

**REGULAR CITY COUNCIL
MEETING**

September 14, 2021

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:
Seth Coleman
Council President:
Darla Ives
Council Members:
James Hollander
Sara McCarthy
Brad Neumiller

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARINGS

1. 609 4th Street Lein for Dangerous Building Dell Allen Johnston
2. Public Hearing: Special Review Permit Ashby Construction
3. Community Development Grant Application Regarding Fire Hydrant Replacement. The Grant will not exceed \$500,000.00
4. Community Development Block Grant Application for Broadband Infrastructure not to exceed \$750,000.

CONSENT AGENDA

Minutes

- [5.](#) Council Meeting Minutes 8-31-2021
6. Executive Session Minutes for a Legal Issue #2 8-31-2021
7. Executive Session Minutes for a Legal Issue 8-31-2021
8. Executive Session Minutes for a Personnel Issue 8-31-2021

TOWN LICENSES

- [9.](#) New and Renewal Business and Contractor Licenses September 14th, 2021

FINANCIALS

- [10.](#) Financial Breakdown 9-14-2021
- [11.](#) Fire Payroll 8-15-2021 to 8-26-2021
- [12.](#) Fire Payroll 8-27-2021 to 9-7-2021
- [13.](#) Regular/Police Payroll 8-16-2021 to 8-29-2021

ORDINANCES AND RESOLUTIONS

- 14. Resolution 2021-30:** A Resolution Approving a Special Review Permit to Allow for Multi-Family Dwelling in a Developing Residential Zoning District. Build a Duplex Dwelling on Lot 1 & 2 Block, 1 in Caspar's Crossing

COUNCIL APPROVALS

15. Council Approval of the Bid for a 2022 All Wheel Drive Ford Interceptor Utility for the Police in the Amount of \$40,517.00 from Griener Ford
16. Council Approval of the Bid for 2 All Wheel Drive Ford Explorer Utility for Police in the amount of \$59,800.00 from Griener Ford
- 17.** Council Approval of the Catering Permit for Uncorked Fine Wine and Spirits for Sept 16th, 2021
- 18.** Council Approval of the Changes Made to the Agreement with Central Wyoming Senior Services INC
19. Council Authorizes the Mayor to Sign the Engagement Letter with Lenhart and Mason for FY 21 Audit Preparation.

OPEN DISCUSSION

EXECUTIVE SESSION

ADJOURNMENT

NEXT MEETING - September 28th, 2021 @ 7:00pm/ October 12th, 2021 @ 7:00pm

NEXT WORK SESSION - September 28th, 2021 @ 6:00pm/ October 11th, 2021 @ 9:00am/ October 12th, 2021 @ 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 Town Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.

**REGULAR CITY COUNCIL
MEETING**

August 31, 2021

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:
Seth Coleman
Council President:
Darla Ives
Council Members:
James Hollander
Sara McCarthy
Brad Neumiller

MINUTES

CALL TO ORDER

Mayor called the meeting to order at 7:00pm.

ROLL CALL

PRESENT

Mayor Seth Coleman
Council President Darla Ives
Council Member Jim Hollander
Council Member Sara McCarthy
Council Member Brad Neumiller

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- 1. Council Meeting Minutes 8-10-2021

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

- 2. Council Meeting Minutes 8-24-2021

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

- 3. Executive Session Minutes 8-24-2021 for a Legal Issue

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

McCarthy, Council Member Neumiller

Town Licenses

- 4. New and Renewal Business and Contractor Licenses 8-31-2021

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

Financial Approvals

- 5. Financial Breakdown 8-31-2021

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

- 6. Treasurer's Report

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

- 7. Regular/Police Payroll

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

- 8. Fire Payroll

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

ORDINANCES AND RESOLUTIONS

- 9. Ordinance 768 THIRD AND FINAL READING: An Ordinance Repealing The Existing Title 3 on Revenue and Finance in it Entirety and Replacing it with a New Title 3

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

10. Ordinance 770: Second Reading: AN ORDINANCE ANNEXING LANDS LOCATED IN AND BEING PORTIONS OF SECTIONS 2 AND 3, TOWNSHIP 33 NORTH, RANGE 80 WEST, AND PORTIONS OF SECTIONS 34 AND 35, CITYSHIP 34 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

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

COUNCIL APPROVALS

11. Catering Permit for The Bayou for Sept 4th, 2021 for a wedding

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

OPEN DISCUSSION

None

EXECUTIVE SESSION

12. Legal Issue

Mayor asked for a motion to go into Executive Session for a Legal Issue at 7:03pm.

