comments, he has reviewed it. Once the City of Mills prepares the signature page and all necessary parties' sign, the easement should be ready for recording along with the plat.

Additionally, the representative noted that they received confirmation from DEQ earlier that day: the review of the water line has been completed and approved, and the Permit to construct has been sent to Cheyenne for final signatures. The permit is expected to be finalized and returned within the next couple of weeks.

He concluded by stating that all items requested by Planning and Zoning have been addressed, and welcomed any questions from the Council.

Mayor Juarez asked if there were any questions. Asked if the City Planner had any further questions. The City Planner asked Mr. Fehringer if he would like the city to develop the language for the easement, he confirmed. The City Attorney requested the legal description from Mr. Fehringer. Once received, they will draft the instrument and submit it for the City's review and approval. Upon approval, signatures can be obtained, and the document will be ready for recording. They also noted that Matt will be included in the process to ensure the easement meets all of the City's requirements.

No further discussion. Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

25. RESOLUTION NO. 2025-27: Mountain View Extension Addition

A RESOLUTION APPROVING THE FINAL PLAT FOR LOTS 25 & 26, BLOCK 34, FIRST MOUNTAIN VIEW EXTENSION ADDITION, TO THE CITY OF MILLS

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

Mayor Juarez asked the City Planner for a discussion on the item. The City Planner that this item is a replat of two lots in the Mountain View Extension Addition—specifically, Lots 1 and 2, Block 34. Currently, the lot boundary runs east to west, and a non-conforming mobile home exists on the property because it crosses the existing lot line. Historically, there was a second mobile home on the adjacent lot, but it has been removed and not replaced for several years.

The property owner now wishes to place another home on the lot; however, the City cannot allow that unless the lots are brought into compliance. This replat adjusts the lot line to run north to south, ensuring that each home will be located entirely on its own lot and will meet all required zoning setbacks.

The Planning Commission reviewed and approved the replat at their July 10th meeting.

Mayor Juarez noted that Council President Neumiller is going to abstain from voting. Voting Yea: Council Member Sutherland, Mayor Juarez, and Council Member Butcher, motion passes

EXECUTIVE SESSION

26. Personnel Matter

Mayor Juarez asked for a motion to go into Executive Session for a personnel matter at 7:26pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 7:52pm

Mayor Juarez noted Present: Mayor Juarez; Council Members Sutherland, Butcher; and Council Member Neumiller (via phone) Excused Absence: Council Member McCarthy

Council Member Butcher made a motion to authorize a rank and grade alterations at the police chief's discretion, Council Member Sutherland, Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

27. Legal Matter

Mayor Juarez asked for a motion to go into Executive Session for a legal matter at 7:53pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 8:00pm

Mayor Juarez noted Present: Mayor Juarez; Council Members Sutherland, Butcher; and Council Member Neumiller (via phone) Excused Absence: Council Member McCarthy

The City Attorney asked for a motion to authorize the release of minutes from executive session pending legal review as to the same and potential in camera inspection for the same. Council President Neumiller moved the motion, Council Member Butcher seconded the motion. Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

28. Legal Matter

Mayor Juarez asked for a motion to go into Executive Session for a legal matter at 8:01pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 8:06pm

Mayor Juarez noted Present: Mayor Juarez; Council Members Sutherland, Butcher; and Council Member Neumiller (via phone) Excused Absence: Council Member McCarthy

Council Member Butcher made a motion pay the noted necessary refund amounts and recognize the uncollectibility and write off the debts of two deceased individuals, Council Member Sutherland, Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

ADJOURNMENT

Mayor Juarez asked for a motion to adjourn. Council Member Sutherland made a motion to adjourn the meeting at 8:06 pm, Council Member Butcher seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Council President Neumiller, and Council Member Butcher, motion passes

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - August 12, 2025 at 7:00pm / August 26, 2025 at 7:00pm

NEXT WORK SESSION - August 11, 2025 at 9:00am / August 12, 2025 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: August 12, 2025

New Business Licenses

<i>Business Name</i>		<i>Fire Inspection</i>	<i>Insurance</i>
	Fiberglass Structures of the Rockies	7/31/2025	N/A
	Hindsite Investments DBA Legacy Lounge	7/30/2025	N/A

Renewal Business Licenses

	<i>Business Name</i>	<i>Fire Inspection</i>	<i>Insurance</i>
9934	Bayou Liquors	6/26/2025	Yes
9390	BioAction	7/25/2025	N/A
9937	Uncorked Fine Wines and Spirits	2/4/2025	Yes
9788	Dollar General Stor # 23300	7/24/2025	N/A
1058	Ghost Town Cavas	7/18/2025	N/A
1040	Haid's Plumbing & Heating Inc	7/14/2025	N/A
9932	Hindsite Investments DBA Diesels Bar	7/30/2025	N/A
9898	Holloman Corporation	7/31/2025	N/A
1039	Jteam Custom Engines	7/28/2025	N/A
9841	RMS Cranes	7/29/2025	N/A
9935	Thollhouse, LLC	6/27/2025	Yes
9761	Vision Beyond Borders (Old Building)	7/25/2025	N/A
9921	Wyoming Bearing and Supply	8/5/2025	N/A
9842	Wyoming Downs LLC	7/31/2025	Yes



CITY OF MILLS
EST. 1921

Council Meeting: August 12, 2025

New Home Occupation Permits

Business Name

Renewal Home Occupation Permits

Business Name

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
1977						
08/12/2025	1977	Amy Holifield	220.00	Bond Refund for Kyler Kientiz	10-26150	220.00
Total 1977:						220.00
1978						
08/12/2025	1978	Division Victims Service	150.00	Crime Prevention 24-0942 Nathan Garceau	10-5400-3080	150.00
08/12/2025	1978	Division Victims Service	150.00	Crime Prevention 25-0316 Nikolis Alexzander Simon	10-5400-3080	150.00
08/12/2025	1978	Division Victims Service	150.00	Crime Prevention 25-0199 Michael Bingle - Davis	10-5400-3080	150.00
08/12/2025	1978	Division Victims Service	150.00	Crime Prevention 24-1103	10-5400-3080	150.00
Total 1978:						600.00
1979						
08/12/2025	1979	Irone Evans	740.00	Bond Refund for Sheldon Evans	10-26150	740.00
Total 1979:						740.00
1980						
08/12/2025	1980	Ronald King	860.00	Bond Refund for Bryan Doss	10-26150	860.00
Total 1980:						860.00
34390						
08/12/2025	34390	ALSCO, Inc	41.11	July 16 Services	50-4700-1040	41.11
08/12/2025	34390	ALSCO, Inc	77.68	City Hall Mats	12-4500-3515	77.68
08/12/2025	34390	ALSCO, Inc	177.86	Alsco July 2025	10-5400-1300	177.86
Total 34390:						296.65
34391						
08/12/2025	34391	AMBI Mail & Marketing, Inc	91.76	Fedex Crime Lab July	10-5400-3565	91.76
Total 34391:						91.76

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34392						
08/12/2025	34392	Association of Public Treasurers	259.00	Membership renewal	10-4400-2000	259.00
Total 34392:						259.00
34393						
08/12/2025	34393	Atlas Office Products, Inc	218.58	Atlas Office file Boxes	10-5400-3510	218.58
08/12/2025	34393	Atlas Office Products, Inc	125.93	Work Order forms	10-4400-3510	125.93
08/12/2025	34393	Atlas Office Products, Inc	143.92	Work Order Forms	10-4400-3510	143.92
Total 34393:						488.43
34394						
08/12/2025	34394	B & B Rubber Stamp	8.00	Name Plate	10-4400-3510	8.00
Total 34394:						8.00
34395						
08/12/2025	34395	Balco Uniform Company, Inc	1,411.10	Uniforms	10-5400-1040	1,411.10
Total 34395:						1,411.10
34396						
08/12/2025	34396	Big Horn Tire, Inc.	462.00	Replace Drive Tires	54-8400-4055	462.00
08/12/2025	34396	Big Horn Tire, Inc.	85.50	Flat Repair	54-8400-4055	85.50
08/12/2025	34396	Big Horn Tire, Inc.	1,404.54	Tires Unit #21	54-8400-4055	1,404.54
Total 34396:						1,952.04
34397						
08/12/2025	34397	Bound Tree Medical	836.43	Medical Supplies	10-5600-3595	836.43
Total 34397:						836.43
34398						
08/12/2025	34398	Buffalo Development	2,200.00	Lot 70 & 78	50-4600-9005	2,200.00
Total 34398:						2,200.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34399						
08/12/2025	34399	Caselle, Inc	3,381.00	Maintenance & Support	50-4600-2005	3,381.00
Total 34399:						3,381.00
34400						
08/12/2025	34400	Casper College	394.00	Utility Locator Course Fee	52-8200-1300	394.00
Total 34400:						394.00
34401						
08/12/2025	34401	Casper Natrona County Health De	3,750.00	Health department Q1 FY26 Contribution	10-4600-3030	3,750.00
Total 34401:						3,750.00
34402						
08/12/2025	34402	Cater Machinery Company LLC	80,000.00	2018 Greightliner	10-6100-6500	80,000.00
Total 34402:						80,000.00
34403						
08/12/2025	34403	Century Link	269.76	Services for City Hall	50-4600-2525	269.76
Total 34403:						269.76
34404						
08/12/2025	34404	Charter Communications	488.16	City Services	10-4400-9087	488.16
08/12/2025	34404	Charter Communications	110.00	Internet for Small Hall	10-4600-2520	110.00
Total 34404:						598.16
34405						
08/12/2025	34405	City of Casper	616.88	03/21/25 Balefill Charges	54-8400-3050	616.88
08/12/2025	34405	City of Casper	1,012.88	04/02/25 Balefill Charges	54-8400-3050	1,012.88
08/12/2025	34405	City of Casper	1,072.72	04/18/25 Balefill charges	54-8400-3050	1,072.72
08/12/2025	34405	City of Casper	821.04	04/24/25 Balefill Charges	54-8400-3050	821.04
08/12/2025	34405	City of Casper	1,024.32	04/28/25 Balefill Charges	54-8400-3050	1,024.32
08/12/2025	34405	City of Casper	1,422.96	04/29/25 Balefill Charges	54-8400-3050	1,422.96
08/12/2025	34405	City of Casper	778.80	05/09/25 Balefill charges	54-8400-3050	778.80

