

**REGULAR CITY COUNCIL
MEETING**

January 14, 2025

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:
Leah Juarez
Council President:
Sara McCarthy
Council Members:
Cherie Butcher
Brad Neumiller
Tim Sutherland

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPOINTMENT

1. Swear In - Council Members Sara McCarthy & Brad Neumiller
2. Election - Council President

CONSENT AGENDA

Minutes

- [3.](#) Council Meeting Minutes 12-23-24

City Licenses

- [4.](#) New and Renewal Business and Contractor Licenses

Financial Approvals

- [5.](#) Financial Breakdown - Check Register & Future ACH Transactions
- [6.](#) PAID ACH / EFT Transactions
- [7.](#) Transmittal Transactions - *To be updated 1-14-25*
- [8.](#) Payroll Regular / Police 12-16-24 to 12-29-24
- [9.](#) Fire Payroll 12-21-24 to 1-1-25
- [10.](#) Voided Checks

OPEN DISCUSSION

ORDINANCES AND RESOLUTIONS

- [11.](#) **RESOLUTION NO 2025-01 FIXED ASSETS FY25**

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

12. RESOLUTION NO 2025-02 BANKING FY25

A RESOLUTION OF THE CITY OF MILLS, WYOMING, DESIGNATING THE BANKING INSTITUTIONS TO BE USED FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 TO DECEMBER 31, 2025

13. RESOLUTION NO 2025-03 TAX LEVY FY25

A RESOLUTION FIXING THE TAX LEVY FOR THE CITY OF MILLS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025.

14. RESOLUTION NO 2025-04 CLEAN STREETS FY25

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

15. RESOLUTION NO 2025-05

A RESOLUTION ADOPTING THE DLD ADDITION

16. RESOLUTION NO 2025-06 EQUAL OPPORTUNITY EMPLOYMENT

RESOLUTION ADOPTING AND CONFIRMING EQUAL OPPORTUNITY EMPLOYMENT

COUNCIL APPROVALS

17. Unlocked Vines Winery - Untable and Approve

EXECUTIVE SESSION

18. Executive Session - Legal Matter

19. Executive Session - Legal Matter

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - January 28, 2025 at 7:00 pm / February 11, 2025 at 7:00 pm

NEXT WORK SESSION - January 28, 2025 at 6:00pm / February 10, 2025 at 9:00 am

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**

December 23, 2024

6:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:
Leah Juarez
Council President:
Sara McCarthy
Council Members:
Cherie Butcher
Brad Neumiller
Tim Sutherland

MINUTES

CALL TO ORDER

Mayor called the meeting to order at 7:01 pm

ROLL CALL

Present: City

- Mayor Juarez
- President McCarthy
- Council Butcher
- Council Neumiller
- Council Sutherland

ROLL CALL

PLEDGE OF ALLEGIANCE

Mayor Juarez noted that normally we have a work session before the regular council meetings, but we are doing things a little different today. We may have more discussion on items during this meeting.

CONSENT AGENDA

Minutes

- 1. Council Meeting Minutes 12-10-24

City Licenses

- 2. New and Renewal Business and Contractor Licenses

Financial Approvals

- 3. Treasurer's Report
- 4. Investment Accounts Report
- 5. Financial Breakdown
- 6. ACH - EFT Transactions
- 7. Transmittal Transactions
- 8. Court Income Report
- 9. Fire Payroll 11-27-24 to 12-8-24

- 10. Regular / Police Payroll 12-2-24 to 12-15-24
- 11. Fire Payroll 12-9-24 to 12-20-24
- 12. Voided Checks

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

OPEN DISCUSSION

No one spoke.

ORDINANCES & RESOLUTIONS

- 13. RESOLUTION 2024-41

A RESOLUTION MEMORIALIZING THE CITY OF MILLS’ STATUS

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

Discussion: The Mayor explained that the City Community Development Director was working on applications for grants and we are having issues verifying that City Hall is located on Fourth Street, not 4th Street. So we had to create a resolution establishing our physical address.

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

COUNCIL APPROVALS

- 14. Fire Chief - New Ambulance

Fire Chief came forward to discuss the need to lockdown pricing for a new ambulance. The deadline is 12/31/24. The Chief discussed the need for a new ambulance due to the age of the current ones, one newer and one is nearly 10 years old. The Fire Chief explained the financial implications, including timing of the lease payments and potential savings from locking in a price before year end. There was also discussion about the risk of not receiving the grant money if the Settler Wind project did not proceed as planned. Council agreed to lockdown pricing before year end.

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

EXECUTIVE SESSION

Mayor asked for a motion to go into an Executive Session Personnel at 6:18 pm.

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

- 15. Executive Session – Legal

Council returned from executive session at 6:25 pm

Council Member Butcher made a resolution to resolve two ambulance debts that are uncollectible. Council Member Neumiller seconded the motion.

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

ADJOURNMENT

The Mayor asked for a motion to adjourn.

Council President McCarthy a motion to adjourn Council Meeting at 6:25pm, Seconded by Council Member Sutherland.
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Neumiller, Council Member Butcher, and Council Member Sutherland

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - January 14, 2025 at 7:00pm / January 28, 2025 at 7:00pm

NEXT WORK SESSION - January 13, 2025 at 9:00am / January 14, 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: January 14, 2025

New Business Licenses

<i>Business Name</i>	<i>Fire Inspection</i>	<i>Insurance</i>

Renewal Business Licenses

<i>Business Name</i>	<i>Fire Inspection</i>	<i>Insurance</i>
9857 Basin Concrete, Inc.	11/11/2024	
9836 Blackwater Septic Solutions	12/27/2024	
9385 GW Mechanical	1/8/2025	
1146 Prairiewind Decoys	12/27/2024	
9733 Rightway Real Estate, LLC / Pine Lodge Motel	12/27/2024	



APPLICATION FOR Business License

A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.

License #: 4857

Date: 10/21/2024

- New Business
- Change of Ownership
- Change of Location
- Renewal
- Expired

GENERAL INFORMATION

Name of Business: Basin Concrete, Inc.

Physical Address: 4948 LaFayette St Mills WY 82604
Street City State Zip

Mailing Address: P.O. Box 4264 Williston ND 58802
Street City State Zip

Business Phone Number: WY - 307-577-5440 ND - 701-774-3085 WY Tax ID Number: 45-0361224

Email Address: sara@basinrucking.com Website: _____

Description of Business: Trucking and Rental Equipment

APPLICANT INFORMATION

Applicant Name: Sara Krieger Phone Number: 701-774-3085

Mailing Address: P.O. Box 4264 Williston ND 58802
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: Sara Krieger

There will be a fire inspection fee to be paid at the time the License is issued.

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

Return completed form to:
 Mills City Hall
 704 4th Street
 Po Box 789
 Mills, WY 82644
 307-234-6679

OFFICE USE ONLY
 This license was / was not
 Granted at a meeting of the Mills
 City Council on the _____
 Attest _____



APPLICATION FOR Business License

A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.

License #: 9836

Date: 11/12/24

- New Business
- Change of Ownership
- Change of Location
- Renewal
- Expired

GENERAL INFORMATION

Name of Business: Blackwater Septic Solutions

Physical Address: 305 Lakeview Drive Mills WY 82664
Street City State Zip

Mailing Address: P.O. Box 136 Sinclair WY 82334
Street City State Zip

Business Phone Number: 307-320-3867 WY Tax ID Number: 47-4339614

Email Address: Blackwatersepticisol@gmail.com Website: N/A

Description of Business: Portable toilet rental, septic tank services, and camper septic services

APPLICANT INFORMATION

Applicant Name: Blackwater Septic Solutions / Jeremiah Garner Phone Number: 307-320-3867

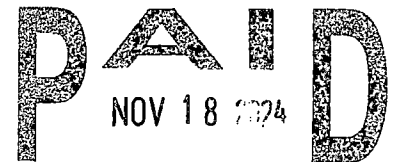
Mailing Address: P.O. Box 136 Sinclair WY 82334
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: *Jeremiah Garner*

There will be a fire inspection fee to be paid at the time the License is issued.

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00



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 307-234-6679

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**APPLICATION FOR
Business License**

Item # 4.

A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.

License #: 1146

Date: 12/16/29

New Business Change of Ownership Change of Location Renewal Expired

GENERAL INFORMATION

Name of Business: Prairiewind Decoys

Physical Address: 260 Delmar St #8 Mills WY 82644
Street City State Zip

Mailing Address: 3535 Carmel Dr Casper WY 82604
Street City State Zip

Business Phone Number: 333-4810 WY Tax ID Number: 1000513

Email Address: jejones@tribesp.com Website: www.prairiewinddecoys.com

Description of Business: Retail

APPLICANT INFORMATION

Applicant Name: Jim Jones Phone Number: 259-3229 (cell)

Mailing Address: 3535 Carmel Dr Casper WY 82604
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: *James C. Jones*

There will be a fire inspection fee to be paid at the time the License is issued.

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

Return completed form to:
Mills City Hall
704 4th Street
Po Box 789
Mills, WY 82644
307-234-6679

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Attest _____



CITY OF MILLS
EST. 1921

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**APPLICATION FOR
Business License**

Item # 4.

A Business License is required for ANY business to operate within the City of Mills, a Business License Application must be completed. Incomplete applications shall be returned.

License #: 9733

Date: 11/26/24

New Business Change of Ownership Change of Location Renewal Expired

GENERAL INFORMATION

Name of Business: Rightway Real Estate, LLC

Physical Address: 4921 W Highway St Mills WY 82601
Street City State Zip

Mailing Address: 4450 S Center St Casper WY 82601
Street City State Zip

Business Phone Number: 307 267-4381 WY Tax ID Number: _____

Email Address: hatennant@yahoo.com Website: _____

Description of Business: Real estate, rentals, sales, motel

APPLICANT INFORMATION

Applicant Name: Hayley Tennant Phone Number: 267-4381

Mailing Address: 4450 S Center St Casper WY 82601
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: Hayley Tennant

There will be a fire inspection fee to be paid at the time the License is issued.

Businesses that qualify for a Self-Assessment Fire Inspection	\$45.00
Businesses between 1-5,000 Sq. Feet	\$75.00
Businesses between 5,001-10,000 Sq. Feet	\$125.00
Businesses greater than 10,000 Sq. Feet	\$250.00
Businesses with Fire Alarm, Sprinkler System or Hood Suppression	+ \$50.00

Return completed form to:
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Po Box 789
Mills, WY 82644
307-234-6679

OFFICE USE ONLY
This license was / was not
Granted at a meeting of the Mills
City Council on the _____
Attest _____

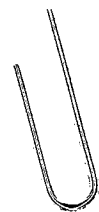


Council Meeting: January 14, 2025

New Contractor Licenses		
<i>Business Name</i>	<i>Insurance</i>	<i>Contractor ID</i>
Renewal Contractor Licenses		
<i>Business Name</i>	<i>Insurance</i>	<i>Contractor ID</i>
809 Automation & Electrics, Inc.		Yes
9385 GW Mechanical		Yes
9581 Hansen Contracting		Yes
9819 Shaw Investments LLC		Yes
9594 Sterling Excavation		Yes
9878 Tactical Xteriors		Yes



CITY OF MILLS
EST. 1921



**APPLICATION FOR
Contractor License**

Item # 4.

