

**REGULAR CITY COUNCIL
MEETING
July 27, 2021
7:00 PM
City Hall**



CITY OF MILLS
EST. 1921

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

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARINGS

1. 7 Liquor License Renewals

Bayou Liquors

Beacon Corp

D'S Oregon Trail Bar

Hideaway Bar

Maverik

Staggers

Uncorked Fine Wine

2. New Distillery License

CONSENT AGENDA

Minutes

3. Council Meeting Minutes 7-13-2021

4. Executive Meeting Minutes 7-13-2021 Legal Issue

5. Executive Meeting Minutes 7-13-2021 Legal Issue #2

6. Executive Meeting Minutes 7-13-2021 Legal Issue #3

Town Licenses

7. New and Renewal Business Licenses

Financial Approvals

- [8.](#) Fire Payroll Fire 7-10-2021 to 7-21-2021
- [9.](#) Regular/Police Payroll 7-5-2021 to 7-18-2021
- [10.](#) Financial Breakdown

ORDINANCES AND RESOLUTIONS

- [11.](#) **Ordinance 768 First Reading:** An Ordinance Repealing The Existing Title 3 on Revenue and Finance in it Entirety and Replacing it with a New Title 3
- [12.](#) **Ordinance 769 First Reading:** An Ordinance Repealing the Existing Title 15 on Building and Construction and Replacing it with a new Title 15

COUNCIL APPROVALS

- 13. Council Approval of the 7 Full Retail Liquor License
- 14. Council Approval of a New Distillery License by Backwards Distillery

OPEN DISCUSSION

EXECUTIVE SESSION

- 15. Legal Issue
- 16. Real- Estate Issue
- 17. Legal Issue #2
- 18. Legal Issue #3
- 19. Personnel Issue

ADJOURNMENT

NEXT MEETING - August 10th, 2021 @ 7:00pm/ August 24th, 2021@ 7:00pm

NEXT WORK SESSION - August 9th, 2021 @ 9:00am/ August 10th, 2021 @ 6:00pm/ August 24th, 2021 @ 6:00pm

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

**REGULAR CITY COUNCIL
MEETING
July 13, 2021
7:00 PM
City Hall**



CITY OF MILLS
EST. 1921

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

MINUTES

CALL TO ORDER

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

Pledge of Allegiance

CONSENT AGENDA

APPOINTMENTS

- 1. Mills Fire Chief: Bob Lanz**

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

- 2. Asst. Fire Chief: Wil Gay**

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

Minutes

- 3. Council Meeting Minutes 6-22-2021**

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

4. Executive Meeting Minutes Personnel Issue 6-22-2021

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

5. Executive Session Minutes Legal Issue 6-22-2021

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

6. Executive Session Minutes Legal Issue 6-22-2021 #2

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

Town Licenses

7. New and Renewal Business and Contractor Licenses

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

Financial Approvals

8. Approval of The Treasure Reports for May and June 2021

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

9. Approval of the Court Income Report for May 2021

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

10. **Regular/Police Payroll: 6-7-2021 to 6-20-2021**

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

11. **Regular/Police Payroll: 6-21-2021 to 7-4-2021**

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

12. **Fire Payroll: 6-16-2021 to 6-27-2021**

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

13. **Fire Payroll: 6-28-2021 to 7-9-2021**

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

14. **Financial Reports**

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

ORDINANCES AND RESOLUTIONS

15. Resolution 2021-27: A Resolution Certifying Compliance with W.S. 15-1-404 for The Annexation of the Zero Road Industrial Park, and to Set a Date for Public Hearing

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

16. Resolution 2021-28: A Resolution Approving the Use of One Cent Funds to Help Offset the Cost of A New Animal Control Building

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

COUNCIL APPROVALS

17. Council Approval of the FY 20 Audit Results

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

18. Council Approval of the Bids for the Eagle Lighting to Modern Electric in the Amount of \$55,695.00

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

19. Council Approval of the City Hall Sign to Wyoming Signs in the amount of \$68,795.00

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

20. Council Approval of the Misc Drainage Improvements Bid to 71 Construction in the Amount of \$193,521.71

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

21. Council Approval of the Bid for the Brush Truck from Greiner Ford in the amount of \$115,123.00

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

OPEN DISCUSSION

None

EXECUTIVE SESSION

22. Legal Issue

Mayor asked for a motion to go into executive session for a legal issue at 7:07pm

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

Back from executive session at 7:17pm.

Council authorizes the City Attorney to issue a letter from the Mayor rejecting the motion of consideration on the Marc Alden case.

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

23. Legal Issue

Mayor asked for a motion to go into executive session at 7:19pm for a legal issue.

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

Mayor excused himself from this legal issue.

Back from executive session at 7:27pm.

Council Authorized the City Attorney to write a letter from the Mayor rejecting the consideration of the James Coleman case.

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

24. Legal Issue

Mayor asked for a motion to go into executive session for a legal issue at 7:29pm.

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

Back from executive session at 7:37pm. No Action Taken

ADJOURNMENT

Mayor asked for a motion to adjourn at 7:38pm.

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

NEXT MEETING - July 27th, 2021 @ 7:00pm/ August 10th, 2021 @ 7:00pm/ August 24th, 2021 @ 7:00pm

NEXT WORK SESSION - August 9th, 2021 @ 9:00am

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

Mayor, Seth Coleman

Town Clerk, Christine Trumbull

Council Meeting JULY 27TH, 2021

Item # 7.

NEW BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1	Amber Valley HC5	N/A	Yes
2	New Vision Thrift Store	Yes	Yes
	Superior Woods	N/A	Yes
3	Wyoming Safety Supply	N/A	Yes

RENEWAL BUSINESS LICENSES

	BUSINESS NAME	FIRE INSPECTION	INSURANCE
1	Action Glass	N/A	Yes
2	Brutill Construction	N/A	Yes
3	Casper Gymnastics Center	Yes	Yes
4	Coleman Repair	N/A	Yes
5	Communication Technologies	N/A	Yes
6	Fastenal Company	Yes	Yes
7	Green Bit & Tool	Yes	Yes
8	Henderson Drilling	N/A	Yes
9	JS Enterprises	N/A	Yes
10	Kendel Concrete	N/A	Yes
11	Lariat Mobile Home & RV Park	N/A	N/A
12	M & M Trailer Court	N/A	N/A
13	Mt States Construction & Gutter	N/A	Yes
14	McDonald Landscaping	N/A	Yes
15	Off the Beaten Path	Yes	Yes
16	Oftedal Construction	N/A	Yes
17	Safety-Kleen Systems	N/A	Yes
18	The Wright Approach	Yes	Yes
19	307 Street Tacos	N/A	Yes
20	Wyoming Power Wash	N/A	Yes
21	Wyoming Renovations	N/A	Yes
22			
23			
24			
25			
26			
27			

Council Meeting JULY 27th, 2021

Item # 7.

NEW CONTRACTOR LICENSES

BUSINESS NAME	CONTRACTOR ID	INSURANCE	FIRE
307 Contracting	Yes	Yes	N/A

RENEWAL CONTRACTOR LICENSES

	BUSINESS NAME	CONTRACTOR ID	INSURANCE	FIRE
7	Allterra Construction	Yes	Yes	N/A
8	Insight Builders	Yes	Yes	N/A
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: July 27th, 2021

Payroll Type: Fire Payroll

Date Range: 7-10-2021 to 7-21-2021

NET..... \$8,844.37

DEDUCTIONS.....\$3439.59

Federal Taxes.....\$830.00

Medicare..... \$165.66

Retirement \$1319.91

Union Dues..... \$165.00

Supplemental Insurance.....\$117.35

Insurance.....\$841.67

TOTAL PAYROLL.....\$12,283.96

City Clerk, Christine Trumbull

Mayor, Seth Coleman



CITY OF MILLS

EST. 1921

PAYROLL

Meeting Date: July 27th, 2021

Payroll Type: Regular/Police Payroll

Date Range: 7-5-2021 to 7-18-2021

NET..... \$70,263.79

DEDUCTIONS.....\$30,589.39

Federal Taxes.....\$8525.00

Medicare..... \$1405.61

Retirement \$8973.73

Social Security.....\$6010.06

Supplemental Retirement..... \$900.00

Supplemental Insurance.....\$544.25

Child Support..... \$600.00

Insurance.....\$3630.74

TOTAL PAYROLL.....\$100,853.18

City Clerk, Christine Trumbull

Mayor, Seth Coleman



CITY OF MILLS

EST. 1921

BILLS

Meeting Date: July 27th, 2021

Bills

PETTY CASH.....	\$0.00
VOUCHERS.....	\$101,795.23
MANUAL CHECKS CITY HALL.....	\$59,719.93
MANUAL CHECKS COURT.....	\$0.00
VOIDED CHECKS.....	\$28,609.49



CITY OF MILLS

EST. 1921

CHECK LIST FOR

July 27th, 2021

COUNCIL MEETING

City Hall/Court

7-13-2021	27790-27799	Manual
7-19-2021	27800	Void
7-20-2021	27801-27802	Manuals
7-20-2021	27803-27809	Transmittals
7-21-2021	27810-27811	Manuals
7-22-2021	27812	Void
7-22-2021	27813	Manual
7-26-2021	27814-27844	Vouchers

COUNCIL:

MAYOR: _____

CITY CLERK: _____



CITY OF MILLS

EST. 1921

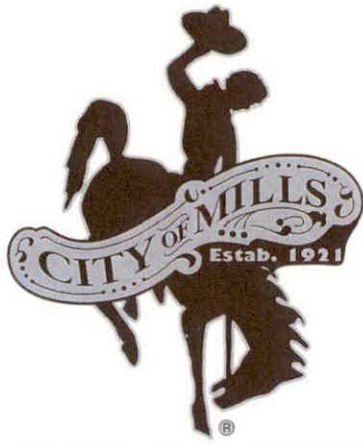
MANUAL CHECKS

City Hall

July 27th 2021

COUNCIL MEETING

7-13-2021	27790	Patricia Singer	Water Deposit Refund	\$27.16
7-13-2021	27791	Theresa Ramirez	Water Deposit Refund	\$46.16
7-13-2021	27792	Big Sky Fireworks	Fireworks	\$5500.00
7-14-2021	27793	Justin Melin	Reimbursement	\$297.00
7-14-2021	27794	Black Hills Energy	Utilities	\$712.38
7-15-2021	27795	Wyoming Conference of Municipal Courts	Class	\$225.00
7-15-2021	27796	Lina & Stephen Wise	Water Deposit Refund	\$98.29
7-16-2021	27797	Local Government Liability Pool	Risk Management	\$21,390.00
7-16-2021	27798	WY Blinds and Shutters	Blinds for Fire	\$2173.50
7-19-2021	27799	Sabrina Kemper	Reimbursement	\$325.44
7-20-2021	27801	Treto Construction	Final Bill	\$3275.00



CITY OF MILLS

EST. 1921

7-20-2021	27802	Wyoming Secretary of State	Notary Alyssa	\$60.00
7-21-2021	27810	WAMCAT	Membership	\$130.00
7-21-2021	27811	WAM	Class	\$460.00
7-22-2021	27813	Casper Humane Society	Animal Control	\$25,000.00

TOTAL: _____ \$59,719.93



CITY OF MILLS

EST. 1921

Voided Checks

July 27th, 2021

Council Meeting

7-20-2021	27770	None	Line Gear Fire	Paid Twice	\$334.49
7-20-2021	27800	27801	WLC Engineering	Wrong Vendor	\$3275.00
7-22-2021	27812	27813	Casper Humane Society	Check printed bad	\$25,000.00

TOTAL: \$28,609.49

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

[Report].Vendor Number = {<->} {AND} 380 {AND} 4910 {AND} 790 {AND} 1310 {AND} 1340 {AND} 2080 {AND} 4200 {AND} 4210 {AND} 5470 {AND} 5480 {AND} 5950 {AND} 6480 {AND} 7040 {AND} 7280 {AND} 6450 {AND} 7170

