

**REGULAR CITY COUNCIL
MEETING**

May 13, 2025

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Brad Neumiller

Council Members:

Cherie Butcher

Sara McCarthy

Tim Sutherland

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPOINTMENT

1. Appoint Laura Miramontes to Planning & Zoning Commission

CONSENT AGENDA

Minutes

- [2.](#) Council Meeting Minutes 4-22-25

City Licenses

- [3.](#) New/Renewal Business, Contractor Licenses, and Home Occupation Permits

Financial Approvals

- [4.](#) Financial Breakdown - Check Register & Future ACH/EFT Transactions
- [5.](#) PAID ACH / EFT Transactions
- [6.](#) Regular/Police Payroll 4-7-25 to 4-20-25
- [7.](#) Regular/Police Payroll 4-21-25 to 5-4-25
- [8.](#) Fire Payroll 4-8-25 to 4-19-25
- [9.](#) Fire Payroll 4-20-25 to 5-1-25
- [10.](#) Transmittal Transactions
- [11.](#) Voided Checks

OPEN DISCUSSION

EXECUTIVE SESSION

12. Property Matter

ORDINANCES AND RESOLUTIONS

13. ORDINANCE NO. 821: FIRST READING Budget for Fiscal Year 2026

APPROPRIATING MONEY FOR THE ANNUAL BUDGET OF THE CITY OF MILLS, WYOMING, FOR THE CONDUCT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MILLS, WYOMING FOR THE FISCAL YEAR 2026

14. RESOLUTION NO. 2025-17: Zip Code

A RESOLUTION EXPRESSING SUPPORT FOR THE DESIGNATION OF A UNIQUE ZIP CODE FOR THE CITY OF MILLS

15. RESOLUTION NO. 2025-18: Enter into agreement with Vertical Consultants

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH A TOWER NEGOTIATING COMPANY

16. RESOLUTION NO. 2025-19: El Rod Addition

A RESOLUTION APPROVING THE FINAL PLAT FOR LOTS 1 & 2, ELROD ADDITION, AN ADDITION TO THE CITY OF MILLS

MEMORANDUM

17. Wyoming Department of Transportation - Memorandum

COUNCIL APPROVALS

18. Catering Permit - Bayou Liquors

19. Catering Permit - Uncorked Fine Wine and Spirits

20. Amendment Two: FY 2022 Transportation Alternatives Program Subrecipient Agreement

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - May 27, 2025 at 7:00 pm / June 10, 2025 at 7:00 pm

NEXT WORK SESSION - May 27, 2025 at 6:00 pm / June 9, 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

April 22, 2025

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Brad Neumiller

Council Members:

Cherie Butcher

Sara McCarthy

Tim Sutherland

MINUTES

CALL TO ORDER

Council President called the meeting to order at 7:00 pm

ROLL CALL

Present:

Mayor Juarez

President Neumiller

Council Butcher

Council McCarthy

Council Sutherland

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

1. Executive Session - Property Matter

The Mayor asked for a motion to go into Executive Session for a property matter at 7:02pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 7:43pm.

No action necessary

CONSENT AGENDA

Minutes

2. Council Meeting Minutes 4-8-25

City Licenses

3. New/Renewal Business, Contractor Licenses, and Home Occupation Permits

Financial Approvals

4. Financial Breakdown - Check Register & Futer ACH/EFT Transactions

5. PAID ACH / EFT Transactions - None

6. Regular / Police Payroll 3-24-25 to 4-6-25

7. Fire Payroll 3-27-25 to 4-7-25
8. Transmittal Transactions
9. Treasurer Report - Account Balances
10. Court Report

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

OPEN DISCUSSION

No one spoke

ORDINANCES & RESOLUTIONS

11. RESOLUTION NO. 2025-16: Cross Country Freight Development Plan

A RESOLUTION FOR APPROVAL OF A DEVELOPMENT PLAN FOR A PROPOSED COMMERCIAL BUILDING FOR NAP NEBRASKA, LLA, LOCATED ON LOTS 11 & 12, OPPORTUNITY SUBDIVISION, CITY OF MILLS, WYOMING

The Mayor asked for a report from staff. The City Planner, Megan Nelms, detailed Case Number 25.02 DEV for Cross Country Freight Development Plan. The applicant is proposing to construct a 4,375 square foot warehouse and associated loading docks and area for a commercial transportation business. The proposed site sits on two lots totaling just under 5.0-acres in size within Opportunity Subdivision, however no structures will cross property boundaries and all required zoning setbacks have been met. The property is zoned I-1 (Light Industrial). At their April 3, 2025, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the Development Plan, all completion of all planning considerations have been met. Dave Swinney from Caspar Building Systems came forward to answer questions. The City Attorney commented that the subdivision had been approved quite a while ago, and at the time it was approved for water and sewer from Wardwell Water and Sewer District, which no longer exists. He noted that that service is now provided by the Town of Bar Nunn, and that the infrastructure already exists. He asked Mr. Swinney to inform the Town of Bar Nunn and make them aware of the situation, since they took over for Wardwell Water and Sewer District. Mr. Swinney nodded his head and stated he understood.

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

COUNCIL APPROVALS

12. Cell Site Lease - Vertical Consultants - Engagement and Authorization Letter

The Mayor stated that the city will explore any additional options that may be available.

EXECUTIVE SESSIONS

13. Executive Session - Property Matter

The Mayor asked for a motion to go into Executive Session for a property matter at 7:49pm. Council Member Sutherland made a motion, Council Member McCarthy seconded the motion. Voting Yea: Council Member

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

Council returned from executive session at 7:54pm.

The Mayor asked for a motion from council. Council Member McCarthy made a motion to approve a parcel of real property subject to the resolution of certain title questions, Council President Neumiller seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

14. Executive Session - Legal Matter

The Mayor asked for a motion to go into Executive Session for a legal matter at 7:55pm. Council Member McCarthy made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 8:00pm.

The Mayor asked for a motion from council. Council Member Butcher made a motion to approve to hire council on a legal matter, Council President Neumiller seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

15. Executive Session - Personnel Matter

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

Council returned from executive session at 8:19pm.

No action was necessary.

COUNCIL MOTION

16. Motion to Override Mayoral Veto of Ordinance 819

The Mayor asked for a motion to override mayoral veto of Ordinance 819. Council President Neumiller moved the motion, Council Member McCarthy seconded the motion.

The Mayor asked if council had any discussion. No one spoke. The Mayor prepared a statement and read: My decision to exercise this veto authority was not taken lightly and is based upon my concerns that the original purpose of this vacation stands to no longer be fulfilled and that the disposal of the right of way at the present time and under the present circumstances no longer serves the best interest of the community. It is the responsibility of the governing body to be fiscally responsible. Transferring property to one sole individual over the best interests of the community is short-sighted and biased. The taxpayers picked up the tab to transfer this property to this one individual at no cost to the beneficiary. The expenses incurred by the city as a result of this transfer along with the direct benefit to the landowner do not represent the best interest of the community. It should be made available for public use or later a public sale in order to recover losses incurred by taxpayers, thereby preventing them from bearing the burden twice. Further, I have serious reservations about the bike trail grant and its improper use of funds as well as a conflict of

interest with a voting council member. In my opinion, to apply grant funds to cover the vacation of right of way expenses is a misuse of federal and state funds. The state has not been informed of the change to the bike trail. The state was not made aware of deviation of the original executive agreement. The state was not made aware of the intent to fund this vacation of right of way which is no longer associated with the bike trail with grant funds. Council should not overturn this veto, as council has been informed of these issues associated with this grant. The State is now meeting with us to look further into the situation. Transferring this property should not take place. We should allow the state to assist us in navigating this situation and later discuss if transferring this property is the right decision, taking into effect expenses associated with this item. The Mayor asked if there was any discussion from council. No other discussion.

The Mayor asked how council votes, Council Member Sutherland voted nah, Council Member McCarthy stated 'this is really hard' voted yea, Council Member Neumiller voted yea, Council Member Butcher voted nah. Motion failed at this time.

ADJOURNMENT

Mayor Juarez asked for a motion to adjourn. Council President Neumiller made a motion to adjourn the meeting at 8:23 pm, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - May 13, 2025 at 7:00 pm / May 27, 2025 at 7:00 pm

NEXT WORK SESSION - May 12, 2025 at 9:00 am / May 13, 2025 at 6:00 pm

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact 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: May 13, 2025

New Business Licenses

<i>Business Name</i>		<i>Fire Inspection</i>	<i>Insurance</i>
	Warriors Closet	4/28/2025	N/A

Renewal Business Licenses

	<i>Business Name</i>	<i>Fire Inspection</i>	<i>Insurance</i>
924	Backwards Distilling Company LLC	5/1/2025	N/A
1125	Badger Daylighting Corp	5/1/2025	N/A
9886	Bionic Energy LLC	5/1/2025	N/A
9413	Chucks Automotive Repair Services	4/30/2025	N/A
9874	DB Equipment LLC	4/22/2025	N/A
9877	Disa Technologies Inc	4/22/2025	N/A
9822	E Jo Rink LLC	4/24/2025	N/A
9636	Kindel Concrete	4/11/2025	N/A
9433	O'Hearn Rentals	N/A	N/A
945	Plains Marketing	5/5/2025	N/A
9747	Rocky Mountain Drug Testing LLC	4/29/2025	N/A
9870	Tuna Lindberg Center	4/8/2025	N/A
9875	Wyoming Longhorn Landscaping Inc	5/1/2025	N/A



Council Meeting: May 13, 2025

New Contractor Licenses

<i>Business Name</i>		<i>Insurance</i>	<i>Contractor ID</i>
	Bomber Mountain DEMP	N/A	N/A

Renewal Contractor Licenses

	<i>Business Name</i>	<i>Insurance</i>	<i>Contractor ID</i>
9915	AAASTuc.co LLC	Yes	Yes
9869	Adams Company LLC	N/A	Yes
970	American Plumbing & Heating	N/A	Yes
956	Arc Electric LLC	N/A	Yes
9786	Black Hills Exteriors	N/A	Yes
9744	Big Horn Roofing	N/A	N/A
984	Bird Contracting	Yes	Yes
9699	Breit Roofing LLC	N/A	Yes
9914	Casper Electric Inc	N/A	Yes
9754	Colling Brothers Roofing LLC	N/A	Yes
9783	Crowing Rooster Custom Contracting	Yes	Yes
9899	G.R.B. Construction	Yes	Yes
9906	HC Company	N/A	Yes
9431	Huber Plumbing & Heating [Eldean, Inc]	N/A	Yes
9830	K and B Construction LLC	N/A	Yes
962	Limmer Roofing Inc.	N/A	Yes
9600	M.C. Construction	N/A	Yes
9879	Oil City Concrete	N/A	N/A
946	Plumbing Masters, LLC	Yes	Yes
9585	Rad Roofing Inc.	Yes	Yes
9893	Rocky Mountain Electric	N/A	Yes
9517	Wesley's 24 hour Heating and Air Conditioning LLC	N/A	Yes
9554	Wyoming Insulation LLC	N/A	N/A



