

**REGULAR CITY COUNCIL
MEETING
July 26, 2022
7:00 PM
City Hall**



CITY OF MILLS
EST. 1921

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

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- [1.](#) Council Meeting Minutes 7-12-2022
2. Executive Session Minutes for a Personnel Issue 7-12-2022
3. Executive Session Minutes for a Legal Issue 7-12-2022

Town Licenses

- [4.](#) New and Renewal of Business and Contractor Licenses 7-26-2022

Financial Approvals

- [5.](#) Regular/Police Payroll: 7-4-2022 to 7-17-2022
- [6.](#) Fire Payroll: 7-5-2022 to 7-16-2022
7. Financial Break Down 7-26-2022

ORDINANCES AND RESOLUTIONS

- [8.](#) **Resolution 2022-32:** A Resolution Authorizing Submission of an Application to the State Loan and Investment Board for a Grant Through Water and Sewer ARPA Grant Program Funding.
- [9.](#) **Resolution 2022-33:** A Resolution Concerning A Traffic Study for the Charter School

COUNCIL APPROVALS

- [10.](#) Council Approval for the Mayor to Sign the Acceptance Letter with PMCH for Professional Services

OPEN DISCUSSION

EXECUTIVE SESSION

11. Personnel Issue

ADJOURNMENT

NEXT MEETING - August 9th, 2022 @ 7:00pm/ August 23rd, 2022 @ 7:00pm

NEXT WORK SESSION - August 8th, 2022 @ 9:00am/ August 9th, 2022 @6:00pm/ August 23rd, 2022 @ 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.

**REGULAR CITY COUNCIL
MEETING
July 12, 2022
7:00 PM
City Hall**



CITY OF MILLS
EST. 1921

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

MINUTES

CALL TO ORDER

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

ROLL CALL

PRESENT

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

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- 1. Council Meeting Minutes 6-28-2022

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

- 2. Executive Session Minutes Legal Issue

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

- 3. Executive Session Minutes Legal Issue

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

- 4. Executive Session Minutes Personnel Issue

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

5. Executive Session Minutes Legal Issue

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

6. Executive Session Minutes Legal Issue

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

7. Special Meeting Minutes 7-6-2022

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

City Licenses

8. New and Renewal Business and Contractor Licenses 7-12-2022

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

Financial Approvals

9. Regular Payroll 6-20-2022 to 7-3-2022

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

10. Fire Payroll 6-23-2022 to 7-4-2022

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

11. Financial Breakdown 7-12-2022

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

12. Treasurers Report June 2022

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

13. Court Report June 2022

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

ORDINANCES AND RESOLUTIONS

**14. Ordinance 783: THIRD AND FINAL READING: An Ordinance Adding A Provision to Address
Nuisance Lighting in Title 9**

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

**15. Ordinance 784: THIRD AND FINAL READING: an Ordinance Adding a Provision to Address
Residential Lots Being Used Principally for Storage by Absent Property Owners**

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

COUNCIL APPROVALS

16. Council Approval of the Catering Permit for Uncorked Fine and Wine on July 23rd, 2022

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

OPEN DISCUSSION

Jason Sandercock at 215 N 3rd Ave

Jason addressed council on his business license. He stated that he had a conversation with the City Attorney. He did comply with getting a dealers license. He states that he has a big shop on his property with his residence. The CSO have tagged his vehicles for not being registered. He buy cars and fixed them up for himself and he trades out his cars. Sometimes he upgrades and sometimes he sells what he wants. But they are all his.. He would like

to be left alone. He works a full time job and does not have time to run a business out of his house. Councilman Hollander asked how many lots he has. He stated that he has 3 lots. He says again he was told to come get a business license and he did and he has done what he has been told to do.

Kenneth Booker:

Kenneth was told he had to come talk to Council about what he is doing over on his property. He states he is a towing company that he takes the cars apart. He sells the tires to someone in Detroit and then he sells the cars to someone in Colorado. He does not sell to the public. He will have about 20 cars on the lot at one time. He then crushes them and puts them on a trailer. He has the place he drains the oil into. He was told he had to clean up his weeds. He would like to put a privacy fence up so people do not have to look at the tires or cars. He will keep it clean.

Reggie Henderson: 300 Delmar:

Oil City Motorcycle is the business that they are wanting to open. They will fix motorcycles and then be a repair shop. His business was on the list to be approved tonight.