[Report].Vendor Number = {OR} {IS NULL}

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Air Comfort Complete, Inc								
7470	Air Comfort Complete, Inc	9840	07/16/2021	237.00	.00		12/11/2020	26725
Total Air Comfort Complete, Inc:				237.00	.00			
AMBI Mail & Marketing, Inc								
140	AMBI Mail & Marketing, Inc	21-06-385	06/30/2021	78.28	.00		07/13/2021	27741
Total AMBI Mail & Marketing, Inc:				78.28	.00			
American Water Works Association								
410	American Water Works Associatio	7001924637	04/22/2021	344.00	.00		06/17/2020	25313
Total American Water Works Association:				344.00	.00			
Burback's Refrigeration, Inc								
980	Burback's Refrigeration, Inc	74832	06/21/2021	3,270.00	.00		05/07/2020	25159
Total Burback's Refrigeration, Inc:				3,270.00	.00			
Caselle, Inc								
1160	Caselle, Inc	110462	07/01/2021	2,108.00	.00		07/13/2021	27747
Total Caselle, Inc:				2,108.00	.00			
Casper Star Tribune Inc								
1270	Casper Star Tribune Inc	62221	06/22/2021	289.99	.00		07/13/2021	27748
Total Casper Star Tribune Inc:				289.99	.00			
City of Casper								
1510	City of Casper	1889	06/30/2021	3,330.00	.00		07/13/2021	27750
1510	City of Casper	1905	06/30/2021	10,378.23	.00		07/13/2021	27750
1510	City of Casper	509194	07/02/2021	12.48	.00		07/13/2021	27750
1510	City of Casper	509286	06/04/2021	66.75	.00		07/13/2021	27750
1510	City of Casper	605231	05/18/2021	1,010.18	.00		07/13/2021	27750
1510	City of Casper	605983	06/23/2021	696.95	.00		07/13/2021	27750
1510	City of Casper	606082	06/29/2021	1,064.24	.00		07/13/2021	27750
1510	City of Casper	606114	06/30/2021	739.88	.00		07/13/2021	27750
Total City of Casper:				17,298.71	.00			
Coast to Coast Solutions								
1580	Coast to Coast Solutions	IVC0100766	07/05/2021	298.88	.00		01/22/2021	26989
Total Coast to Coast Solutions:				298.88	.00			
Collins Communications, Inc								
7427	Collins Communications, Inc	567199	07/02/2021	275.00	.00		06/08/2021	27565

CITY OF MILLS

Payment Approval Report - Mills WY
Report dates: 7/21/2021-7/22/2021

Page: 2
Jul 22, 2021 04:40PM

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Collins Communications, Inc:				275.00	.00			
Communication Technologies Inc								
1640	Communication Technologies Inc	88399	06/30/2021	347.53	.00		04/23/2021	27368
Total Communication Technologies Inc:				347.53	.00			
Computer Professionals Unlimited								
7450	Computer Professionals Unlimited	INV118621	06/17/2021	499.00	.00		06/08/2021	27566
7450	Computer Professionals Unlimited	INV118645	06/23/2021	2,298.00	.00		06/08/2021	27566
7450	Computer Professionals Unlimited	INV118646	06/23/2021	13,771.99	.00		06/08/2021	27566
Total Computer Professionals Unlimited:				16,568.99	.00			
Crown Construction, LLC								
7999	Crown Construction, LLC	5068	07/01/2021	1,500.00	.00		06/17/2020	25328
Total Crown Construction, LLC:				1,500.00	.00			
Engineering Design Associates								
8102	Engineering Design Associates	12202	06/28/2021	1,925.00	.00		06/08/2021	27571
Total Engineering Design Associates:				1,925.00	.00			
Hand & Hand								
2980	Hand & Hand	JUNE 2021	07/14/2021	1,282.65	.00		06/08/2021	27577
2980	Hand & Hand	MAY 2021	07/14/2021	1,544.35	.00		06/08/2021	27577
Total Hand & Hand:				2,827.00	.00			
Hawkins Inc								
3040	Hawkins Inc	4974231	06/29/2021	807.25	.00		07/13/2021	27760
Total Hawkins Inc:				807.25	.00			
Homax								
3120	Homax	CL09396	06/30/2021	2,737.13	.00		07/13/2021	27761
3120	Homax	CL09396	06/30/2021	345.60	.00		07/13/2021	27761
3120	Homax	CL09397	06/30/2021	560.63	.00		07/13/2021	27761
3120	Homax	CL09401	06/30/2021	213.58	.00		07/13/2021	27761
3120	Homax	CL09403	06/30/2021	336.96	.00		07/13/2021	27761
Total Homax:				4,193.90	.00			
Jerry Post Psy.D								
7962	Jerry Post Psy.D	10701	06/18/2021	1,500.00	.00		07/13/2021	27766
Total Jerry Post Psy,D:				1,500.00	.00			
John Deere Financial								
3580	John Deere Financial	G18024	06/09/2021	114.99	.00		07/10/2020	25432
Total John Deere Financial:				114.99	.00			
Lamar								
8092	Lamar	112484852	05/10/2021	1,300.00	.00		05/10/2021	27449

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Lamar:				1,300.00	.00			
Menards								
4250	Menards	16594	01/06/2021	139.03	.00		07/13/2021	27772
Total Menards:				139.03	.00			
Midwest Connect, LLC								
7924	Midwest Connect, LLC	344792	07/08/2021	297.00	.00		05/24/2021	27524
Total Midwest Connect, LLC:				297.00	.00			
Motorola Solutions, Inc.								
4480	Motorola Solutions, Inc.	3202109767	06/28/2021	4,068.41	.00		12/11/2020	26767
Total Motorola Solutions, Inc.:				4,068.41	.00			
NAPA Auto Parts								
4600	NAPA Auto Parts	683597	03/02/2021	26.99	.00		07/13/2021	27775
4600	NAPA Auto Parts	719223	06/03/2021	85.98	.00		07/13/2021	27775
Total NAPA Auto Parts:				112.97	.00			
Natrona County Sheriffs Office								
4660	Natrona County Sheriffs Office	4280	07/07/2021	9,444.96	.00		06/22/2021	27671
Total Natrona County Sheriffs Office:				9,444.96	.00			
Norco, Inc								
4760	Norco, Inc	32342691	06/16/2021	304.29	.00		06/22/2021	27672
4760	Norco, Inc	35288992822	06/01/2021	25.00	.00		06/22/2021	27672
Total Norco, Inc:				329.29	.00			
Oil City Printers								
4860	Oil City Printers	21-06-271	06/29/2021	288.30	.00		07/23/2020	25507
Total Oil City Printers:				288.30	.00			
Proforce Law Enforcement								
8128	Proforce Law Enforcement	455101	07/07/2021	97.00	.00			
Total Proforce Law Enforcement:				97.00	.00			
Schwartz, Bon, Walker & Studer, LLC								
7521	Schwartz, Bon, Walker & Studer,	9611	06/30/2021	25,324.50	.00		01/11/2021	26943
7521	Schwartz, Bon, Walker & Studer,	9613	06/30/2021	2,612.50	.00		01/11/2021	26943
7521	Schwartz, Bon, Walker & Studer,	9614	06/30/2021	371.00	.00		01/11/2021	26943
7521	Schwartz, Bon, Walker & Studer,	9758	06/30/2021	346.50	.00		01/11/2021	26943
Total Schwartz, Bon, Walker & Studer, LLC:				28,654.50	.00			
Time Clock Plus								
7679	Time Clock Plus	583526	07/12/2021	2,504.25	.00		07/23/2020	25513

CITY OF MILLS

Payment Approval Report - Mills WY
Report dates: 7/21/2021-7/22/2021

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Time Clock Plus:				2,504.25	.00			
Trans Union Risk & Alternative								
7392	Trans Union Risk & Alternative	233312-20210	07/01/2021	75.00	.00		06/22/2021	27678
Total Trans Union Risk & Alternative:				75.00	.00			
Wyoming Water Development Commission								
7260	Wyoming Water Development Co	2022	07/16/2021	500.00	.00		01/13/2021	26959
Total Wyoming Water Development Commission:				500.00	.00			
Grand Totals:				101,795.23	.00			

Dated: _____

Mayor: _____

City Clerk: _____

City Council: _____

City Council: _____

City Council: _____

City Council: _____

City Council: _____

Department Heads: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
27770						
07/20/2021	27770	Line Gear Fire & Rescue	334.49-	Advance Brush Pants	10-56-855	334.49- V
Total 27770:						334.49-
27793						
07/14/2021	27793	Justin Melin	136.00	Supplies paid for by employee	10-56-650	136.00
07/14/2021	27793	Justin Melin	161.00	Suspenders paid by employee	10-56-855	161.00
Total 27793:						297.00
27794						
07/14/2021	27794	Black Hills Energy	712.38	July 2021 Utility Bill for City	10-46-940	712.38
Total 27794:						712.38
27795						
07/15/2021	27795	Wyoming Conference of Municipal	225.00	Court conference	10-54-910	225.00
Total 27795:						225.00
27796						
07/15/2021	27796	Linda & Stephen Wise	98.29	Water Deposit Refund for Linda & Stephen Wise	10-10200	98.29
Total 27796:						98.29
27797						
07/16/2021	27797	Local Government Liability Pool	21,390.00	Membership Renewal	10-44-890	21,390.00
Total 27797:						21,390.00
27798						
07/16/2021	27798	WYBlinds and Shutters	2,173.50	Blinds for Fire Department	10-45-260	2,173.50

CITY OF MILLS

Check Register - Audit Report
Check Issue Dates: 7/14/2021 - 7/26/2021

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27798:						<u>2,173.50</u>
27799						
07/19/2021	27799	Sabrina Kemper	325.44	Hotel Room for WAM Conference	10-57-910	<u>325.44</u>
Total 27799:						<u>325.44</u>
27800						
07/19/2021	27800	WLC Engineering Inc	3,275.00	Final payment for Manhole Replacement Project	10-46-985	<u>3,275.00</u>
07/20/2021	27800	WLC Engineering Inc	3,275.00-	Final payment for Manhole Replacement Project	10-46-985	<u>3,275.00- V</u>
Total 27800:						<u>.00</u>
27801						
07/20/2021	27801	Treto Construction	3,275.00	Final Payment for Manhole Replacement	50-46-985	<u>3,275.00</u>
Total 27801:						<u>3,275.00</u>
27802						
07/20/2021	27802	Wyoming Secretary of State	60.00	Notary For Alyssa Hartmann	10-44-351	<u>60.00</u>
Total 27802:						<u>60.00</u>
27810						
07/21/2021	27810	WAMCAT - Rolling Hills	130.00	Membership renewals for Christine and Alyssa	10-49-270	<u>130.00</u>
Total 27810:						<u>130.00</u>
27811						
07/21/2021	27811	Wyoming Association of Municipal	460.00	Convention Registration for Mike and Sabrina	10-49-270	<u>460.00</u>
Total 27811:						<u>460.00</u>
27813						
07/22/2021	27813	Casper Humane Society	25,000.00	FY22 Contact agreement for services	10-53-600	<u>25,000.00</u>
Total 27813:						<u>25,000.00</u>

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Grand Totals:						<u>53,812.12</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-10200	98.29	.00	98.29
10-21100	3,609.49	54,146.61-	50,537.12-
10-44-351	60.00	.00	60.00
10-44-890	21,390.00	.00	21,390.00
10-45-260	2,173.50	.00	2,173.50
10-46-940	712.38	.00	712.38
10-46-985	3,275.00	3,275.00-	.00
10-49-270	590.00	.00	590.00
10-53-600	25,000.00	.00	25,000.00
10-54-910	225.00	.00	225.00
10-56-650	136.00	.00	136.00
10-56-855	161.00	334.49-	173.49-
10-57-910	325.44	.00	325.44
50-21100	.00	3,275.00-	3,275.00-
50-46-985	3,275.00	.00	3,275.00
99-10200	.00	.00	.00
Grand Totals:	<u>61,031.10</u>	<u>61,031.10-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<->} "Adjustment"

ORDINANCE NO. 768

AN ORDINANCE REPEALING THE EXISTING TITLE 3 ON REVENUE AND FINANCE IN ITS ENTIRETY AND REPLACING IT WITH A NEW TITLE 3 ON REVENUE AND FINANCE

WHEREAS, The City of Mills, Wyoming has had the occasion to review Title 3 of it Ordinances and to revise the same; and

WHEREAS, after said review and due deliberation, the City of Mills had decided that the attached text better serves the needs of the public and the City of Mills as of the current date;

NOW THEREFORE, The City Council of the City of Mills hereby repeals the entire existing Title 3 and replaces the same with the attached text, which shall be the new Title 3 upon the effective date of adoption.

PASSED, APPROVED AND ADOPTED ON 3RD AND FINAL READING THIS _____ DAY OF _____, 2021.

Seth Coleman, Mayor

Darla R. Ives, Council

Sara McCarthy, Council

James Hollander, Council

Bradley Neumiller, Council

ATTESTED:

Christine Trumbull, City Clerk

TITLE 3 - REVENUE AND FINANCE

Chapters:

- 3.04 City Budget
- 3.08 Financial Management
- 3.16 Debt Financing
- 3.20 Improvement Districts
- 3.24 Sale of City Property

CHAPTER 3.04
CITY BUDGET

3.04.010 - Fiscal year—Appropriations.