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/12/2025	34405	City of Casper	913.44	05/16/25 Balefill Charges	54-8400-3050	913.44
08/12/2025	34405	City of Casper	1,104.40	05/21/25 Balefill Charges	54-8400-3050	1,104.40
08/12/2025	34405	City of Casper	1,040.16	05/27/25 Balefill charges	54-8400-3050	1,040.16
08/12/2025	34405	City of Casper	745.36	05/27/25 Balefill charges	54-8400-3050	745.36
08/12/2025	34405	City of Casper	1,392.16	07/01/25 balefill charges	54-8400-3050	1,392.16
08/12/2025	34405	City of Casper	1,031.36	07/02/25 balefill charges	54-8400-3050	1,031.36
08/12/2025	34405	City of Casper	953.04	07/03/25 balefill charges	54-8400-3050	953.04
08/12/2025	34405	City of Casper	927.52	07/07/25 Balefill charges	54-8400-3050	927.52
08/12/2025	34405	City of Casper	337.92	07/07/25 Balefill charges	54-8400-3050	337.92
08/12/2025	34405	City of Casper	1,393.92	07/08/25 Balefill charges	54-8400-3050	1,393.92
08/12/2025	34405	City of Casper	1,005.84	07/09/25 Balefill charges	54-8400-3050	1,005.84
08/12/2025	34405	City of Casper	913.44	07/10/25 balefill charges	54-8400-3050	913.44
08/12/2025	34405	City of Casper	744.48	07/11/25 balefill charges	54-8400-3050	744.48
08/12/2025	34405	City of Casper	1,019.04	07/14/25 balefill charges	54-8400-3050	1,019.04
08/12/2025	34405	City of Casper	1,361.36	07/15/25 balefill charges	54-8400-3050	1,361.36
08/12/2025	34405	City of Casper	1,043.68	07/16/25 balefill charges	54-8400-3050	1,043.68
08/12/2025	34405	City of Casper	990.88	07/17/25 balefill charges	54-8400-3050	990.88
08/12/2025	34405	City of Casper	686.40	07/18/25 balefill charges	54-8400-3050	686.40
08/12/2025	34405	City of Casper	914.32	07/21/25 balefill charges	54-8400-3050	914.32
08/12/2025	34405	City of Casper	1,437.92	07/22/25 balefill charges	54-8400-3050	1,437.92
08/12/2025	34405	City of Casper	988.24	07/23/25 balefill charges	54-8400-3050	988.24
08/12/2025	34405	City of Casper	947.76	07/24/25 balefill charges	54-8400-3050	947.76
08/12/2025	34405	City of Casper	689.92	07/25/25 balefill charges	54-8400-3050	689.92
08/12/2025	34405	City of Casper	958.32	07/30/25 balefill charges	54-8400-3050	958.32
08/12/2025	34405	City of Casper	2,920.00	146 Residential Passes	54-8400-3050	2,920.00
08/12/2025	34405	City of Casper	2,912.13	City of Casper Metro June 2025	10-5300-3010	2,912.13
08/12/2025	34405	City of Casper	11,489.38	City of Casper PSCC June 2025	10-5400-3000	11,489.38
08/12/2025	34405	City of Casper	1,732.72	June Dispatch Fees	10-5600-3000	1,732.72
08/12/2025	34405	City of Casper	39,245.16	201 sewer	54-8400-3050	39,245.16
Total 34405:						88,589.87
34406						
08/12/2025	34406	Collins Communications, Inc	275.00	ITS Customer Care Contract (Backups)	10-5500-2020	275.00
Total 34406:						275.00
34407						
08/12/2025	34407	Computer Professionals Unlimited	6,222.92	Sophos Intercept & Incription	10-5500-2035	6,222.92

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/12/2025	34407	Computer Professionals Unlimited	3,300.00	Barracuda Message Archiver for Archival of Emails	10-5500-2030	3,300.00
Total 34407:						9,522.92
34408						
08/12/2025	34408	CPS Distributors Inc	5.00	CPS Fittings	10-5400-3525	5.00
08/12/2025	34408	CPS Distributors Inc	30.08	Pipe Fittings	10-7000-3500	30.08
Total 34408:						35.08
34409						
08/12/2025	34409	CS Consulting	57.00	SCBA mask fit testing for Vogelsong	10-5600-3605	57.00
Total 34409:						57.00
34410						
08/12/2025	34410	CY Ace Hardware	7.19	Extra Ignition Key for Fire 9	10-5600-1300	7.19
Total 34410:						7.19
34411						
08/12/2025	34411	Department of Workforce Services	3,909.40	July Workers Comp	10-23800	3,909.40
Total 34411:						3,909.40
34412						
08/12/2025	34412	Dewitt Water Systems & Service	122.50	Drinking Water	10-5600-3515	122.50
Total 34412:						122.50
34413						
08/12/2025	34413	Express Printing	131.00	Approval Tags	10-5700-3510	131.00
Total 34413:						131.00
34414						
08/12/2025	34414	Ferguson Enterprises LLC #3007	2,255.93	Flanges	52-8200-3525	2,255.93

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34414:						2,255.93
34415						
08/12/2025	34415	Ferguson Waterworks #1116	283.11	Curbstop Box & Rod	51-8100-3500	283.11
08/12/2025	34415	Ferguson Waterworks #1116	522.30	3/4 fitting	51-8100-3500	522.30
08/12/2025	34415	Ferguson Waterworks #1116	1,320.00	Culvert	12-4500-3700	1,320.00
Total 34415:						2,125.41
34416						
08/12/2025	34416	Fremont Motors	49.44	Coolant	10-5400-4050	49.44
Total 34416:						49.44
34417						
08/12/2025	34417	Galls	308.46	Uniform Apparel	10-5600-1040	308.46
Total 34417:						308.46
34418						
08/12/2025	34418	Geotec Industrial Supply	201.00	Straw Wattles and Staples Drainage Repair	12-4500-3700	201.00
Total 34418:						201.00
34419						
08/12/2025	34419	Hawkins Inc	70.00	Chlorine Cylinder rental	52-8200-3500	70.00
08/12/2025	34419	Hawkins Inc	3,022.91	Chlorine/Potassium Perm	52-8200-3500	3,022.91
08/12/2025	34419	Hawkins Inc	4,100.49	LPC-4 245 Gal	52-8200-3500	4,100.49
Total 34419:						7,193.40
34420						
08/12/2025	34420	Homax	73.68	May fuel Charges	52-8200-4000	73.68
08/12/2025	34420	Homax	1,297.45	Fuel	10-5600-4000	1,297.45
08/12/2025	34420	Homax	79.80	Community Development Department Fuel	10-5700-4000	79.80
Total 34420:						1,450.93

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34421						
08/12/2025	34421	Hose & Rubber Supply	147.24	Sweeper Hose	10-6000-4050	147.24
Total 34421:						147.24
34422						
08/12/2025	34422	HUB International	67,082.09	Health Benefits	10-23700	67,082.09
Total 34422:						67,082.09
34423						
08/12/2025	34423	Imperial Sanitation LLC	310.00	July Services First Street Park	10-7000-3095	310.00
08/12/2025	34423	Imperial Sanitation LLC	175.00	July Services Sunny Acers Park	10-7000-3095	175.00
08/12/2025	34423	Imperial Sanitation LLC	135.00	July Services Norene Kilmer Park	10-7000-3095	135.00
Total 34423:						620.00
34424						
08/12/2025	34424	Inland Potable Services	6,300.00	Water Chamber Cleaning & Inspection	52-8200-3665	6,300.00
Total 34424:						6,300.00
34425						
08/12/2025	34425	Jackson Group	26.35	Filter	54-8400-4050	26.35
08/12/2025	34425	Jackson Group	311.00	Brake Shoe Kit	54-8400-4050	311.00
08/12/2025	34425	Jackson Group	110.00-	Brake Shoe Core Return	54-8400-4050	110.00-
Total 34425:						227.35
34426						
08/12/2025	34426	Jeremy Smith	101.49	Ambulance Refund	10-3400-5420	101.49
Total 34426:						101.49
34427						
08/12/2025	34427	John Deere Financial	78.65	Air Filters	10-7000-4050	78.65
08/12/2025	34427	John Deere Financial	134.67	Oil & Filters	10-7000-4050	134.67
08/12/2025	34427	John Deere Financial	48.54	Filters	10-7000-4050	48.54
08/12/2025	34427	John Deere Financial	14.02	V-Belt	10-7000-4050	14.02

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/12/2025	34427	John Deere Financial	20.30	Plate & Spacer	10-7000-4050	20.30
Total 34427:						296.18
34428						
08/12/2025	34428	Med-Tech Resources Inc.	477.97	IO needles	10-5600-3595	477.97
Total 34428:						477.97
34429						
08/12/2025	34429	Menards	115.00	Door Lock	10-6500-3515	115.00
08/12/2025	34429	Menards	243.98	Door Lock x2	10-6500-3515	243.98
Total 34429:						358.98
34430						
08/12/2025	34430	Mobile Concrete, Inc.	166.98	7.26 to ""J"" Base	12-4500-3700	166.98
Total 34430:						166.98
34431						
08/12/2025	34431	NAPA Auto Parts	59.65	Cable Ties	10-6000-4050	59.65
08/12/2025	34431	NAPA Auto Parts	24.94	Cable Tie Strap	10-6000-4050	24.94
08/12/2025	34431	NAPA Auto Parts	240.49	Filters	10-6000-4050	240.49
08/12/2025	34431	NAPA Auto Parts	57.98	Lift Support	10-6000-4050	57.98
08/12/2025	34431	NAPA Auto Parts	89.54	CID Vortec	10-6000-4050	89.54
08/12/2025	34431	NAPA Auto Parts	164.98	Rags & Pads	10-6000-4050	164.98
08/12/2025	34431	NAPA Auto Parts	68.34	U-joint	10-6000-4050	68.34
08/12/2025	34431	NAPA Auto Parts	20.30-	#279728 Credit	10-6000-4050	20.30-
08/12/2025	34431	NAPA Auto Parts	107.98	Service supplies for Chief 9	10-5600-4050	107.98
08/12/2025	34431	NAPA Auto Parts	6.04-	Credit	10-5600-4050	6.04-
08/12/2025	34431	NAPA Auto Parts	58.99	Inverter for Fire 9	10-5600-4050	58.99
Total 34431:						846.55
34432						
08/12/2025	34432	National Testing Network	500.00	New Hire Testing	10-5600-1045	500.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34432:						500.00
34433						
08/12/2025	34433	Natrona County Sheriffs Office	11,274.29	Jail June 2025	10-5400-3015	11,274.29
08/12/2025	34433	Natrona County Sheriffs Office	97.50	Juvenile Housing July 2025	10-5400-3015	97.50
Total 34433:						11,371.79
34434						
08/12/2025	34434	Natrona County Weed & Pest Con	85.32	Weed Killer	10-7000-3650	85.32
08/12/2025	34434	Natrona County Weed & Pest Con	80.00	Weed Killer	10-7000-3650	80.00
Total 34434:						165.32
34435						
08/12/2025	34435	Norco, Inc	25.63	Mop	10-6500-3500	25.63
08/12/2025	34435	Norco, Inc	30.00	Air sample for Grade D breathing air	10-5600-3605	30.00
08/12/2025	34435	Norco, Inc	205.82	Cleaning Supplies	10-6500-3500	205.82
08/12/2025	34435	Norco, Inc	14.57	Oxygen bottle rental	10-5600-3595	14.57
08/12/2025	34435	Norco, Inc	14.10	Oxygen Bottle Rental	10-5600-3595	14.10
Total 34435:						290.12
34436						
08/12/2025	34436	Northwest Contractor Supply	191.64	Yellow Marking Paint	10-6000-3500	191.64
Total 34436:						191.64
34437						
08/12/2025	34437	One Call of Wyoming	93.45	89 Tickets for June	51-8100-3055	93.45
Total 34437:						93.45
34438						
08/12/2025	34438	Peden's Inc.	622.40	Shirts for City Hall	10-4400-1040	622.40
Total 34438:						622.40