John Gudger: 827 Fossil Butte:

He wanted to update us on the tree. The tree that he had had died of a fungus that was on the other side of the fence and it came from our property. He wants to know when we plan to replace it. The Mayor stated that it would be best in the fall since it is cooler. The Public Works Director and his guys will go look when he gets back. He would like input on where the tree will go. There is an Aspen there now and it would not be good to be that close. The next thing he talked about was the Planning and Zoning Code. He thinks we need to clean up the purpose in B,C and D. He also believes we should had a better site plan agreement on setbacks, notification of neighbors and requiring landscape. The example on Poison Spider with the new subdivisions. There is no landscape. It is just concrete. He also wanted to know when the P & Z meetings are. He would like to come to them and if there is any openings.

EXECUTIVE SESSION

17. Personnel Issue

Mayor asked for a motion to go into an Executive Session for a Personnel Issue at 7:22pm.

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

Back From Executive Session at 7:26pm.

Action Taken: For the City Council to Approve the Employment Related Contracts.

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

18. Legal Issue

Mayor asked for a motion to go into Executive Session for a Legal Issue at 7:27pm.

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

Back from Executive Session at 7:39pm.

No Action Taken

ADJOURNMENT

Mayor asked for a motion to adjourn the Council Meeting at 7:40pm.

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

NEXT MEETING - July 26th, 2022 @ 7:00pm/ August 9th, 2022 @ 7:00pm

NEXT WORK SESSION - July 26th, 2022 @ 6:00pm/ August 8th, 2022 @ 9:00am/ August 9th, 2022 @ 6:00pm

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Mayor, Seth Coleman

City Clerk, Christine Trumbull

Council Meeting JULY 26th, 2022

Item # 4.

NEW BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1		N/A	NO
2		YES	NO
3		N/A	NO
4			

RENEWAL BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1	AMBER VALLEY ESTATES	N/A	NO
2	ARS FLOOD & FIRE CLEANUP	YES	NO
3	CAPUTA'S CATERING	YES	NO
4	HAYDEN'S PLACE	YES	NO
5	INTERMOUNTAIN TOWING & AUTO SALVAGE	YES	YES
6	KLX DIRECTIONAL DRILLING	YES	NO
7	LARIAT MOBILE HOME & RV PARK	N/A	NO
8	NORCO	YES	YES
9	WYOMING SAFTEY SUPPLY	N/A	YES
10			
11			
12			
13			
14			
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18			
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21			
22			
23			
24			
25			
26			
27			

Council Meeting JULY 26th, 2022

Item # 4.

NEW CONTRACTOR LICENSES

	BUSINESS NAME	FIRE	INSURANCE	CONTRACTOR ID
1		N/A	NO	YES
2				
3				

RENEWAL CONTRACTOR LICENSES

	BUSINESS NAME	FIRE	INSURANCE	CONTRACTOR ID
1	CITY SERVICE ELECTRIC COMPANY	N/A	YES	YES
2	LONG BUILDING TECHNOLOGIES	N/A	YES	YES
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: July 26th, 2022

Payroll Type: Regular/Police Payroll

Date Range: 7-4-2022 to 7-17-2022

NET..... \$76,640.63

DEDUCTIONS.....\$32,744.62

Federal Taxes.....\$8966.00

Medicare..... \$1522.83

Retirement \$9726.00

Social Security.....\$6315.66

Supplemental Retirement..... \$1100.00

Supplemental Insurance.....\$484.22

Child Support..... \$600.00

Insurance.....\$4029.91

TOTAL PAYROLL.....\$109,385.25

City Clerk, Christine Trumbull

Mayor, Seth Coleman



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: July 26th, 2022

Payroll Type: Fire Payroll

Date Range: 7-5-2022 to 7-16-2022

NET..... \$10,765.53

DEDUCTIONS.....\$

Federal Taxes.....\$1050.00

Medicare..... \$203.16

Retirement \$1699.19

Union Dues..... \$192.50

Supplemental Insurance.....\$118.35

Insurance.....\$1081.91

TOTAL PAYROLL.....\$15,110.64

City Clerk, Christine Trumbull

Mayor, Seth Coleman

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A GRANT THROUGH WATER AND SEWER ARPA GRANT PROGRAM FUNDING ON BEHALF OF THE GOVERNING BODY FOR THE

City of Mills

(NAME OF APPLICANT)

FOR THE PURPOSE OF

Finished water storage tank; COVID cost increases

(STATE TITLE AND PUROSE OF PROJECT)

WITNESSETH

WHEREAS, the Governing Body for the

City of Mills

Autofill

desires to participate in the Water & Sewer ARPA Grant program to assist in financing this project; and