The fiscal year of the City shall commence on the first day of July in each year and end on the thirtieth (30th) day of June. The governing body, within the last quarter of each fiscal year, shall pass an annual budget resolution for the next fiscal year in which it may appropriate an amount of money necessary to defray all expenses and liabilities of the City. The resolution shall specify the objects and purposes for which the appropriations are made and the amount appropriated for each object or purpose according to the chart of accounts provided by the State Examiner.

3.04.020 - Designation of budget officer.

The City administrator is designated as budget officer for the City and shall be responsible for preparing the proposed annual budget.

3.04.030 - Departments to furnish estimates.

The principal officer of every department, agency, institution and activity of the City shall, not later than May 1st of every year, furnish in writing to the City administrator a detailed schedule of estimated requirements for meeting proposed expenditures for the ensuing fiscal year.

3.04.040 - Contents of the budget—Generally.

The budget shall present a complete financial plan for the fiscal year to which it applies. It shall set forth all proposed expenditures for the administration, operations, and maintenance of all offices, departments, activities, funds, and institutions of the City; all interest and debt redemption charges during the current year; expenditures for capital projects to be undertaken or executed during the current year; including expenditures for local improvements which may be paid for in whole or in part by special assessments or charges. In addition thereto, the budget shall set forth the balance on hand in all funds, the anticipated collections of delinquent taxes, together with the amount of taxes to be levied to finance the budget.

3.04.050 - Budget format.

The annual budget ordinance shall include all revenues and expenses of all funds of the City. The nature and content of the budget shall be as follows:

- (a) Actual revenues and expenditures in the last completed fiscal year;
- (b) Estimated total revenues and expenditures for the current fiscal year;
- (c) The estimated available revenues and expenditures for the ensuing budget year;
- (d) A budget message containing an outline of the proposed financial policies for the budget year. The budget message shall also state the reasons for changes from the previous year in appropriation and revenue items and explain any major changes in financial policy;
- (e) A statement of the bonded indebtedness of the City, if any, showing the debt redemption requirements, and debt authorized and unissued;
- (f) The budget ordinance shall be styled "The Annual Appropriation Bill" and shall specify the amount of property taxes necessary to meet the general expenses to the City for the ensuing fiscal year, and the City council shall also appropriate in such ordinance such sums of money as may be deemed necessary to defray the current expenses and liabilities of the City for such year.

3.04.060 - Submittal of budget.

The City administrator shall, on or before May 15th, prepare a tentative budget for each fund and file the budget with the governing body.

3.04.070 - Retained earnings—Accumulation and expenditures.

- (a) The City may accumulate retained earnings in any enterprise or intragovernmental fund or accumulate a fund surplus in any other fund. With respect to the general fund, the accumulated fund balance may be used to meet any legal obligation of the municipality or to:
 - (i) Provide cash to finance expenditures from the beginning of the budget year until general property taxes and other revenues are collected;
 - (ii) Provide a reserve to meet emergency expenditures.
- (b) The City may appropriate funds from estimated revenue in any budget year to a reserve for capital improvements and for depreciation within any capital improvements fund which has been duly established by ordinance. Money in the reserves may be allowed to accumulate from year to year until the accumulated total is sufficient to permit expenditure for the specified purpose. Disbursements from reserves shall be made only by transfer to a revenue account within a capital improvements fund pursuant to an appropriation for the fund.
- (c) Expenditures from capital improvement budget accounts shall conform to all requirements of this chapter as it relates to the execution and control of budgets.

3.04.080 - Public hearing—Notice.

(a) A summary of the tentative budget which is proposed for adoption shall be entered into the minutes and the governing body shall provide public notice in accordance with the provisions set out for the same elsewhere in this code for at least one (1) week before the hearing date.

(b) The budget hearing shall be held not prior to the second Tuesday in June nor later than the third Tuesday in June. Copies of publications of hearings shall be furnished to the Director of the State Department of Audit.

3.04.090 - Expenditure limitation.

(a) No officer or employee of the City shall make any expenditure or encumbrance in excess of the total appropriation for any department.

(b) The governing body shall not make any appropriation in the final budget of any fund in excess of the estimated expendable revenue of the fund for the budget year.

3.04.100 - Adoption of final budget.

Within twenty-four (24) hours of the conclusion of the budget hearing the governing body shall, by resolution, make the necessary appropriations and adopt the budget, which, subject to future amendment, shall be in effect for the next fiscal year. A copy of the budget, certified by the budget officer, shall be furnished to the county commissioners for the necessary property tax levies. Certified copies of the adopted budget shall be on file in the office of the budget officer for public inspection.

3.04.110 - Transfer of unexpended appropriation balance.

At the request of the budget officer or upon its own motion after publication of notice, the governing body may by resolution transfer any unencumbered or unexpended appropriation balance or part thereof from one fund or department to another.

3.04.120 - Budget appropriation increase—General fund.

The budget of the general fund may be increased by resolution of the governing body. The source of the revenue shall be shown whether unappropriated surplus, unanticipated, donations, etc.

3.04.130 - Emergency expenditures.

If the governing body determines an emergency exists and the expenditure of money in excess of the general fund budget is necessary, it may make the expenditures from revenues available as reasonably necessary to meet the emergency. Notice of the declaration of emergency shall be published in the officially designated newspaper.

3.04.140 - Appropriations lapse—Claims.

All appropriations excluding appropriations for capital projects shall lapse following the close of the budget year to the extent they are not expended or encumbered. All claims incurred prior to the close of any fiscal year shall be treated as if properly encumbered.

3.04.150 - Special fund—Transfer.

If the necessity to maintain any special revenue or assessment fund ceases and there is a balance in the fund, the governing body shall authorize the transfer of the balance of the fund balance account to the general fund.

3.04.160 - Financial statements.

(a) The budget officer shall present to the governing body the statement and reports provided by subsection B of this section.

(b) Appropriate interim financial statements and reports of financial position, operating results and other pertinent information may be prepared to facilitate management control of financial operations and, where necessary or desired, for external reporting purposes as required by the governing body.

(c) All financial statements made pursuant to this section shall be open for public inspection during regular business hours.

**CHAPTER 3.08
FINANCIAL MANAGEMENT**

3.08.010 - Disbursements—Approval—Form of warrants.

(a) Except as otherwise provided, all disbursements shall be made by warrants signed by the city administrator or the city treasurer under the direction of the city administrator and countersigned by the mayor, and no warrant may be drawn in payment of a claim until the claim certified by the city administrator has been allowed by the governing body. Every warrant shall specify its purpose, the fund against which it is drawn, and shall be made payable to the order of the person in whose favor it is drawn. Any warrant contrary to this section is void and any officer or employee drawing such a warrant is personally responsible for the amount of any payment made on it.

(b) When any warrant is paid, it shall be immediately cancelled and filed in the office of the city treasurer. The orders drawn upon each fund shall be kept separate. The governing body shall provide for the examination during each annual audit of all cancelled warrants, bonds, and other obligations in the hands of the city administrator.

3.08.020 - Signing of checks.

Every check drawn upon a city depository in payment of a warrant shall be signed by the city administrator or city clerk under direction of the city administrator and countersigned by the mayor and state clearly thereon the purpose for which it is drawn.

3.08.030 - Funds to be maintained.

(a) The following funds shall be maintained in the treasury, and the governing body shall determine the amount of annual tax to be levied for their support:

- i. General Fund. Accounts for all financial resources except those required to be accounted for in another fund;
- ii. Debt Services Funds. Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest;
- iii. Capital Projects Fund. Accounts for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, special assessment funds and trust funds);
- iv. Special Assessment Funds. Accounts for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied;
- v. Enterprise Fund. Accounts for operations that are financed and operated in manner similar to private business enterprises; or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other expenses;
- vi. Trust and Agency Funds. Accounts for assets held by the City in a trustee capacity or an agent for individuals, private organizations, other governmental units and/or other funds;
- vii. General Fixed Assets. All fixed assets of the City except those accounted for in proprietary funds or trust funds. These financial resources are not available for expenditure;
- viii. General Long-term Debt. Records all unmatured principal of the City's general long-term debt, except those accounted for in proprietary funds, special assessment funds or trust funds;
- ix. Special Revenue Fund. Records receipt and disbursement of funds from various special revenue sources.

(b) The governing body may, from time to time, create additional funds as deemed necessary and as recommended by the City treasurer in order to meet the governmental accounting, auditing and financial reporting standards.

3.08.040 - Presentation of claims.

All claims and demands against the City shall be presented to the governing body in writing, with a full account of the items, and verified by the oath of the claimant or his agent,

showing that the claim is correct, reasonable and just. No claim or demand may be audited or allowed unless presented and verified as provided in this section.

3.08.050 - Treasurer's accounts.

The treasurer of the City shall keep his accounts so as to show when and from what sources all moneys paid to him have been derived, and to whom and when such moneys or any part thereof have been paid out. His books, accounts, and vouchers are at all times subject to examination by the governing body or any elector of the City.

3.08.060 - Designation and use of depositories.

(a) The governing body shall biennially designate a bank, banks or financial institution within the City to be depositories of the moneys of the City and enter into contracts with such banks. Every entity so designated shall give a surety bond to secure the safekeeping and prompt payment of deposits.

(b) Any such depository may, instead of such bond, furnish, as security for such deposit, collateral security of the same type and nature as are described in Wyoming Statutes 1977, as amended, Section 9-4-805. The securities are to be accompanied by a written assignment vesting the legal title thereto in the City making such deposits, as collateral security that such depository shall and will safely keep and pay over to the City treasurer, on his check, order or demand, all money which may come in the possession of such depository, together with all interest accruing thereon as provided in this chapter.

(c) Such depositories, within thirty (30) days following such designation, shall furnish to the City council a certified copy of the resolution accepting such designation adopted by its board of directors, the resolution to be in substantial compliance with the form of resolution set forth in Wyoming Statutes 1977, as amended, Section 9-4-806.

(d) In the event of a default on the part of such depositories, the collateral securities shall not be sold until notice of such sale has been given publication in the official newspaper of the City once each week for five (5) consecutive weeks.

3.08.070 - Audits required.

(a) The governing body shall cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the City for each fiscal year.

(b) The governing body shall make available all documents and records required to perform the audit upon request of the independent auditor.

(c) The audits shall be conducted by independent auditors in accordance with generally accepted auditing standards as promulgated by the AICPA in their guidelines for audits for state and local government units. The audits shall be financial and legal compliance audits.

(d) The audits shall be completed not more than six (6) months after the end of the fiscal year being audited.

3.08.080 - Contents of audits.

(a) Audit reports shall conform to generally accepted accounting principles.

(b) Copies of the audit reports shall be filed with and preserved by the county clerk and shall be open to inspection by any interested person. Copies of all audits shall also be filed with the State Examiner.

**CHAPTER 3.16
DEBT FINANCING**

3.16.010 - Borrowing and issuance of bonds—Generally.

(a) The City may borrow money and issue bonds in either coupon or registered form to any amount not exceeding the limitation provided in Wyoming Statute 15-7-109 for public improvement purposes enumerated in Wyoming Statute 15-7-101. The amount of bonds may be any multiple of one hundred dollars (\$100.00) as provided in the ordinance authorizing their issuance, and shall bear interest payable annually or semiannually at a rate, at a place and in the manner as the ordinance provides. The bonds may be redeemable before maturity at a time or times and in a manner as the governing body may determine, and payable in not more than thirty (30) years, after the date of their issuance, or payable serially at times in regular numerical order at annual or other designated intervals in any amounts designated and fixed by the governing body. However, bonds issued by the City to establish, construct, purchase or extend a system of sewerage may mature and be payable at any time not more than forty (40) years from their date or the estimated life of the improvement whichever is shorter.

(b) No bonds may be issued for the purposes provided in Wyoming Statute 15-7-101 until the proposition to issue them has been submitted to, and approved by, the qualified electors of the City at a regular or special election which shall be called, conducted, canvassed and returned in the manner provided for municipal bond elections by the general election laws of Wyoming.

3.16.020 - Bonds for recreational facilities.

The City may borrow money and issue coupon bonds in any amount, which together with the municipal indebtedness, but not including sewerage, water supply and school bonds, do not exceed four (4) percent of the assessed valuation of the City, to acquire, lease, purchase, equip, construct, develop, improve, or enlarge public recreational facilities. The bonds shall be in the denomination of one hundred dollars (\$100.00) or multiples thereof, and bear interest semiannually at a rate, at a place and in the manner the governing body provides. The bonds shall be in a serial form with last maturity not more than twenty (20) years after the date of issue and are redeemable at the option of the City at a time to be designated by the governing body.

3.16.030 - Bonds for fire prevention.

The City may borrow money and issue the coupon bonds in any amount not exceeding, at one (1) time, two percent (2%) of the assessed valuation of the City, to acquire and purchase supplies, equipment and apparatus for fire prevention and control and to erect, construct or

purchase buildings for housing its fire extinguishing equipment and for the use of its fire department in the transaction of its official business. The bonds shall bear interest, payable semiannually, and be of the denomination and payable at a rate, at a place and in the manner the governing body provides. The bonds shall be redeemable after ten (10) years and payable in not more than thirty (30) years after the time they are issued or payable serially.