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34439						
08/12/2025	34439	Quadient, Inc	93.00	Online Maintenance	50-4600-3510	93.00
08/12/2025	34439	Quadient, Inc	732.86	Postage	50-4600-3530	732.86
08/12/2025	34439	Quadient, Inc	43.25	Postage	50-4600-3530	43.25
Total 34439:						869.11
34440						
08/12/2025	34440	RDO Equipment	4,920.35	Sweeper Reparis	10-6000-4050	4,920.35
Total 34440:						4,920.35
34441						
08/12/2025	34441	Sheridan County Sheriff's Office	100.00	Trevor Neal	10-5400-1030	100.00
Total 34441:						100.00
34442						
08/12/2025	34442	Six Robblees', Inc	14.18	Mud Flap	10-6000-4050	14.18
08/12/2025	34442	Six Robblees', Inc	25.76	2"" Hitch	10-6000-4050	25.76
Total 34442:						39.94
34443						
08/12/2025	34443	Smith Psychological Services	400.00	New Hire Exam Marin	10-5400-1045	400.00
Total 34443:						400.00
34444						
08/12/2025	34444	Sustainable Strategies DC, LLC	443.10	Flight	10-5700-1035	443.10
08/12/2025	34444	Sustainable Strategies DC, LLC	222.61	Uber Expense	10-5700-1035	222.61
Total 34444:						665.71
34445						
08/12/2025	34445	Sutherlands	27.98	Stringline & Grade Stakes	10-7000-3500	27.98
08/12/2025	34445	Sutherlands	10.57	Wiring	10-7000-3500	10.57
08/12/2025	34445	Sutherlands	23.98	Cord Outlets for Engine 9 Plug in	10-5600-3515	23.98
08/12/2025	34445	Sutherlands	15.99	The Correct Cord outlet	10-5600-3515	15.99

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/12/2025	34445	Sutherlands	23.99	GFCI Outlet	10-5600-3515	23.99
08/12/2025	34445	Sutherlands	10.45	Pipe fittings	10-7000-3500	10.45
08/12/2025	34445	Sutherlands	8.27	Pipe fittings	10-7000-3500	8.27
08/12/2025	34445	Sutherlands	61.00	Sprayer	10-7000-3500	61.00
Total 34445:						182.23
34446						
08/12/2025	34446	TransUnion Risk and Alternative	75.00	July Billing	10-5400-2070	75.00
Total 34446:						75.00
34447						
08/12/2025	34447	Trevor Neal	150.00	Training Per Diem	10-5400-1030	150.00
Total 34447:						150.00
34448						
08/12/2025	34448	United Healthcare Insurance Com	205.86	R Solbert Reimbursement	10-3400-5420	205.86
08/12/2025	34448	United Healthcare Insurance Com	193.59	L Thorseth Reimbursement	10-3400-5420	193.59
Total 34448:						399.45
34449						
08/12/2025	34449	United Rentals	22,000.00	2018 Superior Street Sweeper	10-4900-3055	22,000.00
08/12/2025	34449	United Rentals	23,996.00	2019 5k toyota forklift	12-4500-3540	23,996.00
Total 34449:						45,996.00
34450						
08/12/2025	34450	Verizon	1,424.09	Services	10-5600-2040	1,424.09
08/12/2025	34450	Verizon	138.66	Air cards for cardiac monitors and something water rel	10-5600-2040	138.66
Total 34450:						1,562.75
34451						
08/12/2025	34451	Vertical consultants LLC	1,955.00	Consulting Fees for Cell site lease	10-4600-1300	1,955.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34451:						1,955.00
34452						
08/12/2025	34452	VSP of Wyoming	468.90	Final VSP payment	10-23700	468.90
Total 34452:						468.90
34453						
08/12/2025	34453	Wash and Glow II LLC	197.00	Fleet Wash June	10-6500-4060	197.00
Total 34453:						197.00
34454						
08/12/2025	34454	WEX Bank	12.00	DEF cards for Maverik	10-5600-4000	12.00
Total 34454:						12.00
34455						
08/12/2025	34455	WLC Engineering Inc	2,580.55	Professional engineering services through 7-31-25	50-4600-2060	2,580.55
08/12/2025	34455	WLC Engineering Inc	12,506.75	Professional engineering services through 7-31-25	50-4600-2060	12,506.75
08/12/2025	34455	WLC Engineering Inc	180.38	Professional GIS services through 7-31-25	50-4600-2080	180.38
08/12/2025	34455	WLC Engineering Inc	1,471.88	Planning services through 07/31/25	10-5700-2050	1,471.88
Total 34455:						16,739.56
34456						
08/12/2025	34456	Wyoming Apparatus, LLC.	1,854.90	Pump test engine 9 and 92	10-5600-2040	1,854.90
Total 34456:						1,854.90
34457						
08/12/2025	34457	Wyoming Association of Municipal	4,914.00	FY 2026 Membership	10-4600-1105	4,914.00
Total 34457:						4,914.00
34458						
08/12/2025	34458	Wyoming Office of State Lands an	6,688.61	DWSRF #146GR Loan Payment	12-4500-3720	6,688.61

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34458:						6,688.61
34459						
08/12/2025	34459	Wyoming Retirement System	37,877.58	Bryon Preciado Retirement	10-4900-9050	37,877.58
Total 34459:						37,877.58
34460						
08/12/2025	34460	Xray Zero LLC	500.00	XRay Zero Software	10-5400-2070	500.00
Total 34460:						500.00
34461						
08/12/2025	34461	Y2 Consultants LLC	4,360.00	Planning Services through 07/22/25	10-5700-2050	4,360.00
Total 34461:						4,360.00
192100071						
08/12/2025	192100071	Rocky Mountain Power	1,049.38	240 S Chamberlain Power	50-4600-2510	1,049.38 M
Total 192100071:						1,049.38
192100072						
08/12/2025	192100072	Rocky Mountain Power	46.70	900 Roberson Rd	10-4600-2510	46.70 M
Total 192100072:						46.70
192100073						
08/12/2025	192100073	Rocky Mountain Power	9,944.67	Utilites for the City	10-4600-2510	9,944.67 M
08/12/2025	192100073	Rocky Mountain Power	11,732.84	Power WTP	52-8200-2510	11,732.84 M
08/12/2025	192100073	Rocky Mountain Power	3,632.11	Enterprise Power	50-4600-2510	3,632.11 M
Total 192100073:						25,309.62
192100074						
08/12/2025	192100074	Rocky Mountain Power	127.94	6699 Poison Spider	50-4600-2510	127.94 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
Total 192100074:						127.94	
192100075							
08/12/2025	192100075	307 Billing Services, LLC	2,000.00	Ambulance Billing Aug 25	10-5600-2045	2,000.00	M
Total 192100075:						2,000.00	
192100076							
08/12/2025	192100076	Black Hills Energy	124.78	Natural Gas for WTP	52-8200-2515	124.78	M
08/12/2025	192100076	Black Hills Energy	193.60	Natural Gas for Enterprise	50-4600-2515	193.60	M
08/12/2025	192100076	Black Hills Energy	425.70	Natural Gas for City	10-4600-2515	425.70	M
Total 192100076:						744.08	
192100077							
08/12/2025	192100077	Jonah Visa	9,541.56	Jonah Visa Payment July	99-21150	9,541.56	M
Total 192100077:						9,541.56	
Grand Totals:						474,197.78	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	26.34	301,592.08-	301,565.74-
10-23700	67,550.99	.00	67,550.99
10-23800	3,909.40	.00	3,909.40
10-26150	1,820.00	.00	1,820.00
10-3400-5420	500.94	.00	500.94
10-4400-1040	622.40	.00	622.40
10-4400-2000	259.00	.00	259.00
10-4400-3510	277.85	.00	277.85
10-4400-9087	488.16	.00	488.16
10-4600-1105	4,914.00	.00	4,914.00
10-4600-1300	1,955.00	.00	1,955.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-4600-2510	9,991.37	.00	9,991.37
10-4600-2515	425.70	.00	425.70
10-4600-2520	110.00	.00	110.00
10-4600-3030	3,750.00	.00	3,750.00
10-4900-3055	22,000.00	.00	22,000.00
10-4900-9050	37,877.58	.00	37,877.58
10-5300-3010	2,912.13	.00	2,912.13
10-5400-1030	250.00	.00	250.00
10-5400-1040	1,411.10	.00	1,411.10
10-5400-1045	400.00	.00	400.00
10-5400-1300	177.86	.00	177.86
10-5400-2070	575.00	.00	575.00
10-5400-3000	11,489.38	.00	11,489.38
10-5400-3015	11,371.79	.00	11,371.79
10-5400-3080	600.00	.00	600.00
10-5400-3510	218.58	.00	218.58
10-5400-3525	5.00	.00	5.00
10-5400-3565	91.76	.00	91.76
10-5400-4050	49.44	.00	49.44
10-5500-2020	275.00	.00	275.00
10-5500-2030	3,300.00	.00	3,300.00
10-5500-2035	6,222.92	.00	6,222.92
10-5600-1040	308.46	.00	308.46
10-5600-1045	500.00	.00	500.00
10-5600-1300	7.19	.00	7.19
10-5600-2040	3,417.65	.00	3,417.65
10-5600-2045	2,000.00	.00	2,000.00
10-5600-3000	1,732.72	.00	1,732.72
10-5600-3515	186.46	.00	186.46
10-5600-3595	1,343.07	.00	1,343.07
10-5600-3605	87.00	.00	87.00
10-5600-4000	1,309.45	.00	1,309.45
10-5600-4050	166.97	6.04-	160.93
10-5700-1035	665.71	.00	665.71
10-5700-2050	5,831.88	.00	5,831.88
10-5700-3510	131.00	.00	131.00
10-5700-4000	79.80	.00	79.80
10-6000-3500	191.64	.00	191.64
10-6000-4050	5,813.45	20.30-	5,793.15
10-6100-6500	80,000.00	.00	80,000.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-6500-3500	231.45	.00	231.45
10-6500-3515	358.98	.00	358.98
10-6500-4060	197.00	.00	197.00
10-7000-3095	620.00	.00	620.00
10-7000-3500	148.35	.00	148.35
10-7000-3650	165.32	.00	165.32
10-7000-4050	296.18	.00	296.18
12-21100	.00	32,450.27-	32,450.27-
12-4500-3515	77.68	.00	77.68
12-4500-3540	23,996.00	.00	23,996.00
12-4500-3700	1,687.98	.00	1,687.98
12-4500-3720	6,688.61	.00	6,688.61
50-21100	.00	27,031.69-	27,031.69-
50-4600-2005	3,381.00	.00	3,381.00
50-4600-2060	15,087.30	.00	15,087.30
50-4600-2080	180.38	.00	180.38
50-4600-2510	4,809.43	.00	4,809.43
50-4600-2515	193.60	.00	193.60
50-4600-2525	269.76	.00	269.76
50-4600-3510	93.00	.00	93.00
50-4600-3530	776.11	.00	776.11
50-4600-9005	2,200.00	.00	2,200.00
50-4700-1040	41.11	.00	41.11
51-21100	.00	898.86-	898.86-
51-8100-3055	93.45	.00	93.45
51-8100-3500	805.41	.00	805.41
52-21100	.00	28,074.63-	28,074.63-
52-8200-1300	394.00	.00	394.00
52-8200-2510	11,732.84	.00	11,732.84
52-8200-2515	124.78	.00	124.78
52-8200-3500	7,193.40	.00	7,193.40
52-8200-3525	2,255.93	.00	2,255.93
52-8200-3665	6,300.00	.00	6,300.00
52-8200-4000	73.68	.00	73.68
54-21100	110.00	74,745.03-	74,635.03-
54-8400-3050	72,455.64	.00	72,455.64
54-8400-4050	337.35	110.00-	227.35
54-8400-4055	1,952.04	.00	1,952.04
99-21100	.00	9,541.56-	9,541.56-
99-21150	9,541.56	.00	9,541.56