A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 809

Date: 12/31/24

New License Renewal License Expired License

GENERAL INFORMATION

Name of Business: Automation & Electronics, Inc.

Physical Address: 610 W Platte Rd Casper WY 82601

Street City State Zip

Mailing Address: PO Box 2670 Casper WY 82602

Street City State Zip

Business Phone Number: 307-234-9311 Cell Number: _____

mia_kamboris@autoelect.com

Email Address: _____ Website: www.autoelect.com

License Classifications: State of Wyoming Electrical Contractors License

LICENSE ISSUED BY

City of Mills City of Casper Natrona County State of Wyoming Other

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Mia Kamboris Phone Number: 307-234-9311

Mailing Address: PO Box 2670 Casper WY 82602

Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: *Mia Kamboris* 12/31/24

There will be a \$35.00 License fee to be paid at the time the license is issued

Return completed form to:
Mills City Hall
704 4th Street
Po Box 789
Mills, WY 82644
307-234-6679

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City Council on the _____
Attest _____



APPLICATION FOR Contractor License

Item # 4.

A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 9385

Date: 12/18/2024

New License
 Renewal License
 Expired License

GENERAL INFORMATION

Name of Business: GW Mechanical

Physical Address: 3638 Burd Rd Mills WY 82644
Street City State Zip

Mailing Address: P.O.Box 2392 Mills WY 82644
Street City State Zip

Business Phone Number: 307-472-1833 Cell Number: _____

Email Address: gw@gwmechanical.com Website: www.gwmechanical.com

License Classifications: Plumbing Business

LICENSE ISSUED BY

City of Mills
 City of Casper
 Natrona County
 State of Wyoming
 Other

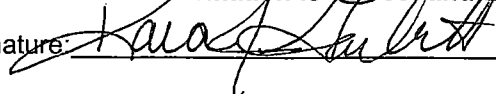
A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Kara Garbutt Phone Number: 307-472-1833

Mailing Address: P.O.Box 2392 Mills WY 82644
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: 

There will be a \$35.00 License fee to be paid at the time the license is issued

Return completed form to:
 Mills City Hall
 720 4th Street
 307-234-6679

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A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 9581

Date: 1-7-25

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New License Renewal License Expired License

GENERAL INFORMATION

Name of Business: HANSEN CONTRACTING
Physical Address: 2080 Fairground Casper WY 82604
Street City State Zip
Mailing Address: 271 W 57th Casper WY 82601
Street City State Zip
Business Phone Number: 307-259-8620 Cell Number: SAME
Email Address: hansencontracting@notmail.com Website: _____
License Classifications: contractor

LICENSE ISSUED BY

City of Mills City of Casper Natrona County State of Wyoming Other
A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Chris Hansen Phone Number: 307-259-8620
Mailing Address: 271 W 57th Casper WY 82601
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: [Signature]

There will be a \$35.00 License fee to be paid at the time the license is issued

Return completed form to:
Mills City Hall
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Mills, WY 82644
307-234-6679

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A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 9819

Date: 12/30/24

New License Renewal License Expired License

GENERAL INFORMATION

Name of Business: Shaw Investments LLC

Physical Address: 554 S. Grant Casper WY 82601
Street City State Zip

Mailing Address: PO Box 695 Casper WY 82602
Street City State Zip

Business Phone Number: _____ Cell Number: 307-258-6316

Email Address: flippingwycity@gmail.com Website: _____

License Classifications: _____

LICENSE ISSUED BY

City of Mills City of Casper Natrona County State of Wyoming Other
A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Kammi Shaw Phone Number: 307-258-6316

Mailing Address: PO Box 695 Casper WY 82602
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: Kammi Shaw

There will be a \$35.00 License fee to be paid at the time the license is issued

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A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 9594

Date: 12-26-24

New License Renewal License Expired License

GENERAL INFORMATION

Name of Business: Sterling Excavation

Physical Address: 853 S Third Ave. Mills WY 82644
Street City State Zip

Mailing Address: PO Box 2651 Mills WY 82644
Street City State Zip

Business Phone Number: 307-258-5381 Cell Number: 307-258-5381

Email Address: heidnic@hotmail.com Website: _____

License Classifications: Exterior utilities and dirt work.

LICENSE ISSUED BY

City of Mills City of Casper Natrona County State of Wyoming Other
A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Nick Sterling Phone Number: 307 258-5381

Mailing Address: PO Box 2651 Mills WY 82644
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: Nick Sterling

There will be a \$35.00 License fee to be paid at the time the license is issued

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CITY OF MILLS
EST. 1921

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**APPLICATION FOR
Contractor License**

Item # 4.

A Contractor License is required for ANY Contractor doing work within the City of Mills, a Contractor's License Application must be completed. Incomplete applications shall be returned.

License #: 9878

Date: 1-7-25

New License Renewal License Expired License

GENERAL INFORMATION

Name of Business: Tactical Xteriors

Physical Address: 4408 Trotter Rd Casper WY 82604
Street City State Zip

Mailing Address: Same
Street City State Zip

Business Phone Number: 307-333-6626 Cell Number: ---

Email Address: Tactical Xteriors@gmail.com Website: ---

License Classifications: ROOFING, Siding, Gutters, windows/DOORS

LICENSE ISSUED BY

City of Mills City of Casper Natrona County State of Wyoming Other

A copy of all licenses must be attached to this application

APPLICANT INFORMATION

Applicant Name: Michael Tack Phone Number: 307-333-6626

Mailing Address: 4408 Trotter Rd Casper WY 82604
Street City State Zip

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: M Tack

There will be a \$35.00 License fee to be paid at the time the license is issued

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307-234-6679

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
1931						
01/14/2025	1931	Corey Finley	810.00	Bond Refund for Jason Paul Knigge	10-5100-9000	810.00
Total 1931:						810.00
33591						
01/14/2025	33591	Above All Cleaning	657.50	Regular Monthly Cleaning for the City Hall	12-4500-3515	657.50
01/14/2025	33591	Above All Cleaning	582.50	Monthly cleaning for PD - Dec	10-4600-1300	582.50
Total 33591:						1,240.00
33592						
01/14/2025	33592	Alliance Background	78.50	Background Check	10-4600-1045	78.50
Total 33592:						78.50
33593						
01/14/2025	33593	ALSCO, Inc	77.03	Rugs and Mat at City Hall	12-4500-3515	77.03
Total 33593:						77.03
33594						
01/14/2025	33594	Andreen Hunt, Inc	45,107.50	200,000 gal Finishing Tank Payment	10-4800-6030	45,107.50
Total 33594:						45,107.50
33595						
01/14/2025	33595	Automation & Electronics, Inc	288.00	Conduit Inspection	52-8200-2000	288.00
Total 33595:						288.00
33596						
01/14/2025	33596	B & B Rubber Stamp	18.50	Name plates & Nametags for Nate & Sarah	10-4400-3510	18.50

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 33596:						18.50
33597						
01/14/2025	33597	Bound Tree Medical	120.99	33-gallon Bio Hazard bags	10-5600-3595	120.99
01/14/2025	33597	Bound Tree Medical	111.75	Med Supplies	10-5600-3595	111.75
Total 33597:						232.74
33598						
01/14/2025	33598	Bryon Preciado	200.00	Per Diem HVAC Training 01/06/25 to 01/09/25	10-5400-1030	200.00
Total 33598:						200.00
33599						
01/14/2025	33599	Buffalo Development	2,200.00	Recapture - Lot 75 & Lot 76	50-4600-9005	2,200.00
Total 33599:						2,200.00
33600						
01/14/2025	33600	Caselle, Inc	3,080.00	Contract Support & Maint for 02/01/25 to 0/28/25	50-4600-2005	3,080.00
Total 33600:						3,080.00
33601						
01/14/2025	33601	Century Link	246.24	Phone bill for Services	10-4400-9088	246.24
Total 33601:						246.24
33602						
01/14/2025	33602	Charter Communications	915.90	Enterprise Services	10-4400-9087	915.90
01/14/2025	33602	Charter Communications	219.98	Bill for Town Hall	10-4400-9087	219.98
Total 33602:						1,135.88
33603						
01/14/2025	33603	City of Casper	45,004.84	201 Sewer RWWS	53-8300-3045	45,004.84
01/14/2025	33603	City of Casper	920.00	Balefill	54-8400-3050	920.00
01/14/2025	33603	City of Casper	648.00	Balefill	54-8400-3050	648.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/14/2025	33603	City of Casper	1,083.75	Balefill	54-8400-3050	1,083.75
01/14/2025	33603	City of Casper	668.25	Balefill	54-8400-3050	668.25
01/14/2025	33603	City of Casper	1,104.75	Balefill	54-8400-3050	1,104.75
01/14/2025	33603	City of Casper	533.25	Balefill	54-8400-3050	533.25
01/14/2025	33603	City of Casper	1,107.75	Balefill	54-8400-3050	1,107.75
Total 33603:						51,070.59
33604						
01/14/2025	33604	Collins Communications, Inc	275.00	ITS Customer Care Contract (Backups)	10-5500-2020	275.00
Total 33604:						275.00
33605						
01/14/2025	33605	Computer Professionals Unlited	259.95	Laptop Repair for PD	10-5500-3575	259.95
01/14/2025	33605	Computer Professionals Unlited	7,850.00	SOPHOS XGS 2300 Firewall and 3 year license	10-5500-2035	7,850.00
Total 33605:						8,109.95
33606						
01/14/2025	33606	Dewitt Water Systems & Service	207.75	Bottled Water	10-5600-3515	207.75
Total 33606:						207.75
33607						
01/14/2025	33607	Division Victims Service	150.00	Crime Prevention 24-0239 Shannon Carrington	10-5400-3080	150.00
01/14/2025	33607	Division Victims Service	150.00	Crime Prevention 23-1355 Steven Bishop	10-5400-3080	150.00
01/14/2025	33607	Division Victims Service	150.00	Crime Prevention 24-0487 Skyler Elder	10-5400-3080	150.00
01/14/2025	33607	Division Victims Service	150.00	Crime Prevention 24-1090	10-5400-3080	150.00
Total 33607:						600.00
33608						
01/14/2025	33608	Energy Laboratories Inc	393.00	Disinfection Byproducts	52-8200-2050	393.00
Total 33608:						393.00
33609						
01/14/2025	33609	Ferguson Enterprises LLC #3007	136.05	6" PVC 90 & Flange	52-8200-3525	136.05