3.16.040 - Certificate of endorsement—Registration book.

(a) The City clerk shall endorse a certificate upon every bond or evidence of debt issued, stating that it is within the lawful debt limit of the city or City and is issued according to law. He shall sign the certificate in his official character.

(b) The City treasurer shall keep a book in which shall be registered all bonds issued, showing the number of the bond, the date of issue, to whom issued, the amount, date of redemption and payment of interest. The book shall be open to all persons for examination during business hours.

3.16.050 - Notice for bids—Exception.

(a) After any bonds to be issued for any of the purposes set forth in this chapter, other than special improvement bonds, have been approved by a vote of the people, the governing body shall give notice by advertisement for three (3) consecutive weeks in a newspaper published in the City, and in any newspaper published in other places as may be deemed expedient. The notice shall state that the City will receive bids for the sale of the bonds and shall give the time and place where bids will be received and opened. No bonds may be sold for less than their par value.

(b) Bonds issued by the City to establish, construct, purchase, or extend a system of sewerage may be sold to the state of Wyoming or the United States of America at a private sale, without advertisement, for not less than par and accrued interest.

3.16.060 - Sinking fund—Redemption of bonds.

A tax to be fixed by ordinance shall be levied each year to pay the interest on the bonds and to create a sinking fund for their redemption. The money that may be on hand at any time belonging to the sinking fund, until there are bonds redeemable, may be loaned or invested by the governing body in any public securities of the state, any subdivision thereof, or of the United States, and the interest that accrues shall be added to the sinking fund. Whenever, at any time after ten (10) years from the issue of the bonds, the sum in the sinking fund equals or exceeds five hundred dollars (\$500.00) and from time to time thereafter when it accrues, the City treasurer shall publish a notice in a newspaper in the City that he will, thirty (30) days from the date of the notice, redeem the amount of bonds then payable, giving their number and giving preference to the oldest issue. If at the expiration of thirty (30) days when the holder of those bonds fails to present them for payment, the interest on them shall cease, but the treasurer shall be ready to redeem them on presentation. A copy of the notice shall be sent to the bank designated as the place of payment of the interest on the bonds.

3.16.070 - Cancellation of bonds.

The City treasurer shall, as soon as the coupons of bonds are paid, cause the word "paid" to be cut into them, and when the bonds are paid cause the word "paid" to be cut in the body of the bond.

3.16.080 - Payment of bonds and certificates of indebtedness.

Principal and interest upon bonds and certificates of indebtedness, when due, may be paid by the city administrator out of the proper funds, upon presentation and surrender to the city administrator of the bond, certificate, or interest coupon. When paid, they shall be cancelled immediately and filed in the office of the city administrator in the same manner as warrants. The payments shall be made by warrants and conforming to the requirements of Section 3.08.010.

3.16.090 - Limitation of indebtedness—Exception.

No debt in excess of the taxes for the current year may be created by the City, except local improvements as provided by law, unless the proposition to create the debt is submitted to the vote of the people, and approved by them. The City may not create any indebtedness exceeding four percent (4%) of the assessed valuation of the taxable property except an additional amount not exceeding four percent (4%) of the assessed valuation of the property to build and construct sewerage systems. For the construction, establishing and maintaining of waterworks and supplying water for the use of the City and its inhabitants, the limitation does not apply.

3.16.100 - Custody of funds.

The City treasurer is the custodian of all moneys arising from the sale of bonds issued pursuant to this chapter. He shall give any additional bond or bonds as the governing body requires for the safekeeping and disbursing of all such funds as required by the governing body.

**CHAPTER 3.20
IMPROVEMENT DISTRICTS**

3.20.010 - Powers of City.

The City may provide for the making and maintenance of local improvements and levy and collect special assessments on the property specially benefited to pay all or part of the cost of the improvement, as provided in Wyoming Statutes 1977, as amended, Section 15-6-101 et seq. This includes, but is not limited to, the making of local improvements, establishing and changing grades, and levy and collection of assessments, and the authorization and issuance of bonds. No board, agency, bureau or official other than the governing body of the municipality may fix, prescribe, modify, supervise or regulate the levy or collection of special assessments or taxes authorized by state statute, except as expressly provided or necessarily implied, nor supervise or regulate the establishment or modification of grades and the acquisition of any improvement authorized.

3.20.020 - Proceedings—Ordinance or resolution required.

(a) When the City makes local improvements or establishes or alters the grade of any street at the cost and expense, in whole or in part, of property specially benefited thereby, the proceedings shall be as provided in Wyoming Statutes 1977, as amended, Section 15-6-201 et seq.

(b) Any such improvement may be ordered only by ordinance or resolution of the governing body.

3.20.030 - Items of cost to be assessed.

When any authorized local improvement is ordered, the following shall be included in the cost and expense thereof to be assessed against the property specially benefited and included in the district created to pay all or any part thereof: the cost of that portion of the improvement included within the limits of any street intersection space or spaces; the estimated cost and expense of inspection, tests, materials or work and of all engineering and surveying necessary for the improvement done under the direction of the City engineer; ascertaining the ownership of the lots or parcels of land included in the assessment district; advertising, mailing and publishing of all notices; and all accounting and clerical labor, books and blanks expended or used by the City in connection with the improvements.

3.20.040 - Property to be included in assessment district.

(a) The assessment district shall include all the property benefited by the improvement or improvements, as determined by the governing body, including municipal and other public property, except that of the United States government or any agency, instrumentality or corporation thereof, in the absence of the consent of Congress.

(b) Assessments shall be computed using one of the methods set forth in Wyoming Statutes 1977, as amended, Section 15-6-404.

3.20.050 - Assessment roll to be filed.

When an assessment roll for local improvements has been prepared, it shall be filed with the City clerk, who shall certify it and transmit the roll to the City treasurer for collection, following confirmation thereof as set forth in Wyoming Statutes 1977, as amended, Section 15-6-405.

3.20.060 - Assessment lien.

The charge on the respective lots, tracts, parcels of land and other property, for the purpose of special assessments, to pay the cost and expense, in whole or in part of any improvement authorized by the governing body, shall be a lien upon the property assessed from the time the assessment roll is placed in the hands of the officer authorized by law to collect the assessment. The lien shall be paramount and superior to any other lien or encumbrance whatsoever, created before or after except a lien for assessments for general taxes.

3.20.070 - Time of payment—Interest—Penalty.

The City shall, in the ordinance confirming the assessment roll, prescribe the time within which the assessment, or installments thereof, shall be paid, and shall provide for the payment and collection of interest thereon, at a rate established by ordinance. Assessments or installments thereof, when delinquent, in addition to interest, shall bear a penalty of not more than five (5) percent as prescribed by ordinance. Interest and penalty shall be included in, and made a part of, the assessment lien.

3.20.080 - Sale of property for delinquency.

If an assessment or any installment thereof is delinquent, the property subject to the delinquent assessment shall be sold by the City for the amount of the delinquent assessment or installment, together with penalty and interest accruing to date of sale, the cost of the sale, the cost of execution and delivery by the City treasurer of certificates of sale to the purchaser, and the cost of execution by the City treasurer of an assessment deed to the person entitled.

3.20.090 - Notice of sale.

The City treasurer shall give notice of any sale pursuant to Wyoming Statutes 1977, Section 15-6-410 in accordance with the ordinances generally regarding providing public notice once a week for three (3) successive weeks. Such notice shall contain a list of all property upon which such assessments are delinquent with the amount of the assessments, interest, penalties, and costs to date of sale, including the cost of advertising such sale, together with the names of the owners of such property, or the words "unknown owners," as the same may appear on the assessment roll, and shall specify the time and place of such sale, and shall state that the property therein described will be sold to satisfy the assessments, interest, penalties and costs due on the same.

3.20.100 - Time and place of sale.

All sales pursuant to Section 3.20.080 shall be made between the hours of ten (10:00) a.m. and four (4:00) p.m. and shall take place at the front door of the City Hall. Such sale shall be continued from day to day omitting Sundays and legal holidays, until all the property described in the assessment roll, on which any such assessment or installment is delinquent and unpaid, is sold. All such sales shall be public, and each lot, tract or parcel of land or other property shall be sold separately and in the order in which the same appears upon the assessment roll, commencing at the beginning thereof.

3.20.110 - Method of sale—Procedure for advertising.

All lots, tracts and parcels of land and other property sold for delinquent and unpaid local assessments shall be sold to the first person at such sale offering to pay the amount due on each such lot, tract, or parcel of land or other property. If there is no bidder for any lot, tract or parcel of land or other property, for a sum sufficient to pay the delinquent and unpaid assessments thereon or installment thereof with interest, penalty and costs, the City treasurer shall strike the same off to the City for the whole amount which he is required to collect for such sale. If any bidder to

whom any property is stricken off at such sale does not pay the assessment, interest, penalty and costs before ten (10:00) a.m. of the day following such sale, such property shall then be resold or, if the assessment sale is closed, be deemed to have been sold to the City and a certificate of such sale shall be issued to the City therefor.

3.20.120 - City treasurer to return records to City clerk.

Within fifteen (15) days after the completion of the sale pursuant to Section 3.20.080 of all property described in the assessment roll and authorized to be sold, the City treasurer shall return to the City clerk a statement indicating his action thereon, and showing all of the property sold by him, to whom and the sum paid therefor.

3.20.130 - Certificates for property sold—Recording.

After receiving the amount of the assessment, penalty, interest, costs and charges from the sale pursuant to Section 3.20.080, the City treasurer shall make out a certificate dated on the day of sale, stating, when known, the name of the owner as given on the assessment roll, a description of the land or other property sold, the amount paid therefor, the name of the purchaser, that it was sold for the assessments, giving the names of the streets or other brief designation of the improvements for which the assessment was made, and specifying that the purchaser will be entitled to a deed two (2) years from the date of sale, unless redemption thereof is made. Such certificate shall be signed by the treasurer and shall be delivered to the purchaser, and shall be by such purchaser recorded in the county clerk's office, in the county in which the lands or other property is situated within three (3) months from the date thereof. If not recorded within such time, the lien thereof shall be postponed to claims of subsequent purchasers and encumbrancers for value and in good faith who become such while the same is unrecorded.

3.20.140 - City clerk to be custodian of certificates sold to City.

The City clerk shall be the custodian of all certificates for property sold in the City, and shall at any time within two (2) years from the date of such certificate and before redemption of the property therein described, sell and transfer any such certificate to any person who presents to him the receipt, evidencing payment of the amount for which the property described was stricken off to the City, with interest subsequently accrued to date of such payment. The City clerk may, if so authorized by the governing body, sell and transfer any such certificates in a similar manner after the expiration of two (2) years from the date of the certificate.

3.20.150 - Local improvement funds.

All money collected by the City treasurer upon any assessments levied under and by virtue of Wyoming Statutes 1977, Section 15-6-101 et seq., shall be kept in a separate fund to be known as "Local Improvement Fund, District No. _____," or by any other appropriate designation approved by the governing body.

3.20.160 - Record of payment or redemption.

When the amount of any assessment, with interest, penalty, costs and charges accrued thereon, is paid to the treasurer before the sale of property, he shall mark it paid, with the date of payment on the assessment roll. When any property sold for any assessments is redeemed the treasurer shall enter it as such with the date of redemption on the roll. Such records shall be made on the margin of the roll opposite the description of the property.

3.20.170 - Liability of City treasurer for proceeds from sale of property.

If the City treasurer receives any money for assessments, giving a receipt therefor, for any property and afterward returns the same as unpaid, or receives the same after making the return, and the property is sold for assessment which has been paid and receipted by himself, his clerk, assistant or deputy, he and his bond are liable to the holder of the certificate given to the purchaser at the sale for the face amount of the certificate and legal interest which shall be demanded within two (2) years from the date of sale and recovered in any court of competent jurisdiction. The City shall in no case be liable to the holder of such certificate.

3.20.180 - Property bid in by City.

If any property is bid in or stricken off to the City under any proceeding of this chapter, such property shall be held in trust by the City for the fund of the improvement district for which the assessment was levied, to the extent of the assessment or installment for which the property was sold, with penalty, accrued interest and interest on such installment, to time of the next call for bonds or warrants; provided, that the City may, at any time after receiving a deed, pay into such fund the amount of the delinquent assessment for which such property was sold and all accrued interest and interest to the time of the next call for bonds or warrants issued against such assessment fund, at the rate provided thereon, and thereupon shall take and hold such property discharged of such trust.

3.20.190 - When owner allowed to redeem sold property.