CITY OF MILLS
EST. 1921

Council Meeting: May 13, 2025

New Home Occupation Permits

Business Name

Renewal Home Occupation Permits

Business Name

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
1960						
05/13/2025	1960	Brendan Pellman	940.00	Bond Refund for Brendan Pellman	10-5100-9000	940.00
Total 1960:						940.00
1961						
05/13/2025	1961	Brittney Thomas	630.00	Bond Refund for Jeffrey Thomas	10-5100-9000	630.00
Total 1961:						630.00
1962						
05/13/2025	1962	Rebecca Sass	270.00	Bond Refund for Natava Johnson	10-5100-9000	270.00
Total 1962:						270.00
33911						
05/06/2025	33911	Wyoming Conference of Municipal	150.00-	Training Convergence for Stewart & Hand	10-5100-1030	150.00- V
Total 33911:						150.00-
34037						
05/06/2025	34037	Wyoming Conference of Municipal	150.00	Training Convergence for Stewart & Hand	10-5100-1030	150.00
05/06/2025	34037	Wyoming Conference of Municipal	150.00-	Training Convergence for Stewart & Hand	10-5100-1030	150.00- V
05/06/2025	34037	Wyoming Conference of Municipal	150.00	Training Convergence for Stewart & Hand	10-5100-1030	150.00
Total 34037:						150.00
34039						
05/13/2025	34039	AB Global	463.10	Background check	10-4600-1045	463.10
05/13/2025	34039	AB Global	201.85	Background check	10-4600-1045	201.85
Total 34039:						664.95
34040						
05/13/2025	34040	Account Information MGT Corp	31.02	Uncollectable Ambulance Charges	10-5600-2045	31.02

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34040:						31.02
34041						
05/13/2025	34041	Alayna Allen	45.16	Water Deposit Refund for Alayna Allen	51-26150	45.16
Total 34041:						45.16
34042						
05/13/2025	34042	ALSCO, Inc	77.68	Town Hall Mats	12-4500-3515	77.68
Total 34042:						77.68
34043						
05/13/2025	34043	Ashley Wineland	2,000.00	Summerfest	10-4900-3065	2,000.00
Total 34043:						2,000.00
34044						
05/13/2025	34044	Atlas Office Products, Inc	179.90	Form, Job Work Order	10-4400-3510	179.90
Total 34044:						179.90
34045						
05/13/2025	34045	Big Horn Tire, Inc.	1,092.06	Air Bag System under Brush 9	10-3400-5520	1,092.06
Total 34045:						1,092.06
34046						
05/13/2025	34046	Big Red Equipment	125.00	Inspect Vehicle Lift (Pass)	10-6500-3605	125.00
Total 34046:						125.00
34047						
05/13/2025	34047	Bobcat of Casper	95.08	Filters & Oil	10-7000-4050	95.08
05/13/2025	34047	Bobcat of Casper	19.06	Filter	10-7000-4050	19.06
Total 34047:						114.14

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34048						
05/13/2025	34048	Bound Tree Medical	168.65	Medical Supplies	10-5600-3595	168.65
Total 34048:						168.65
34049						
05/13/2025	34049	Brady Sunderman	300.00	Summerfest RumbleTrunk Band	12-4500-1027	300.00
Total 34049:						300.00
34050						
05/13/2025	34050	Buffalo Development	2,200.00	Recapture Lot 29 & 30	50-4600-9005	2,200.00
Total 34050:						2,200.00
34051						
05/13/2025	34051	Capital Business Systems, Inc	1,715.98	Canon/ira dx c5840i	10-5500-3570	1,715.98
Total 34051:						1,715.98
34052						
05/13/2025	34052	Caselle, Inc	3,080.00	Contract Support 6/1/25 to 6/30/25	50-4600-2005	3,080.00
Total 34052:						3,080.00
34053						
05/13/2025	34053	Century Link	253.50	Phone bill for Services	10-4400-9088	253.50
Total 34053:						253.50
34054						
05/13/2025	34054	Charter Communications	519.73	City services	10-4400-9087	519.73
Total 34054:						519.73
34055						
05/13/2025	34055	City of Casper	35,214.92	July1, 2024 -June 30, 2025 Transit Services	12-4500-3705	35,214.92
05/13/2025	34055	City of Casper	931.92	4/14/25 Balefill Charges	54-8400-3050	931.92
05/13/2025	34055	City of Casper	1,377.20	4/15/25 Balefill Charges	54-8400-3050	1,377.20

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
05/13/2025	34055	City of Casper	1,045.44	4/16/25 Balefill Charges	54-8400-3050	1,045.44
05/13/2025	34055	City of Casper	1,106.16	4/17/25 Balefill Charges	54-8400-3050	1,106.16
05/13/2025	34055	City of Casper	395.12	4/21/25 Balefill Charges	54-8400-3050	395.12
05/13/2025	34055	City of Casper	1,408.00	4/22/25 Balefill Charges	54-8400-3050	1,408.00
05/13/2025	34055	City of Casper	1,017.28	4/23/25 Balefill Charges	54-8400-3050	1,017.28
05/13/2025	34055	City of Casper	702.24	04/25/25 Balefill Charges	54-8400-3050	702.24
05/13/2025	34055	City of Casper	1,074.48	04/29/25 Balefill Charges	54-8400-3050	1,074.48
05/13/2025	34055	City of Casper	924.00	05/01/25 Balefill Charges	54-8400-3050	924.00
05/13/2025	34055	City of Casper	838.64	05/02/25 Balefill Charges	54-8400-3050	838.64
05/13/2025	34055	City of Casper	2,593.32	Metro Shelter Contract for March	10-5300-3010	2,593.32
05/13/2025	34055	City of Casper	8,288.18	PCSS Contract for March	10-5400-3000	8,288.18
05/13/2025	34055	City of Casper	1,249.95	March 2025 dispatch fees	10-5600-3000	1,249.95
05/13/2025	34055	City of Casper	57,509.70	201 Sewer	53-8300-3045	57,509.70
Total 34055:						115,676.55
34056						
05/13/2025	34056	Collins Communications, Inc	275.00	ITS Customer Care Contract	10-5500-2020	275.00
05/13/2025	34056	Collins Communications, Inc	275.00	ITS Customer Care Contract	10-5500-2020	275.00
Total 34056:						550.00
34057						
05/13/2025	34057	Communication Technologies Inc	1,942.82	Cargo Box & Side Storage	12-4500-3760	1,942.82
Total 34057:						1,942.82
34058						
05/13/2025	34058	Computer Professionals Unlimited	309.86	Replacement Receipt Printer for City Hall Front Office	10-5500-3575	309.86
05/13/2025	34058	Computer Professionals Unlimited	16,956.24	Replacement Laptops for PD	10-5500-3575	16,956.24
Total 34058:						17,266.10
34059						
05/13/2025	34059	CS Consulting	370.50	Mandatory fit testing for SCBA masks	10-5600-1050	370.50
Total 34059:						370.50

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34060						
05/13/2025	34060	CY Ace Hardware	11.98	Paint for Ballards	12-4500-3515	11.98
Total 34060:						11.98
34061						
05/13/2025	34061	Department of Workforce Services	4,236.53	April Workers Comp	10-23800	4,236.53
Total 34061:						4,236.53
34062						
05/13/2025	34062	Dewitt Water Systems & Service	130.00	Bottled water for the fire station	10-5600-3515	130.00
Total 34062:						130.00
34063						
05/13/2025	34063	Diamond Vogel	37.04	Paint for Ballards	12-4500-3515	37.04
Total 34063:						37.04
34064						
05/13/2025	34064	Dynamic Sound & Lighting	4,500.00	Stage	12-4500-1027	4,500.00
Total 34064:						4,500.00
34065						
05/13/2025	34065	Estate of Dan Wood	43.29	Water Deposit Refund for Estate of Estate of Dan Woo	51-26150	43.29
Total 34065:						43.29
34066						
05/13/2025	34066	Ferguson Waterworks #1116	12,857.71	Replacement Valving	12-4500-3800	12,857.71
05/13/2025	34066	Ferguson Waterworks #1116	386.76	3/4" Curb Stop & Stiffners	51-8100-3500	386.76
05/13/2025	34066	Ferguson Waterworks #1116	644.72	Tools (Unit #2)	50-4700-3545	644.72
Total 34066:						13,889.19
34067						
05/13/2025	34067	Floyd's Truck Center WY	8.68	Connector	54-8400-4050	8.68

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
05/13/2025	34067	Floyd's Truck Center WY	556.70	ATF	54-8400-4050	556.70
05/13/2025	34067	Floyd's Truck Center WY	241.89	Pails ATF	54-8400-4050	241.89
Total 34067:						807.27
34068						
05/13/2025	34068	Geotec Industrial Supply	177.60	Meter Pit Repair	51-8100-3500	177.60
Total 34068:						177.60
34069						
05/13/2025	34069	GovPilot	4,500.00	Building Inspection Modules	10-5700-2050	4,500.00
Total 34069:						4,500.00
34070						
05/13/2025	34070	Greiner Ford	67.43	Window Switch for Unit 10	10-5400-4050	67.43
05/13/2025	34070	Greiner Ford	340.20	Transmission diagnosis for unit 10	10-5400-4050	340.20
Total 34070:						407.63
34071						
05/13/2025	34071	Haid's Plumbing & Heating	526.44	Replace Ignitor on Boiler, flame sensor	10-5600-3515	526.44
Total 34071:						526.44
34072						
05/13/2025	34072	Homax	480.84	Fuel for fire vehicles	10-5600-4000	480.84
05/13/2025	34072	Homax	287.75	Community Development Department fuel	10-5700-4000	287.75
05/13/2025	34072	Homax	176.13	Streets	10-6000-4000	176.13
05/13/2025	34072	Homax	116.79	Shop	10-6500-4000	116.79
05/13/2025	34072	Homax	197.32	Parks	10-7000-4000	197.32
05/13/2025	34072	Homax	300.45	water	51-8100-4000	300.45
05/13/2025	34072	Homax	185.06	Sewer	53-8300-4000	185.06
05/13/2025	34072	Homax	1,725.99	Sanitation	54-8400-4000	1,725.99
Total 34072:						3,470.33