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 33609:						136.05
33610						
01/14/2025	33610	Greiner Ford	309.98	Greiner Detective 1 valve repair	10-5400-4050	309.98
Total 33610:						309.98
33611						
01/14/2025	33611	Hawkins Inc	3,678.86	Treatment Chemicals / Repair Parts / Chlorine	52-8200-3500	3,678.86
Total 33611:						3,678.86
33612						
01/14/2025	33612	Homax	2,539.88	November PD Fuel	10-5400-4000	2,539.88
01/14/2025	33612	Homax	149.74	November CSO Fuel	10-5300-4000	149.74
Total 33612:						2,689.62
33613						
01/14/2025	33613	Jackson Group	141.18	Parts to service E92 on January 6th	10-5600-4050	141.18
Total 33613:						141.18
33614						
01/14/2025	33614	Marisol Benitez Villa	78.88	Water Deposit Refund for Marisol Benitez Villa	51-26150	78.88
Total 33614:						78.88
33615						
01/14/2025	33615	Memorial Hospital of Converse Co	120.00	(3) Hearing screenings	10-5600-1050	120.00
01/14/2025	33615	Memorial Hospital of Converse Co	1,740.00	(3) Fire Department Physicals	10-5600-1050	1,740.00
Total 33615:						1,860.00
33616						
01/14/2025	33616	Menards	29.50	Lab Supplies	52-8200-3525	29.50

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 33616:						29.50
33617						
01/14/2025	33617	Monty Hartgrave	25.70	Water Deposit Refund for Monty Hartgrave	51-26150	25.70
Total 33617:						25.70
33618						
01/14/2025	33618	Motorola Solutions, Inc.	1,495.00	Body Camera Transfer Station	10-5500-3580	1,495.00
Total 33618:						1,495.00
33619						
01/14/2025	33619	NAPA Auto Parts	18.64	Oil & Filterfilter for Units 4 & 6	10-5400-4050	18.64
01/14/2025	33619	NAPA Auto Parts	218.55	Battery for Unit 12	10-5400-4050	218.55
Total 33619:						237.19
33620						
01/14/2025	33620	Natrona County Sheriffs Office	10,854.48	November Jail	10-5400-3015	10,854.48
Total 33620:						10,854.48
33621						
01/14/2025	33621	Norco, Inc	14.26	Oxygen Bottle rental	10-5600-3595	14.26
01/14/2025	33621	Norco, Inc	193.70	Medical Gloves	10-5600-3595	193.70
Total 33621:						207.96
33622						
01/14/2025	33622	Quadient, Inc	2,357.00	iX5HF Mailing System	12-4500-3540	2,357.00
01/14/2025	33622	Quadient, Inc	93.00	Online Maint. and Supplies	50-4600-3530	93.00
Total 33622:						2,450.00
33623						
01/14/2025	33623	Schwartz, Bon, Walker & Studer,	11,735.03	Services performed by Patrick Holscher	10-4600-1085	11,735.03
01/14/2025	33623	Schwartz, Bon, Walker & Studer,	11,666.66	Services performed by Patrick Holscher	10-4600-1085	11,666.66

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/14/2025	33623	Schwartz, Bon, Walker & Studer,	264.92	Services performed by Patrick Holscher Star Tribune	10-4600-1085	264.92
Total 33623:						23,666.61
33624						
01/14/2025	33624	Stryker Sales	814.00	New Battery for MS85 cot load, plus Install Reissue	10-5600-3525	814.00
Total 33624:						814.00
33625						
01/14/2025	33625	Thomas Prach	550.00	Stipend Uniform allowance	10-5400-1040	550.00
Total 33625:						550.00
33626						
01/14/2025	33626	Verizon	77.04	Two Cardiac Monitor to transmit EKG's from Field	10-5600-2040	77.04
01/14/2025	33626	Verizon	61.62	Unknown whos this is. Cameron thinks Water people	10-5600-2040	61.62
Total 33626:						138.66
33627						
01/14/2025	33627	WLC Engineering Inc	12,820.34	Finishing Tank	10-4800-6035	12,820.34
01/14/2025	33627	WLC Engineering Inc	4,256.00	River Front Infrastructure	10-4800-6010	4,256.00
01/14/2025	33627	WLC Engineering Inc	1,747.50	Professional Services	50-4600-2060	1,747.50
01/14/2025	33627	WLC Engineering Inc	60.13	Professional Services	50-4600-2060	60.13
Total 33627:						18,883.97
33628						
01/14/2025	33628	Y2 Consultants LLC	2,943.00	Planning Services through 12/13/24	10-5700-2050	2,943.00
Total 33628:						2,943.00
33629						
01/14/2025	33629	Zoll Data Systems Dept #42374	617.50	EMS billing software	10-5600-2040	617.50
Total 33629:						617.50

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
33630						
01/14/2025	33630	Zoll Medical Corporation	164.00	Adult BP Cuffs, EKG printer paper	10-5600-3595	164.00
01/14/2025	33630	Zoll Medical Corporation	1,036.00	CPR electrodes & Ped sensors	10-5600-3595	1,036.00
Total 33630:						1,200.00
33631						
01/14/2025	33631	71 Construction	259.00	1.48 Ton of EZ Patch Cold Mix	12-4500-3700	259.00
Total 33631:						259.00
33632						
01/14/2025	33632	ALSCO, Inc	37.20	December 18 services	50-4700-1040	37.20
01/14/2025	33632	ALSCO, Inc	37.20	January 1st services	50-4700-1040	37.20
Total 33632:						74.40
33633						
01/14/2025	33633	ATEC	13,515.00	100-96 Gallon Toters & 100 Toter Lids	54-8400-3680	13,515.00
Total 33633:						13,515.00
33634						
01/14/2025	33634	Carson Masonry	6,120.00	Remove and install New Brick on Library	12-4500-3515	6,120.00
Total 33634:						6,120.00
33635						
01/14/2025	33635	Dana Kepner Company Inc	2,087.10	3/4" Meters x 18	51-8100-3660	2,087.10
01/14/2025	33635	Dana Kepner Company Inc	653.40	3/4" Meters x4	51-8100-3660	653.40
Total 33635:						2,740.50
33636						
01/14/2025	33636	Elliott Equipment Company	4,349.99	Manifold Pump	54-8400-4050	4,349.99
Total 33636:						4,349.99

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
33637						
01/14/2025	33637	Ferguson Waterworks #1116	299.99	Saw Blade	51-8100-3500	299.99
Total 33637:						299.99
33638						
01/14/2025	33638	Fleetpride	505.26	Overhead Lights	10-7000-4050	505.26
01/14/2025	33638	Fleetpride	491.35	Marker Lights	10-7000-4050	491.35
Total 33638:						996.61
33639						
01/14/2025	33639	Floyd's Truck Center WY	405.00	filters	54-8400-4050	405.00
01/14/2025	33639	Floyd's Truck Center WY	34.65	Surge Tank	54-8400-4050	34.65
Total 33639:						439.65
33640						
01/14/2025	33640	Hose & Rubber Supply	34.76	Pipe Fittings	54-8400-4050	34.76
Total 33640:						34.76
33641						
01/14/2025	33641	Imperial Pump Solutions	2,559.86	Emergency Call Outs (Vanhorn) / Electrical Repairs (ch	53-8300-3675	2,559.86
01/14/2025	33641	Imperial Pump Solutions	650.00	Clear pumps / Emergency Call Out (Vanhorn)	53-8300-3675	650.00
Total 33641:						3,209.86
33642						
01/14/2025	33642	Installation & Service Company In	4,608.75	Replace Water Service on Freden blvd	51-8100-3525	4,608.75
Total 33642:						4,608.75
33643						
01/14/2025	33643	Jackson Group	633.99	5x7 LED Bulb	54-8400-4050	633.99
Total 33643:						633.99

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
33644						
01/14/2025	33644	NAPA Auto Parts	34.98	Bulbs	54-8400-4050	34.98
Total 33644:						34.98
33645						
01/14/2025	33645	Norco, Inc	59.13	Pine Sol and Microfiber pads	53-8300-3500	59.13
01/14/2025	33645	Norco, Inc	5.95	60" Wood Handle	53-8300-3500	5.95
Total 33645:						65.08
33646						
01/14/2025	33646	One Call of Wyoming	43.50	58 Tickets for December	51-8100-3055	43.50
Total 33646:						43.50
33647						
01/14/2025	33647	Railroad Management Company,	417.05	License Sewer Line Crossings	51-8100-3040	417.05
Total 33647:						417.05
33648						
01/14/2025	33648	Rooter Sewer Service, Inc	602.00	Jet Sewer Main Mills School	53-8300-3665	602.00
Total 33648:						602.00
33649						
01/14/2025	33649	Safety - Kleen Systems	487.13	Solvent Tank service	50-4700-3605	487.13
Total 33649:						487.13
33650						
01/14/2025	33650	Sutherlands	15.99	Cable Ties	50-4700-3515	15.99
01/14/2025	33650	Sutherlands	21.78	Screws	50-4700-3515	21.78
01/14/2025	33650	Sutherlands	5.73	1x4 board	50-4700-3515	5.73
01/14/2025	33650	Sutherlands	73.93	Extension Cords	50-4700-3515	73.93
01/14/2025	33650	Sutherlands	50.38	Nails/2x6 board	50-4700-3515	50.38
01/14/2025	33650	Sutherlands	19.95	Blade	50-4700-3515	19.95
01/14/2025	33650	Sutherlands	17.98	4x8 wafer board	50-4700-3515	17.98

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 33650:						205.74
33651						
01/14/2025	33651	Team Laboratory Chemical, LLC	922.00	Street Repair	12-4500-3700	922.00
Total 33651:						922.00
33652						
01/14/2025	33652	Wyoming Signs LLC	219.95	No Parking anytime signs	10-6000-3500	219.95
Total 33652:						219.95
33653						
01/14/2025	33653	Wyoming Steel & Recycling	61.13	2" x 2" Angle / 1" x 1" Square Tube	54-8400-3500	61.13
01/14/2025	33653	Wyoming Steel & Recycling	9.40	3/8" x 1" Flat Strap	54-8400-3500	9.40
01/14/2025	33653	Wyoming Steel & Recycling	49.62	1" x 1" Square Tube	54-8400-3500	49.62
Total 33653:						120.15
33654						
01/14/2025	33654	Wyoming Water Quality & Pollutio	60.00	Coates, James Membership	51-8100-1030	60.00
Total 33654:						60.00
192100006						
01/14/2025	192100006	Black Hills Energy	6,896.14	Utilites for Town Dec 24	10-4600-2515	6,896.14 M
Total 192100006:						6,896.14
192100007						
01/14/2025	192100007	Jonah Visa	5,846.19	Jonah Credit Card Payment December 24	99-21150	5,846.19 M
Total 192100007:						5,846.19
192100008						
01/14/2025	192100008	Rocky Mountain Power	16,366.13	City Electricity Dec 24	10-4600-2510	16,366.13 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 192100008:						16,366.13
192100009						
01/14/2025	192100009	HUB International	70,036.53	Health Benefits	10-23700	70,036.53 M
Total 192100009:						70,036.53
Grand Totals:						327,983.89