Any property sold as provided in this chapter shall be subject to redemption by the former owner or his grantee, mortgagee, heir or other representative at any time within two (2) years from the date of the sale upon making the payments required and in the manner provided in Wyoming Statutes 1977, as amended, Section 15-6-418.

3.20.200 - Sale of property held in trust.

(a) The City, at any time after the period of redemption pursuant to Section 3.20.190 has expired and the deeds issued to the City, by virtue of any proceedings under this chapter, may sell any such property at public auction to the highest bidder for cash. No bid shall be accepted for any amount less than the amount set forth in the deed, plus accrued interest to date of sale, computed on the assessment for which the property was sold from the date of the execution of the deed, and all delinquent assessments and taxes against the property, with accrued interest, penalties, costs and other charges. The City shall pay into the fund for which the property was held

in trust an amount necessary to fully cancel the assessment for which the property was sold, together with all interest thereon.

(b) Any such sale shall be conducted only after giving notice, describing the property and stating that the City treasurer shall sell the same on the day specified at the front door of the City Hall, between the hours of ten (10:00) a.m. and four (4:00) p.m. and continue the sale from day to day or withdraw the property from sale after the first day if the treasurer deems that the interests of the City so require. The notice shall be published at least five (5) times in the official daily newspaper of the City or at least two (2) times in the official weekly newspaper of the City. At least fifteen (15) days shall elapse between the date of last publication of such notice and the day the property is sold.

**Chapter 3.24
SALE OF CITY PROPERTY**

3.24.010 - General procedures.

Before the sale of any property of the City of the value of five hundred dollars (\$500.00) or more, notice of the intended sale, describing the property and the terms of the sale, shall be provided in accordance with the provisions of the City Code concerning public notice for at least once each week for four (4) consecutive week, calling for sealed bids for purchase of the property. The property shall be sold to the highest responsible bidder, unless the governing body of the City shall reject all bids. The responsibility of the bidders shall be determined by the governing body of the City. Notwithstanding the provisions of this section, the City, upon terms determined by the governing body, without advertising such sale or calling for bids, may sell any property to the state for the use of any agency or instrumentality thereof, or to any agency or instrumentality of the state authorized to hold property in its own name, or to any political subdivision of the state.

Title 15 - BUILDINGS AND CONSTRUCTION

DIVISION I. - BUILDING CODES

Chapter 15.04 - ADMINISTRATIVE PROCEDURES

15.04.010 - Building permits, fees and exemptions.

A. Before receiving a building permit for a structure in the city, the owner or his/her agent shall meet the requirements of the building official as set forth by the building and municipal codes and pay the following fees based on valuation of the project:

Up to \$2,000	\$25.00
\$2,001—\$25,000	\$25.00 first \$2,000 and \$7.00 each additional \$1,000 up to \$25,000
\$25,001—\$50,000	\$186.00 first \$25,000 and \$5.00 each additional \$1,000 up to \$50,000
\$50,001—\$100,000	\$311.00 first \$50,000 and \$3.00 each additional \$1,000 up to \$100,000
\$100,001—\$500,000	\$461.00 first \$100,000 and \$2.00 each additional \$1,000 up to \$500,000
\$500,001— \$1,000,000	\$1,251.00 first \$500,000 and \$1.50 each additional \$1,000 up to \$1,000,000
\$1,000,001 and up	\$2,001.00 first \$1,000,000 and \$1.00 each additional \$1,000 after that

Permit fees for water heater replacements, plumbing fixture replacements, sprinkler systems installations, water and sewer or gas pipe repair, electrical outlet and switch relocates that require only one (1) inspection will be reduced to a ten dollar (\$10.00) permit fee.

- B. The city may also charge a plan review fee for projects that require a plan review of construction drawings. The plan review fee of sixty-five percent (65%) of the building permit fee is the standard charge. If the plans are being reviewed by the State Fire Marshal's Office, for fire and life safety, the charge for plan review fee from the city may be reduced to twenty-five percent (25%) of the building permit fee.
- C. The city, county, state or the United States shall be exempt from paying the fee for a building permit, but such permit shall be required for the contractor and he/she shall comply with the provisions of this chapter.
- D. Water and sewer tap fees shall be paid no later than the time of scheduling of the final inspection.

- E. Exemptions. Exemptions from the building permit requirement shall be those listed in the permits section of the current building code as adopted by the city, along with the following stipulations:
 - 1. One (1) story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the roof area does not exceed two hundred (200) square feet and the structure is constructed on a nonpermanent foundation. This exemption from the permit requirement does not exempt the structure from building code requirements.
 - 2. Accessory structures larger than two hundred (200) square feet, and/or accessory structures of any size constructed on permanent foundations or concrete slabs, shall be subject to building permit requirements, construction code requirements and the setback requirements for the occupied zoning classification.
- F. Timing and Duration of Permits. Building permits shall be issued for a period not to exceed three hundred sixty-five (365) days or twelve (12) months. Building permits may be extended for a period of up to one hundred eighty (180) days at the request of the permit holder, with concurrence of the building official. An extension fee of fifty dollars (\$50.00) shall be charged for an extension. If more than five hundred forty-five (545) days have elapsed, the original and extended permits shall be null and void, and a completely new application with appropriate fees shall be required.

Where a project has achieved vertical construction, the project shall be fully enclosed and exterior finishes applied within three hundred sixty-five (365) calendar days, without exception. Failure to comply with this provision shall result in citations as provided for in subsection B of Section 15.04.050. until such time as the project exterior is completed.

15.04.020 - Notification and inspection of building construction.

The building official shall be notified by the holder of a permit under this title. The building official shall inspect the building as required by the current construction codes adopted by the city, and any other time indicated by the building official as necessary for proper code compliance. If work is not complete or open for inspection and an additional inspection is required, the building official may charge a reinspection fee of one hundred dollars (\$100.00) to be paid prior to calling for the next inspection.

15.04.030 - Structures encroaching on street or alley.

- A. Any structure encroaching on any city street or alley, which structure was in existence prior to January 1, 1978, shall be permitted to continue to use that portion of any street or alley which it is on, unless modified or improved subsequent to January 1, 1978.
- B. If any structure encroaching on any city street or alley is modified, improved in any way or expanded such structure shall be removed from any portion of any street or alley it is on and in addition such structure shall be required to meet all zoning and setback requirements in existence at the time of such modification.

15.04.050 - Building official.

- A. Responsibilities. The building official shall be responsible for all inspections, enforcement actions, administrative duties and responsibilities for enforcement and administration of all building codes and permits required under this title.
- B. The building official is authorized to issue citations to appear in the Mills Municipal Court to any person deemed to be in violation of the provisions of this title.

15.04.060 - Certificate of occupancy.

A. Definition:

"Certificate of Occupancy" (C of O) means the key document used to certify the legal use and occupancy of a building. The document is issued by the planning and community development department and describes how a building may be occupied, i.e. a two-family home, a parking lot, a forty (40) unit multiple dwelling, or a store.

- B. If planned construction is creating a new building or will result in a change of use, egress, or occupancy to an existing building, a new or amended certificate of occupancy is necessary. The contractor's or owner's representative shall contact the planning and community development department to arrange for the necessary construction, plumbing, electrical, and elevator inspections.
- C. The certificate of occupancy will be authorized by the building official when the completed work complies with the submitted plans and applicable laws, all paperwork is completed, all necessary approvals have been obtained from other appropriate city agencies, all fees owed to the department are paid, and all relevant violations are resolved. A new building cannot be legally occupied until a certificate of occupancy has been issued.
- D. A temporary certificate of occupancy (TCO) may be authorized by the building official and issued by the community development department if all work is substantially completed on a construction project requiring a certificate of occupancy (CO), with the stipulation that all unfinished work noted on the TCO must be completed within the period specified. Said period will be determined at the discretion of the building official with the concurrence of community development director, and will be of a duration not exceeding one (1) year from the date of issuance. Neither a TCO or a CO will be issued until the building owner and/or contractor submits a copy of the electrical wiring permit for any electrical work as required by Wyoming State Statutes along with copies of the electrical rough-in inspection report, final inspection report and any re-inspection reports from the Wyoming Department of Fire Prevention and Electrical Safety's electrical inspector. Due caution shall be exercised to preserve bench marks, control points, reference points and property corners. At the time of final inspection neither a TCO nor a CO will be issued until verification is obtained that all bench marks, control points, reference points and property corners are still properly monumented by a surveyor licensed by the state of Wyoming.

15.04.070 - Key boxes.

The installation of key boxes for all commercial occupancies is not mandatory but is voluntary, to allow the Mills Fire Department emergency entry. When installed the key box shall be located within ten (10) feet of the front door, a minimum of six (6) feet above the ground level and as approved by the fire department. Applications to order the key box shall be obtained from the fire department.

15.04.080 - Climatic and geographic design criteria.

Buildings, dwellings, townhouses, structures, and portions thereof, including patio covers and accessory buildings, shall be designed and constructed in accordance with the following climatic and geographic design criteria:

Ground and Roof Snow Load = 30 pounds per square foot plus snow drifting.

Basic Design Wind Speed for Risk Category I = 105 miles per hour.

Basic Design Wind Speed for Risk Category II = 110 miles per hour.

Basic Design Wind Speed for Risk Category III = 115 miles per hour.

Basic Design Wind Speed for Risk Category IV = 120 miles per hour.

Ultimate Design Wind Speed for One and Two-Family Dwellings = 115 miles per hour.

Wind Exposure Category = C.

Seismic Design Category for One and Two-Family Dwellings = B.

Weathering = Severe.

Frost Line Depth = 42 inches, minimum to bottom of footings.

Termite Protection = Slight to Moderate.

Heating Design Temperature = -13°F.

Heating Degree Days = 7,343.

Cooling Degree Days = 2,082.

Cooling Design Temperature = 89°F, dry bulb.

Cooling Design Temperature = 58°F, wet bulb.

Mean Annual Temperature = 45.5°F.

Air-Freezing Index = 2,000°F-days.

Flood Hazard = FIRM Community Number 560013 1394 D.

Annual Precipitation = 14 inches.

Rainfall Intensity = 2 inches per hour.

Hail Exposure = Slight.

Climate Zone/Moisture Designation = 6B.

Longitude = 105°23'.

Latitude = 42°46'

Elevation Above Sea Level = 4,815 feet.

15.04.090 - Violation penalties.

- A. Any person in violation of Title 15 shall, upon conviction, be fined not more than seven hundred fifty dollars (\$750.00) for each separate offense. Every twenty-four (24) hour period, after the time specified in the written notice, in which the violation is not corrected or abated shall be an additional offense and subject to the same penalty. Any exception will be considered and decided on a case by case basis at the discretion of the director of planning and community development.
- B. Any person who commences any work before obtaining the necessary permit(s) may be subject to an investigation fee as determined by the planning and community development director. The investigation fee shall be one hundred dollars (\$100.00) or equal to twice the permit fee, whichever is greater. In addition, the applicant shall pay twice the amount of the permit fees to obtain the permit(s).

Chapter 15.09 - UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS

15.09.010 - Adopted.

"The 1997 Uniform Code for the Abatement of Dangerous Buildings" published by the International Code Council, being the latest edition, is adopted by the city council. This code is adopted for the purpose of providing a just, equitable and practical method, to be cumulative with and in addition to any other remedy provided by the International Building Code, International Residential Code or otherwise available by law, whereby buildings or structures which from any cause endanger the life, limb, health, morals, property, safety or welfare of the general public or their occupants may be required to be repaired, vacated or demolished. Three (3) copies of such code shall be filed with the city clerk.

Commented [PH1]: We have adopted this, but with edits.
Do we want to adopt this, or take it out?

15.09.020 - Penalty for noncompliance.

It is unlawful for any person to fail to comply with an order issued under the 1997 Uniform Code for the Abatement of Dangerous Building[s] to abate a dangerous condition and shall be guilty of a misdemeanor. A violator shall be assessed a fine of seven hundred fifty dollars (\$750.00). In addition to the fine, the court may also order the condition abated and assess any costs incurred by city to abate such condition if the condition is not abated by the violator. All fines obtained on convictions under this section shall be forwarded to the city's general fund to be utilized for costs the city incurs for abatement of nuisances.

15.09.030 - Referenced building code and housing code.

All references in the 1997 Uniform Code for the Abatement of Dangerous Buildings, to the Building Code, Uniform Building Code, Housing Code, or Uniform Housing Code shall be referenced to the appropriate sections of the current editions of the International Building Code or the International Residential Code.

Chapter 15.10 - INTERNATIONAL BUILDING CODE^[2]

15.10.010 - Purpose.

The purpose of this chapter is to protect the health and safety of the public by regulating the use, maintenance, construction, alteration, repair, demolition, and moving of buildings and structures within the city.

15.10.020 - Adoption.