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34073						
05/13/2025	34073	Imperial Pump Solutions	580.00	Platte View Lift Station	53-8300-3675	580.00
Total 34073:						580.00
34074						
05/13/2025	34074	Imperial Sanitation LLC	310.00	April Services First Street Park	10-7000-3095	310.00
05/13/2025	34074	Imperial Sanitation LLC	175.00	April Services Sunny Acers Park	10-7000-3095	175.00
05/13/2025	34074	Imperial Sanitation LLC	135.00	April Services Norene Kilmer Park	10-7000-3095	135.00
Total 34074:						620.00
34075						
05/13/2025	34075	Installation & Service Company In	3,624.70	Repair Water Leak on Benton	51-8100-3525	3,624.70
Total 34075:						3,624.70
34076						
05/13/2025	34076	Jackson Group	150.36	Fuel Filters	54-8400-4050	150.36
05/13/2025	34076	Jackson Group	85.95	Door Check Kit	54-8400-4050	85.95
05/13/2025	34076	Jackson Group	214.34	Fuel & Oil Filters	54-8400-4050	214.34
Total 34076:						450.65
34077						
05/13/2025	34077	Josh & Maria Walker	81.40	Water Deposit Refund for Josh & Maria Walker	51-26150	81.40
Total 34077:						81.40
34078						
05/13/2025	34078	Justin Buchholz	150.00	Justin Buchholz Per Diem k9 training	10-5400-3560	150.00
Total 34078:						150.00
34079						
05/13/2025	34079	Keith R Nachbar P.C.	375.00	Keith Nachbar William Prittle	10-5100-1090	375.00
Total 34079:						375.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34080						
05/13/2025	34080	Kenny Electric	43.67	Water Deposit Refund for Kenny Electric	51-26150	43.67
Total 34080:						43.67
34081						
05/13/2025	34081	Kistler Tent & Awning	210.00	Filter Bag Repair	52-8200-3525	210.00
Total 34081:						210.00
34082						
05/13/2025	34082	Kristi & Kyle Miller	73.04	Water Deposit Refund for Kristi & Kyle Miller	51-26150	73.04
Total 34082:						73.04
34083						
05/13/2025	34083	Mallory Safety	10.00	Embroidery trial on a hat	10-5600-1040	10.00
Total 34083:						10.00
34084						
05/13/2025	34084	Menards	149.60	Lights Christmas parade	10-4900-3055	149.60
Total 34084:						149.60
34085						
05/13/2025	34085	Merrily Johnston	500.00	Face Paint & Balloon	12-4500-1027	500.00
05/13/2025	34085	Merrily Johnston	500.00-	Face Paint & Balloon	12-4500-1027	500.00- V
05/13/2025	34085	Merrily Johnston	250.00	Face Paint & Balloon Deposit	12-4500-1027	250.00
05/13/2025	34085	Merrily Johnston	250.00-	Face Paint & Balloon Deposit	12-4500-1027	250.00- V
Total 34085:						.00
34086						
05/13/2025	34086	MSC Industrial	143.41	Restock Bolt Bin	50-4700-3500	143.41
Total 34086:						143.41

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34087						
05/13/2025	34087	NAPA Auto Parts	30.32	Oil and Air Filter for Unit 10	10-5400-4050	30.32
05/13/2025	34087	NAPA Auto Parts	61.64	Oil, Air & Oil Filter for Unit CSO2	10-5400-4050	61.64
05/13/2025	34087	NAPA Auto Parts	55.99	A/C refrigerant for MS 85	10-5600-4050	55.99
05/13/2025	34087	NAPA Auto Parts	252.46	Air Filters	54-8400-4050	252.46
05/13/2025	34087	NAPA Auto Parts	331.15	Pail Transynd Oil	54-8400-4050	331.15
05/13/2025	34087	NAPA Auto Parts	25.66	Oil & Air Filter for unit 14	10-5400-4050	25.66
Total 34087:						757.22
34088						
05/13/2025	34088	Natrona County Health Departme	3,750.00	4th Quarter Health Department contributions	10-4600-3030	3,750.00
Total 34088:						3,750.00
34089						
05/13/2025	34089	Natrona County Sheriffs Office	11,008.80	NCSO Jail Billing March 2025	10-5400-3015	11,008.80
Total 34089:						11,008.80
34090						
05/13/2025	34090	Norco, Inc	77.48	Medical Gloves for the ambulances	10-5600-3595	77.48
05/13/2025	34090	Norco, Inc	65.19	Lab Supply/ Safety Supply	52-8200-3510	65.19
05/13/2025	34090	Norco, Inc	252.34	Oxygen for the ambulances	10-5600-3595	252.34
Total 34090:						395.01
34091						
05/13/2025	34091	Oil City Printers	163.64	Red Tag Door Hangers	50-4600-3510	163.64
Total 34091:						163.64
34092						
05/13/2025	34092	Paula Burney	81.40	Water Deposit Refund for Paula Burney	51-26150	81.40
Total 34092:						81.40
34093						
05/13/2025	34093	Quadient, Inc	3,389.67	Postage	50-4600-3530	3,389.67

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
05/13/2025	34093	Quadient, Inc	3,389.67-	Postage	50-4600-3530	3,389.67- V
05/13/2025	34093	Quadient, Inc	93.00	Online maintenance	50-4600-3510	93.00
05/13/2025	34093	Quadient, Inc	93.00-	Online maintenance	50-4600-3510	93.00- V
Total 34093:						.00
34094						
05/13/2025	34094	Robert Hand	600.00	Summerfest 2025	12-4500-1027	600.00
Total 34094:						600.00
34095						
05/13/2025	34095	Rocky Mountain Drug Testing	640.00	Random Drug tests	10-4600-1060	640.00
Total 34095:						640.00
34096						
05/13/2025	34096	Rocky Mountain Oilfield Warehou	9,921.90	Wildland Radios	10-3400-5520	9,921.90
05/13/2025	34096	Rocky Mountain Oilfield Warehou	2,564.07	Berkley Impeller	12-4500-3800	2,564.07
Total 34096:						12,485.97
34097						
05/13/2025	34097	Rocky Mountain Power	856.86	April Billing	50-4600-2510	856.86
05/13/2025	34097	Rocky Mountain Power	856.86-	April Billing	50-4600-2510	856.86- V
Total 34097:						.00
34098						
05/13/2025	34098	Sidney Ghafferi	68.85	Water Deposit Refund for Sidney Ghafferi	51-26150	68.85
Total 34098:						68.85
34099						
05/13/2025	34099	Stotz Equipment	78.60	Filter Kit Mower Unit #35	10-7000-4050	78.60
05/13/2025	34099	Stotz Equipment	386.49	Filter Kit & Oil Mower Unit #36	10-7000-4050	386.49
Total 34099:						465.09

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34100						
05/13/2025	34100	Sutherlands	8.07	Master Lock	10-7000-3545	8.07
05/13/2025	34100	Sutherlands	23.96	Socket Bits	10-7000-3545	23.96
05/13/2025	34100	Sutherlands	31.97	Ratchet & Sockets	10-7000-3545	31.97
Total 34100:						64.00
34101						
05/13/2025	34101	Team Laboratory Chemical, LLC	2,356.00	Road Patch	12-4500-3700	2,356.00
Total 34101:						2,356.00
34102						
05/13/2025	34102	TransUnion Risk and Alternative	75.00	Transunion April 2025	10-5400-2070	75.00
Total 34102:						75.00
34103						
05/13/2025	34103	USA Blue Book	1,650.24	Hydrant Meters x 2	51-8100-3655	1,650.24
Total 34103:						1,650.24
34104						
05/13/2025	34104	Verizon	1,437.82	Services	10-4600-2505	1,437.82
05/13/2025	34104	Verizon	138.72	Two air cards for cardiac monitor and something for wa	10-5600-2040	138.72
Total 34104:						1,576.54
34105						
05/13/2025	34105	WEX Bank	19.90	DEF and cards for e9, br9 and ms 48	10-5600-4000	19.90
Total 34105:						19.90
34106						
05/13/2025	34106	WLC Engineering Inc	760.00	Water Storage tank services through 4/30/25	10-4800-6060	760.00
05/13/2025	34106	WLC Engineering Inc	3,478.80	Engineering for riverfront stabilization project through 4	10-4800-6010	3,478.80
05/13/2025	34106	WLC Engineering Inc	5,941.50	Professional engineering services through 4/30/25	50-4600-2060	5,941.50
05/13/2025	34106	WLC Engineering Inc	30.06	Professional GIS services through 4/30/25	50-4600-2080	30.06
05/13/2025	34106	WLC Engineering Inc	490.63	Planning services through 4/30/25	10-5700-2050	490.63

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34106:						10,700.99
34107						
05/13/2025	34107	Wyoming Insulation, LLC	90.00	Business License refund	10-3200-5200	90.00
Total 34107:						90.00
34108						
05/13/2025	34108	Wyoming Secure Properties	82.63	Water Deposit Refund for Wyoming Secure Properties	51-26150	82.63
Total 34108:						82.63
34109						
05/13/2025	34109	Wyoming Steel & Recycling	564.00	Ballards Riverfront	12-4500-3515	564.00
05/13/2025	34109	Wyoming Steel & Recycling	262.00	Ballards Riverfront	12-4500-3515	262.00
Total 34109:						826.00
34110						
05/13/2025	34110	Y2 Consultants LLC	3,488.00	Plannin services through 4/18/25	10-5700-2050	3,488.00
Total 34110:						3,488.00
34111						
05/13/2025	34111	Zoll Data Systems Dept #42374	600.00	A/R consulting for EMS billin	10-5600-2045	600.00
05/13/2025	34111	Zoll Data Systems Dept #42374	617.50	EMS Billing platform	10-5600-2045	617.50
Total 34111:						1,217.50
34113						
05/13/2025	34113	Merrily Johnston	250.00	Face Paint & Balloon Deposit	12-4500-1027	250.00
Total 34113:						250.00
34114						
05/13/2025	34114		3,389.67	Postage	50-4600-3530	3,389.67