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	.00	216,921.44-	216,921.44-
10-23700	70,036.53	.00	70,036.53
10-4400-3510	18.50	.00	18.50
10-4400-9087	1,135.88	.00	1,135.88
10-4400-9088	246.24	.00	246.24
10-4600-1045	78.50	.00	78.50
10-4600-1085	23,666.61	.00	23,666.61
10-4600-1300	582.50	.00	582.50
10-4600-2510	16,366.13	.00	16,366.13
10-4600-2515	6,896.14	.00	6,896.14
10-4800-6010	4,256.00	.00	4,256.00
10-4800-6030	45,107.50	.00	45,107.50
10-4800-6035	12,820.34	.00	12,820.34
10-5100-9000	810.00	.00	810.00
10-5300-4000	149.74	.00	149.74
10-5400-1030	200.00	.00	200.00
10-5400-1040	550.00	.00	550.00
10-5400-3015	10,854.48	.00	10,854.48
10-5400-3080	600.00	.00	600.00
10-5400-4000	2,539.88	.00	2,539.88
10-5400-4050	547.17	.00	547.17
10-5500-2020	275.00	.00	275.00
10-5500-2035	7,850.00	.00	7,850.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-5500-3575	259.95	.00	259.95
10-5500-3580	1,495.00	.00	1,495.00
10-5600-1050	1,860.00	.00	1,860.00
10-5600-2040	756.16	.00	756.16
10-5600-3515	207.75	.00	207.75
10-5600-3525	814.00	.00	814.00
10-5600-3595	1,640.70	.00	1,640.70
10-5600-4050	141.18	.00	141.18
10-5700-2050	2,943.00	.00	2,943.00
10-6000-3500	219.95	.00	219.95
10-7000-4050	996.61	.00	996.61
12-21100	.00	10,392.53-	10,392.53-
12-4500-3515	6,854.53	.00	6,854.53
12-4500-3540	2,357.00	.00	2,357.00
12-4500-3700	1,181.00	.00	1,181.00
50-21100	.00	7,947.90-	7,947.90-
50-4600-2005	3,080.00	.00	3,080.00
50-4600-2060	1,807.63	.00	1,807.63
50-4600-3530	93.00	.00	93.00
50-4600-9005	2,200.00	.00	2,200.00
50-4700-1040	74.40	.00	74.40
50-4700-3515	205.74	.00	205.74
50-4700-3605	487.13	.00	487.13
51-21100	.00	8,274.37-	8,274.37-
51-26150	104.58	.00	104.58
51-8100-1030	60.00	.00	60.00
51-8100-3040	417.05	.00	417.05
51-8100-3055	43.50	.00	43.50
51-8100-3500	299.99	.00	299.99
51-8100-3525	4,608.75	.00	4,608.75
51-8100-3660	2,740.50	.00	2,740.50
52-21100	.00	4,525.41-	4,525.41-
52-8200-2000	288.00	.00	288.00
52-8200-2050	393.00	.00	393.00
52-8200-3500	3,678.86	.00	3,678.86
52-8200-3525	165.55	.00	165.55
53-21100	.00	48,881.78-	48,881.78-
53-8300-3045	45,004.84	.00	45,004.84
53-8300-3500	65.08	.00	65.08
53-8300-3665	602.00	.00	602.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
53-8300-3675	3,209.86	.00	3,209.86
54-21100	.00	25,194.27-	25,194.27-
54-8400-3050	6,065.75	.00	6,065.75
54-8400-3500	120.15	.00	120.15
54-8400-3680	13,515.00	.00	13,515.00
54-8400-4050	5,493.37	.00	5,493.37
99-21100	.00	5,846.19-	5,846.19-
99-21150	5,846.19	.00	5,846.19
Grand Totals:	<u>327,983.89</u>	<u>327,983.89-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

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

M = Manual Check, V = Void Check



CITY OF MILLS

EST. 1921

PAID ACH / EFT TRANSACTIONS 1-14-25

Date	Payor	AMOUNT
12/26/24	Commerial R/E Loan	\$ 1,063.77
12/31/24	Return Check	\$ 79.98
1/3/25	Paymentech Fee	\$ 30.54
1/3/25	Mech Bnkcd NSD	\$ 124.00
1/3/25	Paymentech Fee	\$ 781.84
1/3/25	Paymentech Fee	\$ 1,197.18
1/6/25	American Express AXP	\$ 38.17
1/7/25	Xpress Bill Pay Billing	\$ 987.74
	Total:	\$ 4,303.22



Transmittal Transactions
1-14-25

Payroll Regular/Police: 12-16-24 to 12-29-24

Date	Type/Check #	Payor	AMOUNT
12/29/2024	ACH	IRS	\$ 29,352.88
12/29/2024	33588	American Funds	\$ 75.00
12/29/2024	33589	Orchard Trust 457	\$ 850.00
1/15/2025	ACH	Wyoming Retirement	\$ 41,721.74
Total:			\$ 71,999.62

Payroll Fire: 12-21-24 to 1-1-25

Date	Type/Check #	Payor	AMOUNT
1/1/2025	ACH	IRS	\$ 2,918.70
1/1/2025	33590	Pathfinder FCU	\$ 240.00
1/15/2025	ACH	Wyoming Retirement	\$ 20,206.78
Total:			\$ 23,365.48

TOTAL \$ 95,365.10



PAYROLL

Meeting Date: January 14, 2025

Payroll Type: Regular/Police

Date Range: 12-16-24 to 12-29-24

Net: \$ 119,009.68

Deductions: \$ 27,229.25

Federal Taxes: \$ 11,596.00

Medicare: \$ 1,722.02

Retirement: \$ 5,829.81

Social Security: \$ 7,156.42

Child Support: \$ -

Insurance: \$ -

Supplemental Retirement: \$ 925.00

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 91,780.43

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: January 14, 2025

Payroll Type: Fire

Date Range: 12-21-24 to 1-1-25

Net: \$ 25,821.84

Deductions: \$ 6,029.60

Federal Taxes: \$ 2,179.00

Medicare: \$ 369.85

Retirement: \$ 2,903.67

Union Dues \$ 240.00

Child Support: \$ -

Insurance: \$ 337.08

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 19,792.24

City Clerk, Sarah Osborn

Mayor, Leah Juarez



CITY OF MILLS

EST. 1921

VOIDED CHECKS

1-14-25

CHECK #	DATE	PAYOR	AMOUNT
1930	12/23/2024	Timothy Gilmore	\$ 420.00
33463	11/21/2024	Stryker Medical	\$ 814.00

Total: \$ 1,234.00

RESOLUTION 2025-01

CITY OF MILLS

FIXED ASSETS

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

Definition of a Fixed Asset

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

System Maintenance and Inventory Guidelines

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

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

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

Depreciation

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

Buildings – 40 years	Equipment – 3 to 14 years
Building Improvements – 20 years	Heavy Equipment – 3 to 14 years
Land/Site Improvements – 20 years	Vehicles – 5 years
Infrastructure – 25 to 50 years	Buses – 8 to 10 years
Library Books – 5 years	Computers – 3 to 5 years

**PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____
2025.**

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

RESOLUTION 2025-02

CITY OF MILLS

A RESOLUTION OF THE CITY OF MILLS, WYOMING, DESIGNATING THE BANKING INSTITUTIONS TO BE USED FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 TO DECEMBER 31, 2025

WHEREAS, the City of Mills has designated the banking institutions below for the fiscal year beginning January 1, 2025 and ending December 31, 2025, and

WHEREAS, the City of Mills desires to continue to use the below institutions.

NOW THEREFORE, be it resolved by the Governing Body of the City of Mills, Wyoming, that the City of Mills use the following banks for the fiscal year beginning January 1, 2025 and ending December 31, 2025.

Wyoming Government Investment Fund

Jonah Bank

First State Bank, Division of Glacier Bank

Hilltop National Bank

Wyoming Class

Passed, approved and adopted on this _____ day of _____ 2025.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

CITY OF MILLS

RESOLUTION 2025-03

A RESOLUTION FIXING THE TAX LEVY FOR THE CITY OF MILLS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025.

WHEREAS, the governing body of the City of Mills, Wyoming must set the tax levy for the fiscal year ending December 31, 2025.

SECTION 1. That the amount of taxes to meet the expenditures of the City of Mills, Wyoming, for the fiscal year beginning January 1, 2025 and December 31, 2025. Shall be 8 (eight) mills, known as the general tax.

PASSED, ADOPTED AND APPROVED ON THE _____ OF _____ 2025.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

CITY OF MILLS

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

2025-04

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

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED on this _____ day of _____ 2025.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk



CITY OF MILLS
EST. 1921

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

Item # 15.

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

Memorandum

TO: Mills City Council
FROM: Megan Nelms, AICP, City Planner
DATE: January 14, 2025
SUBJECT: DLD Addition – Final Plat

Case Number: 24.09 FSP

Summary: The applicant is proposing to resubdivide property in two separate subdivisions into two (2) lots in one, newly named subdivision, the DLD Addition. Proposed Lot 1 will be a replat of portions of Lots 4 & 6, B & B Subdivision and a portion of Lot 2, DLD Simple Subdivision, resulting in a 2.57-acre lot. Proposed Lot 2 will be the remainder of Lot 2, DLD Simple Subdivision, and be 5.23-acres in size.

Current Zoning: I-1 (Light Industrial) *no change of zoning is requested or required.

Planning Commission Recommendation: At their December 5, 2024, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request, pending completion of all planning considerations.

Staff Recommendation: All planning considerations have been met and staff recommends APPROVAL of the final subdivision plat.

**DLD Addition
Final Plat**

Planning Commission Meeting
December 5, 2024

City Council Meeting

Applicants: Daniel Dwyer

Case Number: 24.09 FSP

Agent: WLC Engineering, Andrew Barnes

Summary: The applicant is proposing to resubdivide property in two separate subdivisions into two (2) lots in one, newly named subdivision, the DLD Addition. Proposed Lot 1 will be a replat of portions of Lots 4 & 6, B & B Subdivision and a portion of Lot 2, DLD Simple Subdivision, resulting in a 2.57-acre lot. Proposed Lot 2 will be the remainder of Lot 2, DLD Simple Subdivision, and be 5.23-acres in size.

Legal Description: Lot 4 and the east 144.24 feet of Lot 6, B&B Subdivision & Lot 2, DLD Simple Subdivision

Location: The property is located on the south side of Burd Rd., just west of the intersection with Salt Creek Highway.

Current Zoning: I-1 (Light Industrial) *no change of zoning is requested or required.

Existing Land Use: There are existing structures on each proposed lot.

Adjacent Land Use: North: Industrial uses/B & B Subdivision (I-1)
South: Center West Industrial Park (I-1)
East: Industrial uses/B & B Subdivision (I-1)
West: Industrial uses/DLD Simple Subdivision No. 2 (I-1)

Planning Considerations:

1. Submit a site plan showing the location of all existing structures, infrastructure, fencing and other improvements on the existing lots.
2. Add symbols for parcel corners and other items to the plat legend
 - a. Verify the symbol being used on the easterly line of Dwyer Dr.
3. Add a notes section to the plat face with information regarding existing infrastructure, flood plain information, etc.