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
Grand Totals:	474,470.46	474,470.46-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Date	Payor	AMOUNT
7/25/25	Payment to Commercial R/E Loan	\$ 800.00
8/4/25	Merch Bnkcd NSD Deposit	\$ 25.00
8/5/25	Payment Tech Fee	\$ 33.50
8/5/25	American Express AXP	\$ 72.44
8/5/25	American Express AXP	\$ 120.20
8/5/25	Payment Tech Fee	\$ 574.94
8/5/25	Payment Tech Fee	\$ 1,342.23
8/7/25	Xpress Bill Pay	\$ 1,381.28
	Total:	\$ 4,349.59



CITY OF MILLS
EST. 1921

PAYROLL

Meeting Date: August 12, 2025

Payroll Type: Regular/Police

Date Range: 7-14-25 to 7-27-25

Net: \$ 115,324.22

Deductions: \$ 29,840.80

Federal Taxes: \$ 10,225.00

Medicare: \$ 1,614.04

Retirement: \$ 5,860.89

Social Security: \$ 6,660.16

Child Support: \$ 540.32

Insurance: \$ 3,602.54

Supplemental Retirement: \$ 1,026.01

Supplemental Insurance: \$ 311.84

TOTAL PAYROLL: \$ 85,483.42

City Clerk, Sarah Osborn

Mayor, Leah Juarez



CITY OF MILLS
EST. 1921

PAYROLL

Meeting Date: August 12, 2025

Payroll Type: Fire

Date Range: 7-13-25 to 7-24-25

Net: \$ 22,664.15

Deductions: \$ 6,045.58

Federal Taxes: \$ 1,597.00

Medicare: \$ 304.82

Retirement: \$ 2,196.81

Union Dues \$ 180.00

Child Support: \$ -

Insurance: \$ 1,766.95

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 16,618.57

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: August 12, 2025

Payroll Type: Fire

Date Range: 7-25-25 to 8-5-25

Net: \$ 22,336.93

Deductions: \$ 6,510.43

Federal Taxes: \$ 1,585.00

Medicare: \$ 300.07

Retirement: \$ 2,678.41

Union Dues \$ 180.00

Child Support: \$ -

Insurance: \$ 1,766.95

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 15,826.50

City Clerk, Sarah Osborn

Mayor, Leah Juarez



Transmittal Transactions

8-12-25

Payroll Regular/Police: 7-14-25 to 7-27-25

Date	Type/Check #	Payor	AMOUNT
7/27/2025	ACH	IRS	\$ 26,773.40
7/27/2025	ACH	Orchard Trust 457	\$ 800.00
8/1/2025	34389	American Funds	\$ 100.00
8/13/2025	ACH	Wyoming Retirement	\$ 39,272.37
Total:			\$ 66,945.77

Payroll Fire: 7-13-25 to 7-24-25

Date	Type/Check #	Payor	AMOUNT
7/24/2025	ACH	IRS	\$ 2,206.64
7/24/2025	34384	Pathfinder FCU	\$ 180.00
8/13/2025	ACH	Wyoming Retirement	\$ 14,170.16
Total:			\$ 16,556.80

Payroll Fire: 7-25-25 to 8-5-25

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

Total \$ 83,502.57



VOIDED CHECKS

8-12-25

CHECK #	DATE	PAYOR	AMOUNT
34385	7/28/2025	Jerry Rodgers	\$ 5,322.99

Total: \$ 5,322.99



CITY OF MILLS
EST. 1921

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

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

Item # 14.

Memorandum

TO: Mills City Council
FROM: Megan Nelms, AICP, City Planner
DATE: June 24, 2025
SUBJECT: Downtown Riverfront Design Overlay – Zone Map Amendment

The City of Mills is adopting a new overlay district in the Land Development Regulations to regulate design standards along the riverfront corridor within city limits. Along with adoption of the new overlay district, the City must take action to amend the Official City Zoning Map and apply the overlay zone to certain lots and blocks within the original Mills townsite.

The Downtown Riverfront District Overlay is being adopted to further implement the goals outlined in the 2017 Comprehensive Plan and the 2016 River Front Concept Development Plan, which includes the creation of a downtown district within the City of Mills, and development of the Downtown Riverfront Corridor. The purpose of the overlay district is to provide a mechanism for enhanced review of new development within the riverfront corridor and the use of design elements and standards to define the look at the feel of the area. The overlay standards put focus on:

- Creating a strong sense of place
- Walkable environments
- Safe streets and places that are comfortable for people to walk and meet
- A mixture of commercial and residential uses
- Building materials, signage standards and design elements that will look similar across the corridor to establish a cohesive identity for the area.

Legal Descriptions of Properties to be included in overlay district:

Lots 9-16, Block 50, Town of Mills

Lots 4-12, Block 44, Town of Mills

Lots 1-16, Block 48, Town of Mills

Lots 1-14, Block 45, Town of Mills (excluding highway right of way)



CITY OF MILLS
EST. 1921

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

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

Item # 14.

Lots 3-7, Block 55, Town of Mills
Block 52, Town of Mills
Block 54, Town of Mills
Lots 8-11, Block 55, Town of Mills (excluding highway right of way)
Lots 1-7, Block 47, Town of Mills
Lot 1 & adjacent tract, Block 46, Town of Mills
A portion of the NW $\frac{1}{4}$ SW $\frac{1}{4}$, Section 7, T33N, R79W

EXISTING CONDITIONS:

Currently, there are varying uses on the properties proposed for the overlay. These include single family residences, mobile homes, a (4)-unit multi-family complex, small commercial businesses and publicly owned buildings. There are also several vacant parcels.

ZONING CONSIDERATIONS:

The 2017 Comprehensive Plan Future Land Use Map designates this area as Commercial use. The overlay zone is in accordance with the future land use map and comprehensive plan. Implementation actions identified in the 2017 Comprehensive Plan, include, “Develop a unique downtown destination for residents and visitors to gather and celebrate the community” and “Define and establish a specific Downtown Riverfront Corridor District...with guidelines for future commercial development.”

The properties identified for the overlay meet the criteria for inclusion in the Downtown Riverfront District Overlay. These areas were identified in the 2016 River Front Feasibility Study and 2017 Comprehensive Plan.

All parcels included in the overlay zone, as they currently exist, are compliant with the city’s LDRs. There will generally be no immediate effect on property owners upon implementation of the overlay zone. The current use of a property may continue in use, perpetuity until a substantial change is proposed. A substantial change would be a change for instance, removing a manufactured home from the property and not replacing it, replacing it with a different structure or use, or a desire to alter the existing structure on the property.



CITY OF MILLS
EST. 1921

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

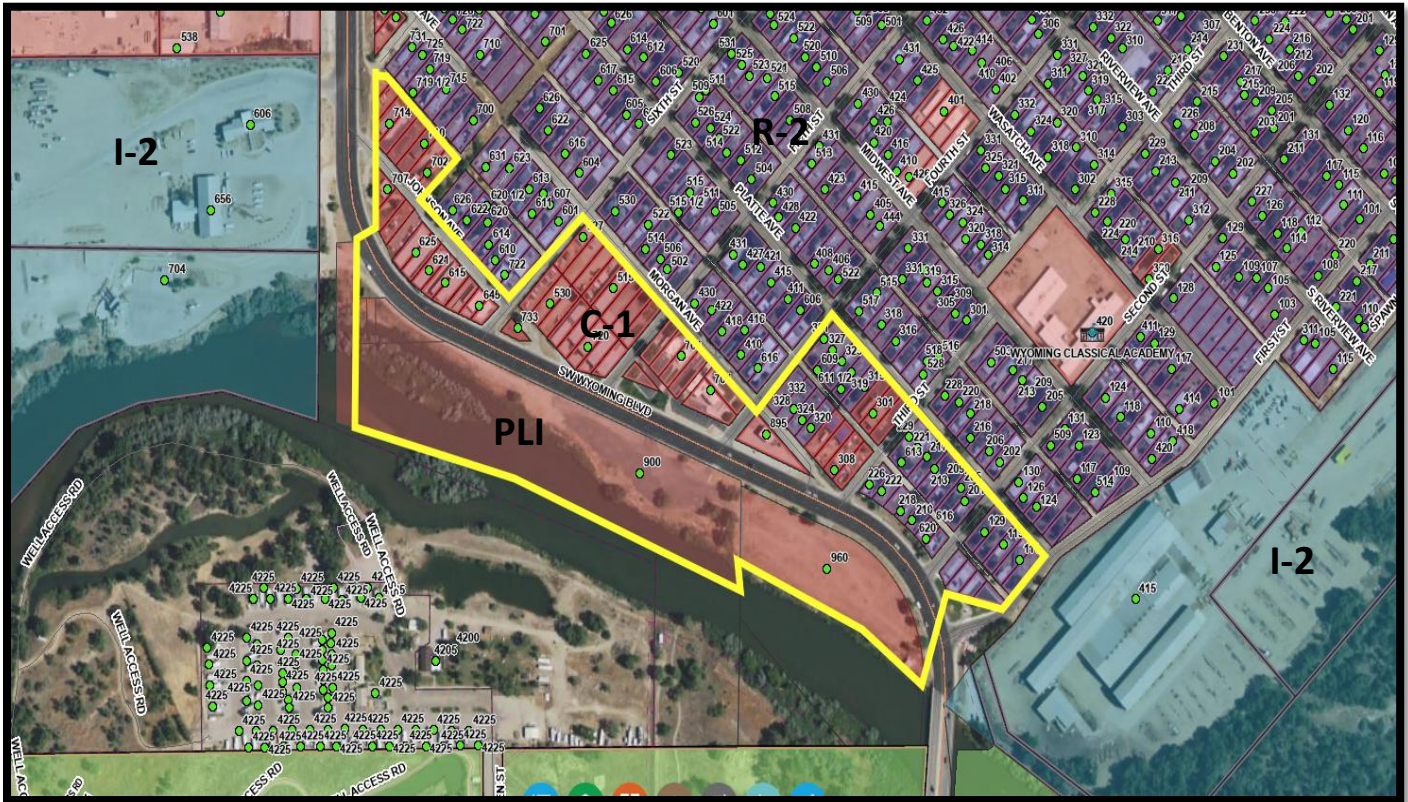
Phone: 307-234-6679
Fax: 307-234-6528

All future development will be subject to the underlying zone district requirements, as well as the requirements of the overlay zone.