The 2018 International Building Code, including Appendices G—Flood-resistant Construction, J—Grading, and K—Administrative Provisions, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.10.030 through 15.10.220. A copy of such code is on file in the Community Development Department.

15.10.030 - Section 101.1—Title.

Section 101.1 is amended to read as follows:

These regulations shall be known as the Building Code of the City of Mills, Wyoming, hereinafter referred to as "this code."

15.10.040 - Section 101.4.4—Electrical.

Section 101.4.4 is amended to read as follows:

101.4.4 Electrical. The provisions of the National Electrical Code shall apply to the installation, alteration, repairs and replacement of electrical systems, including equipment, appliances, fixture, fittings and appurtenances thereto.

15.10.050 - Section 101.4.6—Energy.

Section 101.4.6 is amended to read as follows:

The provisions and requirements of the International Energy Conservation Code may be incorporated at the discretion of the owner and/or contractor and/or registered design professional.

15.10.060 - Section 105.2—Work exempt from permit—Building.

Paragraphs 1 and 2 of Section 105.2 are amended to read as follows:

1. One-story detached accessory structures with a floor area not greater than 200 square feet and not on a permanent foundation shall be work exempt from building permit requirements.
2. Fences not over 6 feet high shall be work exempt from building permit requirements. (See Section 18.80.010 Fences and Walls of the Mills Municipal Code)

15.10.070 - Section 107.1.1—Prepared construction documents.

Section 107.1.1 is created to read as follows:

No plan review will be undertaken or a building permit issued for a building or structure, or addition thereto, that provides for the employment, housing, or assembly of fifty (50) or more persons, or covers more than five thousand (5,000) square feet of floor area including basement, if any, intended for use by the general public, unless the plans and specifications for such building or structure bear the stamp, signature and date of a registered architect or engineer licensed by the state of Wyoming. The plans and specifications shall be prepared to meet the requirements of Section 107, Submittal Documents.

15.10.080 - Section 109.6—Refunds.

Section 109.6 is amended to read as follows:

The Director of Planning and Community Development is authorized to establish a refund policy.

15.10.090 - Section 113.3—Qualifications.

Section 113.3 is amended to read as follows:

See Chapter 2.64 in the Mills Municipal Code for the requirements of the board of appeals.

15.10.100 - Chapter 2—Definitions.

The definition for AREA, BUILDING is amended to read as follows:

AREA, BUILDING. The aggregate floor area enclosed and bounded by the exterior perimeter of *exterior walls*, or *exterior walls* and *fire walls*, exclusive of vent *shafts* and *courts*. Areas of the building not provided with surrounding walls shall be included in the building area if such areas are included within the horizontal projection of the roof or floor above.

15.10.110 - Section 419.5—Fire protection.

Section 419.5 is amended to read as follows:

An automatic sprinkler system in a live/work unit may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If one is installed, the installation shall be in conformance with Section 903.3.

15.10.120 - Section 1301.1—Scope.

Section 1301.1 is amended to read as follows:

The provisions and requirements of the International Energy Conservation Code may be incorporated at the discretion of the owner and/or contractor and/or registered design professional.

15.10.130 - Section 1301.1.2—Building envelope.

Section 1301.1.2 is created to read as follows:

As a minimum for conditioned spaces, the exterior wall insulation shall have a total R-value of 19 and the ceiling insulation shall have a total R-value of 38. The wall insulation shall be installed at the rim joists and shall extend continuous from floor to ceiling. The ceiling insulation shall extend continuous from exterior wall to exterior wall.

15.10.140 - Section 1507.1.2—Ice barriers.

The first sentence of Section 1507.1.2 is amended to read as follows:

An ice barrier shall be required and shall be installed for asphalt shingles, metal roof shingles, mineral-surfaced roll roofing, slate and slate-type shingles, wood shingles, and wood shakes.

The remainder of Section 1507.1.2 shall remain the same.

15.10.150 - Section 1507.4—Metal roof panels.

Section 1507.4, is amended to read as follows:

1507.4 Metal roof panels. The installation of metal roof panels shall comply with the provisions of this section. When metal roof panels are installed on a roof, the inclusion of snow guards on all or a portion of the roof shall be evaluated, and may be required, by the Community Development Department.

15.10.160 - Section 1511.3.1.1—Roof recover not allowed.

Section 1511.3.1.1, Subparagraph 2, is amended to read as follows:

2. Where the existing roof covering is asphalt shingles, slate and slate-type shingles, wood shingles, wood shakes, clay tile, cement or asbestos-cement tile.

15.10.170 - Section 1601.2—Climatic and geographic design criteria.

Section 1601.2 is created to read as follows:

Buildings, structures and portions thereof, including patio covers and accessory buildings, shall be designed and constructed in accordance with the Climatic and Geographic Design Criteria provided in Section 15.04.080 of the Mills Municipal Code.

15.10.180 - Section 1612.3—Establishment of flood hazard areas.

Section 1612.3 is amended to read as follows:

To establish flood hazard areas, the applicable governing authority shall adopt a flood hazard map and supporting data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled "The Flood Insurance Study for City of Mills, Wyoming," , as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section.

Commented [PH2]: Do we intend to do this?

15.10.190 - Section 1804.4—Site grading.

Section 1804.4 is amended as follows:

The ground immediately adjacent to the foundation shall be sloped away from the building at a slope of not less than one unit vertical in 20 units horizontal (5-percent slope) for a minimum distance of 10 feet (3048 mm) measured perpendicular to the face of the wall. If physical obstructions or lot lines prohibit 10 feet (3048 mm) of horizontal distance, a 5-percent slope shall be provided to an approved alternative method of diverting water away from the foundation. Swales used for this purpose shall be sloped a minimum of 2 percent where located within 10 feet (3048 mm) of the building foundation. Impervious surfaces within 10 feet (3048 mm) of the building foundation shall be sloped a minimum of 2 percent away from the building. Surface drainage, including drainage from roof down spouts, shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lots shall be graded to drain surface water away from foundation walls, but not onto neighboring property.

15.10.200 - Table 2902.1—Minimum number of required plumbing fixtures, footnote e.

Table 2902.1, Footnote e is amended to read as follows:

e. In business, factory, mercantile and storage occupancies, service sinks may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If they are installed, the installation shall be in conformance with the International Plumbing Code.

15.10.210 - Section 2902.6—Small occupancies.

Section 2902.6 is amended to read as follows:

2902.6 Small occupancies. In business, factory, mercantile and storage occupancies with an occupant load less than fifty (50), drinking fountains may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If they are installed, the installation shall be in conformance with the International Plumbing Code and Chapter 11 of the International Building Code.

15.10.220 - Section J110.3—Erosion control during construction

Section J110 is amended by adding Subparagraph J110.3, to read as follows:

J110.3 Erosion control during construction. Measures shall be taken as required during construction to prevent erosion of the site to include the installation of silt fences, straw wattles, etc. Remove captured sediment when the height reaches one-half the height of the barrier. The site shall be kept watered to control dust. Dirt, mud or sediment tracked onto paved roads shall be cleaned up as soon as practical.

Chapter 15.11 - INTERNATIONAL FUEL GAS CODE

15.11.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for the installation of fuel gas piping systems, fuel gas appliances, gaseous hydrogen systems and related accessories, including permits and penalties within the city.

15.11.020 - Adoption.

The 2018 International Fuel Gas Code, including Appendices A—Sizing and Capacities of Gas Piping, B—Sizing of Venting Systems Serving Appliances Equipped with Draft Hoods, Category I Appliances and Appliances Listed for Use with Type B Vents, C—Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems, and D—Recommended Procedure for Safety Inspection of an Existing Appliance Installation, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in sections 15.11.030 through 15.11.150. A copy of such code is on file in the Community Development Department.

15.11.030 - Section 101.1—Title.

Section 101.1 is amended to read as follows:

These regulations shall be known as the Fuel Gas Code of the City of Mills, Wyoming, hereinafter referred to as "this code."

15.11.040 - Section 106.6.2—Fee schedule.

Section 106.6.2 is amended as follows:

The building permit fee schedule is provided in Section 15.04.010 of the Mills Municipal Code.

15.11.050 - Section 106.6.3—Fee refunds.

Section 106.6.3 is amended to read as follows:

Refunds for building permit fees shall be as provided in Section 109.6 of the International Building Code

15.11.060 - Section 108.4—Violation penalties.

Section 108.4 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.11.070 - Section 108.5—Stop work orders.

Section 108.5 is amended to read as follows;

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.11.080 - Section 109.1—Application for appeal.

Section 109.1 is amended to read as follows:

The means of appeal shall be as provided in Section 113 — Board of Appeals of the International Building Code.

15.11.090 - Section 109.2—Membership board.

Section 109.2 and all subsections 109.2.1 through 109.2.6 are repealed in their entirety.

15.11.100 - Section 109.3—Notice of meeting.

Section 109.3 is repealed in its entirety.

15.11.110 - Section 109.4—Open hearing.

Section 109.4 and subsection 109.4.1 are repealed in their entirety.

15.11.120 - Section 109.5—Postponed hearing.

Section 109.5 is repealed in its entirety.

15.11.130 - Section 109.6—Board decision.

Section 109.6 and subsections 109.6.1 and 109.6.2 are repealed in their entirety.

15.11.140 - Section 109.7—Court review.

Section 109.7 is repealed in its entirety.

15.11.150 - Section 406.4.1—Test pressure.

Section 406.4.1 is amended to read as follows:

406.4.1 Test pressure. The test pressure to be used shall be no less than 1 1/2 times the proposed maximum working pressure, but not less than 30 psig irrespective of design pressure. Where the test pressure exceeds 125 psig, the test pressure shall not exceed a value that produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe.

Chapter 15.12 - INTERNATIONAL MECHANICAL CODE^[4]

15.12.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for the design, installation, maintenance, alteration and inspection of mechanical systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings; the regulation of those mechanical systems, system components, equipment and appliances specifically addressed herein; including permits and penalties within the city.

15.12.020 - Adoption.

The 2012 International Mechanical Code, including Appendix A — Chimney Connector Pass-throughs, are hereby adopted by reference and have the same force and effect as though

fully set forth in this chapter, except as specifically amended in Sections 15.12.030 through 15.12.170. A copy of such code is on file in the department of planning and community development.

15.12.030 - Section 101.1—Title.

Section 101.1 is amended to read as follows:

These regulations shall be known as the Mechanical Code of the City of Mills, Wyoming, hereinafter referred to as "this code."

15.12.040 - Section 106.5.2—Fee schedule.

Section 106.5.2 is amended to read as follows:

The fees for mechanical work shall be as provided in Section 15.04.010 of the Mills Municipal Code.

15.12.050 - Section 106.5.3—Fee refunds.

Section 106.5.3 is amended to read as follows:

Refunds for fees charged for mechanical work shall be as provided in Section 109.6 of the International Building Code.

15.12.060 - Section 108.4—Violation penalties.

Section 108.4 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.12.070 - Section 108.5—Stop work orders.

Section 108.5 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.12.080 - Section 109.1—Application for appeal.

Section 109.1 is amended to read as follows:

The means of appeal shall be as provided in Section 113 — Board of Appeals of the International Building Code.

15.12.090 - Section 109.1.1—Limitation of authority.

Section 109.1.1 is repealed in its entirety.

15.12.100 - Section 109.2—Membership of board.

Section 109.2 and subsection 109.2.1 through 109.2.6 are repealed in their entirety.

15.12.110 - Section 109.3—Notice of meeting.

Section 109.3 is repealed in its entirety.

15.12.120 - Section 109.4—Open hearing.

Section 109.4 and subsection 109.4.1 are repealed in their entirety.

15.12.130 - Section 109.5—Postponed hearing.

Section 109.5 is repealed in its entirety.

15.12.140 - Section 109.6—Board decision.

Section 109.6 and subsections 109.6.1 and 109.6.2 are repealed in their entirety.

15.12.150 - Section 109.7—Court review.

Section 109.7 is repealed in its entirety.

15.12.160 - Section 301.2—Energy utilization.

Section 301.2 is amended to read as follows:

301.2 Energy utilization. Heating, ventilating and air-conditioning systems of all structures shall be designed and installed for efficient utilization of energy in accordance with the International Energy Conservation Code at the discretion of the owner and/or contractor and/or registered design professional.

15.12.170 - Section 506.3.6—Grease duct clearances.

Section 506.3.6 is amended to read as follows:

Where enclosures are not required, grease duct systems and exhaust *equipment* serving a Type I hood shall have a *clearance* to combustible construction of not less than 18 inches, and shall have a *clearance* to noncombustible construction and cement board attached to noncombustible structures of not less than 3 inches.

15.12.180 - Section 507.1.2.1—Day care facilities.