4. Verify that the access easement referenced in instrument #893029 covers length of 312.90' along the southern boundary of Lot 2 or if it has been partially vacated.
 5. Show the existing pipelines within an easement and label with the instrument number, if applicable.
 - a. Ensure all existing easements are shown and labeled on the plat face.
 6. Cosmetic changes to the plat:
 - a. In the Acknowledgement, add "DLD Investments, LLC" after the word member.
 - b. Show and label the easement for instrument #948568
 - c. Remove the decimal behind the closure ratio
 7. GIS Reviews:
 - a. Add the pipelines shown on the plat to the .dwg
 - b. Add the access easement (#893029) to the .dwg
 8. Survey Reviews:
 - a. The plat shows the existing lot to the west is Lot 8, B&B Subdivision. It is actually the west 25' of Lot 6, B&B Subdivision.
 - b. In the Dedication, there are several call outs to Lot 8 of B&B Subdivision. Correct these to reference the west 25' of Lot 6.
 - c. The acreage stated in the dedication is 7.892 and the acreage of the lots on the plat face sum to 7.893.
 - d. On the signature line and notary block, add Mr. Dwyer's middle initial "J" as that is how DLD Investments, LLC is reported to the Wyoming Secretary of State.
-

Staff Recommendation:

Staff recommends APPROVAL of the final plat upon all planning considerations being completed and for the Planning Commission make a "Do Pass" recommendation on the Final Plat application.

Planning Commission Recommendation:**City Council Decision:**



CITY OF MILLS APPLICATION FOR PLAT/REPLAT

Pursuant to the City of Mills Zoning Ordinance



City of Mills, Wyoming
704 4th Street (Physical Address)
P.O. Box 789 (Mailing Address)
Mills, Wyoming 82644

Date: 11-15-2024
Return by: _____
(Submittal Deadline)
For Meeting on: _____

PLEASE PRINT

SINGLE POINT OF CONTACT: _____

APPLICANT/PROPERTY OWNER(S) INFORMATION:

Print Owner Name: Daniel Dwyer
Owner Mailing Address: 3420 Alpine Drive
City, State, Zip: Casper, Wyoming, 82601
Owner Phone: 307-259-4601
Applicant Email: hallspaving@aol.com

AGENT INFORMATION:

Print Agent Name: Andrew Barnes
Agent Mailing Address: 200 Pronghorn Street
City, State, Zip: Casper, Wyoming, 82601
Agent Phone: 307-266-2524
Agent Email: abarnes@wlcwyo.com

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): Lot 4, and the east 144.24 feet of Lot 6, B & B Subdivision and Lot 2, DLD Simple Subdivision, City of Mills, Natrona County, Wyoming
Physical address of subject property if available: 3447 Burd Road and 355 Dwyer Drive
Size of lot(s) 1.85 acres, 6.04 acres sq. ft/acres:
Current zoning: Commercial Current use: Commercial
Intended use of the property: Commercial
Zoning within 300 feet: _____ Land use within 300 feet: _____

ATTACHMENTS (REQUIRED):

1. Proof of ownership: _____ (such as deed, title certification, attorney's title opinion)
2. Seven (7) full sized copies of the plat/replat: _____
3. One reproducible 11 x 17 plat/replat hard copy: _____
4. One plat/replat electronic copy (pdf): _____

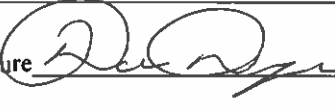
RIGHT-OF-WAY / EASEMENT INFORMATION:

Right-of-Way / Easement Location: 10 ft perimeter general utility easement
(Example: along west property line, running north & south)
Width of Existing Right-of-Way / Easement: 10 Number of Feet to be Vacated: approx. 313 feet
Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned
A 313 ft section of 10 ft wide general utility easement along the north line of DLD Simple Subdivision lot 2 is found to not be in use and would like to vacate because that section will now be in the interior of a re-platted lot.

SIGNATURE(S):

The following owner's signature signifies that all information on this application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is also to be notified and/or contacted for all communications relating to this application, please have the agent sign below.]

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:

OWNER Signature 

OWNER Signature _____

AGENT Signature _____

FEES (Plat/Replat): \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), plus \$150.00 recording fee.

For Office Use Only: Signature verified: _____ Proof of ownership provided: _____ Fee Paid: \$ _____

PLAT OF "DLD ADDITION" A SUBDIVISION OF PORTIONS OF THE NW1/4SE1/4, SECTION 6 TOWNSHIP 33 NORTH, RANGE 79 WEST SIXTH PRINCIPAL MERIDIAN NATRONA COUNTY, WYOMING

BEING A VACATION AND REPLAT OF LOT 4, AND THE EAST 144.24 FEET OF LOT 6, B & B SUBDIVISION AND LOT 2, DLD SIMPLE SUBDIVISION TO THE CITY OF MILLS, NATRONA COUNTY, WYOMING

DEDICATION STATEMENT DLD INVESTMENTS, LLC do hereby certify that they are the owners and proprietors of the foregoing vacation and replat of Lot 4, and the east 144.24 feet of Lot 6, B & B Subdivision and Lot 2, DLD Subdivision, located in a portion of the NW1/4SE1/4, Section 6, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at a point on the northerly line of the Parcel being described and the southwesterly corner of Lot 1, B & B Subdivision No. 2; thence from said Point of Beginning and along the northerly line of said Parcel and the southerly line of Lot 1 and Lot 2, said B & B Subdivision No. 2, N87°59'35"E, 250.42 feet to the northeasterly corner of said Parcel and the northwesterly corner of Lot 2, Homax Subdivision; thence along the easterly line of said Parcel and the westerly line of said Lot 2, Homax Subdivision, S1°37'42"E, 469.80 feet to the southeasterly corner of said Parcel and the southwesterly corner of said Lot 2, Homax Subdivision and a point in and an intersection with the northerly line of Lot 10, Center West Industrial Park; thence along the southerly line of said Parcel and the Northerly line of Lot 10, Lot 9, and Lot 8, said Center West Industrial Park, S88°16'24"W, 560.25 feet to the southwesterly corner of said Parcel and the southeasterly corner of Lot 1, DLD Simple Subdivision No.2; thence along the westerly line of said Parcel and the easterly line of said Lot 1, DLD Simple Subdivision No.2, N1°59'31"W, 466.95 feet to the northeasterly corner of said Lot 1, DLD Simple Subdivision No.2 and the southeasterly corner of the westerly 25' of Lot 6, B & B Subdivision; thence continuing along the westerly line of said Parcel and along the easterly line of said westerly 25' of Lot 6, B & B Subdivision, N1°56'00"W, 257.59 feet to the northwesterly corner of said Parcel and the northeasterly corner of said westerly 25' of Lot 6, B & B Subdivision and a point in and an intersection with the southerly right of way line of Burd Road; thence along the northerly line of said Parcel and the southerly right of way line of said Burd Road, N87°57'48"E, 313.44 feet to the northwesterly corner of said Lot 1, B & B Subdivision No. 2; thence along the northerly line of said Parcel and the westerly line of said Lot 1, B & B Subdivision No. 2, S1°47'33"E, 257.66 feet to said Point of Beginning and containing 7.89 acres, more or less, as set forth by the plat attached and made a part hereof.

Said Parcel being subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

The vacation, replat and subdivision of the foregoing described lands as appears on this plat is with the free consent, and in accordance with the desires of the undersigned owner and proprietor. The name of said subdivision shall be known as "DLD ADDITION" to the City of Mills, Wyoming. All streets as shown hereon have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches drainage and access.

DLD INVESTMENTS, LLC 3420 ALPINE DRIVE CASPER, WYOMING 82601

DLD INVESTMENTS, LLC

DANIEL J. DWYER, MEMBER DLD INVESTMENTS, LLC

STATE OF WYOMING) COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me by DANIEL J. DWYER, MEMBER DLD INVESTMENTS, LLC this day of 20__.

Witness my hand and official seal.

My commission expires: NOTARY PUBLIC

APPROVALS

Approved by the City Council of the City of Mills, Wyoming by Resolution No. duly passed, adopted and approved this day of 20__.

Attest: City Clerk Mayor

Inspected and approved this day of 20__.

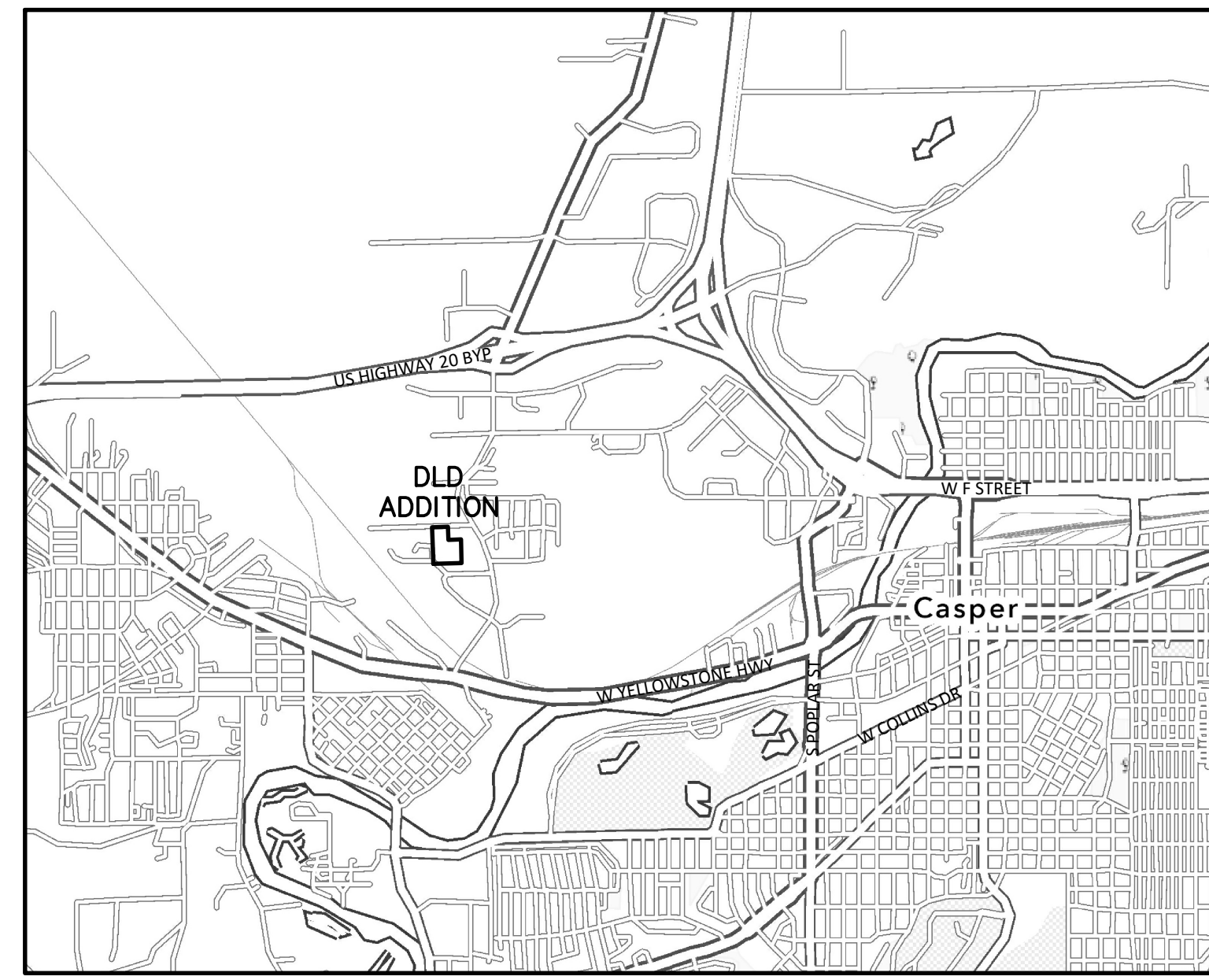
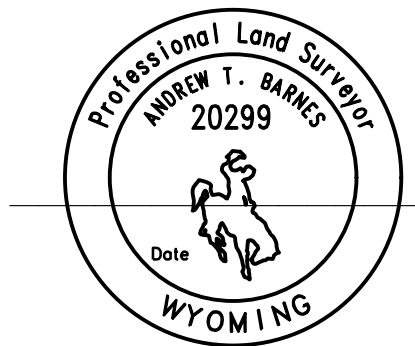
City Engineer Approved this day of 20__.