Planning Commission Recommendation: The Planning Commission reviewed the proposed zone map amendment and made a “do pass” recommendation to the City Council to amend the official City Zoning Map and apply the Downtown Riverfront Design Overlay District to the above referenced parcels.

Staff Recommendation: Staff recommends Council approve the proposed zone map amendment on first reading.

Downtown Riverfront District Overlay



Mills Zoning Districts

- | | |
|---|---|
| Mills, C-1: General Commercial | Mills, O-B: Office Business District |
| Mills, C-3: Business Service District | Mills, R-1: Single Family Dwelling District |
| Mills, I-1: Light Industrial | Mills, R-2: One and Two Family Dwelling District |
| Mills, I-2: Heavy Industrial | Mills, R-3: Multiple Family Dwelling District |
| Mills, M-H: Manufactured Home District | Mills, UA: Urban Agriculture |
| Mills, M-P: Manufactured Home Park | Mills, UR: Urban Agriculture Residential |
| Mills, PLI: Public Land Institutions | |

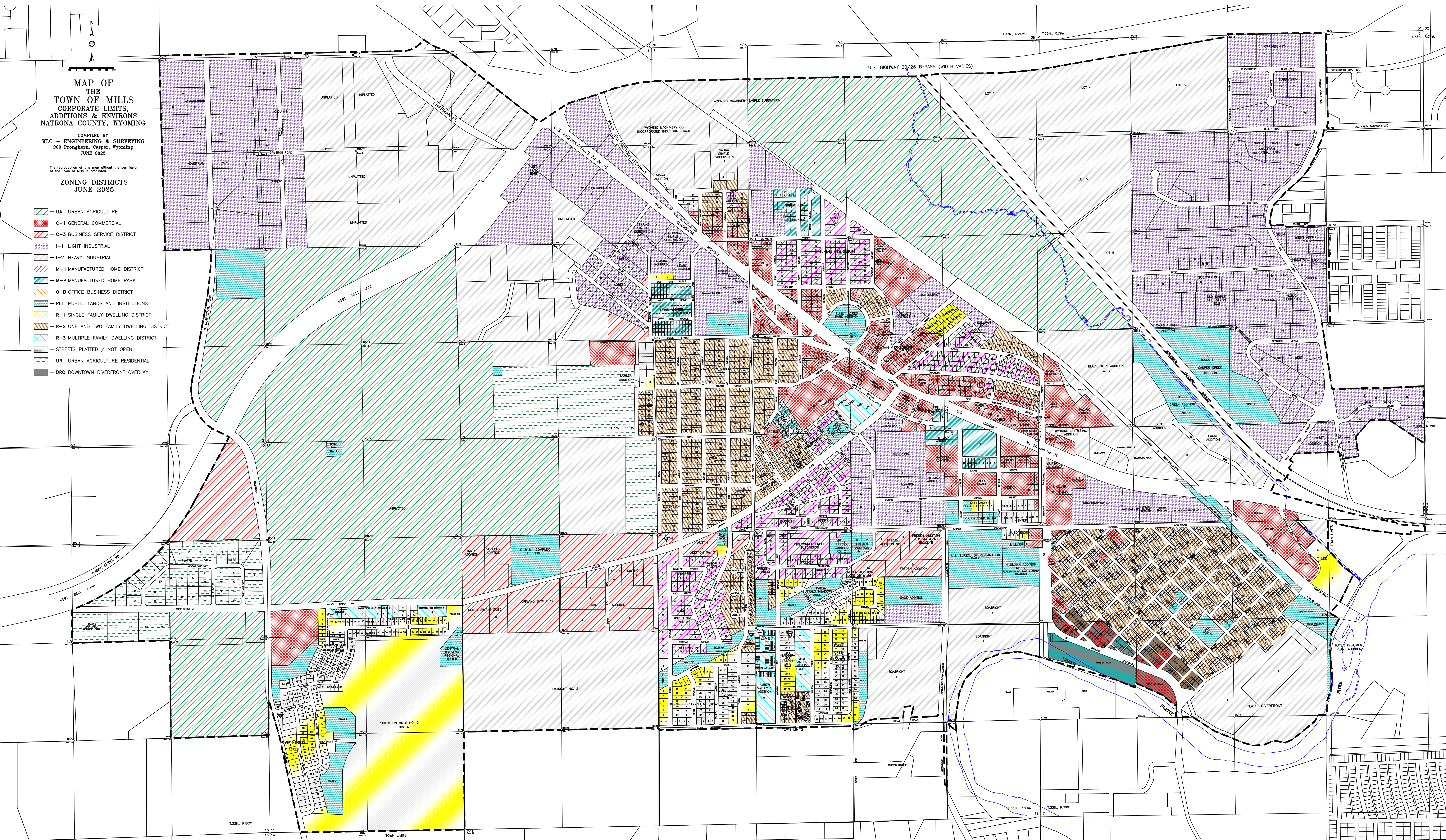
MAP OF
THE
TOWN OF MILLS
CORPORATE LIMITS,
ADDITIONS & ENVIRONS
NATRONA COUNTY, WYOMING

COMPILED BY
WLC - ENGINEERING & SURVEYING
200 Pronghorn, Casper, Wyoming
JUNE 2025

The reproduction of this map without the permission
of the Town of Mills is prohibited.

ZONING DISTRICTS
JUNE 2025

- UA URBAN AGRICULTURE
- C-1 GENERAL COMMERCIAL
- C-3 BUSINESS SERVICE DISTRICT
- I-1 LIGHT INDUSTRIAL
- I-2 HEAVY INDUSTRIAL
- M-H MANUFACTURED HOME DISTRICT
- M-P MANUFACTURED HOME PARK
- O-B OFFICE BUSINESS DISTRICT
- PLI PUBLIC LANDS AND INSTITUTIONS
- R-1 SINGLE FAMILY DWELLING DISTRICT
- R-2 ONE AND TWO FAMILY DWELLING DISTRICT
- R-3 MULTIPLE FAMILY DWELLING DISTRICT
- STREETS PLATTED / NOT OPEN
- UR URBAN AGRICULTURE RESIDENTIAL
- DRO DOWNTOWN RIVERFRONT OVERLAY



NOTICE OF PUBLIC HEARING

A public hearing will be held by the Mills Planning & Zoning Board on June 5, 2025, at 5:30 p.m., and the Mills City Council will hold a public hearing on June 24, 2025, at 7:00 p.m. in the Council Chambers, located at 704 Fourth Street, Mills, WY to receive comments on the proposed Mills Downtown Riverfront Design Overlay District. The City of Mills intends to establish an overlay zone district which will apply standards for development and design of proposed structures and uses within the overlay zone. The council will establish the overlay zone on the following properties, legally described below, and as shown on the official City of Mills Zoning Map. A copy of the proposed overlay shown on the Official City of Mills Zoning Map is available for public review at Mills City Hall or online at <http://www.millswy.gov>.

Lands to be included in Downtown Riverfront Design Overlay District:

Lots 9-16, Block 50, Town of Mills
 Lots 4-12, Block 44, Town of Mills
 Lots 1-16, Block 48, Town of Mills
 Lots 1-14, Block 45, Town of Mills (excluding highway right of way)
 Lots 3-7, Block 55, Town of Mills
 Block 52, Town of Mills
 Block 54, Town of Mills
 Lots 8-11, Block 55, Town of Mills (excluding highway right of way)
 Lots 1-7, Block 47, Town of Mills
 Lot 1 & adjacent tract, Block 46, Town of Mills
 A portion of the NW¼SW¼, Section 7, T33N, R79W

The public is invited to attend the public hearings or submit written comments. Comments may be made in writing and given to the City Clerk before 5:00 p.m. on June 20, 2025, and will be provided directly to the City Council.

PUBLISH: May 15 & June 12, 2025

ORDINANCE NO. 824

AN ORDINANCE TO AMEND ORDINANCE 312, OFFICIAL CITY ZONING MAP, ADOPTED JUNE 1, 1981, AND APPLY THE DOWNTOWN RIVERFRONT DESIGN OVERLAY DISTRICT TO CERTAIN LOTS WITHIN THE RIVERFRONT CORRIDOR, CITY OF MILLS, NATRONA COUNTY, WYOMING

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

WHEREAS, the City of Mills has initiated the proposed zoning action on property legally described as:

Lots 9-16, Block 50, Town of Mills
Lots 4-12, Block 44, Town of Mills
Lots 1-16, Block 48, Town of Mills
Lots 1-14, Block 45, Town of Mills (excluding highway right of way)
Lots 3-7, Block 55, Town of Mills
Block 52, Town of Mills
Block 54, Town of Mills
Lots 8-11, Block 55, Town of Mills (excluding highway right of way)
Lots 1-7, Block 47, Town of Mills
Lot 1 & adjacent tract, Block 46, Town of Mills
A portion of the NW¼SW¼, Section 7, T33N, R79W

WHEREAS, a public hearing notice was advertised in the May 15, 2025, edition of the Casper Star-Tribune, at least 15 days prior to the public hearing, as required by the Mills Land Development Regulations; and

WHEREAS, the City of Mills Planning and Zoning Board held a public hearing to consider the rezone on June 5, 2025, and forwarded a “Do Pass” recommendation to the City Council approving the zoning action; and

WHEREAS, the Mills City Council held a public hearing on the zoning action at the June 24, 2025, Council Meeting; and

WHEREAS, the Mills City Council has determined that the zoning action will be in the best interest of the City, provide for a better use of the land and is in keeping with the land use policies of the City;

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MILLS, WYOMING:

SECTION 1:

The City of Mills hereby zones the following lands with the Downtown Riverfront Design Overlay District:

Lots 9-16, Block 50, Town of Mills
Lots 4-12, Block 44, Town of Mills
Lots 1-16, Block 48, Town of Mills
Lots 1-14, Block 45, Town of Mills (excluding highway right of way)
Lots 3-7, Block 55, Town of Mills
Block 52, Town of Mills
Block 54, Town of Mills
Lots 8-11, Block 55, Town of Mills (excluding highway right of way)
Lots 1-7, Block 47, Town of Mills
Lot 1 & adjacent tract, Block 46, Town of Mills
A portion of the NW¼SW¼, Section 7, T33N, R79W

SECTION 2:

The City of Mills Official City Zoning Map shall be updated to show said property as being within the Downtown Riverfront Design Overlay District.