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
Total 34114:						3,389.67	
34115							
05/13/2025	34115	Merrily Johnston	500.00	Face Paint & Balloon	12-4500-1027	500.00	
Total 34115:						500.00	
34116							
05/13/2025	34116	Quadient, Inc	93.00	Online maintenance	50-4600-3510	93.00	
Total 34116:						93.00	
34117							
05/13/2025	34117	Jennifer Brust	30.00	Booth Refund	10-3400-1068	30.00	
Total 34117:						30.00	
192100036							
05/13/2025	192100036	307 Billing Services, LLC	2,000.00	May Billing	10-5600-2045	2,000.00	M
Total 192100036:						2,000.00	
192100037							
05/13/2025	192100037	Black Hills Energy	1,384.15	Natural Gas for City	10-4600-2515	1,384.15	M
05/13/2025	192100037	Black Hills Energy	1,329.84	Natural Gas for Enterprise	50-4600-2515	1,329.84	M
05/13/2025	192100037	Black Hills Energy	559.88	Natural Gas for WTP	52-8200-2515	559.88	M
Total 192100037:						3,273.87	
192100038							
05/13/2025	192100038	Rocky Mountain Power	222.36	6699 Poison Spider	50-4600-2510	222.36	M
Total 192100038:						222.36	
192100039							
05/13/2025	192100039	Rocky Mountain Power	43.05	900 Roberson Rd	10-4600-2510	43.05	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
Total 192100039:						43.05	
192100040							
05/13/2025	192100040	Rocky Mountain Power	7,402.90	Utilites for the City	10-4600-2510	7,402.90	M
05/13/2025	192100040	Rocky Mountain Power	2,378.65	Enterprise Power	50-4600-2510	2,378.65	M
05/13/2025	192100040	Rocky Mountain Power	5,476.21	Power WTP	52-8200-2510	5,476.21	M
Total 192100040:						15,257.76	
192100041							
05/13/2025	192100041	HUB International	71,788.72	Health Benefits	10-23700	71,788.72	M
Total 192100041:						71,788.72	
192100042							
05/13/2025	192100042	Jonah Visa	13,256.78	Jonah Credit Card Payment	99-21150	13,256.78	M
Total 192100042:						13,256.78	
192100043							
05/13/2025	192100043	Rocky Mountain Power	856.86	April Billing	50-4600-2510	856.86	M
Total 192100043:						856.86	
Grand Totals:						352,987.36	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	300.00	171,885.42-	171,585.42-
10-23700	71,788.72	.00	71,788.72
10-23800	4,236.53	.00	4,236.53
10-3200-5200	90.00	.00	90.00
10-3400-1068	30.00	.00	30.00
10-3400-5520	11,013.96	.00	11,013.96

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-4400-3510	179.90	.00	179.90
10-4400-9087	519.73	.00	519.73
10-4400-9088	253.50	.00	253.50
10-4600-1045	664.95	.00	664.95
10-4600-1060	640.00	.00	640.00
10-4600-2505	1,437.82	.00	1,437.82
10-4600-2510	7,445.95	.00	7,445.95
10-4600-2515	1,384.15	.00	1,384.15
10-4600-3030	3,750.00	.00	3,750.00
10-4800-6010	3,478.80	.00	3,478.80
10-4800-6060	760.00	.00	760.00
10-4900-3055	149.60	.00	149.60
10-4900-3065	2,000.00	.00	2,000.00
10-5100-1030	300.00	300.00-	.00
10-5100-1090	375.00	.00	375.00
10-5100-9000	1,840.00	.00	1,840.00
10-5300-3010	2,593.32	.00	2,593.32
10-5400-2070	75.00	.00	75.00
10-5400-3000	8,288.18	.00	8,288.18
10-5400-3015	11,008.80	.00	11,008.80
10-5400-3560	150.00	.00	150.00
10-5400-4050	525.25	.00	525.25
10-5500-2020	550.00	.00	550.00
10-5500-3570	1,715.98	.00	1,715.98
10-5500-3575	17,266.10	.00	17,266.10
10-5600-1040	10.00	.00	10.00
10-5600-1050	370.50	.00	370.50
10-5600-2040	138.72	.00	138.72
10-5600-2045	3,248.52	.00	3,248.52
10-5600-3000	1,249.95	.00	1,249.95
10-5600-3515	656.44	.00	656.44
10-5600-3595	498.47	.00	498.47
10-5600-4000	500.74	.00	500.74
10-5600-4050	55.99	.00	55.99
10-5700-2050	8,478.63	.00	8,478.63
10-5700-4000	287.75	.00	287.75
10-6000-4000	176.13	.00	176.13
10-6500-3605	125.00	.00	125.00
10-6500-4000	116.79	.00	116.79
10-7000-3095	620.00	.00	620.00

GL Account	Debit	Credit	Proof
10-7000-3545	64.00	.00	64.00
10-7000-4000	197.32	.00	197.32
10-7000-4050	579.23	.00	579.23
12-21100	750.00	62,788.22-	62,038.22-
12-4500-1027	6,900.00	750.00-	6,150.00
12-4500-3515	952.70	.00	952.70
12-4500-3700	2,356.00	.00	2,356.00
12-4500-3705	35,214.92	.00	35,214.92
12-4500-3760	1,942.82	.00	1,942.82
12-4500-3800	15,421.78	.00	15,421.78
50-21100	4,339.53	24,813.24-	20,473.71-
50-4600-2005	3,080.00	.00	3,080.00
50-4600-2060	5,941.50	.00	5,941.50
50-4600-2080	30.06	.00	30.06
50-4600-2510	4,314.73	856.86-	3,457.87
50-4600-2515	1,329.84	.00	1,329.84
50-4600-3510	349.64	93.00-	256.64
50-4600-3530	6,779.34	3,389.67-	3,389.67
50-4600-9005	2,200.00	.00	2,200.00
50-4700-3500	143.41	.00	143.41
50-4700-3545	644.72	.00	644.72
51-21100	.00	6,659.19-	6,659.19-
51-26150	519.44	.00	519.44
51-8100-3500	564.36	.00	564.36
51-8100-3525	3,624.70	.00	3,624.70
51-8100-3655	1,650.24	.00	1,650.24
51-8100-4000	300.45	.00	300.45
52-21100	.00	6,311.28-	6,311.28-
52-8200-2510	5,476.21	.00	5,476.21
52-8200-2515	559.88	.00	559.88
52-8200-3510	65.19	.00	65.19
52-8200-3525	210.00	.00	210.00
53-21100	.00	58,274.76-	58,274.76-
53-8300-3045	57,509.70	.00	57,509.70
53-8300-3675	580.00	.00	580.00
53-8300-4000	185.06	.00	185.06
54-21100	.00	14,388.00-	14,388.00-
54-8400-3050	10,820.48	.00	10,820.48
54-8400-4000	1,725.99	.00	1,725.99
54-8400-4050	1,841.53	.00	1,841.53

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
99-10200	.00	.00	.00
99-21100	.00	13,256.78-	13,256.78-
99-21150	13,256.78	.00	13,256.78
Grand Totals:	363,766.42	363,766.42-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



PAID ACH / EFT TRANSACTIONS

5-13-25

Date	Payor	AMOUNT
5/5/25	Mech BNKCD NSD Deposit	\$ 25.00
5/5/25	Paymentech Fee	\$ 32.01
5/5/25	American Express AXP	\$ 50.49
5/5/25	American Express AXP	\$ 119.34
5/5/25	Paymentech Fee	\$ 1,217.42
5/5/25	Paymentech Fee	\$ 1,238.89
5/7/25	Xpress Bill Pay Billing	\$ 1,324.64
Total:		\$ 4,007.79



PAYROLL

Meeting Date: May 13, 2025

Payroll Type: Regular/Police

Date Range: 4-7-25 to 4-20-25

Net: \$ 118,948.34

Deductions: \$ 31,259.86

Federal Taxes: \$ 9,791.00

Medicare: \$ 1,649.83

Retirement: \$ 6,270.32

Social Security: \$ 6,821.50

Child Support: \$ 540.32

Insurance: \$ 4,487.14

Supplemental Retirement: \$ 1,126.01

Supplemental Insurance: \$ 349.64

TOTAL PAYROLL: \$ 87,688.48

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: May 13, 2025

Payroll Type: Regular/Police

Date Range: 4-21-25 to 5-4-25

Net: \$ 118,162.65

Deductions: \$ 26,574.07

Federal Taxes: \$ 10,221.00

Medicare: \$ 1,705.41

Retirement: \$ 6,604.55

Social Security: \$ 7,043.11

Child Support: \$ -

Insurance: \$ -

Supplemental Retirement: \$ 1,000.00

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 91,588.58

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: May 13, 2025

Payroll Type: Fire

Date Range: 4-8-25 to 4-19-25

Net: \$ 22,079.44

Deductions: \$ 5,946.83

Federal Taxes: \$ 1,599.00

Medicare: \$ 302.35

Retirement: \$ 2,482.83

Union Dues \$ 210.00

Child Support: \$ -

Insurance: \$ 1,352.65

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 16,132.61

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: May 13, 2025

Payroll Type: Fire

Date Range: 4-20-25 to 5-1-25

Net: \$ 21,347.44

Deductions: \$ -

Federal Taxes: \$ 1,453.00

Medicare: \$ 291.73

Retirement: \$ 2,321.54

Union Dues \$ 210.00

Child Support: \$ -

Insurance: \$ 1,352.65

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 21,347.44

City Clerk, Sarah Osborn

Mayor, Leah Juarez

**CITY OF MILLS**
EST. 1921**Transmittal Transactions**
5-13-25***Payroll Regular/Police: 4-7-25 to 4-20-25***

Date	Type/Check #	Payor	AMOUNT
4/20/2025	ACH	IRS	\$ 26,733.86
4/20/2025	34035	American Funds	\$ 50.00
4/20/2025	ACH	Orchard Trust 457	\$ 950.00
Total:			\$ 27,733.86

Payroll Fire: 4-8-25 to 4-19-25

Date	Type/Check #	Payor	AMOUNT
4/19/2025	ACH	IRS	\$ 2,203.70
4/19/2025	34032	Pathfinder FCU	\$ 210.00
Total:			\$ 2,413.70

Payroll Regular/Police: 4-21-25 to 5-4-25

Date	Type/Check #	Payor	AMOUNT
5/4/2025	ACH	IRS	\$ 27,718.04
5/4/2025	34038	American Funds	\$ 50.00
5/4/2025	ACH	Orchard Trust 457	\$ 950.00
5/14/2025	ACH	Wyoming Retirement	\$ 39,774.39
Total:			\$ 68,492.43

Payroll Fire: 4-20-25 to 5-1-25

Date	Type/Check #	Payor	AMOUNT
5/1/2025	ACH	IRS	\$ 2,123.56
5/1/2025	34036	Pathfinder FCU	\$ 210.00
5/14/2025	ACH	Wyoming Retirement	\$ 19,953.35
Total:			\$ 22,286.91

TOTAL \$ 120,926.90



CITY OF MILLS
EST. 1921

VOIDED CHECKS
5-13-25

CHECK #	DATE	PAYOR	AMOUNT
34000	4/22/2025	Casper Police Department	\$ 60.00

Total: \$ 60.00

AN ORDINANCE NO. 821: FIRST READING for the FY 26 Budget Year

APPROPRIATING MONEY FOR THE ANNUAL BUDGET OF THE CITY OF MILLS, WYOMING, FOR THE CONDUCT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MILLS, WYOMING FOR THE FISCAL YEAR 2026.