City Planner Approved this day of 20__.

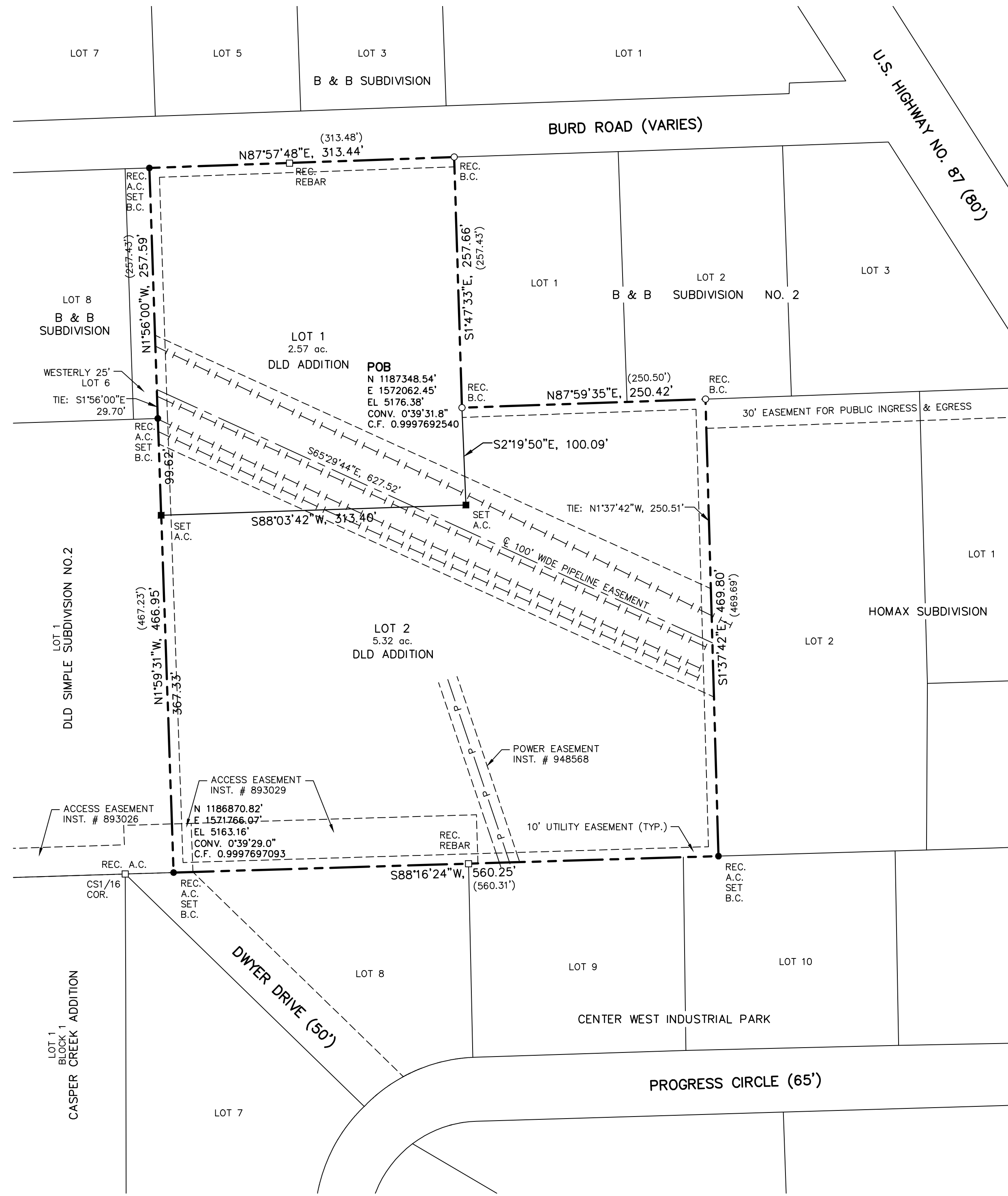
City Surveyor

SURVEYORS CERTIFICATE

I, Andrew T. Barnes, a Professional Land Surveyor, 20299, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the month of November, 2024 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



VICINITY MAP SCALE: 1"=3000'

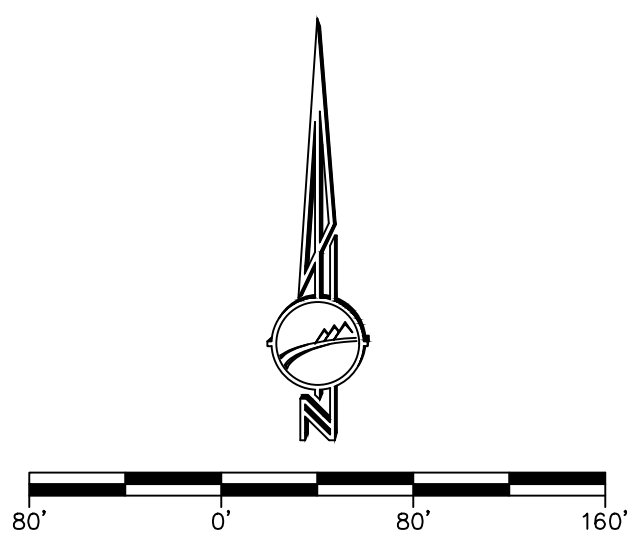


LEGEND

- SET BRASS CAP
RECOVERED BRASS CAP
RECOVERED CORNER AS NOTED
RECORD
MEASURED
PARCEL BOUNDARY
EASEMENT
PIPELINE
POWERLINE
BUILDING
PIPELINE EASEMENT

NOTES:

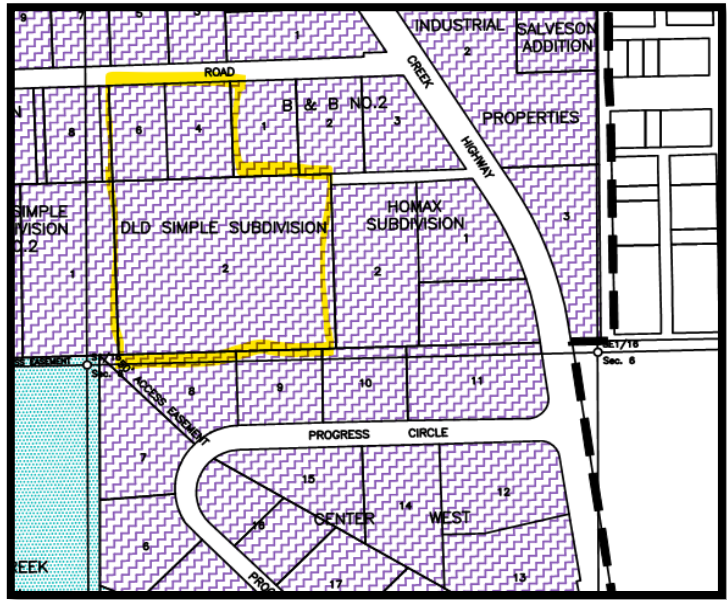
- SUBJECT PROPERTY IS IN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD, AS SHOWN ON THE FIRM FLOOD INSURANCE RATE MAP NUMBER 56025C2001E WITH AN EFFECTIVE DATE OF MAY 18, 2015.
SITE IS SERVICED BY EXISTING INFRASTRUCTURE.



SCALE: 1"=80'
BASIS OF BEARING: STATE PLANE COORDINATES WYOMING EAST CENTRAL ZONE NAD 83/2011 US SURVEY FOOT GRID DISTANCE VERTICAL DATUM: NAVD88 PLAT CLOSURE RATIO = 1:515222



ENGINEERING • SURVEYING 200 PRONGHORN, CASPER, WY. 82601 W.O. NO. 18040 DATE: 11-15-24 FILE NAME: DLD



Mills Zoning Districts

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



SITE PLAN OF
"DLD ADDITION"
 A SUBDIVISION OF PORTIONS OF
 THE NW1/4SE1/4, SECTION 6
 TOWNSHIP 33 NORTH, RANGE 79 WEST
 SIXTH PRINCIPAL MERIDIAN
 NATRONA COUNTY, WYOMING

BEING A VACATION AND REPLAT OF LOT 4, AND
 THE EAST 144.24 FEET OF LOT 6, B & B
 SUBDIVISION AND LOT 2, DLD SIMPLE SUBDIVISION
 TO THE CITY OF MILLS, NATRONA COUNTY,
 WYOMING