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

Back from Executive Session at 7:14pm. Mayor asked for a motion for the City Attorney to look into proposed changes to the Wyoming Retirement and prepare a memo for Council

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

13. Legal Issue

Mayor asked for a motion to go into Executive Session for a Legal Issue at 7:14pm

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

Back from Executive Session at 7:17pm. No Action Taken

14. Personnel Issue

Mayor asked for a motion to go into Executive Session for a Personnel Issue at 7:17pm.

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

Back from Executive Session at 7:20pm. No Action Taken

ADJOURNMENT

Mayor asked for a motion to adjourn the meeting at 7:20pm.

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

NEXT MEETING - September 14th, 2021 @ 7:00pm/ September 28th, 2021 @ 7:00pm

NEXT WORK SESSION - September 13th, 2021 @ 9:00am/ September 14th, 2021 @ 6:00pm/ September 28th, 2021 @ 7:00pm

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

Mayor, Seth Coleman

City Clerk, Christine Trumbull

Council Meeting SEPT. 14TH, 2021

NEW BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1			
2			
3			
4			

RENEWAL BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1	ANTLER TAXIDERMY & ARTS	YES	YES
2	AUDIES SMALL ENGINE	YES	YES
3	BUCKIN BREW	YES	YES
4	CLE PROPERTIES	YES	YES
5	GHOST TOWN CANVAS	YES	YES
6	I'SCREAM 4 WINGS	N/A	YES
7	LINCARE	N/A	YES
8	MILLVIEW CLEANERS	YES	YES
9	ON COMMON GROUND	YES	YES
10	PAUL DOES IT ALL	N/A	N/A
11	RKB CREATIVE STUDIO	N/A	N/A
12	UNITED STATES WELDING	N/A	YES
13	VRC COMPANIES	N/A	YES
14	WASTE CONNECTIONS OF WYOMING	N/A	YES
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			

Council Meeting SEPT. 14TH, 2021

Item # 9.

28

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CITY OF MILLS

EST. 1921

BILLS

Meeting Date: September 14th, 2021

Bills

PETTY CASH.....	\$0.00
VOUCHERS.....	\$282,872.91
MANUAL CHECKS CITY HALL.....	\$116,738.06
MANUAL CHECKS COURT.....	\$300.00
VOIDED CHECKS.....	\$22,333.11



CITY OF MILLS

EST. 1921

CHECK LIST FOR

September 14th, 2021

COUNCIL MEETING

City Hall/Court

8-25-2021	27962-27969	Manual
8-27-2021	27970-27971	Transmittals
8-27-2021	27972	Void
8-27-2021	27973	Manual
8-27-2021	27974	Payroll
9-1-2021	27975-27978	Transmittals
9-9-2021	27979-27984	Manuals
9-9-2021	27985-27986	Transmittals
9-9-2021	27987-27991	Manuals
9-13-2021	27992-	Vouchers
	COURT	
9-8-2021	1640	Manual

COUNCIL:

MAYOR:

CITY CLERK:



CITY OF MILLS

EST. 1921

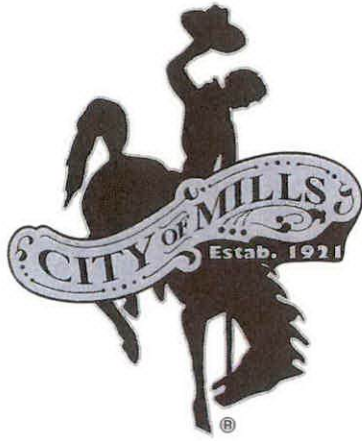
MANUAL CHECKS

City Hall

September 14th, 2021

COUNCIL MEETING

8-19-2021	27962	Wyoming Fire Chief's Association	Bill	\$260.00
8-20-2021	27963	Murphy Sheds	Supplies	\$3320.00
8-24-2021	27964	Behavior Care Specialist	Water Department Refund	\$65.00
8-24-2021	27965	Powder River Armory	Chill Cook-off	\$4495.00
8-24-2021	27966	Verizon	Bill	\$79.07
8-25-2021	27967	Justis Christopher	Water Deposit Refund	\$63.80
8-25-2021	27968	Meghan Moore	Water Deposit Refund	\$60.54
8-25-2021	27969	Wyoming Financial Insurance	Health	\$56,673.67
8-27-2021	27973	MasterCard	Bill	\$16,251.16
9-2-2021	27979	Geotech Industrial Supply	Bill	\$120.00
9-2-2021	27980	Wyoming DCI	Finger Prints	\$15.00
9-2-2021	27981	Unemployment Tax	Unemployment	\$4383.00



CITY OF MILLS

EST. 1921

MANUAL CHECKS

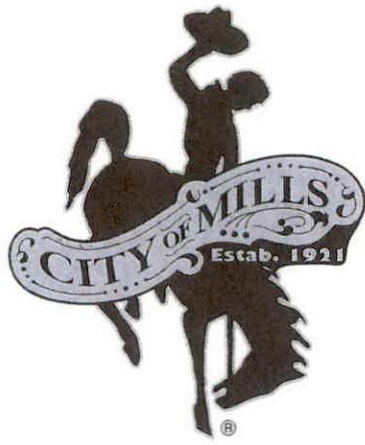
COURT

September 14th, 2021

COUNCIL MEETING

9-8-2021	1640	Division Victims Service	Crime Prevention	\$300.00
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TOTAL: _____ \$ 300.00



CITY OF MILLS

EST. 1921

Voided Checks

September 14th, 2021

Council Meeting

9-9-2021	27801	27990	Treto Construction	Lost First Check	\$3275.00
9-2-2021	27944	27979	Geoteh	Paid To Much	\$2940.00
8-27-2021	27972	27973	MasterCard	Not right Balance	\$16,118.11

TOTAL: \$22,333.11



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: September 14th, 2021

Payroll Type: Fire Payroll

Date Range: 8-15-2021 to 8-26-2021

NET..... \$8460.13

DEDUCTIONS.....\$3214.47

Federal Taxes.....\$799.00

Medicare..... \$157.75

Retirement \$1,254.43

Union Dues..... \$137.50

Supplemental Insurance.....\$70.62

Insurance.....\$795.17

TOTAL PAYROLL.....\$11,674.60

City Clerk, Christine Trumbull

Mayor, Seth Coleman



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: September 14th, 2021

Payroll Type: Fire Payroll

Date Range: 8-27-2021 to 9-7-2021

NET..... \$10,415.95

DEDUCTIONS.....\$3758.32

Federal Taxes.....\$1038.00

Medicare..... \$194.00

Retirement \$1,523.03

Union Dues..... \$137.50

Supplemental Insurance.....\$70.62

Insurance.....\$795.17

TOTAL PAYROLL.....\$14,174.27

City Clerk, Christine Trumbull

Mayor, Seth Coleman



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: September 14th, 2021

Payroll Type: Regular/Police Payroll

Date Range: 8-16-2021 to 8-29-2021

NET..... \$84,849.14

DEDUCTIONS.....\$34,263.98

Federal Taxes.....\$9,901.00

Medicare..... \$1,655.65

Retirement \$9662.29

Social Security.....\$7,079.22

Supplemental Retirement..... \$544.25

Supplemental Insurance.....\$1,150.00

Child Support..... \$0

Insurance.....\$4208.77

TOTAL PAYROLL.....\$119,113.12

City Clerk, Christine Trumbull

Mayor, Seth Coleman



704 Fourth Street
P.O. Box 789
Mills, Wyoming 82644
Phone: 307-234-6679
Fax: 307-234-6528

MEMORANDUM

Date: 7 September 2021
To: Mills City Council
From: Scott Radden, City Planner
Subject: 14 September 2021 – City Council Meeting