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

1. That the actual revenues of the current fiscal year are as follows:
- a. Fiscal Year 2026 General Revenue Fund

b. Grants & Loans

c. One Cent & Special Revenue

d. Enterprise Funds

e. Impact Fund

f. Wildland Fire

\$5,496,469.00

\$0.00

\$1,400,000.00

\$3,245,000.00

\$0.00

\$100,000.00
- Total Revenue: \$10,241,469.00
2. That the actual expenditures for the current fiscal year are as follows:
- a. Fiscal Year 2025 Actual Expenditures:

\$10,558,088.00

3. That the actual expenditures for the 2025 budget year are as follows:

Administration	\$435,150.00	Streets	\$127,278.00
Non Departmental	\$507,964.00	Impact	\$0.00
City Council	\$119,471.00	Shop Department	\$116,025.00
Grants & Loans	\$0.00	Parks Department	\$99,530.00
Municipal Courts	\$162,763.00	Water Department	\$393,775.00
Community Service Division	\$157,431.00	Water Treatment Plant	\$669,002.00
Police Department	\$2,330,921.00	Sewer Department	\$992,058.00
I.T. Department	\$279,377.00	Sanitation Department	\$683,956.00
Fire Department	\$1,128,475.00	One-Cent Projects	\$1,398,460.00
Community Development	\$370,404.00	Wildland Fire	\$27,250.00
Enterprise Administration	\$465,068.00		
Fleet Enterprise	\$93,730.00	Total	\$10,558,088.00

PASSED ON FIRST READING ON _____ OF _____ 2025.
PASSED ON SECOND READING ON _____ OF _____ 2025.
PASSED ON THIRD AND FINAL READING ON _____ OF _____ 2025.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED

Sarah Osborn, City Clerk

RESOLUTION NO. 2025-17

A RESOLUTION EXPRESSING SUPPORT FOR THE DESIGNATION OF A UNIQUE ZIP CODE FOR THE CITY OF MILLS

WHEREAS, the United States Postal Service (USPS) plays a vital role in ensuring reliable mail delivery, facilitating commerce, and providing essential services to residents of Mills, Wyoming, and across the nation; and

WHEREAS, the City of Mills currently shares the 82604 ZIP Code with neighboring municipalities, leading to challenges such as misdirected mail, confusion in service delivery, and complications in demographic and economic data collection; and

WHEREAS, Representative Bobert of Colorado introduced H.R. 3095 To direct the United States Postal Service to designate single, unique ZIP Codes for 72 communities, and for other purposes. Co- Sponsored by Representative Hageman of Wyoming; and

WHEREAS, the City of Mills recognizes the national zip code coalition where 72 other communities have joined together to address zip code issues and experience similar lack of resolve with the USPS; and

WHEREAS, the lack of an independent ZIP code for Mills has led to long standing mail delivery issues, which impact legal notices, code enforcement activities, and public outreach efforts. Additionally, having an address that is improperly associated with another jurisdiction has led to taxes distributed to the incorrect city. The lack of an independent ZIP code also causes confusion with voter registration and elections, and interferes with emergency response and public safety activities; and

WHEREAS, the City of Mills has twice petitioned the USPS for a unique ZIP Code designation and has not been successful; and

WHEREAS, the City of Mills requests the assistance of Congress to designate unique zip codes to these more than 72 communities and direct the USPS to resolve this long standing matter,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Mills, Wyoming:

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 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. 2025-18

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH A TOWER NEGOTIATING COMPANY

WHEREAS, the City of Mills recognizes the importance of managing and optimizing the use of city-owned property and infrastructure for telecommunications purposes; and

WHEREAS, the City has identified a need to engage a professional tower negotiating company to assist in the evaluation, negotiation, and management of agreements related to wireless communication infrastructure; and

WHEREAS, it is in the best interest of the City to authorize the Mayor to act on behalf of the City in entering into such agreements in order to protect the City’s interests and maximize potential benefits;

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

Section 1. The Mayor is hereby authorized to enter into an agreement with Vertical Consultants, LLC, a tower negotiating company, to provide services related to the evaluation, negotiation, and management of tower lease agreements and related activities.

Section 2. The agreement shall be in a form acceptable to the City Attorney and in accordance with all applicable local, state, and federal laws and regulations.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED THIS 22nd DAY OF APRIL 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. 2025-19

**A RESOLUTION APPROVING THE FINAL PLAT FOR
LOTS 1 & 2, ELROD ADDITION,
AN ADDITION TO THE CITY OF MILLS**

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

WHEREAS, the Elrod Living Trust 12/5/23, is the owner of Lots 1 & 2, Elrod Addition, an addition to the City of Mills, Natrona County, Wyoming.

WHEREAS, said owner has petitioned the City of Mills to plat said property as Lots 1 & 2, Elrod Addition; 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 May 1, 2025, 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 13 May 2025 and approved the Final Plat for Lots 1 & 2, Elrod Addition, an addition to the City of Mills, Wyoming.

1. All planning considerations 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 13TH Day of May, 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



CITY OF MILLS
EST. 1921

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

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

Item # 16.

Memorandum

TO: Mills City Council
FROM: Megan Nelms, AICP, City Planner
DATE: May 13, 2025
SUBJECT: Final Plat – Elrod Addition

Case Number: 25.04 FSP

Summary: The applicant is proposing to resubdivide Lot 1, Elrod Addition into two (2) lots, one being .72-acres in size and the other .14-acres in size. Both lots meet the minimum lot size requirements for the applicable zone district, however, the applicant has indicated the purpose of the resubdivision is to provide access across proposed Lot 2 from Falcon St. to the adjacent Lot 20, Peterson Addition No. 2.

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

Planning Commission Recommendation: At their May 1, 2025, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request, pending completion of all planning considerations.

Staff Recommendation: The applicant has completed all the required planning considerations and staff recommends APPROVAL of the subdivision final plat.

Elrod Addition No. 2
Final Plat

Planning Commission Meeting
May 1, 2025

City Council Meeting

Applicants: Elrod Living Trust

Case Number: 25.04 FSP

Agent: ECS Engineers

Summary: The applicant is proposing to resubdivide Lot 1, Elrod Addition into two (2) lots, one being 31,781 sq. ft. and the other 6,185 sq. ft in size.

Legal Description: Lot 1, Elrod Addition

Location: The property is located on the northeast corner of the intersection of Poison Spider Rd and Falcon Ave.

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

Existing Land Use: There is an existing shop building on the property. *It is noted that the existing structure is considered non-conforming for setbacks

Adjacent Land Use: North: Industrial uses/Peterson Addition No. 3 (C-1)
South: Industrial uses/Peterson Subdivision No. 2 (I-1)
East: Industrial uses/Peterson Subdivision No. 2 (I-1)
West: Various commercial businesses (I-1)

Planning Considerations:

1. Add the size of each lot in acres to the plat face.
2. Cosmetic changes to the plat:
 - a. In the 2nd line of the first paragraph of the Dedication, add a space between Lot and the number 1.
 - b. In the Acknowledgement, for each signer of the plat, add “Elrod Living Trust 12/5/23” after Trustee
 - c. Update the vicinity map to reflect the nearby resubdivision of Natrona Business Park No. 2
 - d. Re-label Roosevelt St. as 35’ wide
 - e. Add a ‘date’ field for each signer under City Engineer, Planner & Surveyor

3. Survey Reviews:

- a. The last two calls in the legal description bound to Poison Spider Road and they should bound to Falcon Street.

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

PAID
APR 10 2025

Item # 16.



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

Date: _____
Return by: _____
(Submittal Deadline)
For Meeting on: _____

PLEASE PRINT

SINGLE POINT OF CONTACT: Dan Elrod (307) 797-3041

APPLICANT/PROPERTY OWNER(S) INFORMATION:

Print Owner Name:
Elrod Living Trust and CCR LLC
Owner Mailing Address:
2971 Robertson Road
City, State, Zip: Casper, WY 82604
Owner Phone: [REDACTED]
Applicant Email: [REDACTED]

AGENT INFORMATION:

Print Agent Name:
Dan Elrod
Agent Mailing Address:
2971 S. Robertson Road
City, State, Zip: Casper, WY 82604
Agent Phone: [REDACTED]
Agent Email: [REDACTED]

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): 1136 Falcon Lot 1 Elrod Living Trust
Physical address of subject property if available: 1136 Falcon
Size of lot(s) 37,642 sq ft sq. ft/acres:
Current zoning: I-1 Current use: Commercial
Intended use of the property: Same
Zoning within 300 feet: I-1 Land use within 300 feet: Same

ATTACHMENTS (REQUIRED):

1. **Proof of ownership:** _____ (such as deed, title certification, attorney's title opinion)
2. **One (1) full sized copy 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: N/A
(Example: along west property line, running north & south)
Width of Existing Right-of-Way / Easement: _____ Number of Feet to be Vacated: _____
Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned

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:
Replat of Lot 1 Elrod Family Trust and Lot 20 Peterson #2

Surveying by ECS Shawn Gustufson (307) 267-6215

OWNER Signature _____

OWNER Signature _____

AGENT Signature _____

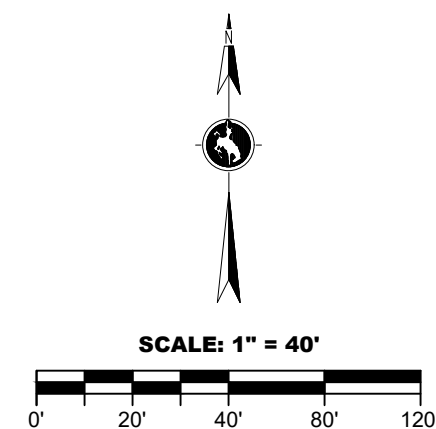
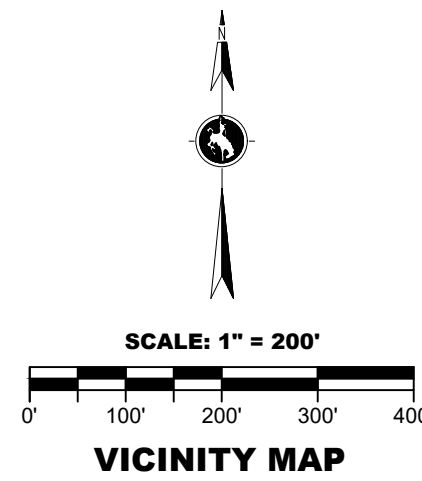
FEES (Plat/Replat): \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), **plus \$150.00 recording fee.**