SECTION 3:

The underlying zoning designation of all parcels, as shown on the Official City Zoning Map, shall remain unchanged.

PASSED ON FIRST READING the ____ day of _____, 2025

PASSED ON SECOND READING the ____ day of _____, 2025

PASSED, APPROVED AND ADOPTED ON THIRD AND

FINAL READING the ____ day of _____, 2025

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Tim Sutherland, Council

Cherie Butcher, Council

Brad Neumiller, Council

ATTEST:

Sarah Osborn, City Clerk

ORDINANCE NO. 831

AN ORDINANCE OF THE CITY OF MILLS, WYOMING GRANTING A NON-EXCLUSIVE PERMIT TO CLARITY TELECOM, LLC (D/B/A BLUEPEAK) FOR THE CONSTRUCTION AND OPERATION OF A CABLE SYSTEM.

WHEREAS, the City's role as manager of public rights-of-way and easements and as a regulator of cable service requires it to maintain a fair and level playing field for all such service providers; and

WHEREAS, the City and Bluepeak have determined that it is in the best interest of all parties, including the citizens of City, that Bluepeak be granted the right to construct and operate a cable system to provide cable services within the City; and

WHEREAS, the City Council of Mills has relied on Bluepeak's representations and has considered all information presented to it by Bluepeak, by City staff, and the public, and has determined that Bluepeak has the technical, legal, and financial ability to construct and operate a cable system and to provide cable services; and

WHEREAS, based upon such representations, the City Council of Mills has determined that it would be in the best interests of the City to grant Bluepeak a non-exclusive permit to construct, install, maintain, and operate a cable system in the City, subject to the terms and conditions set forth herein and applicable federal, state, and municipal statutes, regulations and ordinances, is consistent with the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF MILLS THAT THE FOLLOWING ORDINANCE BE ENACTED:

SECTION 1: Definition of Terms

For the purpose of this ordinance (the "Ordinance"), the following terms, phrases, words and abbreviations shall have the meanings ascribed to them below. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number:

(A) "Affiliate" means an entity which owns or controls, is owned or controlled by, or is under common ownership or control with Bluepeak.

(B) "Basic Cable" means the tier of Cable Service regularly provided to all Subscribers that includes the retransmission of local broadcast television signals.

(C) "Bluepeak" means Clarity Telecom, LLC (D/B/A Bluepeak), or the lawful successor, transferee, or assignee thereof.

(D) "Cable Service" means (i) the one-way transmission to Subscribers of Video Programming or other programming service, and (ii) Subscriber interaction, if any, which is required for the selection or use of such Video Programming or other programming service.

(E) “Cable System” means a facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment or other equipment that is designed to provide Cable Service or other service to Subscribers. Bluepeak’s cable system will be a fiber to the home/business network within the City utilizing the latest GPON/XGS PON infrastructure. Services available over the Cable System will include an Internet Protocol video service that includes the channels and programs commonly offered in the video marketplace in the City, as well as an integrated over-the-top (OTT) marketplace providing consumers access to content from providers like Netflix, Amazon Prime, Hulu, HBO max, etc. In addition, the Cable System will be capable of delivering high speed, symmetrical, bi-directional Internet to residential customers ranging from 1 to 2 Gbps and upwards of 10 Gbps for business customers.

(F) “City” means the City of Mills, Wyoming, a municipal corporation.

(G) “FCC” means Federal Communications Commission, or successor governmental entity thereto.

(H) “Permit” means the initial authorization, or renewal thereof, issued by the City, regardless of whether such authorization is designated as a franchise, permit, license, resolution, contract, certificate, or otherwise, which authorizes construction and operation of the Cable System for the purpose of offering Cable Service or other service to Subscribers.

(I) “Person” means an individual, partnership, association, joint stock company, trust corporation, or governmental entity.

(J) “Public Way” means the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, parkway, way, lane, public way, drive, circle, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses and any temporary or permanent fixtures or improvements located thereon now or hereafter held by City in the Service Area which shall entitle City and Bluepeak to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System. “Public Way” also means any easement now or hereafter held by City within the Service Area for the purpose of public travel, or for utility or public service use dedicated for compatible uses, and shall include other easements or rights-of-way as shall within their proper use and meaning entitle City and Bluepeak to the use thereof for the purposes of installing or transmitting Bluepeak’s Cable Service or other service over poles, wires, cables, conductors, ducts, conduits, vaults, manholes, pedestals, amplifiers, appliances, attachments, and other related property or equipment as may be necessary or appurtenant to the Cable System.

(K) “Service Area” means the present municipal boundaries of the City and all areas annexed into the City in the future.

(L) “Subscriber” means a user of the Cable System who lawfully receives Cable Service with Bluepeak’s express permission.

(M) “Video Programming” means programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

SECTION 2: Grant of Permit

2.1 **Grant.** City hereby grants to Bluepeak a nonexclusive Permit authorizing Bluepeak to construct and operate a Cable System and offer Cable Service and other service in, along, among, upon, across, above, over, under, or in any manner connected with Public Ways within the Service Area and for that purpose to erect, install, construct, repair, replace, reconstruct, maintain, or retain in, on, over, under, upon, across, or along any Public Way and all extensions thereof and additions thereto, such poles, wires, cables, conductors, ducts, conduits, vaults, manholes, pedestals, amplifiers, appliances, attachments, and other related property or equipment as may be necessary or appurtenant to the Cable System. Nothing in this Permit shall be construed to prohibit Bluepeak from offering any service over its Cable System that is not prohibited by applicable law.

2.2 **Term.** The Permit granted pursuant to this Ordinance shall be for a term of ten (10) years from the passed and adopted date of the Permit unless otherwise lawfully terminated in accordance with the terms of this Ordinance. The Permit and the Agreement will automatically renew for one (1) additional ten (10) year term unless either Party notifies the other in writing at least 12 months prior to the expiration of the initial 10-year term that it desires to enter into renewal negotiations pursuant to Paragraph 2.6 below.

2.3 **Acceptance.** Bluepeak shall accept the Permit granted pursuant hereto by signing this Ordinance and filing same with the City Clerk within sixty (60) days after the passage and final adoption of this Ordinance.

2.4 **Favored Nations.** In the event City enters into or has entered into a Permit of any kind with any Person other than Bluepeak to enter into the Public Ways for the purpose of constructing or operating a Cable System or providing Cable Service or video service to any part of the Service Area, the material provisions thereof shall be reasonably comparable to those contained herein, in order that one operator not be granted an unfair competitive advantage over another, and to provide all parties equal protection under the law.

If another provider of Cable Services, video services or other television services utilizing any system or technology requiring use of the Public Way in the Service Area, is lawfully authorized by any governmental entity or otherwise exempt from obtaining a permit as provided for in this Ordinance in order to provide such services, City hereby agrees that, upon a request from Bluepeak, as a matter of law, Bluepeak's Permit will be modified within thirty (30) days of the granting of such authorization or exemption for the purpose of establishing the same terms and conditions as such person(s) on a competitively neutral basis. Except as specifically provided in this paragraph, neither City nor Bluepeak shall be permitted to take any unilateral action that materially changes the explicit mutual promises and covenants contained in this Permit, and any changes, modifications or amendments to this Permit must be made in writing, signed by City and Bluepeak.

2.5 **Change of Law.** In the event the federal, state, or local law, rules or regulations are amended, modified, or created that have the effect of modifying the terms and conditions of this Permit during the Term or any extension thereof, Bluepeak has the sole option to terminate this Permit upon ninety (90) days' notice to City. Nothing in this Permit shall impair the right of Bluepeak to terminate this Permit and, at Bluepeak's option, negotiate a renewal or replacement

franchise, license, consent, certificate or other authorization with any appropriate government entity (such as the State of Wyoming). To the extent that Bluepeak obtains an authorization to operate a network and serve customers under applicable laws in lieu of this Permit, Bluepeak shall have the right to terminate this Permit upon 90 days prior written notice to City.

2.6 **Renewal of Permit.** Prior to the end of the Permit term, City and Bluepeak agree to enter into good faith negotiations regarding the renewal, modification, and/or extension of this Permit.

SECTION 3: Standards of Service

3.1 **Conditions of Street Occupancy.** All transmission and distribution structures, poles, other lines, and equipment installed or erected by Bluepeak pursuant to the terms hereof shall be located so as to cause a minimum of interference with the proper use of Public Ways and with the rights and reasonable convenience of property owners who own property that adjoins any of such Public Ways. Bluepeak shall comply with all right-of-way and easement management ordinances and/or regulations enacted by City, including such ordinances and/or regulations enacted after the effective date of this Permit.

3.2 **Restoration of Public Ways and Damage to Private Property.** If during the course of Bluepeak's construction, operation, or maintenance of the Cable System there occurs a disturbance of any Public Way by Bluepeak, it shall, at its expense, replace and restore such Public Way to a condition reasonably comparable to the condition of the Public Way existing immediately prior to such disturbance.

Any damage to private property caused by the course of of Bluepeak's construction, operation, or maintenance of the Cable System shall be repaired by Bluepeak as soon as possible, and in no event in less than fourteen days upon Bluepeak being provided with notice of the damage, unless a longer period is reasonably required due to weather or other conditions that are outside of Bluepeak's control, in which case repair must be made as soon as practicably possible.

3.3 **Relocation at Request of Permitting Authority.** Upon its receipt of reasonable advance notice, Bluepeak shall, at its own expense, protect, support, temporarily disconnect, relocate in the Public Way, or remove from the Public Way, any property of Bluepeak when lawfully required by City by reason of traffic conditions, public safety, street abandonment, freeway and street construction, change or establishment of street grade, installation of sewers, drains, gas or water pipes, or any other type of structures or improvements by; City; but, Bluepeak shall in all cases have the right of abandonment of its property. If public funds are available to any company using such street, easement, or right of way for the purpose of defraying the cost of any of the foregoing, such funds shall also be made available to Bluepeak.

3.4 **Relocation at Request of Third Party.** Bluepeak shall, on the request of any Person holding a building or other structure moving permit issued by City, temporarily raise or lower its wires to permit the moving of such building or other structure, provided: (a) the expense of such temporary raising or lowering of wires is paid by such Person, including, if required by Bluepeak, making such payment in advance; and (b) Bluepeak is given not fewer than ten (10) business days' advance written notice to arrange for such temporary wire changes.

3.5 **Trimming of Trees and Shrubbery.** Bluepeak shall have the authority to trim trees or other natural growth overhanging any of its Cable System in the Service Area so as to prevent branches from coming in contact with Bluepeak wires, cables, or other equipment. Bluepeak shall reasonably compensate City or property owner for any damages caused by such trimming.

3.6 **Safety Requirements.** Construction, installation, and maintenance of the Cable System shall be performed in an orderly and workmanlike manner. All such work shall be performed in substantial accordance with applicable FCC or other federal, state, and local regulations. The Cable System shall not unreasonably endanger or interfere with the safety of persons or property in the Service Area.