SRP-1-2020 (Public Hearing): An application for a Special Review Permit to Request a special review permit required for multi-family dwellings in a developing residential (D-R) Zoning District. Applicant wants to build duplex dwelling on Lot 1 & 2, Block 1, Caspar’s Crossing at Topaz (aka 812 & 824 S. 6th Ave). (Owner/Applicant: David Ashby).

Background:

Mr. Ashby, of Ashby Construction, LLC, applied for a Special Review Permit to allow multi-family dwellings in a developing residential (D-R) Zoning District. Applicant wants to build duplex dwelling on Lot 1 & 2, Block 1, Caspar’s Crossing at Topaz, on 4 August 2021. The applicant would like to build duplex homes on each property, which is permitted by Special Review per 17.08.030 of the Mills Zoning Code.

General:

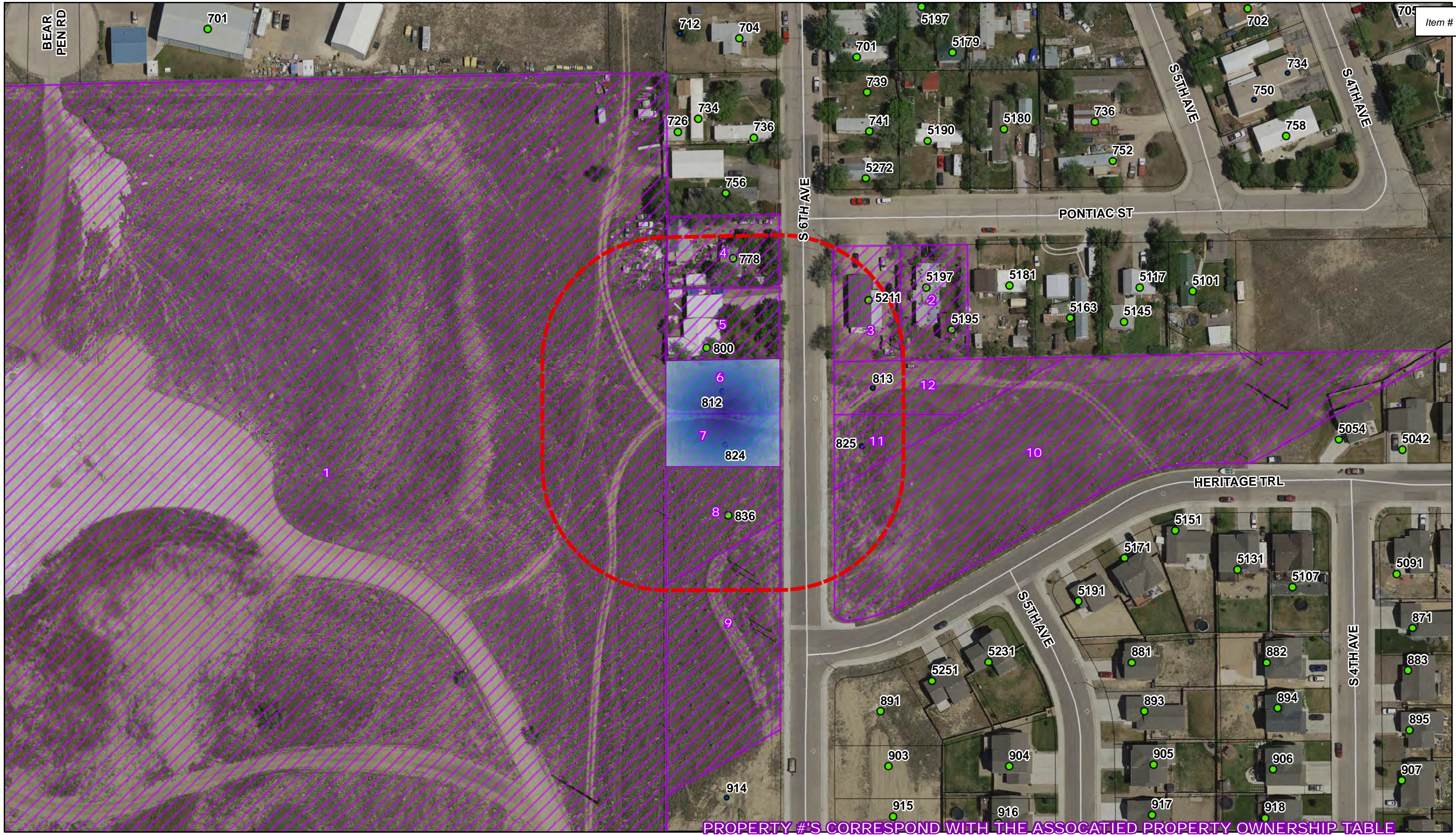
A notice of the public hearing was published in the Casper Star- Tribune on 21 August 2021, at least ten (10) days prior the hearing, and sent notification of the proposed petition to property owners within 140’ of the property as required by Section 17.16.010 of the Mills Zoning Ordinance.