DEDICATION STATEMENT

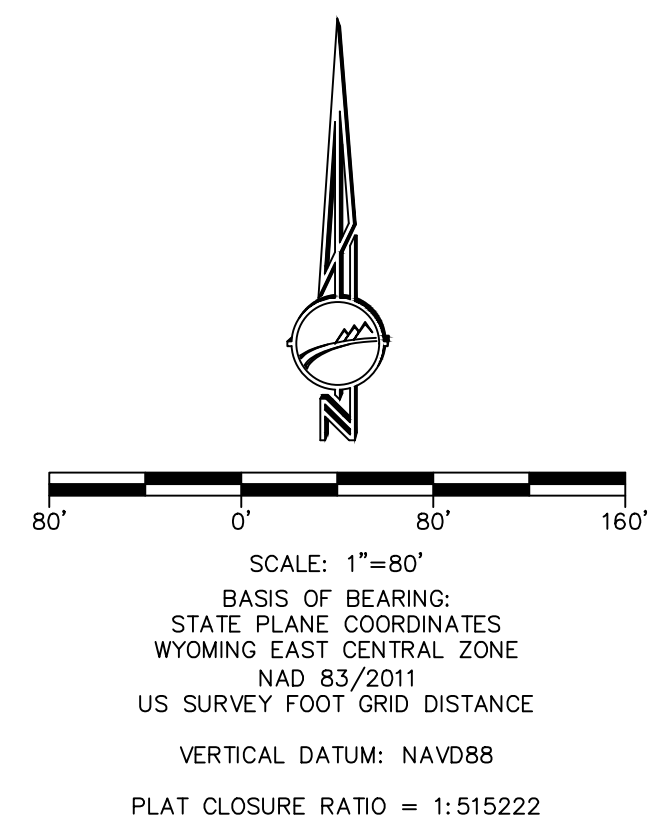
DLD INVESTMENTS, LLC do hereby certify that they are the owners and proprietors of the foregoing vacation and replat of Lot 4, and the east 144.24 feet of Lot 6, B & B Subdivision and Lot 2, DLD Subdivision, located in a portion of the NW1/4SE1/4, Section 6, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at a point on the northerly line of the Parcel being described and the southwesterly corner of Lot 1, B & B Subdivision No. 2; thence from said Point of Beginning and along the northerly line of said Parcel and the southerly line of Lot 1 and Lot 2, said B & B Subdivision No. 2, N87°59'35"E, 250.42 feet to the northeasterly corner of said Parcel and the northwesterly corner of Lot 2, Homax Subdivision; thence along the easterly line of said Parcel and the westerly line of said Lot 2, Homax Subdivision, S1°37'42"E, 469.80 feet to the southeasterly corner of said Parcel and the southwesterly corner of said Lot 2, Homax Subdivision and a point in and an intersection with the northerly line of Lot 10, Center West Industrial Park; thence along the southerly line of said Parcel and the Northerly line of Lot 10, Lot 9, and Lot 8, said Center West Industrial Park, S88°16'24"W, 560.25 feet to the southwesterly corner of said Parcel and the southeasterly corner of Lot 1, DLD Simple Subdivision No.2; thence along the westerly line of said Parcel and the easterly line of said Lot 1, DLD Simple Subdivision No.2, N1°59'31"W, 466.95 feet to the northeasterly corner of said Lot 1, DLD Simple Subdivision No.2 and the southeasterly corner of the westerly 25' of Lot 6, B & B Subdivision; thence continuing along the westerly line of said Parcel and along the easterly line of said westerly 25' of Lot 6, B & B Subdivision, N1°56'00"W, 257.59 feet to the northwesterly corner of said Parcel and the northeasterly corner of said westerly 25' of Lot 6, B & B Subdivision and a point in and an intersection with the southerly right of way line of Burd Road; thence along the northerly line of said Parcel and the southerly right of way line of said Burd Road, N87°57'48"E, 313.44 feet to the northwesterly corner of said Lot 1, B & B Subdivision No. 2; thence along the northerly line of said Parcel and the westerly line of said Lot 1, B & B Subdivision No. 2, S1°47'33"E, 257.66 feet to said Point of Beginning and containing 7.89 acres, more or less, as set forth by the plat attached and made a part hereof.

Said Parcel being subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

The vacation, replat and subdivision of the foregoing described lands as appears on this plat is with the free consent, and in accordance with the desires of the undersigned owner and proprietor. The name of said subdivision shall be known as "DLD ADDITION" to the City of Mills, Wyoming. All streets as shown hereon have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches drainage and access.

DLD INVESTMENTS, LLC
 3420 ALPINE DRIVE
 CASPER, WYOMING 82601

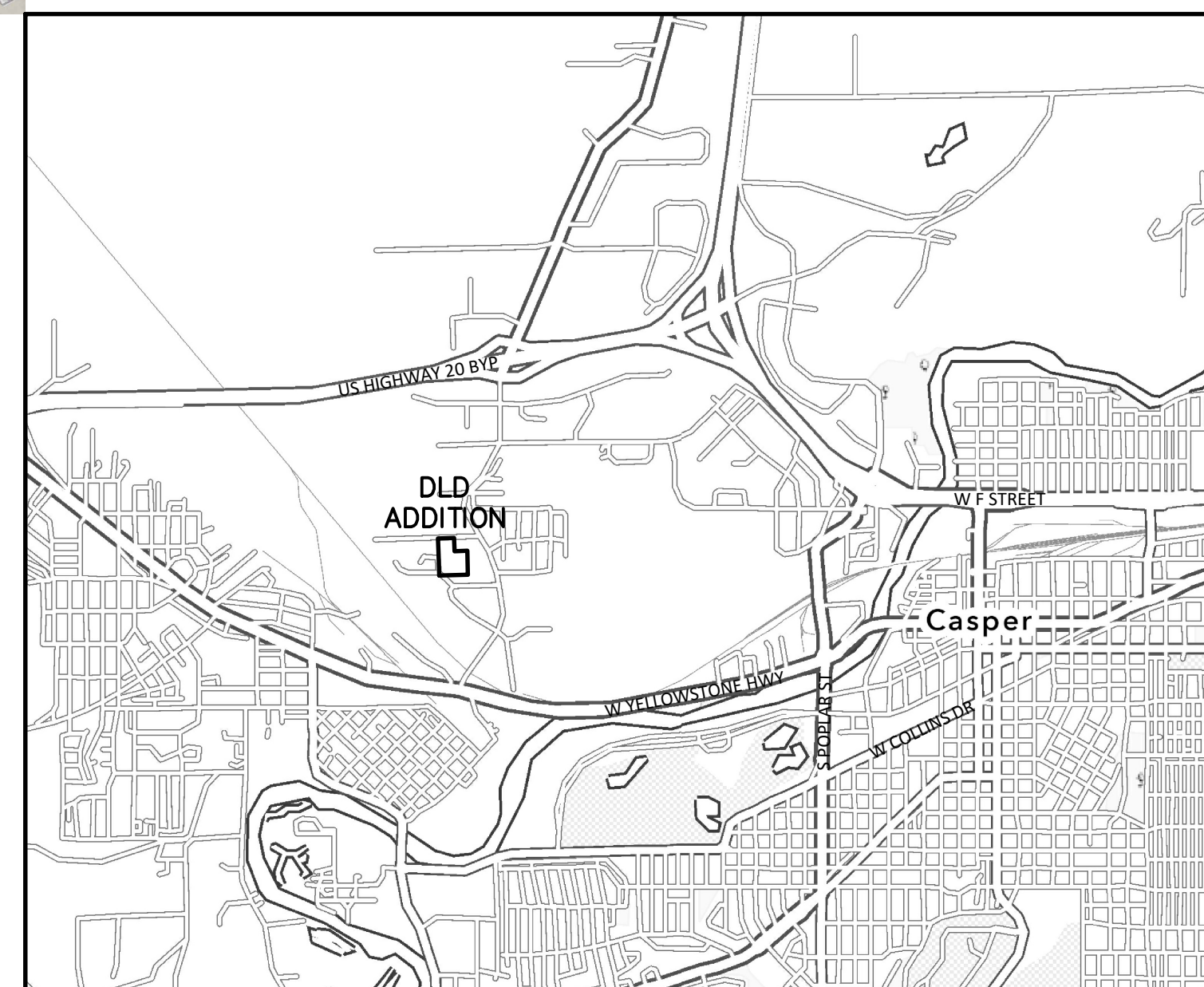


LEGEND

- SET BRASS CAP
- RECOVERED BRASS CAP
- RECOVERED CORNER AS NOTED
- (0.00') RECORD
- N0°00'00"W, 0.00' MEASURED
- PARCEL BOUNDARY
- - - - - EASEMENT
- |-|-|-| PIPELINE
- P-P-P- POWERLINE
- ▭ BUILDING
- ⊕ PIPELINE EASEMENT

NOTES:

1. SUBJECT PROPERTY IS IN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD, AS SHOWN ON THE FIRM FLOOD INSURANCE RATE MAP NUMBER 56025C2001E WITH AN EFFECTIVE DATE OF MAY 18, 2015.
2. SITE IS SERVICED BY EXISTING INFRASTRUCTURE.



ENGINEERING • SURVEYING
 200 PRONCHORN, CASPER, WY. 82601
 W.O. NO. 18040 DATE: 11-15-24 FILE NAME: DLD

WARRANTY DEED

Lynn C. Hall and Marilyn Hall, husband and wife, Grantors of Natrona County, and State of Wyoming, for and in consideration of Ten Dollars and other good and valuable consideration, in hand paid, receipt whereof is hereby acknowledged, convey and warrant to D.L.D. Investments, L.L.C., Grantee, of Natrona County, Wyoming, the following described real estate, situate in Natrona County and State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of this state, to wit:

Lot 4 and the East 144.24 feet of Lot 6, "B and B Subdivision", Natrona County, Wyoming, according to the plat recorded June 9, 1976 in Book 268 of Deeds, Page 1

Subject to easements, reservations, restrictions and covenants of record.

IN WITNESS WHEREOF, the Grantors have set their hands this 30 day of June, 1999.

0685764

NATRONA CO. CLERK WY
MARY ANN COLLINS
RECORDED
2002 JUN 22 PM 2 29

Lynn C. Hall
LYNN C. HALL

Marilyn Hall
MARILYN HALL

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

The above and foregoing Warranty Deed was acknowledged before me by Lynn C. Hall and Marilyn Hall, this 30 day of June, 1999.

Witness my hand and official seal.

[SEAL]



Vickie L. Kincaid
Notary Public

fore

1/60

WARRANTY DEED

T MEN INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY, grantor(s),

of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

D.L.D. INVESTMENTS, L.L.C., grantee(s),

whose address is:

of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

A PARCEL OF LAND LOCATED IN THE NW¼SE¼ OF SECTION 6, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF LOT 8 OF THE CENTER WEST SUBDIVISION TO THE TOWN OF MILLS WHICH BEARS N.88°55'41"E. A DISTANCE OF 49.87 FEET FROM THE SOUTH SIXTEENTH CORNER OF SAID SECTION 6, THENCE N.1°20'32"W. A DISTANCE OF 467.23 FEET TO A POINT ON THE SOUTH LINE OF LOT 6 OF THE B & B SUBDIVISION, THENCE N.88°39'28"E. A DISTANCE OF 312.90 FEET TO THE SOUTHEAST CORNER OF LOT 4 OF THE B & B SUBDIVISION, THENCE S.1°20'32"E. A DISTANCE OF 468.71 FEET TO A POINT ON THE NORTH LINE OF LOT 9 OF SAID CENTER WEST SUBDIVISION, THENCE S.88°55'41"W. A DISTANCE OF 312.90 FEET TO THE POINT OF BEGINNING.

Subject to Covenants, Conditions, Restrictions and Easements of Record, if any.

Witness my/our hand(s) this 3 day of August, 2010.

T MEN INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY

BY: [Signature]
KEITH P. TYLER, MANAGER

State of Wyoming)
County of Natrona) ss.

This instrument was acknowledged before me on 3 day of August, 2010
by KEITH P. TYLER as MANAGER of
T MEN INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY

Given under my hand and notarial seal this 3 day of August, 2010.