3.7 **Aerial and Underground Construction.** In those areas of the Service Area where all of the transmission or distribution facilities of the respective public utilities providing telephone communications and electric services are underground, Bluepeak likewise shall construct, operate, and maintain all of its transmission and distribution facilities underground; provided that such facilities are actually capable of receiving Bluepeak's cable and other equipment without technical degradation of the Cable System's signal quality. In those areas of the Service Area where the transmission or distribution facilities of the respective public utilities providing telephone communications and electric services are both aerial and underground, Bluepeak shall have the sole discretion to construct, operate, and maintain all of its transmission and distribution facilities, or any part thereof, aerially or underground. Nothing contained in this paragraph shall require Bluepeak to construct, operate, and maintain underground any ground-mounted appurtenances such as subscriber taps, line extenders, system passive devices (splitters, directional couplers), amplifiers, power supplies, pedestals, or other related equipment. Notwithstanding anything to the contrary contained in this paragraph, in the event that all of the transmission or distribution facilities of the respective public utilities providing telephone communications and electric services are placed underground after the effective date of this Ordinance, Bluepeak shall only be required to construct, operate, and maintain all of its transmission and distribution facilities underground if it is given reasonable notice and access to the public utilities' facilities at the time that such are placed underground.

3.8 **Subscriber Charges for Extensions of Service.** If a Subscriber's residence is located within 125 feet of Bluepeak's feeder cable, the Cable Service will be provided at Bluepeak's published rate for standard installations. However, if such residence is located farther than 125 feet from Bluepeak's nearest feeder cable, then Bluepeak shall only be required to extend the Cable System to Subscribers in that area if the Subscribers are willing to pay the capital costs of extending the Cable System. Bluepeak may require that such Subscribers pay the capital contribution for construction in advance. Subscribers also shall be responsible for any standard/non-standard installation charges to extend the Cable System from the tap to the residence. Cable Service offered to Subscribers pursuant to this Article shall be conditioned upon Bluepeak having legal access to any such Subscriber's dwelling unit or other units wherein such Cable Service is provided. Nothing herein shall be construed to limit Bluepeak's ability to offer or provide bulk rate discounts or promotions.

3.9 **Pole Attachments.** Utility poles owned by City or an affiliated entity shall be available for use by Bluepeak. Bluepeak shall pay City the maximum cable services pole rental

rate as determined by the rules of the FCC for the use of poles owned by City or its affiliate, but not to exceed the amount paid by any other Cable Service provider attaching to such poles pursuant to a current and effective pole agreement.

SECTION 4: Regulation by Permitting Authority

4.1 **Permit Fee.** During the term of this Permit, Bluepeak shall pay to City a fee equal to five percent (5%) of the gross revenues that Bluepeak and its affiliates collected from each subscriber to Bluepeak's Cable Services, and five percent (5%) of the portion of gross revenues from advertising which are defined below the fee ("Permit Fee"). The Permit Fee may be identified and passed through on any subscriber bill by Bluepeak, and all such fees collected will be forwarded to City quarterly and shall be due forty-five (45) days after the end of each calendar quarter.

(A) For purposes of this Permit, gross revenues are limited to the following:

- (1) recurring charges for Cable Services;
- (2) event-based charges for Cable Services, including but not limited to pay-per-view and video-on-demand charges;
- (3) rental of set top boxes and other Cable Services equipment;
- (4) service charges related to the provision of Cable Services, including, but not limited to, activation, installation, and repair;
- (5) administrative charges related to the provision of Cable Services, including, but not limited to, service order and service termination charges; and
- (6) amounts billed to Cable Services subscribers to recover the Permit Fee authorized by this section.

(B) For purposes of this Permit, gross revenues do not include:

- (1) uncollectible fees, provided that all or part of uncollectible fees which is written off as bad debt but subsequently collected, less expenses of collection, shall be included in gross revenues in the period collected;
- (2) late payment fees;
- (3) revenues from contracts for in-home maintenance service unless they relate solely to maintenance on equipment used only for the provisioning of Cable Services and not for the provisioning of any other service provided by Bluepeak or its affiliates;
- (4) amounts billed to Cable Services subscribers to recover taxes, fees or surcharges imposed upon Cable Services subscribers in connection with the provision of Cable Services, other than the Permit Fee authorized by this section;

(5) revenue from the sale of capital assets or surplus equipment; or

(6) charges, other than those described in subsection (A), that are aggregated or bundled with amounts billed to Cable Services subscribers.

(C) Gross revenues which are subject to the Permit Fee paid by Bluepeak additionally include a pro rata portion of all revenue collected by Bluepeak pursuant to compensation arrangements for advertising (less any commissions Bluepeak receives from any third parties for advertising) and home-shopping sales derived from the operation of Bluepeak's Cable System within the Service Area. Advertising commissions paid to third parties (excluding any refunds, rebates, or discounts the Company may make to advertisers) shall not be deducted from advertising revenue included in gross revenue. The allocation of advertising and home-shopping revenue referred to above shall be based on the number of subscribers in City divided by the total number of subscribers in relation to the relevant regional or national compensation arrangement.

(D) Bundling discounts shall be apportioned fairly among video and other services. Bluepeak shall not apportion revenue in such a manner as to avoid the Permit Fee.

(E) The Permit Fee shall not apply to Internet access or Internet-based telephone services offered by Bluepeak. If the FCC or any other federal or state governmental authority with jurisdiction to do so authorizes the collection of such a fee during the term of this Permit, then Bluepeak shall, upon reasonable notice of the imposition of such a fee by City that applies equally to all Internet access or Internet-based telephone service providers within the Service Area, commence remittance of a fee in the amount of not more than five percent (5%) of the gross revenues collected from the sale of such Internet access or Internet-based telephone services during the remaining term of this Permit; provided that City and Bluepeak agree to the specific amount in an amendment to this Ordinance/Permit. *This exclusion shall not apply to the payment of statutory "911" fees; such fees shall be collected and remitted by Bluepeak beginning the effective date of this Permit as required by applicable law.*

(F) In the event that any other video services provider, including but not limited to a cable operator or open video service provider, enters into any agreement or makes any arrangement with City during the term of this Permit whereby it is required or allowed to pay a fee to City that is similar to the Permit Fee described herein, this Permit shall be amended to allow Bluepeak to substitute the definition of "gross revenue" set forth in that agreement or arrangement for the definition of "gross revenue" set forth in this Permit immediately upon request of Bluepeak.

Bluepeak and City agree that the Permit Fee shall be in lieu of all other concessions, charges, excises, franchise, license, privilege, permit fees, taxes, or assessments except sales taxes, personal or real property taxes, and act valorem taxes.

4.2 Rates and Charges. City may not regulate the rates for the provision of Cable Service or other service, including, but not limited to, ancillary charges relating thereto, except as expressly provided herein and except as may be authorized pursuant to federal and state law. From time to time, and at any time, Bluepeak has the right to modify its rates and charges, at its discretion and without consent of City, including, but not limited to, the implementation of additional charges

and rates; provided, however, that Bluepeak shall give notice to City of any such modifications or additional charges thirty (30) days prior to the effective date thereof.

4.3 **Conditions of Sale.** Except to the extent expressly required by federal or state law, if a renewal or extension of the Permit is denied or the Permit is lawfully terminated, and City either lawfully acquires ownership of the Cable System or by its actions lawfully effects a transfer of ownership of the Cable System to another party, any such acquisition or transfer shall be at a fair market value, determined on the basis of the Cable System valued as a going concern.

Bluepeak and City agree that in the case of a lawful revocation of the Permit, at Bluepeak's request, which shall be made in its sole discretion, Bluepeak shall be given a reasonable opportunity to effectuate a transfer of its Cable System to a qualified third party. City further agrees that during such a period of time, it shall authorize Bluepeak to continue to operate pursuant to the terms of its prior Permit; however, in no event shall such authorization exceed a period of time greater than six (6) months from the effective date of such revocation. If, at the end of that time, Bluepeak is unsuccessful in procuring a qualified transferee or assignee of its Cable System which is reasonably acceptable to City, Bluepeak and City may avail themselves of any rights they may have pursuant to federal or state law; it being further agreed that City's continued operation of its Cable System during the six (6)-month period shall not be deemed to be a waiver, nor an extinguishment of; any rights of either City or Bluepeak. Notwithstanding anything to the contrary set forth in this paragraph, neither City nor Bluepeak shall be required to violate federal or state law.

4.4 **Transfer of Permit.** All of the rights and privileges and all of the obligations, duties and liabilities created by this Permit shall pass to and be binding upon the successors of City and the successors and assigns of Bluepeak and the same shall not be assigned or transferred without the written approval of the City Council, which approval shall not be unreasonably withheld, conditioned or delayed; provided, however, that this Section shall not prevent the assignment or hypothecation of the Permit by Bluepeak as security for debt without such approval; and provided further that transfers or assignments of this Permit between any parent and subsidiary corporation or between entities of which at least fifty percent (50%) of the beneficial ownership is held by the same person, persons, or entities which are controlled or managed by the same person, persons, or entities, shall be permitted without the prior approval of City ("intracompany transfers"). Bluepeak shall notify City in writing within thirty (30) days of the closing of such intracompany transfer.

SECTION 5: Compliance and Monitoring

5.1 **Books and Records.** Bluepeak agrees that City may review such of Bluepeak's books and records, during normal business hours and on a nondisruptive basis, as are reasonably necessary to monitor compliance with the financial terms hereof. Such records include, but are not limited to, any public records required to be kept by Bluepeak pursuant to the rules and regulations of the FCC. Notwithstanding anything to the contrary set forth herein, Bluepeak shall not be required to disclose information which it reasonably deems to be proprietary or confidential in nature. City agrees to treat any information disclosed to it by Bluepeak as confidential, to the extent not prohibited by law, and to disclose it only to employees, representatives, and agents of City that have a need to know, or in order to enforce the provisions hereof.

SECTION 6: Insurance, Indemnification, and Bonds or Other Surety

6.1 **Insurance Requirements.** Bluepeak shall maintain in full force and effect during the term of the Permit, at its own cost and expense, Comprehensive General Liability Insurance in the amount of at least \$1,000,000. Such insurance shall designate City as an additional insured to the liability limits imposed by the Wyoming Governmental Tort Claims Act.

6.2 **Indemnification.** Bluepeak agrees to indemnify, save and hold harmless, and defend City, its officers, boards and employees, from and against any liability for damages and for any liability or claims, in each case resulting from property damage or bodily injury (including accidental death) which arise out of Bluepeak's construction, operation or maintenance of its Cable System, including, but not limited to, reasonable attorneys' fees and costs.