As of writing this report, the city received one comment from owners within 140 feet of the proposed permitting area. The received response had an objection to the duplexes. (Please see Attached Map/ Ownership Table /Comments)

The proposed use would be an alternative to the predominately single-family homes in the area. In the D-R Zoning District, which are the City’s “Estate Lots,” twin-homes are not allowed.

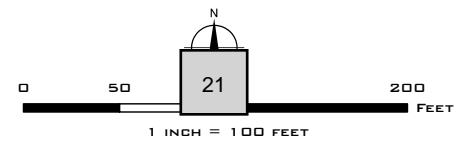
Staff recommendation to the City Council: If SRP 1-2020 is approved, approve with the following conditions:

1. Outstanding violations, filing procedures, time limitations/expiration, transfers, modifications and revocation, suspension or modification by Council as described in Section 17.16.010 (E)- (J) applies to the permit.
2. The Special Use Permit runs with the land and succeeds to the benefit of subsequent owners, subject to the terms and conditions of the permit.



812/ 824 S. 6TH AVENUE - SRP
MILLS, WYOMING

Source(s): 2021 GIS DATA (NGRC/ WLC); 2020 IMAGERY (SANBORN)
 DATE: 2021.8.9 ; BY: SSR;
 THIS DOCUMENT CONTAINS INFORMATION PREPARED BY OTHERS. WLC HAS NOT VERIFIED THE ACCURACY AND/OR COMPLETENESS OF THIS INFORMATION. WLC SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY BE INCORPORATED AS A RESULT OF ERRONEOUS INFORMATION PROVIDED BY OTHERS, AND WLC CAN NOT AND DOES NOT WARRANT THEIR ACCURACY. ANY USER OF THIS INFORMATION AGREES TO WAIVE ALL CLAIMS AGAINST WLC ARISING FROM THE SERVICES PERFORMED BY WLC.



- 140FT RADIUS
- OWNERS WITHIN 140'
- ASHBY PROPERTIES
- PARCEL



PROPERTY #'S CORRESPOND WITH THE ASSOCIATED PROPERTY OWNERSHIP TABLE

PROPERTY OWNERS WITHIN 140'