Section 507.1.2.1 is created to read as follows:

Day care facilities that utilize residential stovetops need not provide a Type I or Type II hood, subject to the following:

1. The equipment is used for warming or limited cooking only, no frying is permitted and a permanent sign is posted stating "No cooking creating grease laden vapors permitted".
2. A 2A-10BC fire extinguisher is placed in the kitchen.

15.12.190 - Section 604.1—General.

Section 604.1 is amended to read as follows:

604.1 General. Duct insulation shall conform to the requirements of Sections 604.2 through 604.13. At the discretion of the owner and/or contractor and/or registered design

professional the duct insulation shall also conform to the requirements of the International Energy Conservation Code.

Chapter 15.13 - INTERNATIONAL PLUMBING CODE

15.13.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing systems; the regulation of nonflammable medical gas, inhalation anesthetic, vacuum piping, nonmedical oxygen systems and sanitary and condensate vacuum collection systems; including permits and penalties within the city.

15.13.020 - Adoption.

The 2018 International Plumbing Code, including Appendices C—Structural Safety and E—Sizing of Water Piping System, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.13.030 through 15.13.230. A copy of such code is on file in the Community Development Department.

15.13.030 - Section 101.1—Title.

Section 101.1 is amended as follows:

These regulations shall be known as the International Plumbing Code of the City of Mills, Wyoming, hereinafter referred to as "this code".

15.13.040 - Section 106.6.2—Fee schedule.

Section 106.6.2 is amended to read as follows:

The building permit fee schedule is provided in Section 15.04.010 of the Mills Municipal Code.

15.13.050 - Section 106.6.3—Fee refunds.

Section 106.6.3 is amended to read as follows:

Refunds for building permit fees shall be as provided in Section 109.6 of the International Building Code.

15.13.060 - Section 108.4—Violation penalties.

Section 108.4 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.13.070 - Section 108.5—Stop work orders.

Section 108.5 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.13.080 - Section 109.1—Application for appeal.

Section 109.2 is amended to read as follows:

The means of appeal shall be as provided in Section 113 — Board of Appeals of the International Building Code.

15.13.090 - Section 109.2—Membership of board.

Section 109.2 is amended as follows:

Section 109.2 and subsections 109.2.1 through 109.2.6 are repealed in their entirety.

15.13.100 - Section 109.3—Notice of meeting.

Section 109.3 is repealed in its entirety.

15.13.110 - Section 109.4—Open hearing.

Section 109.4 and subsection 109.4.1 are repealed in their entirety.

15.13.120 - Section 109.5—Postponed hearing.

Section 109.5 is repealed in its entirety.

15.13.130 - Section 109.6—Board decision.

Section 109.6 and subsections 109.6.1 and 109.6.2 are repealed in their entirety.

15.13.140 - Section 109.7—Court review.

Section 109.7 is repealed in its entirety.

15.13.150 - Section 305.4—Freezing.

Section 305.4 is amended to read as follows:

Water, soil and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other place subjected to freezing temperatures unless adequate provision is made to protect such pipes from freezing by insulation or heat or both. Exterior water supply system piping shall be installed not less than 72 inches below grade.

15.13.160 - Section 305.4.1—Sewer depth.

Section 305.4.1 is amended to read as follows:

Building sewers that connect to private sewage disposal systems shall be installed not less than 42 inches below finished grade at the point of septic tank connection. Building sewers shall be installed not less than 42 inches below grade.

15.13.170 - Section 312.5—Water supply system test.

Section 312.5 is amended to read as follows:

Upon completion of a section of or the entire water supply system, the system, or portion completed, shall be tested and proved tight under a water pressure not less than the working pressure of the system; or, for piping systems other than plastic, by an air test of not less than 80 psi. This pressure shall be held for not less than 15 minutes. The water utilized for tests shall be obtained from a potable source of supply. The required tests shall be performed in accordance with this section and Section 107.

15.13.180 - Table 403.1—Minimum number of required plumbing fixtures, footnote e.

Table 403.1, Footnote e, is amended to read as follows:

e. In business, factory, mercantile and storage occupancies, service sinks may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If they are installed, the installation shall be in conformance with the International Plumbing Code.

15.13.190 - Section 410.2—Small occupancies.

Section 410.2 is amended to read as follows:

410.2 Small occupancies. In business, factory, mercantile and storage occupancies with an occupant load less than fifty (50), drinking fountains may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If they are installed, the installation shall be in conformance with the International Plumbing Code and Chapter 11 of the International Building Code.

15.13.200 - Section 903.1—Roof extension.

Section 903.1 is amended to read as follows:

903.1 Roof extension. Open vent pipes that extend through a roof shall be terminated not less than twelve (12) inches above the roof. Where a roof is to be used for assembly or as a promenade, observation deck, sunbathing deck or similar purposes, open vent pipes shall terminate not less than seven (7) feet above the roof.

15.13.210 - Section 903.2—Frost closure.

Section 903.2 is amended to read as follows:

903.2 Frost closure. Every vent extension through a roof or wall shall be not less than three (3) inches in diameter. Any increase in the size of the vent shall be made inside the structure at a point not less than one (1) foot below the roof or inside the wall.

15.13.220 - Section 1002.4.1—Trap seal protection.

Section 1002.4.1 is amended by adding the following sentence at the end of the section:

Trap seal protection for emergency floor drains may be added at the discretion of the owner and/or contractor and/or registered design professional. If installed, the installation shall be in conformance with one of the methods in Section 1002.4.1.1 through 1002.4.1.4.

The remainder of this section shall be the same.

15.13.230 - Section 1109—Combined sanitary and storm system.

Section 1109 is repealed in its entirety.

Chapter 15.14 - INTERNATIONAL RESIDENTIAL CODE^[2]

15.14.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of detached one- and two-family dwellings and townhouses not more than three (3) stories above grade plane in height with a separate means of egress and their accessory structures or appurtenances connected or attached to such dwellings and townhouses or structures, including permits and penalties within the city.

15.14.020 - Adoption.

The 2018 International Residential Code, including Appendices A—Sizing and Capacities of Gas Piping; B—Sizing of Venting Systems Serving Appliances Equipped with Draft Hoods, Category I Appliances, and Appliances Listed for use with Type B Vents; C—Exit Terminals of Mechanical Draft and Direct-vent Venting Systems; D—Recommended Procedure for Safety Inspection of an Existing Appliance Installation; F—Radon Control Methods; G—Piping Standards for Various Applications; H—Patio Covers; and P—Sizing of Water Piping System, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.14.030 through 15.14.420. A copy of such code is on file in the Community Development Department.

15.14.030 - Section R101.1—Title.

Section 101.1 is amended to read as follows:

These provisions shall be known as the Residential Code for One and Two Family Dwellings of the City of Mills, Wyoming, hereinafter referred to as "this code".

15.14.040 - Section R105.1—Required.

Section R105.1 is amended to read as follows:

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*. A building permit is required to add a wheelchair ramp to an existing one or two-family dwelling but the fee may be waived by the Planning and Community Development Director.

15.14.050 - Section R105.2—Work exempt from permit—Building.

Paragraphs 1 and 2 of Section R105.2 are amended to read as follows:

1. One-story detached accessory structures with a floor area not greater than 200 square feet and not on a permanent foundation shall be work exempt from building permit requirements.
2. Fences not over 6 feet high shall be work exempt from building permit requirements. (See Section 18.80.010 of the Mills Municipal Code)

15.14.060 - Section R108.2—Schedule of permit fees.

Section R108.2 is amended to read as follows:

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the applicable governing authority. The building permit fee schedule is provided in Section 15.04.010 of the Mills Municipal Code."

15.14.070 - Section R108.5—Refunds.

Section R108.5 is amended to read as follows:

Refunds for building permit fees shall be as provided in Section 109.6 of the International Building Code.

15.14.080 - Section R112—Board of Appeals.

Section R112 is amended to read as follows:

The means of appeal shall be as provided in Section 113 - Board of Appeals of the International Building Code.

15.14.090 - Section R113.4—Violation penalties.

Section R113.4 is amended as follows:

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law. Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal code.

15.14.100 - Section R114.2—Unlawful continuance.

Section R114.2 is amended as follows:

Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law. Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.14.110 - Section R301.2—Climatic and geographic design criteria.

Section R301.2 is amended to read as follows:

Dwellings, townhouses and portions thereof, including patio covers and accessory buildings, shall be designed and constructed in accordance with the Climatic and Geographic Design Criteria provided in Section 15.04.080 of the Mills Municipal Code.

15.14.120 - Table R301.2(1)—Climatic and geographic design criteria.

Table R301.2(1) is repealed in its entirety.

15.14.130 - Section R302.13—Fire protection of floors.

Section R302.13, the first sentence is amended to read as follows:

R302.13 Fire protection of floors. At the discretion of the owner and/or contractor and/or registered design professional, floor assemblies that are not required elsewhere in this code to be fire-resistance rated, shall be provided with a 1/2-inch (12.7 mm) gypsum wallboard membrane, 5/8-inch (16 mm) wood structural panel membrane, or equivalent on the underside of the floor framing member.

The remainder of this paragraph, including the Exceptions, shall remain the same.

15.14.140 - Section R309.5—Fire sprinklers.

Section R309.5 is amended as follows:

Private garages shall be protected by fire sprinklers where the garage wall has been designed based on Table R302.1(2), Footnote a. Sprinklers in garages shall be connected to an automatic sprinkler system that complies with Section P2904. Garage sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a density of 0.05 gpm/ft². Garage doors shall not be considered obstructions with respect to sprinkler placement. The installation of fire sprinklers in garages may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If installed, the installation shall be in conformance with this section and Section P2904 — Dwelling Unit Fire Sprinkler Systems.

15.14.150 - Section R310.2.3.2—Drainage.

Section R310.2.3.2, is amended to read as follows:

The exception is repealed in its entirety. Window wells shall be directly connected with a small area drain and pipe to the building's foundation drainage system required by Section R405.1.

15.14.160 - Section R313.1—Townhouse automatic sprinkler systems.

Section R313.1 is amended to read as follows:

Automatic residential fire sprinkler systems for townhouses shall be designed and installed in accordance with Section P2904. The installation of fire sprinklers in townhouses and one- and two-family dwellings may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If installed, the installation shall be in conformance with this section and Section P2904 — Dwelling Unit Fire Sprinkler System.

15.14.170 - Section R313.2—One- and two-family dwellings automatic sprinkler systems.

Section R313.2 is amended to read as follows:

An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings. The installation of fire sprinklers in one- and two-family dwellings may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. If installed, the installation shall be in conformance with this section and Section P2904 — Dwelling Unit Fire Sprinkler System.

Exception: An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system.

15.14.180 - Section R315.3—Where required in existing dwellings.

Section R315.3 is amended to read as follows:

When fuel-fired appliances are installed or replaced in existing dwellings or when other alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings within which fuel-fired appliances are installed and in dwelling units that have attached garages, the individual dwelling unit shall be equipped with carbon monoxide alarms in accordance with Section R315.1. Exceptions:

1. Work involving the exterior surfaces of dwellings, such as the replacement of roofing or siding, or the addition or replacement of windows or doors, or the addition of a porch or deck, are exempt from the requirements of this section.
2. Installation, alteration or repairs of plumbing or other mechanical systems are exempt from the requirements of this section.

15.14.190 - Reserved.

All drainage shall comply with the requirements of the Unified Land Development Code, including, but not limited to, section 5.3.3.

15.14.200 - Table R403.1(1) Minimum Width and Thickness for Concrete Footings for Light-frame Construction, Table R403.1(2) Minimum Width and Thickness for Concrete Footings for Light-frame Construction with Brick Veneer and Table R403.1(3) Minimum Width and Thickness for Concrete Footings with Cast-in-place Concrete or Fully Grouted Masonry Wall Construction.

Tables R403.1(1), R403.1(2), and R403.1(3) are amended as follows:

The minimum thickness for all footings listed in Tables R403.1(1), R403.1(2) and R403.1(3) is eight (8) inches. The minimum steel reinforcement for typical continuous footings shall be two continuous #4 reinforcing bars. These reinforcing bars shall be continuous around the entire perimeter of the dwelling, including through footing steps, and shall include corner bars and the correct splices between lengths of bars. Footing sizes and steel reinforcement shall be designed for the live and dead loads reacting on each section and for the soil conditions at the site.

15.14.210 - Section R404.1.3.2—Minimum foundation wall reinforcement.