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

A VACATION AND REPLAT OF LOT 1, ELROD ADDITION
AS

ELROD ADDITION No. 2

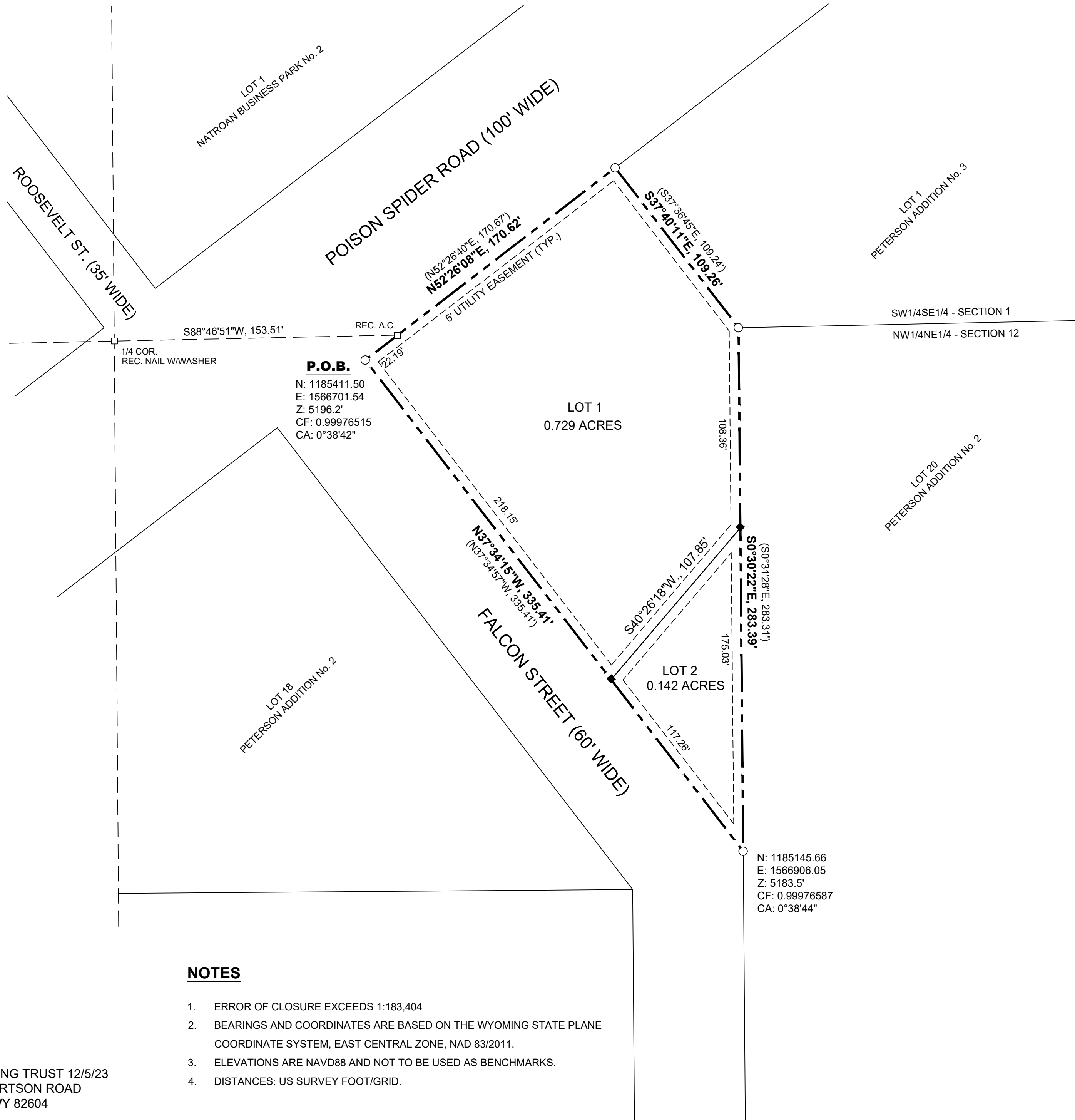
AN ADDITION TO THE CITY OF MILLS, WYOMING
LOCATED IN PORTIONS OF THE SW1/4SE1/4, SECTION 1 AND NW1/4NE1/4, SECTION 12
T.33N., R.80W., 6TH P.M.,
NATRONA COUNTY, WYOMING



LEGEND

- RECOVERED BRASS CAP
- RECOVERED CORNER (AS NOTED)
- SET ALUMINUM CAP
- W.C. WITNESS CORNER

- SUBDIVISION BOUNDARY
- LOT LINE
- EASEMENT LINE
- SECTION LINES
- MEASURED BEARING & DISTANCE
- RECORD BEARING & DISTANCE



NOTES

- ERROR OF CLOSURE EXCEEDS 1:183,404
- BEARINGS AND COORDINATES ARE BASED ON THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 83/2011.
- ELEVATIONS ARE NAVD88 AND NOT TO BE USED AS BENCHMARKS.
- DISTANCES: US SURVEY FOOT/GRID.

OWNER:
ELROD LIVING TRUST 12/5/23
2971 ROBERTSON ROAD
CASPER, WY 82604

DATE DRAWN:
4.9.2025



Environmental and Civil Solutions, LLC
111 West 2nd Street, Suite 600
Casper, WY 82604
Phone: 307.337.2883
www.ecsengineers.net

PROJECT NO. 2500

CERTIFICATE OF DEDICATION

STATE OF WYOMING
COUNTY OF NATRONA

THE UNDERSIGNED, DANIEL R. ELROD AND MELISSA A. ELROD, TRUSTEES OF THE ELROD LIVING TRUST 12/5/23, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF LOT 1, ELROD ADDITION, LOCATED IN A PORTION OF THE SW1/4SE1/4, SECTION 1, AND THE NW1/4NE1/4, SECTION 12, T.33N., R.80W., 6TH P.M., CITY OF MILLS, NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WESTERLY CORNER OF THE PARCEL BEING DESCRIBED AND A POINT IN THE INTERSECTION OF THE NORTHEASTERLY LINE OF FALCON STREET WITH THE SOUTHEASTERLY LINE OF POISON SPIDER ROAD; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID POISON SPIDER ROAD, N.52°26'08"E., 170.62 FEET TO THE NORTHERLY CORNER OF SAID PARCEL AND THE WESTERLY CORNER OF LOT 1, PETERSON ADDITION No. 3; THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF SAID LOT 1, PETERSON ADDITION No. 3, S.37°40'11"E., 108.26 FEET TO THE EASTERLY CORNER OF SAID PARCEL, THE SOUTHWEST CORNER OF SAID LOT 1, PETERSON ADDITION No. 3 AND THE NORTHWEST CORNER OF LOT 20, PETERSON ADDITION No. 2; THENCE ALONG THE EASTERLY LINE OF SAID PARCEL AND THE WESTERLY LINE OF SAID LOT 20, PETERSON ADDITION No. 2, S.0°30'22"E., 283.39 FEET TO THE SOUTHERLY CORNER OF SAID PARCEL AND A POINT IN THE NORTHEASTERLY LINE OF SAID FALCON STREET; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL AND THE NORTHEASTERLY LINE OF SAID FALCON STREET, N.37°34'15"W., 335.41 FEET TO THE POINT OF BEGINNING;

THE ABOVE-DESCRIBED PARCEL OF LAND CONTAINS 0.871 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE VACATION, REPLAT AND SUBDIVISION OF THE FOREGOING DESCRIBED LANDS, LOT 1, ELROD ADDITION, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE ABOVE NAMED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE KNOWN AS "ELROD ADDITION No. 2", TO THE CITY OF MILLS, NATRONA COUNTY, WY. ALL STREETS SHOWN HEREON ARE HEREBY OR WERE PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC.

EASEMENTS SHOWN HEREON, ARE HEREBY DEDICATED TO THE CITY OF MILLS AND TO THE PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSES OF CONSTRUCTION, OPERATION AND MAINTENANCE OF UTILITY LINES, CONDUITS, DITCHES, DRAINAGE AND ACCESS.

ELROD LIVING TRUST 12/5/23
2971 ROBERTSON ROAD
CASPER, WY 82604

ELROD LIVING TRUST 12/5/23
2971 ROBERTSON ROAD
CASPER, WY 82604

DANIEL R. ELROD, TRUSTEE ELROD LIVING TRUST 12/5/23

MELISSA A. ELROD, TRUSTEE ELROD LIVING TRUST 12/5/23

ACKNOWLEDGEMENTS

STATE OF WYOMING)
) SS
COUNTY OF NATRONA)

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025,
BY DANIEL R. ELROD - TRUSTEE.
WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

STATE OF WYOMING)
) SS
COUNTY OF NATRONA)

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025,
BY MELISSA A. ELROD - TRUSTEE.
WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

APPROVALS

CITY OF MILLS:

APPROVED BY THE CITY COUNCIL OF THE CITY OF MILLS, WYOMING BY RESOLUTION NUMBER _____ DULY PASSED, ADOPTED AND
APPROVED ON THIS _____ DAY OF _____, 2025.

ATTEST: MAYOR

ATTEST: CITY CLERK

CITY ENGINEER

CITY SURVEYOR

CITY PLANNER

_____, 2025.

_____, 2025.

_____, 2025.

CERTIFICATE OF SURVEYOR

I, **STEVEN J. GRANGER**, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF "ELROD ADDITION No.2", AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE FROM NOTES DURING AN ACTUAL SURVEY MADE BY ME OR OTHERS UNDER MY DIRECT SUPERVISION DURING THE MONTH OF APRIL, 2025 AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.

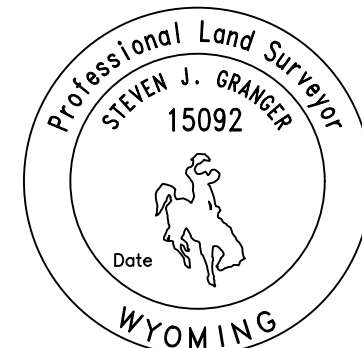
STATE OF WYOMING)
) SS
COUNTY OF NATRONA)

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025,
BY STEVEN J. GRANGER

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC



Elrod Addition No. 2 – Final Plat



Mills Zoning Districts

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

TRUSTEE'S SPECIAL WARRANTY DEED

DANIEL ROBERT ELROD, Successor Trustee of the Elrod Family Trust, dated September 26, 1990, Grantor, of Natrona County, State of Wyoming, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, the receipt of which is hereby acknowledged, CONVEY and SPECIALLY WARRANT against all who claim by, through, or under the Grantor, but against none other, to DANIEL R. ELROD and MELISSA A. ELROD, Trustees of the Elrod Living Trust, dated December 5, 2023 whose address is 2971 S. Robertson Rd, Casper, Wyoming 82604, Grantee, all his right, title and interest in and to the following described real estate, situate in Natrona County, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

SEE EXHIBIT A ATTACHED HERETO

Together with all buildings and improvements located thereon or appurtenant thereto and all rights, privileges, hereditaments and tenements appertaining or belonging thereto; SUBJECT to all prior easements, restrictions, reservations, conveyances, conditions, covenants and rights-of-way of record.