PROPERTY #	GEOCODE	OWNER	MAILING ADDRESS	CITY/ ST/ ZIP	LEGAL DESCRIPTION
1	33801140100100	MOBILE CONCRETE INC	BOX 1119	CASPER,WY 82602-1119	BOATRIGHT #2 BLK 1 LOT 1 COMMERCIAL
2	33801230301000	BAKER, PAUL H ET AL	5197 PONTIAC ST	CASPER,WY 82604-	EVERGREEN PK #2 BLK 4 LOT 5
3	33801230301100	RIVERSIDE RENTALS LLC	2130 FAIRGROUNDS RD	CASPER,WY 82604-	EVERGREEN PK #2 BLK 4 LOT 6
4	33801230600300	BARRUS, STEVEN L	BOX 21	EVANSVILLE,WY 82636-	EVERGREEN PK #2 BLK 9 LOT 16
5	33801230600400	BACHLER, ANDREW D ET UX	800 S 6TH AV	CASPER,WY 82604-	EVERGREEN PK #2 BLK 9 LOT 17
6	33801230600500	CLOUD PEAK COMPANY INC	DRAWER G	BUFFALO,WY 82834-	CASPAR'S CROSSING AT TOPAZ BLK 1 LOT 1
7	33801230601200	CLOUD PEAK COMPANY INC	DRAWER G	BUFFALO,WY 82834-	CASPAR'S CROSSING AT TOPAZ BLK 1 LOT 2
8	33801230601300	CLOUD PEAK COMPANY INC	DRAWER G	BUFFALO,WY 82834-	CASPAR'S CROSSING AT TOPAZ BLK 1 LOT 3
9	33801230601400	FRESCA LLC	PO BOX 83	BUFFALO,WY 82834-0083	CASPAR'S CROSSING AT TOPAZ BLK 1 LOT TR A
10	33801231800100	FRESCA LLC	PO BOX 83	BUFFALO,WY 82834-0083	FRESCA #3 LOT TR B
11	33801231800200	CLOUD PEAK COMPANY INC	DRAWER G	BUFFALO,WY 82834-	CASPAR'S CROSSING AT TOPAZ BLK 2 LOT 2
12	33801231800400	CLOUD PEAK COMPANY INC	DRAWER G	BUFFALO,WY 82834-	CASPAR'S CROSSING AT TOPAZ BLK 2 LOT 4

Notice to Owners of Neighboring Properties:

Please return this letter by 25 Aug 2021 to:

Date: 12 Aug 2021

Mills Town Planner
P.O. Box 789
Mills, WY 82644

RE: **REQUEST FOR SPECIAL REVIEW PERMIT**

THE TOWN OF MILLS HAS RECEIVED THE FOLLOWING REQUEST FOR A SPECIAL REVIEW PERMIT. YOUR COMMENTS WOULD BE APPRECIATED.

Applicant Name(s): David Ashby
Address or Location/Legal Description: Caspar's Crossing at Topaz, Blk 1, Lots 1 & 2

Description of Request: Request a special review permit required for multi-family dwellings in a developing residential (D-R) Zoning District. Applicant wants to build duplex dwelling on Lot 1 & 2, Block 1, Caspar's Crossing at Topaz (aka 812 & 824 S. 6th Ave).

This request will be considered by Town of Mills Town Council at their regularly scheduled meeting on Tuesday, 14 September 2021, at 7:00 p.m. in the Town Hall Council Chambers, at 704 Fourth St.

Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property:
(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Council Members:
My name is Andrew and Deanna Bachler and I am familiar with the proposal by _____
(Printed name) (Applicant name)
for the special review permit request described above.

I have NO OBJECTION to the Special Review Permit.

Name: _____
Address: _____
Comments: _____

I **OBJECT** to the Special Exemption Request:

Name: Deanna Bachler
Address: 800 S. 6th Av Mills WY 82604

Reason for Objection: Being non-owners the up keep and general care taking will be lacking. We had no idea what was being planned. They showed up one day and dug two big holes very close to us. Piles of dirt still there!!

If you would like to receive a copy of the Council agenda materials for this request, please provide your email address: E-mail address: deanna.bachler@gmail.com

Resolution No. 2021-30

A RESOLUTION APPROVING A SPECIAL REVIEW PERMIT REQUIRED FOR MULTI-FAMILY DWELLINGS IN A DEVELOPING RESIDENTIAL (D-R) ZONING DISTRICT ON LOTS 1 & 2, BLOCK 1, CASPAR’S CROSSING AT TOPAZ, TOWN OF MILLS.