My commission expires: [Signature]
Notarial Officer



west part

51
513028
NATRONA COUNTY CLERK, WY
Renee Vitto Recorded: JF
Aug 5, 2010 09:47:17 AM
Pages: 1 Fee: \$8.00
AMERICAN TITLE AGENCY

WARRANTY DEED

T MEN INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY, grantor(s),

of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warranty To

D.L.D. INVESTMENTS, L.L.C., grantee(s),

whose address is: *2420 Alpine Dr.
Casper, WY 82401*


of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

A PARCEL OF LAND BEING A PORTION OF THE NW¼SE¼, SECTION 6, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH LINE OF SAID NW¼SE¼ WHICH BEARS N.88°55'41"E., 362.77 FEET FROM THE SOUTHWEST CORNER OF SAID NW¼SE¼; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE SOUTHERLY LINE OF SAID PARCEL AND THE NORTHERLY LINE OF CENTER WEST SUBDIVISION, N.88°55'41"E., 247.41 FEET ALONG THE SOUTHERLY LINE OF SAID PARCEL TO THE SOUTHEASTERLY CORNER OF SAID PARCEL; THENCE N.0°57'55"W., ALONG THE EASTERLY LINE OF SAID PARCEL AND THE WESTERLY LINE OF HOMAX SUBDIVISION, A DISTANCE OF 469.89 FEET TO THE NORTHEASTERLY CORNER OF SAID PARCEL AND A POINT IN THE SOUTHERLY LINE OF B & B SUBDIVISION NO. 2; THENCE ALONG THE SOUTHERLY LINE OF B & B SUBDIVISION NO. 2 AND THE NORTHERLY LINE OF SAID PARCEL S.88°39'28"W., 250.50 FEET TO THE NORTHWESTERLY CORNER OF SAID PARCEL AND THE SOUTHWESTERLY CORNER OF LOT 1, B & B SUBDIVISION NO. 2 AND THE SOUTHEASTERLY CORNER OF LOT 4, B & B SUBDIVISION NO. 2; THENCE ALONG THE WESTERLY LINE OF SAID PARCEL, S.1°20'32"E., 468.71 FEET TO THE SOUTHWESTERLY CORNER OF SAID PARCEL AND THE POINT OF BEGINNING.

Subject to Covenants, Conditions, Restrictions and Easements of Record, if any.

Witness my/our hand(s) this 25TH day of OCTOBER, 20 12.


938894

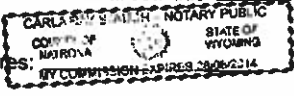
NATRONA COUNTY CLERK, BY
Renea Vitto Recorded: CR
Oct 25, 2012 01:11:17 PM
Pages: 1 Fee: \$8.00
AMERICAN TITLE AGENCY

T MEN INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY
BY: *[Signature]*
KEITH P. TYLER, MANAGING MEMBER

State of WYOMING)
County of NATRONA) ss.

This instrument was acknowledged before me on 25TH day of OCTOBER, 20 12
by Keith P. Tyler
as Managing member of T MEN INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY

Given under my hand and notarial seal this 25TH day of OCTOBER, 20 12.

My commission expires: 
Carla Ray Stuech
Notarial Officer

East part

Resolution No. 2025-05

A RESOLUTION FOR DLD ADDITION, AN ADDITION TO THE CITY OF MILLS, BEING A VACATION AND REPLAT OF LOT 4 AND THE EAST 144.24 FEET OF LOT 6, B&B SUBDIVISION & LOT 2, DLD SIMPLE SUBDIVISION

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

WHEREAS, DLD Investments, LLC is the owner of Lot 4 and the east 144.24 feet of Lot 6, B&B Subdivision & Lot 2, DLD Simple Subdivision, City of Mills, Natrona County, Wyoming.

WHEREAS, said owner has petitioned the City of Mills to plat said property as DLD Addition, an addition to the City of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by City Staff and Utility Providers; and

WHEREAS, said plat complies with City of Mills subdivision standards; and

WHEREAS, said plat complies with the minimum lot size and lot width requirements for the Light Industrial Zoning District; and

WHEREAS, the Planning & Zoning Commission met on December 5, 2024, and forwarded a “Do Pass upon completion of all planning considerations” recommendation for said plat to the City Council.

THEREFORE, BE IT RESOLVED, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Commission at a Council meeting held on 14 January 2025 and approved DLD Addition, an addition to the City of Mills, Wyoming.

1. All planning consideration shall be met.
2. Upon City Council approval, a “Final Plat” will be provided to the City of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED AND ADOPTED THIS 14TH Day of January, 2025.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Tim Sutherland, Council

Brad Neumiller, Council

ATTEST:

Sarah Osborn, City Clerk

RESOLUTION NO. 2025-06

RESOLUTION ADOPTING AND CONFIRMING EQUAL OPPORTUNITY EMPLOYMENT

WHEREAS, The City of Mills commits itself to being, and confirming that it is fully is, in compliance with all State and Federal provisions regarding employment in general, and equal opportunity employment specifically; and

WHEREAS, The City is an Equal Opportunity Employer; and

WHEREAS, All employees have the right to work in an environment free of discrimination.

NOW, THEREFORE, The City, through its governing body, hereby provides that The City will not permit or condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, creed, religion, age, marital status, national origin, disability, veteran status, or any other basis prohibited by state, local or federal laws. Anyone with a protected disability will be reasonably accommodated as appropriate.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 2025.

Mayor, Leah Juarez

Councilman, Sara McCarthy

Councilman, Cherie Butcher

Councilman, Tim Sutherland

Councilman, Brad Neumiller

ATTEST:

City Clerk

CERTIFICATE

I, Sarah Osborn, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on January 14, 2025, 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.

Sarah Osborn
City Clerk

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Mgr:		/ /

Item # 17.

To be completed by City / Town / County Clerk Local License #: _____

License Fees
 Annual Fee: \$ 250.00 Date filed with clerk: 3 / 7 / 24
 Prorated Fee: \$ _____ Advertising Dates: (2 Consecutive Weeks Prior to Hearing)
3/9/24 & 3/16/24
 Transfer Fee: \$ _____
 Publishing Fee: \$ 30.00 Public Hearing Date: 3 / 26 / 24

Publishing Fee Direct Billed to Applicant:

License Term: 4 / 1 / 2024 Through 9 / 30 / 2024
Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(f) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): Unlocked Vines LLC

Doing Business As (DBA) / Trade Name: _____

Building to be licensed / Building Address: 485 West View Way
(Address Number, and Suite or Unit Number, and Street or Road Name)
Mills WY 82604 Natrona
City State Zip County

Local Mailing Address: 485 West View Way
(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)
Mills WY 82604 Natrona
City State Zip County

Local Business Telephone Number: 307 215 9215 Fax Number: _____

Business E-Mail Address: hello@unlockedvines.com

Business Primary Contact: Christopher Volzke
First Name Last Name

FILING FOR	FILING IN (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)
<input checked="" type="checkbox"/> NEW LICENSE	<input checked="" type="checkbox"/> CITY / TOWN OF: <u>Mills</u>	<input type="checkbox"/> INDIVIDUAL
<input type="checkbox"/> TRANSFER OF LOCATION	<input type="checkbox"/> COUNTY OF: _____	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> TRANSFER OF OWNERSHIP		<input type="checkbox"/> LP <input type="checkbox"/> LLP <input type="checkbox"/> LLLP
<input type="checkbox"/> ASSIGNMENT LETTER MUST BE ATTACHED		<input checked="" type="checkbox"/> LLC <input type="checkbox"/> LC
FORMERLY HELD BY: _____		<input type="checkbox"/> CORPORATION (INC)
		<input type="checkbox"/> POLITICAL SUBDIVISION
		<input type="checkbox"/> ORGANIZATION
		<input type="checkbox"/> OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

<input type="checkbox"/> RETAIL LIQUOR LICENSE	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE	<input type="checkbox"/> MICROBREWERY PERMIT
<input type="checkbox"/> PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE)	<input type="checkbox"/> BAR AND GRILL LIQUOR LICENSE	<input checked="" type="checkbox"/> WINERY PERMIT
<input type="checkbox"/> ON-PREMISE BAR	<input type="checkbox"/> RESORT LIQUOR LICENSE	<input type="checkbox"/> MANUFACTURER SATELLITE PERMIT
<input type="checkbox"/> OFF-PREMISE PACKAGE STORE	LIMITED RETAIL LIQUOR LICENSE (CLUB)	<input type="checkbox"/> WINERY SATELLITE PERMIT
<input type="checkbox"/> ON & OFF PREMISE BAR & PACKAGE STORE	<input type="checkbox"/> VETERANS CLUB	<input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT
	<input type="checkbox"/> FRATERNAL CLUB	<input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT
	<input type="checkbox"/> GOLF CLUB	
	<input type="checkbox"/> SOCIAL CLUB	

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

<input type="checkbox"/> COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))	<input type="checkbox"/> RESORT (W.S. 12-4-401(iv) / 12-5-201(f))
<input type="checkbox"/> GOLF CLUB (W.S. 12-5-201(f))	<input type="checkbox"/> GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))
<input type="checkbox"/> GUEST RANCH (W.S. 12-5-201(f))	<input type="checkbox"/> Other: _____

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

<input type="checkbox"/> FULL TIME <u>No customer Facing operations</u>	MONTHS OF OPERATION from _____ to _____ <input type="checkbox"/> All Year (Jan-Dec)
<input checked="" type="checkbox"/> SEASONAL	DAYS OF WEEK OF OPERATION from _____ to _____ <input type="checkbox"/> Every Day (Mon-Sun)
<input type="checkbox"/> NON-OPERATIONAL / PARKED	HOURS OF OPERA from _____ to _____ <input type="checkbox"/> 24 Hours a Day

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(III)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building.
- (b) The Applicant **LEASES** the licensed building.

- YES (own)
- YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

(i) Lease term expiration date; located on page 1 paragraph 2.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

(ii) Sales provision for alcoholic or malt beverages: located, on page 1 paragraph 1.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

(a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? YES NO

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? YES NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? YES NO
- 1. If **YES**, is a copy of the food and beverage contract or lease attached? YES NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? YES NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- 1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? YES NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

(a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? YES NO

If **YES**, a wholesale malt beverage license from 56 Quor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(III)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a) Does the golf club have more than fifty (50) bona fide members? YES NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? YES NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? YES NO
 - 1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) YES NO
 - 2. If YES, is a copy of the food and beverage contract or lease attached? YES NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Is a true copy of the club bylaws attached to this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) YES NO

13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) must complete all of the information below. (If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below. (If more information is required, list on a separate piece of paper and attach to this application)

Table with columns: True and Correct Name, Date of Birth, Residence Address, Residence Phone Number, No. of Years in Corp or LLC, % of Corporate Stock or Ownership Held, and Have you been convicted within the previous 10 years of: a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?, any Violation Relating to Alcoholic Liquor or Malt Beverages?.

REQUIRED ATTACHMENTS:

- Checkboxes for required attachments: financial condition statement, license transfer form, lease agreements, liquor license application, food service permit, and club bylaws.

OATH OR VERIFICATION

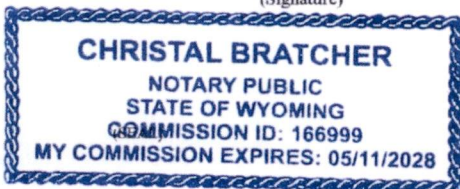
Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers. W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
COUNTY OF Natrona) SS.

Signed and sworn to before me on this 21st day of February, 2024 that the facts alleged in the foregoing instrument are true by the following:

- 1) Christopher Volzke, Co-Funding Member
2)
3)
4)
5)



Witness my hand and official seal: Christal Bratcher, Signature of Notary Public

My commission expires: 5/11/28