6.3 **Bonds and other Surety.** Except as expressly provided herein, Bluepeak shall not be required to obtain or maintain bonds or other surety as a condition of being awarded the Permit or continuing its existence. City acknowledges that the legal, financial, and technical qualifications of Bluepeak are sufficient to afford compliance with the terms of the Permit and the enforcement thereof. Bluepeak and City recognize that the costs associated with bonds and other surety may ultimately be borne by the Subscribers in the form of increased rates for Cable Service or other service. In order to minimize such costs, City agrees to require bonds and other surety only in such amounts and during such times as there is a reasonably demonstrated need therefor. City agrees that in no event, however, shall it require a bond or other related surety in an aggregate amount greater than \$100,000 conditioned upon the substantial performance of the material terms, covenants, and conditions of the Permit. Initially, no bond or other surety shall be required. In the event that one is required in the future, City agrees to give Bluepeak at least sixty (60) days' prior written notice thereof stating the exact reason for the requirement. Such reason must demonstrate a change in Bluepeak's legal, financial, or technical qualifications which would materially prohibit or impair its ability to comply with the terms of the Permit or afford compliance therewith.

SECTION 7: Emergency Alert

7.1 **Emergency Alert.** Bluepeak shall comply with the federal Emergency Alert System regulations (47 C.F.R. Part 11).

SECTION 8: Miscellaneous Provisions

8.1 **Preemption.** If the FCC or any other federal or state body or agency shall now or hereafter exercise any paramount jurisdiction over the subject matter of the Permit, then, to the extent such jurisdiction shall preempt and supersede or preclude the exercise of the like jurisdiction by City, the jurisdiction of City shall cease and no longer exist.

8.2 **Employment Requirements.** Bluepeak shall afford equal opportunity in employment to all qualified persons. No person shall be discriminated against in employment because of race, color, sex, religion, gender, national origin, age, familial status or disability. Bluepeak shall maintain and carry out a continuing program of specific practices designed to assure equal opportunity in every aspect of its employment policies and practices.

8.3 **Notice.** Unless otherwise provided by federal, state or local law, all notices, reports or demands pursuant to this Ordinance/Permit shall be in writing and shall be deemed to be sufficiently given upon delivery to a Person at the address set forth below, or by U.S. certified mail, return receipt requested, or by nationally or internationally recognized courier service (such as Federal Express). If questioned, the party sending a notice shall have the burden to prove receipt or rejection. Rejected notices shall be deemed delivered. The parties may designate such other address or addresses from time to time by giving notice to the other in the manner provided for in this section.

To City: City Clerk
704 Fourth Street,
P.O. Box 789, Mills,
WY 82644

To Bluepeak: Bluepeak
4600 S. Ulster St., Suite 1300
Denver, CO 80237
Attn: Legal Notices

Email Copy to: Compliance.Team@myBluepeak.com

8.4 **Descriptive Headings.** The captions to Sections contained herein are intended solely to facilitate the reading thereof. Such captions shall not affect the meaning or interpretation of the text herein.

8.5 **Severability.** If any Section, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional, by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other Section, sentence, paragraph, term or provision hereof, all of which shall remain in full force and effect for the term of the Permit or any renewal or renewals thereof.

8.6 **Force Majeure.** Bluepeak shall not be held in default under, or in noncompliance with, the provisions of the Permit, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of Bluepeak to control. This provision includes, but is not limited to, severe or unusual weather conditions, fire, flood, or other acts of God, strikes, work delays caused by failure of utility providers to service, maintain or monitor their utility poles to which Bluepeak's Cable System is attached, as well as unavailability of materials and/or qualified labor to perform the work necessary.

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

Cherie Butcher, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

ACCEPTANCE BY PERMIT HOLDER

Accepted this _____ day of _____, 2025, subject to applicable federal, state and local law.

**CLARITY TELECOM, LLC (D/B/A
BLUEPEAK)**

By: _____

Name: _____

Title: _____

17202022.04 – 6/21/2022

**RESOLUTION OF SUPPORT BY THE CITY COUNCIL,
CITY OF MILLS, WYOMING**

RESOLUTION NO. 2025-27

A RESOLUTION SETTING MUNICIPAL SALARIES

WHEREAS, The Governing Body of the City of Mills, Wyoming has revised municipal salaries allocations within its budget, and discussed the same in prior City Council meetings and Work Sessions; and

WHEREAS, The Governing Body of the City of Mills has determined that the following schedules for pay authorization reflect the desire of the Governing Body:

Mayor Leah Juarez \$2000, Council Sara McCarthy \$750, Council Tim Sutherland \$750, Council Cherie Butcher \$750, Council Bradley Neumiller \$750, Fire Chief Wilmer Gay III \$7500, Fire Captain Jeremy Todd \$6679, Fire Captain John Dierenfeldt \$6073, Fire Captain Justin Melin \$6073, Fire Fighter Ethan Hecht \$5245, Fire Fighter Matthew Elliott \$5245, Fire Fighter Jeremy Bolstad \$4315, Fire Fighter Jaxon Hiatt \$4758, Fire Fighter Daniel Jimenez \$2785, CSO Ari Plorin \$3900, Office Clerk Jenny Blom \$4593, Office Clerk RaeLyn Stoneking \$4767, Office Clerk Connie Hagenlock \$3987, Office Clerk Anna Sucher \$3900, Office Clerk Sara McCarthy \$4333, Court Clerk Kristi Stewart \$4853, City Clerk Sarah Osborn \$5278, Treasurer Nathan Romrell \$6067, Human Resources Summer Melin \$5200, Chief of Police Bryon Preciado \$7899, Detective Kate Acord \$5915, Detective Justin Lindberg \$5915, Detective Jesse Marin \$5633, Police Officer Tyler Houser \$5915, Police Officer Matt Vincent \$5917, Police Officer Eli McNett \$6284, Police Officer Jimmy Lord \$5556, Police Officer Jacob Wallace \$6284, Police Officer Luis La Torre \$6284, Police Officer Terry Good \$5915, Police Officer Justin Buchholz \$6375, Police Officer Zachary Ravlin \$5180, Police Officer Trevor Neal \$4933, I.T. Cameron Savage \$7842, Judge Robert Hand Jr. \$2000, Nathan Redding \$5027, Brian Boettcher \$5027, Brian Jones \$4333, Casey Gallinger \$4334, Vance Mockensturm \$813, Public Works Supervisor Casey Coates \$6587, Mickey Spaulding \$3467, Pete James \$4767, James Wiles \$4455, Cody Wise \$5027, Braxton Hayes \$3467, Patrick Stoner \$3293, David Witt \$4073, Jesse Shanor \$3900, City Administrator Mike Coleman \$7998, Building Inspector Kevin O’Hearn \$6921

The above salaries shall be for the fiscal year 2025-2026. The salary publication will include gross monthly salaries, not including any fringe benefits such as health insurance cost, life insurance benefits and pension plans. The statement shall also indicate that the gross monthly salaries do not include overtime for which the employee may earn.

WHEREAS, The Governing Body also desires and has determined that the effective date for these authorizations shall be July 1, 2025 to June 30th, 2026.

NOW, THEREFORE, The City Council, resolves that the schedules set forth above, effective on July 1st, 2025 to June 30th, 2026, shall reflect the current pay authorizations of the City of Mills, Wyoming.

THE PAID HOLIDAYS FOR FULL TIME EMPLOYEES ARE AS FOLLOWS:

New Year’s Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and Employee’s Birthday

PASSED, APPROVED AND ADOPTED THIS_____ day of August, 2025.

BY:

Mayor, Leah Juarez

Councilman, Sara McCarthy

Councilman, Cherie Butcher

Councilman, Tim Sutherland

Councilman, Brad Neumiller

ATTEST:

City Clerk, Sarah Osborn

CERTIFICATE

I, _____, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on October 24, 2023, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the City of Mills.

City Clerk, Sarah Osborn



PLAN. EMPOWER. ACHIEVE.

July 31, 2025

Leah Juarez, Mayor
City of Mills, Wyoming
P.O. Box 789
Mills, WY 82644

Dear Ms. Juarez:

You have requested that we prepare the financial statements of the City of Mills, Wyoming which comprise

- the statement of net position as of June 30, 2025, and the related statement of activities for the year then ended,
- the balance sheet-governmental fund as of June 30, 2025, and the related statement of revenues, expenditures and changes in fund balance-governmental fund for the year then ended,
- the statement of net position - proprietary fund as of June 30, 2025 and the related statement of revenues, expenses and changes in fund net position – proprietary fund and cash flows – proprietary fund for the year then ended,
- the related notes to the financial statements,
- the schedule of changes in net pension liability and related ratios, schedule of pension contributions, schedule of revenues, expenditures and changes in fund balance – general fund, and the schedule of expenditures of federal awards.

We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.



MAIL: PO Box 2750
Casper, WY 82602-2750



PHONE: (307) 265-4311
FAX: (307) 265-5180



LOCATION: 600 East 1st Street
Casper, WY 82601

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. If for any reason, we are unable to complete the engagement, we will communicate the circumstances to you.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of the accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- b. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- c. The prevention and detection of fraud.
- d. To ensure that the entity complies with the laws and regulations applicable to its activities.
- e. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- f. To provide us with:
 - i. Access to all information of which you are aware that is relevant to the preparation and presentation of the financial statements, such as records, documentation, and other matters;
 - ii. Additional information that may be requested for the purpose of the preparation of the financial statements; and
 - iii. Unrestricted access to persons within City of Mills of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

As part of our engagement we will also:

- Assistance in preparation of the City and Town Financial Report: F-66
- Assistance in preparing schedules for the annual audit
- Assistance in preparing the financial statements, including management's discussion and analysis
- Assistance in preparing the Schedule of Expenditures of Federal Awards
- Propose adjusting or correcting journal entries to be reviewed and approved by City of Mills management
- General Accounting and Advisory Assistance

With respect to any nonattest services we perform:

- We will not assume management responsibilities on behalf of the City of Mills. However, we will provide advice and recommendations to assist management of the City of Mills in performing its responsibilities.
- City of Mills management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. Our responsibilities and limitations of the engagement are as follows:
 - We will perform the services in accordance with applicable professional standards.
 - This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Timing of the Engagement

The term of this engagement is a period from August 1, 2025 through March 31, 2026. PMCH may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Professional Fees

Our professional fee for the services outlined above will be based upon the number of hours required by the staff assigned to complete the engagement, which is estimated to be:

Procedure	Price
Assistance in preparation of City and Town Financial Report: F-66	\$4,500
Preparation of annual audit schedules	\$28,000
Preparation of financial statements, including management's discussion and analysis	\$15,000
Preparation of Schedule of Expenditures of Federal Awards – up to 20 hours	\$5,500
General accounting and advisory assistance	\$300/hour

The fees are based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. In addition, this fee depends upon the timely delivery, availability, quality and

completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis.

Should you require financial statements for third-party use, we would be pleased to discuss with you the requested level of service. Such engagement would be considered separate and not deemed to be part of the services described in this engagement letter.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

We will be pleased to discuss this letter with you at any time. If you request us to perform additional services not contemplated or described in this engagement letter, we will provide you with a separate agreement describing those additional services and fees.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein, and our respective responsibilities.

Very truly yours,

Porter, Muirhead, Cornia & Howard

Porter, Muirhead, Cornia & Howard

Certified Public Accountants

ACCEPTED:

Leah Juarez, Mayor

Date