WITNESS his hand this 4th day of April, 2024.

ELROD FAMILY TRUST,
dated September 26, 1990

By [Signature]

DANIEL ROBERT ELROD,
SUCCESSOR TRUSTEE

[ACKNOWLEDGMENT PAGE TO FOLLOW]



4/4/2024 9:56:13 AM

NATRONA COUNTY CLERK

Pages: 3

Tracy Good
Recorded: CC
Fee: \$18.00
DANIEL ELROD

EXHIBIT A

TRACT I:

LOTS 7, 8, 9, 10 AND 11, "PETERSON ADDITION NO. 2" TO THE TOWN OF MILLS,
NATRONA COUNTY, WYOMING
ADDRESS: 1114 FALCON AVENUE, MILLS, WY 82644

TRACT II:

LOT 19, "PETERSON ADDITION NO. 2" AND LOT 2, "PETERSON ADDITION NO. 3" TO
THE TOWN OF MILLS, NATRONA COUNTY, WYOMING
ADDRESS: 1136 FALCON AVENUE, MILLS, WY 82644

ACKNOWLEDGMENT

STATE OF WYOMING)
) SS.
 COUNTY OF NATRONA)

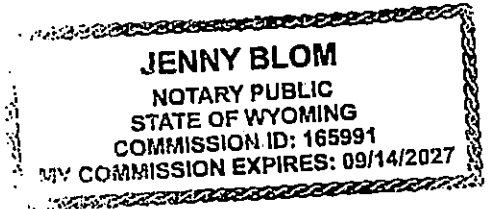
The foregoing instrument was acknowledged before me by Daniel Robert Elrod,
 Successor Trustee of the Elrod Family Trust this 3th day of April, 2024.

Witness my hand and official seal.

Jenny Blom
 Notary Public

My commission expires:

9/14/2027



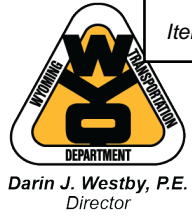


Mark Gordon
Governor

WYOMING Department of Transportation

"Provide a safe and effective transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



Item # 17.

Darin J. Westby, P.E.
Director

MEMORANDUM

TO: Sara Janes, Local Government Coordinator
Kevin Lebeda, Right of Way Administrator

FROM: Amy Jacoby
Assistant Administrator, Right of Way Program

DATE: 5/7/2025

SUBJECT: City of Mills Bike Path Project

To fully investigate the City of Mills compliance with Federal Regulations involving the Acquisition of Right of Way, the following questions should be asked to identify satisfaction of the Uniform Act in regards to the Valuation and Acquisition of Property.

Valuation of Property

- *Was the property appraised (by a certified general appraiser) or waiver valuations completed to determine fair market value?*
- *Was the landowner offered the opportunity to accompany the appraiser on the site inspection?*
- *Was an appraisal review completed on the Appraisal (by a certified general appraiser)?*

Acquisition of Property

- *Was Environmental clearance completed before the initiations of negotiations?*
- *Was a written offer of the approved estimate of just compensation and a summary statement of the basis of the offer sent to the landowner?*
- *Was a record of conversation (ROC) done for each contact with the landowner? Although a ROC is not specifically needed per CFR, it is a good idea to keep a record.*
- *Was the owner given reasonable opportunity to consider the offer?*

In the meeting with the City of Mills on April 28th, 2025 it was identified that the City did not complete appraisal reviews before offers were made to the landowners. The Uniform Act requires that the estimate of just compensation be not less than the agency's estimate of fair market value for the recommended appraisal. An appraisal becomes "recommended" through the appraisal review. It is our understanding that one landowner has signed the agreement and been compensated. It is the Right of Way Department's opinion that there is no mitigating or correcting this violation for the parcel that has signed the agreement and been compensated. For the remaining offers to landowners that have not yet signed, we recommend immediately rescinding the offers. Assuming the appraisals are over 6 months old, new appraisals will need to be completed, and reviewed, before new offers can be made.

Mills Valuation and Acquisition of Property

Fresca Valuation

1. Was the property appraised (by a certified general appraiser) or waiver valuations completed to determine fair market value?

- Yes, each property was appraised by a certified general appraiser on April 7th, 2023.
- The first appraisal found that the market value of the property was \$14,500
 - Frankovic Property 3 parcels: 1.99 acres, 0.94 acres, 0.71 Acres – Fresca #3
- The second appraisal found the market value of \$5,000 on April April 7th, 2023
 - Westside Homeowners Association 7' and 20' strip of land
- The appraisal review was completed by a certified general appraiser, N Michael Prewitt, a Wyoming General Real Estate Appraiser on 4/7/23.

2. Was the landowner offered the opportunity to accompany the appraiser on the site inspection?

- It is unclear as to if the landowner was notified or invited to accompany the appraiser. The appraisal report reads, "it assumes that the land owner has expressed interest in selling or gifting the land parcel to the City of Mills."

3. Was an appraisal review completed on the Appraisal (by a certified general appraiser)?

- No, a formal appraisal review of this appraisal was not completed for Fresca nor Westside Homeowners Association.

Acquisition of Property

4. Was Environmental clearance completed before the initiations of negotiations?

- Yes. We located a form dated 07-25-2023 signed by Mayor Juarez 8-14-2023

5. Was a written offer of the approved estimate of just compensation and a summary statement of the basis of the offer sent to the landowner?

- A contract was entered into with the landowner on 6-14-2024

6. Was a record of conversation (ROC) done for each contact with the landowner? Although a ROC is not specifically needed per CFR, it is a good idea to keep a record.

- To the best of our knowledge we are not aware if notes were taken.

7. Was the owner given reasonable opportunity to consider the offer?

- The appraisal date was 4/7/23, the purchase date was 7-09-2024. Mills feels this was an ample amount of time.

Boatright/ Mobile concrete SW WY BLVD Property 0.91 Acres on Wyo. Blvd.

1. Was the property appraised (by a certified general appraiser) or waiver valuations completed to determine fair market value?

- Yes, the property was appraised by a certified general appraiser on April 15th, 2023 to determine fair market value.
- The appraisal found that the market value of the property was \$18,000.
- The appraisal review was completed by a certified general appraiser, N Michael Prewitt, a Wyoming General Real Estate Appraiser on 4/15/23.

2. Was the landowner offered the opportunity to accompany the appraiser on the site inspection?

- It is unclear as to if the landowner was notified or invited to accompany the appraiser. The appraisal report reads, "it assumes that the land owner has expressed interest in trading, selling or gifting the land parcel to the City of Mills."

3. Was an appraisal review completed on the Appraisal (by a certified general appraiser)?

- No, a formal appraisal review of this appraisal was not completed.

Acquisition of Property

4. Was Environmental clearance completed before the initiations of negotiations?

- Yes. We located a form dated 07-25-2023 signed by Mayor Juarez 8-14-2023

5. Was a written offer of the approved estimate of just compensation and a summary statement of the basis of the offer sent to the landowner?

We are not aware of an offer being made to the land owner as the land owner expressed concerns about safety and pedestrians crossing a heavy truck traffic path.

6. Was a record of conversation (ROC) done for each contact with the landowner? Although a ROC is not specifically needed per CFR, it is a good idea to keep a record.

- To the best of our knowledge we are not aware if notes were taken. Mrs Kemper and Council Member McCarthy had multiple conversations with Mr Boatright and did not provide an ROC.

7. Was the owner given reasonable opportunity to consider the offer?

- The appraisal date was 4/15/23 This property was part of the original scope of work and no longer applied to the new path. No purchase was made on this property.

Gravel Pit Boatright Addition #2 – 20' Mobile Concrete Land - 1.51 Acres

1. Was the property appraised (by a certified general appraiser) or waiver valuations completed to determine fair market value?

- Yes, the property was appraised by a certified general appraiser on Feb 28th, 2023 to determine fair market value.
- The appraisal found that the market value of the property was \$59,500.
- The appraisal review was completed by a certified general appraiser, N Michael Prewitt, a Wyoming General Real Estate Appraiser on 2/28/23.

2. Was the landowner offered the opportunity to accompany the appraiser on the site inspection?

- It is unclear as to if the landowner was notified or invited to accompany the appraiser, as this was the portion of land that did NOT get sold to the City of Mills due to change of the path.

3. Was an appraisal review completed on the Appraisal (by a certified general appraiser)?

- No, a formal appraisal review of this appraisal was not completed.

Acquisition of Property

4. Was Environmental clearance completed before the initiations of negotiations?

- Yes. We located a form dated 07-25-2023 signed by Mayor Juarez 8-14-2023

5. Was a written offer of the approved estimate of just compensation and a summary statement of the basis of the offer sent to the landowner?

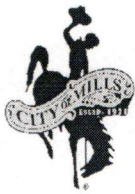
We are unaware of the exact date Mrs Kemper provided the appraisal to Mr Boatright. They had many conversations about the construction and design of the path and should have had access to the appraisal shortly after it was provided to Mills in February of 2023. However, a correspondence between the party attorneys noted that on December 11th, 2024 a copy was forwarded to Mr Belcher (Boatright attorney). On February 10, 2025, Mr Belcher received a copy of the contract for the purchase of the 1.51 acres, a copy of a draft deed, and a copy of the vacation ordinance. The contract had the purchase price, as of course the appraisal did, but the actual numbers had been discussed between the parties (Sabrina and Art) long before that, probably around February 2023 or early March 2023. Mr Belcher revised the documents, and sent them back on February 12, 2025, which establishes they had reviewed them.

6. Was a record of conversation (ROC) done for each contact with the landowner? Although a ROC is not specifically needed per CFR, it is a good idea to keep a record.

- To the best of our knowledge, we are not aware if notes were taken. Mrs Kemper and Council Member McCarthy had multiple conversations with Mr Boatright and did not provide an ROC.

7. Was the owner given reasonable opportunity to consider the offer?

- The appraisal date was 2-28-2023, the property was never purchased. Yes, Mills feels there was ample amount of time to consider the offer.



CITY OF MILLS
EST. 1921

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

Permit # 2025-01
Fee \$ 50.00
Item # 18.