WHEREAS, the Governing Body for the

City of Mills

Autofill

recognized the need for the project: and

WHEREAS, the WATER & SEWER ARPA GRANT program required that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

City of Mills

that a grant application in the amount of

\$837,740

be submitted to State Loan and Investment Board for consideration at a State Loan and Investment Board meeting to assist in funding

Finished Water Storage Tank

(Name of project)

BE IT FURTHER RESOLVED, that

Sabrina Kemper, Community Development Director

Mike Coleman, City Administrator, and Matt Williams, City Engineer

(Name and title of persons)

are hereby designated as the authorized representatives of the

City of Mills

Autofill

to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED THIS

Date

Signature

Printed

Seth Coleman, Mayor

Name & Title

Attest:

Signature

Printed

Christine Trumbull, City Clerk

Name & Title

July 25, 2022

Seth Coleman, Mayor
City of Mills
P.O. Box 789
Mills, WY 82644

Dear Mr. Coleman:

Porter, Muirhead, Cornia and Howard, CPA (“firm”, “we”, “us”, “PMCH”, or “our”) is pleased to provide the City of Mills (“you”, “your”, or “City”) with the professional services described below. This letter (“Agreement”) confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objectives and Scope

The objective of this engagement is to provide accounting and advisory assistance.

The scope of professional services that will be provided to the City of Mills are outlined below:

- Assistance in preparation of the City and Town Financial Report: F-66
- Assistance in preparing for annual audit
- Assistance in preparing the financial statements, including management’s discussion and analysis
- Assistance in preparing the Schedule of Expenditures of Federal Awards
- General Accounting and Advisory Assistance

Our recommendations regarding procedures to be performed and the results of the procedures performed are dependent upon the accuracy and completeness of the representations and information that we receive from you. Accordingly, inaccurate or incomplete representations could result in inaccurate findings or inappropriate recommendations, and critical recommendations may not be identified.

PMCH Responsibilities

We will perform our services in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (“AICPA”). Such services do not constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result on the issuance of a written communication to third parties by Porter, Muirhead, Cornia, and Howard regarding the financial data or the internal controls, expressing an opinion or conclusion or obtaining or providing any form of assurance.

Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.



MAIL: PO Box 2750
Casper, WY 82602-2750



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



LOCATION: 600 East 1st Street
Casper, WY 82601

If for any reason, we are unable to complete the engagement, we will communicate the circumstances to you.

Client Responsibilities

Your Support

We will require the support of your personnel to achieve timely completion of the project. Support includes, but is not limited to, the collection of all relevant documents (paper or electronic) and the scheduling of interviews and coordination of meetings. Failure to receive such support in a timely manner may negatively affect our ability to fulfill the scope of the requirements described above within the agreed-upon timeframe.

Project Management

You will designate a member of your management level, who possesses suitable skill, knowledge, and/or experience, (the "Project Sponsor") to oversee the services and conduct of this project, including coordination of your resources needed and review of draft deliverables. You authorize us to accept instructions from the Project Sponsor for this engagement.

You agree that your personnel assigned to this project are responsible for reviewing any draft deliverables provided by our firm on a timely basis.

Management Functions

Your management agrees to:

- make all management decisions and perform all management functions, including determining account coding's and approving all proposed journal entries;
- evaluate the adequacy and results of the services performed;
- accept responsibility for the results of the services, including decisions regarding the implementation of any recommendations provided by us; and
- establish and maintain internal controls as well as monitor ongoing activities.

You agree that your management and employees are responsible for the accuracy and reliability of information provided to us, the proper recording of transactions in the records, the safekeeping of assets, and the accuracy of the financial statements.

Timing of the Engagement

The term of this engagement is a period from July 1, 2022 through March 31, 2023. PMCH may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

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

Professional Fees

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

Procedure	Price
Assistance in preparation of City and Town Financial Report: F-66	\$1,705
Preparation of annual audit schedules	\$9,680
Preparation of financial statements, including management's discussion and analysis	\$10,000
Preparation of Schedule of Expenditures of Federal Awards – up to 15 hours	\$3,300
General accounting and advisory assistance	\$300/hour

The fees are based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. In addition, this fee depends upon the timely delivery, availability, quality and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis.

We appreciate the opportunity to be of service to City of Mills. Please date and execute the enclosed copy of this Agreement and return it to us to acknowledge your acceptance.

Very truly yours,



Porter, Muirhead, Cornia & Howard

Certified Public Accountants

ACCEPTED:

Seth Coleman, Mayor

Date