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

WHEREAS, the City of Mills received an application for a Special Review permit to allow for multi-family dwellings in a developing residential (D-R) Zoning District on Lots 1 & 2, Block 1, Caspar’s Crossing at Topaz, Town of Mills (Owner/Applicant: David Ashby, Ashby Construction, LLC); and

WHEREAS, notice of the public hearing was published in the Casper Star- Tribune on 21 August 2021, at least ten (10) days prior the hearing, as required by Section 17.16.010 of the Mills Zoning Ordinance; and

WHEREAS, the Applicant sent notification of the proposed petition to property owners within 140’ of the property as required by Section 17.16.010 of the Mills Zoning Ordinance; and

WHEREAS, the City Staff have verified completeness of the application, owners within 140 feet, and narrative provided by the Applicant; and

WHEREAS, the Standards of Review, as described in Section 17.16.010 (C) (1-7) of the Mills Zoning Ordinance, were considered in the approval of the Special Review Permit; and

THEREFORE, BE IT RESOLVED, the City Council of the City of Mills, Wyoming, approves the Special Review Permit to allow multi-family dwellings in a developing residential (D-R) Zoning District on Lot 1 & 2, Block 1, Caspar’s Crossing at Topaz City of Mills, subject to the following conditions:

1. Outstanding violations, filing procedures, time limitations/expiration, transfers, modifications and revocation, suspension or modification by Council as described in Section 17.16.010 (E)- (J) applies to the Permit.
2. The Special Use Permit runs with the land and succeeds to the benefit of subsequent owners, subject to the terms and conditions of the Permit.

PASSED, APPROVED, AND ADOPTED this 14th Day of September 2021.

CITY OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

Darla R. Ives, Council

James Hollander, Council

Brad Neumiller, Council

ATTEST:

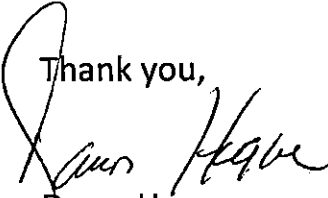
Christine Trumbull, City Clerk

September 8, 2021

City of Mills
PO Box 789
Mills, WY 82644

Dear City of Mills,
Uncorked Fine Wine and Spirits is requesting a catering permit to serve wine and beer at a private grand opening for Pretty Please Aesthetics; located at 6000 E. 2nd St. The event is being held September 16th from 3pm to 8 pm. Please let me know if you have any questions.

Thank you,



Dawn Hogue
COO

Uncorked Fine Wine and Spirits
307-233-6830



TOWN OF MILLS
EST. 1921

Town of Mills
704 Fourth Street / PO Box 789
Mills, WY, 82644
307-234-6679

Permit # _____
Fee \$ _____

Item # 17.

Catering Permit Application

Permit Fees Are Nonrefundable

ESTABLISHMENT APPLYING FOR PERMIT

	BAYOU LIQUORS		BEACON CLUB
	BIDS PLACE		D's OREGON TRAIL BAR
	MAVERIK ADVENTURE STOP		STAGGERS BAR
	THE HIDEAWAY LOUNGE	X	UNCORKED FINE WINE AND SPIRITS

APPLICANT INFORMATION			
APPLICANT: <i>Uncorked Wine & Spirits</i>			
CONTACT PERSON: <i>Dawn Hegue</i>			
ADDRESS: <i>5700 W. Poison Spider</i>			
CITY: <i>Clasper</i>		STATE: <i>WY</i>	
TELEPHONE: <i>233-4830</i>			CELL:

EVENT INFORMATION			
EVENT NAME: <i>pretty please Aesthetics Grand opening</i>			
TYPE OF EVENT:	<input type="checkbox"/> WEDDING	<input type="checkbox"/> REUNION	<input type="checkbox"/> ART SHOW <input type="checkbox"/> PRIVATE COMPANY PARTY
(Select One)	<input type="checkbox"/> CONCERT	<input type="checkbox"/> FUND RAISER	<input checked="" type="checkbox"/> OTHER <i>Grand opening</i>
EVENT DATE: <i>Sept. 14 2021</i>	EVENT TIME: <i>3pm - 8pm</i>		
EVENT ADDRESS: <i>6000 E. 2nd St.</i>			
OUTSIDE EVENT: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	STREET EVENT: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	STREET CLOSURE NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

FEES	
TOWN OF MILLS CATERING PERMIT: \$25.00 A DAY	NUMBER OF DAYS PERMITTED: _____
TOWN OF MILLS CATERING PERMIT FEES ARE NON-REFUNDABLE:	TOTAL: _____
APPLICANTS SIGNATURE: <i>Dawn Hegue</i>	DATE: <i>9-8-21</i>

TOWN OFFICIALS	
POLICE CHIEF:	DATE:
FIRE CHIEF:	DATE:
APPROVAL SIGNATURE:	APPROVAL DATE:

CITY OF MILLS
PO BOX 789
704 FOURTH STREET
MILLS WY 82644 307-234-6679

Receipt No: 1.031498 Sep 10, 2021

Cundy.biz

Previous Balance: .00
Permits
Catering Permit-6000 E 25.00
2nd St
10-36-100
Miscellaneous Revenue

Total: 25.00

Check - Jonah Operating
Check No: 5821 25.00
Payor:
Cundy.biz-Catering Permit 9/16
Total Applied: 25.00

Change Tendered: .00

Duplicate Copy
09/09/2021 3:30 PM

FACILITY USE AGREEMENT

This Agreement, entered between Central Wyoming Senior Services, Inc., located at 1831 E. 4th Street, Casper, Wyoming, 82601 hereinafter referred to as “CWSS” and the City of Mills, Wyoming, hereinafter referred to “City”, with facilities at

Whereas, for and in consideration of the mutual performance of the terms and conditions hereof, the parties do hereby agree as follows:

1. From September 14th, 2021 through March 30, 2022, CWSS will be allowed to use the _____ as a meal site for the nutritional portion of the project of CWSS. This agreement will auto renew for a two year term unless Central Wyoming Senior Center Services or the City of Mills cancels.
2. The site will be available from the hours of 9:00am to 4:00pm., Monday through Friday of each week. Recognizing the valuable service provided by CWSS to the City of Mills community and its residents, the City agrees to deviate from its standard rental fees.
3. CWSS shall be responsible for insurance liability and fire with respect to their CWSS’s property and contents as a result of their activities and agree to indemnify and hold the City harmless from any all and all claims as a result of the activities of CWSS.
4. CWSS will be responsible to ensure that the facility is locked and secure prior to leaving each time. i.e.: windows closed and locked, doors closed and locked.
5. CWSS will be responsible for all sanitation and compliance with state requirements subject to inspection without notice. CWSS will also be responsible to check and clean if required the bathrooms each day prior to leaving the facility.
6. CWSS agrees to be responsible for setting up and cleaning of the facility after each use. CWSS will furnish their own tables, chairs, and coffee pots. CWSS will be responsible to provide all cleaning chemicals, brooms, mops, bowl cleaners, etc. CWSS also agrees to be responsible for a deep cleaning of the facility each quarter in order to ensure the cleanliness of the facility. The City Janitor will deep clean once a month.
7. CWSS accepts responsibility of replacing at their cost any breakage or destruction caused by their activities, including but not limited to, physical facility and/or personal property of the City.
8. The City will provide maintenance of the building ensuring the appliances, restrooms, HVAC, etc.. are in working order.
9. The City will pay for the utilities for the building.

10. This agreement can be terminated by the parties by mutual negotiation, either party giving the other party 30 days written notice.

DATED the _____ day of _____, 2021.

CITY OF MILLS

Seth Coleman, Mayor

ATTEST:

Christine Trumbull, City Clerk

CENTRAL WYOMING SENIOR SERVICES, INC.

Rita R. Wagner, Executive Director