Catering Permit Application

Permit Fees Are Nonrefundable

ESTABLISHMENT APPLYING FOR PERMIT

<input checked="" type="checkbox"/>	BAYOU LIQUORS		BEACON CLUB
			D's OREGON TRAIL BAR
	MAVERIK ADVENTURE STOP		DIESEL'S BAR
	THE HIDEAWAY LOUNGE		UNCORKED FINE WINE AND SPIRITS

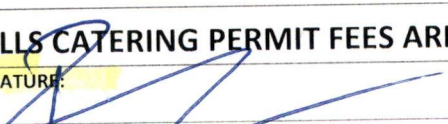
APPLICANT INFORMATION

APPLICANT:	Bayou Liquors		
CONTACT PERSON:	Rachael Carson		
ADDRESS:	301 Platte Ave		
CITY:	Mills	STATE:	WY
TELEPHONE:	307-266-1876		CELL: 307-349-8144

EVENT INFORMATION

EVENT NAME: Sip-n-blow Social			
TYPE OF EVENT:	<input type="checkbox"/> WEDDING	<input type="checkbox"/> REUNION	<input type="checkbox"/> ART SHOW
(Select One)	<input type="checkbox"/> CONCERT	<input type="checkbox"/> FUND RAISER	<input checked="" type="checkbox"/> PRIVATE COMPANY PARTY
EVENT DATE:	5/15/25	EVENT TIME:	4pm - 7pm
EVENT ADDRESS:	136 S. Wolcott Casper WY 82601 Suite #104		
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

CITY OF MILLS CATERING PERMIT: \$50.00 A DAY	NUMBER OF DAYS PERMITTED: <u>1</u>
CITY OF MILLS CATERING PERMIT FEES ARE NON-REFUNDABLE:	TOTAL:
APPLICANTS SIGNATURE: 	DATE: <u>4/29/25</u>

CITY OFFICIALS

POLICE CHIEF:	DATE:
FIRE CHIEF:	DATE:
APPROVAL SIGNATURE:	APPROVAL DATE:

XBP Confirmation Number: 229957588

Receipt for Payment to:
City of Mills

Date/Time: 04/29/2025 10:08:44 AM
Transaction #: 241915983
Payment Method: American Express
Transaction Status: Successful

Items

ALCOHOL PERMIT	50.00
Notes: BAYOU LIQUORS	
Total:	50.00
Rachael Shaw 82601	

Payment Service Provided By
www.expressbillpay.com

To whom it may concern:

I Skyler Robb-English am hosting a Sip-n-Glow Social. An event that will be held on May 15th 2025. The event will take place from 4-7pm, located at 136 S Wolcott Casper WY 82601 #104. I hereby give permission to The Bayou to cater alcohol for this event. Feel free to contact me with any questions or concerns. 307.277.6212

Thanks

Skyler Robb-English



CITY OF MILLS
EST. 1921

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

Permit #

2025-00

Item # 19.

Fee \$

50

Catering Permit Application

Permit Fees Are Nonrefundable

ESTABLISHMENT APPLYING FOR PERMIT

	BAYOU LIQUORS		BEACON CLUB
			D's OREGON TRAIL BAR
	MAVERIK ADVENTURE STOP		DIESEL'S BAR
	THE HIDEAWAY LOUNGE	✓	UNCORKED FINE WINE AND SPIRITS

APPLICANT INFORMATION

APPLICANT:	Uncorked Fine Wine and Spirits		
CONTACT PERSON:	Dawn Heger		
ADDRESS:	PO Box 2590		
CITY:	Mills	STATE:	WY
TELEPHONE:	307-233-6830	CELL:	

EVENT INFORMATION

EVENT NAME:	Casper College Luncheon		
TYPE OF EVENT:	<input type="checkbox"/> WEDDING <input type="checkbox"/> REUNION <input type="checkbox"/> ART SHOW <input checked="" type="checkbox"/> PRIVATE COMPANY PARTY		
(Select One)	<input type="checkbox"/> CONCERT <input type="checkbox"/> FUND RAISER <input type="checkbox"/> OTHER		
EVENT DATE:	May 15, 2025	EVENT TIME:	5pm - 8pm
EVENT ADDRESS:	Gateway Building Casper College		
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

CITY OF MILLS CATERING PERMIT: \$50.00 A DAY	NUMBER OF DAYS PERMITTED: 1
CITY OF MILLS CATERING PERMIT FEES ARE NON-REFUNDABLE:	TOTAL: 50
APPLICANTS SIGNATURE: Dawn Heger	DATE: 5-5-25

CITY OFFICIALS

POLICE CHIEF:	DATE:
FIRE CHIEF:	DATE:
APPROVAL SIGNATURE:	APPROVAL DATE:

CITY OF MILLS
PO BOX 789
704 FOURTH STREET
MILLS WY 82644

307-472-2827

Receipt No: 1.000061980 May 5, 2025

Uncorked Fine Wine

Previous Balance:	.00
Permits	
Alcohol Permit	50.00
10-3400-5400	
Miscellaneous Revenue	

Total:	50.00
--------	-------

Check - Jonah Operating	
Check No: 7843	50.00
Payor:	
Uncorked Fine Wine	
Total Applied:	50.00

Change Tendered:	.00
------------------	-----

05/05/2025 12:22 PM

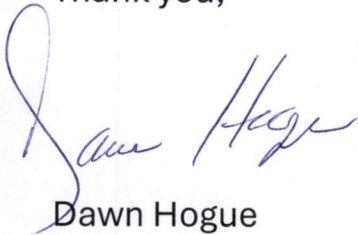
City of Mills
704 Fourth St.
Mills, WY 82644

May 5, 2025

To Whom It May Concern:

Uncorked Fine Wine and Spirits is requesting a catering permit to serve beer/wine at the Casper College Luau event. The event is May 15, 2025 from 5pm until 8pm. Please feel free to contact me if you have any questions.

Thank you,

A handwritten signature in blue ink, appearing to read "Dawn Hogue", is written over the printed name.

Dawn Hogue

Manager

Uncorked Fine Wine and Spirits

307-233-6830

AMENDMENT TWO
TO THE FY2022 TRANSPORTATION ALTERNATIVES PROGRAM
SUBRECIPIENT AGREEMENT
BETWEEN THE
WYOMING DEPARTMENT OF TRANSPORTATION
AND THE
CITY OF MILLS

1. **Parties.** This Amendment is made and entered into by and between the Wyoming Department of Transportation (WYDOT), whose address is: 5300 Bishop Blvd., Cheyenne, Wyoming 82009, and the City of Mills (Subrecipient), whose address is: P.O. Box 789, Mills, Wyoming 82644.

2. **Purpose of Amendment.** This Amendment shall constitute the second amendment to the agreement between WYDOT and the subrecipient. The purpose of the Amendment is to:
 - a.) Identify the new scope of work.
 - a. The original Agreement, dated January 14, 2022, set forth the respective relationships and responsibilities of the Subrecipient and WYDOT in the administration of the Wyoming Transportation Alternatives Program for a total agreement amount of two hundred fifty thousand dollars (\$250,000.00) with a scope of work identified in the original agreement 4.A.(i) Project Description. The City of Mills is designing a three-mile-long, ten foot wide multi-use asphalt pathway from the city owned riverfront property to the Robertson Road corridor.

Attachment of the original agreement map is attached to this document as attachment A.

 - b. A modification to the original scope of work, which initially planned for a trail connection to the riverfront terminus. The revised alignment would instead redirect the pathway to follow Robertson Road, providing an alternative transportation route that connects to Poison Spider Road and ultimately to Pendell Boulevard. Utilizing the Robertson Road starting point through the new park connecting to the City of Casper.

From Pendell Boulevard, a short deviation—utilizing portions of the originally proposed route—would link the Fresca property to Freden Park. From Freden Park, the trail would continue along Pendell Boulevard and cross Wyoming Boulevard at the signalized intersection. This crossing offers a safe and accessible route for pedestrians, as opposed to the original route which proved to pose significant safety concerns for pedestrian traffic due to putting them in path that would encounter heavy truck traffic. The trail would then

proceed along Pendell ending at Noreen Kilmer Park connecting with the existing City of Casper/Platte River Trails network, providing a continuous link between Mills and Casper. This new scope of work provides an access point to the City of Casper trail as well as an anticipated trail connection adjoining Mills to the Casper trail from Robertson Road providing the successful connectivity of trails to cities.

That portion of the original trail which was to run along the south edge of Lot 26 of the Freden Addition as the 3.5' of Lot 26 and which intersected in the original proposed plat with that portion of the trail to run under the WAPA powerline from Fossil Butte Street to Badger Lane, shall continue to do so but with the westerly terminus of that section of the trail being Badger Lane and the easterly terminus of that section of the trail being where the trail intersects Lot 1, Sage Addition to the City of Mills. This section of trail will now be connected with the main trail by way of a route that will go north on Fossil Butte Street where it intersects this portion of trail, to Freden Blvd, and then north easterly to where it meets the western boundary of Freden Park, and then up that western boundary to join the rest of the trail at Pendell Blvd. This shall serve as a major feeder route for the trail by intersecting a significant residential area that would otherwise not be served by the trail.

Map of new scope of work is attached as B

3. **Term of the Amendment.** This amendment shall commence upon the date the last required signature is affixed hereto: (Effective Date). The term of this agreement is from the effective date (Term start date) through December 31, 2025. The subrecipient's time frame to complete the work under this agreement (budget period) is from the Term start date through September 30, 2025. The period of Performance is from the term start date through December 31, 2025.
4. **Amended Responsibilities of the Subrecipient.** Responsibilities of the subrecipient have not changed.
5. **Amended Responsibilities of WYDOT.** Responsibilities of the WYDOT have not changed.
6. **Special Provisions.**
 - a. **Same Terms and Conditions.** With the exception of items explicitly delineated in this amendment, all terms and conditions of the original agreement between WYDOT and the Subrecipient, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
 - b. **Counterparts.** This amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same amendment. Delivery by the Subrecipient of an originally signed counterpart of the amendments by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to WYDOT.

7. General Provisions.

- a. Entirety of agreement. The original agreement, consisting of eighteen (18) pages; Attachment A, project description, consisting of one (1) page; attachment B, map, consisting of two (2) pages; Attachment C, form FHWA-1273, consisting of fourteen (14) pages, attachment D, project modification letter, consisting of one (1) page; Amendment one, consisting of three (3) pages, and this Amendment Two, consisting of three (3) pages, represent the entire and integrated agreement between the parties and shall supersede all prior negotiations, representations, and agreements, whether written or oral.

8. Signatures. The parties to this Amendment two, either personally or through their duly authorized representatives, have executed this amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this amendment.

The Effective Date of this Amendment is the date of the signature last affixed to this page.

ATTEST:

Caitlin Casner, Secretary
Transportation Commission of Wyoming

**WYOMING DEPARTMENT OF
TRANSPORTATION:**

Mark Winegate, P.E.
Systems Planning Engineer

Date

ATTEST:

Sarah Osborn, City Clerk

City of Mills:

Leah Juarez, Mayor

Date

ATTORNEY GENERAL’S OFFICE: APPROVAL AS TO FORM

Madison Barber, Assistant Attorney General

Date