Table R404.1.2(1) is amended as follows and Section R404.1.3.2, is amended by adding the following to the end of the paragraph:

The minimum steel reinforcement for typical foundation stem walls shall be horizontal continuous #4 reinforcing bars with a top bar three (3) inches minimum from the top of wall and a bottom bar three (3) inches above the footing. For a maximum foundation wall height of four (4) feet, provide one intermediate horizontal bar at mid-height. For a maximum foundation wall height of eight (8) feet, provide three intermediate horizontal bars, equally spaced. Vertical reinforcement shall be #4 reinforcing bars at forty-eight (48) inches on center for foundation walls up to four (4) feet high and twenty-four (24) inches on center for foundation walls eight (8) feet high, maximum. Vertical bars shall be L-shaped and embedded in the footing when it is poured by alternating the direction of the hook. Foundation wall sizes and steel reinforcement shall be designed for the live and dead loads reacting on each section, the type and height of backfill material and for the soil conditions at the site.

15.14.220 - Section R405.1—Concrete or masonry foundation drainage.

Section R405.1, is amended by adding the following to the end of the paragraph:

The described foundation perimeter drainage system is required to be installed at the footings of all one and two-family dwellings with a basement. Install a check valve and full open valve per Section P3007.2 and sump pump and sump per Sections P3007.3.1 and P307.3.2. Discharge pipe and fittings shall comply with Sections P3007.3.3.1 and P3007.3.3.2. The discharge pipe shall be sized for the conditions at the site for gravity flow from the dwelling to the flowline of the gutter at the street. Provide screen at pipe outfall. Saw cut and remove concrete sidewalk and curb as required for pipe installation and replace concrete to match existing. The method of discharge and connection to any City systems shall be determined by the Utility Director or Public Works Director. The perimeter drainage system shall not be connected to the sanitary sewer system, unless approved by the City Utility Director or Public Works Director. Where available in the adjacent right-of-way, the drainage pipe shall be connected to the storm sewer system. In reviewing the application to discharge water, the Utility Director or Public Works Director has the authority to determine the best method of discharge based on the conditions of the site. A foundation perimeter drainage system for one and two-family dwellings with a crawl space shall be evaluated by the Utility Director or Public Works Director based on the conditions of the site. Existing residential structures shall apply for a building permit prior to discharging any foundation drainage. The Utility Director or Public Works Director may require testing of the discharge water prior to connecting to the City sewer system.

15.14.230 - Section R406.1—Concrete and masonry foundation dampproofing.

Section R406.1, is amended by adding the following to the end of the paragraph:

Foundation wall dampproofing shall be applied to all foundation walls enclosing a crawl space.

15.14.240 - Section R407.3—Structural requirements.

Section R407.3 is amended as follows:

The columns shall be restrained to prevent lateral displacement at the bottom end. Wood columns shall not be less in nominal size than 4 inches by 4 inches). Steel columns shall not be less than 3-inch-diameter Schedule 40 pipe manufactured in accordance with ASTM A 53 Grade B or approved equivalent. Wood or steel columns supporting wood beams shall be attached with a metal connector to prevent rotation of the beam and column. Steel beams shall be supported by steel columns and attached with a metal connector to prevent rotation of the beam and/or column. Where required to be shimmed, wood beams bearing on concrete shall be shimmed with metal or wood shims protected against decay. Where required to be shimmed, steel beams bearing on concrete shall be shimmed with metal shims

Exception: In Seismic Design Categories A, B and C, columns no more than 48 inches in height on a pier or footing are exempt from the bottom end lateral displacement requirement within under-floor areas enclosed by a continuous foundation.

15.14.250 - Table R702.3.5—Minimum thickness and application of gypsum board, footnote d.

Table R702.3.5, Footnote d is amended to read as follows:

Three-eighths-inch-thick single-ply gypsum board shall not be used on a ceiling where a water-based textured finish is to be applied, or where it will be required to support insulation above a ceiling. On ceiling applications to receive a water-based texture material, either hand or spray applied, the gypsum board shall be applied perpendicular to framing. When applying a water-based texture material, the minimum gypsum board thickness shall be increased from 3/8 inch to 1/2 inch for 16-inch on center framing, and from 1/2 inch to 5/8 inch for 24-inch on center framing or 1/2-inch sag-resistant gypsum ceiling board shall be used. All ceiling applications for gypsum board with 16 inch spacing of framing members shall be a minimum thickness of 1/2 inch. All ceiling applications for gypsum board with 24 inch spacing of framing members shall be a minimum thickness of 5/8 inch.

15.14.260 - Section R702.3.7—Water-resistant gypsum backing board.

Section R702.3.7, is amended by adding the following to the end of the paragraph:

Water-resistant gypsum backing board shall be installed at bathtub and shower surrounds.

15.14.270 - Section R703.4—Flashing, subparagraph 1.3.

Section R703.4, subparagraph 1.3 is amended to read as follows:

At exterior window and door openings, install 6 inch wide strips of self-adhering waterproof membrane at head, jambs and sill of openings and overlap air infiltration barrier over the head strip, per the window manufacturer's instructions.

15.14.280 - Section R905.1.2—Ice barriers.

The first sentence of Section R905.1.2 is amended to read as follows:

An ice barrier shall be required and shall be installed for asphalt shingles, metal roof shingles, mineral-surfaced roll roofing, slate and slate-type shingles, wood shingles, and wood shakes.

The remainder of Section R905.1.2 shall remain the same.

15.14.290 - Section R905.2.8.3—Sidewall flashing.

Section R905.2.8.3 is amended to read as follows:

Base flashing against a vertical sidewall shall be step flashing and shall be a minimum of 4 inches in height and 4 inches in width and shall direct water away from the vertical sidewall onto the roof and/or into the gutter. Where siding is provided on the vertical sidewall, the vertical leg of the flashing shall be under the siding. Where anchored masonry veneer is provided on the vertical sidewall, the base flashing shall be provided in accordance with this section and counterflashing shall be provided in accordance with Section R703.7.2.2. Where exterior plaster or adhered masonry veneer is provided on the vertical sidewall, the base flashing shall be provided in accordance with this section and Section R703.6.3.

15.14.300 - Section R905.10—Metal roof panels.

Section R905.10, is amended to read as follows:

R905.10 Metal roof panels. The installation of metal roof panels shall comply with the provisions of this section. When metal roof panels are installed on a roof, the inclusion of snow guards on all or a portion of the roof shall be evaluated, and may be required, by the City of Mills Community Development Department.

15.14.310 - Section R908.3.1.1—Roof recover not allowed.

Section R908.3.1.1, Subparagraph 2, is amended to read as follows:

2. Where the existing roof covering is asphalt shingles, slate and slate-type shingles, wood shingles, wood shakes, clay tile, cement or asbestos-cement tile.

15.14.320 - Section N1101.2—Intent.

Section N1101.2 is amended to read as follows:

This code shall regulate the design and construction of buildings for the effective use and conservation of energy over the useful life of each building. This code is intended to provide flexibility to permit the use of innovative approaches and techniques to achieve this objective. This code is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances. The provisions and requirements of the International Energy Conservation Code contained herein may be incorporated at the discretion of the owner and/or contractor and/or registered design professional. As a minimum for conditioned spaces, the exterior wall insulation shall have a total R-value of 19 and the ceiling insulation shall have a total R-value of 38. The wall insulation shall be installed at the rim joists and shall extend continuous from floor to ceiling. The ceiling insulation shall extend continuous from exterior wall to exterior wall.

15.14.330 - Section M1502.4.2—Duct installations.

Section M1502.4.2 is amended to read as follows:

Dryer exhaust ducts shall be supported at intervals not to exceed 4 feet and shall be secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Exhaust duct joints shall be sealed in accordance with Section M1601.4.1 and shall not be mechanically fastened with screws or other fasteners which protrude inside the duct.

15.14.340 - Section M1504.3—Exhaust openings.

Section M1504.3 is amended by adding Subparagraph 4, to read as follows:

4. At the discretion of the owner and/or contractor and/or registered design professional, the air removed by a bathroom mechanical exhaust system may be discharged in the attic space provided the attic is not used for make-up air. The duct must be insulated, properly suspended without kinking and extend up adjacent to a roof vent without blocking the roof vent.

15.14.350 - Section G2417.4.1—Test pressure.

Section G2417.4.1 is amended to read as follows:

G2417.4.1 Test pressure. The test pressure to be used shall be not less than one and one-half times the proposed maximum working pressure, but not less than 30 psig, irrespective of design pressure. Where the test pressure exceeds 125 psig, the test pressure shall not exceed a value that produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe.

15.14.360 - Section P2503.7—Water-supply system testing.

Section P2503.7 is amended as follows:

Upon completion of the water-supply system or a section of it, the system or portion completed shall be tested and proved tight under a water pressure of not less than the working pressure of the system or, for piping systems other than plastic, by an air test of not less than 80 psi. This pressure shall be held for not less than 15 minutes. The water used for tests shall be obtained from a potable water source.

15.14.370 - Section P2603.5—Freezing.

Section P2603.5 is amended to read as follows:

In localities having a winter design temperature of 32°F or lower as shown in Table R301.2(1) of this code, a water, soil or waste pipe shall not be installed outside of a building, in exterior walls, in attics or crawl spaces, or in any other place subjected to freezing temperature unless adequate provision is made to protect it from freezing by insulation or heat or both. Water service pipe shall be installed not less than 72 inches below grade.

15.14.380 - Section P2603.5.1—Sewer depth.

Paragraph Section P2603.5.1 is amended to read as follows:

Building sewers that connect to private sewage disposal systems shall be a not less than 42 inches below finished grade at the point of septic tank connection. Building sewers shall be not less than 42 inches below grade.

15.14.390 - Section P3103.1.1—Roof extension.

Section P3103.1.1 is amended to read as follows:

P3103.1.1 Roof extension. Open vent pipes that extend through a roof that do not meet the conditions of Section P3103.1.2 or P3103.1.3 shall terminate not less than twelve (12) inches above the roof.

15.14.400 - Section P3103.2—Frost closure.

Section P3103.2 is amended to read as follows:

P3103.2 Frost closure. Every vent extension through a roof or wall shall be not less than three (3) inches in diameter. Any increase in the size of the vent shall be made inside the structure not less than one (1) foot below the roof or inside the wall.

15.14.410 - Section P3201.2.1—Trap seal protection.

Section P3201.2.1 is amended by adding the following sentence at the end of the section:

Trap seal protection for emergency floor drains may be added at the discretion of the owner and/or contractor and/or registered design professional. If installed, the installation shall be in conformance with one of the methods in Section P3201.2.1.1 through P3201.2.1.4.

The remainder of this section shall be the same.

15.14.420 - Section AF101.1—General.

Section AF101.1 is amended to read as follows:

AF101.1 General. The installation of radon control methods may be incorporated at the discretion of the owner and/or contractor and/or registered design professional and/or as required as a result of testing in conformance with the State of Wyoming requirements for radon. If installed, the installation shall be in conformance with this appendix.

Chapter 15.15 - INTERNATIONAL EXISTING BUILDING CODE

15.15.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for the repair, alteration, change of occupancy, addition and relocation of existing buildings, including historic buildings and detached one- and two-family dwellings and townhouses, including permits and penalties within the city. The provisions are adopted for the purposes of encouraging the continued use or reuse of legally existing buildings and structures, encouraging the historic preservation and renovation of buildings and structures having historical value, establishing life-safety requirements for all existing buildings that undergo alteration or a change in occupancy, and

offering alternative methods of achieving safety so that the existing inventory of existing buildings can be preserved.

15.15.020 - Adoption.

The 2018 International Existing Building Code, including Appendix B—Supplementary Accessibility Requirements for Existing Buildings and Facilities and Resource A—Guidelines on Fire Ratings of Archaic Materials and Assemblies, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.15.030 through 15.15.110. A copy of such code is on file in the Community Development Department.

15.15.030 - Section 101.1—Title.

Section 101.1 is amended to read as follows:

These regulations shall be known as the Existing Building Code of the City of Mills, Wyoming, hereinafter referred to as "this code".

15.15.040 - Section 108.2—Schedule of permit fees.

Section 108.2 is amended to read as follows:

On buildings, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required in accordance with the schedule as established by the applicable governing authority. The building permit fee schedule is provided in Section 15.04.010 of the Mills Municipal Code.

15.15.050 - Section 108.6—Refunds.

Section 108.6 is amended to read as follows:

Refunds for building permit fees shall be as provided in Section 109.6 of the International Building Code.

15.15.060 - Section 112.1—General.

Section 112.1 is amended to read as follows:

The means of appeal shall be as provided in Section 113 — Board of Appeals of the International Building Code.

15.15.070 - Section 112.2—Limitations on authority.

Section 112.2 is repealed in its entirety.

15.15.080 - Section 112.3—Qualifications.

Section 112.3 is repealed in its entirety.

15.15.090 - Section 113.4—Violation penalties.

Section 113.4 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.15.100 - Section 114.3—Unlawful continuance.

Section 114.3 is amended as follows;

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law. Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.15.110 - Section 302.3, Additional codes.

Section 302.3 is amended to read as follows:

302.3 Additional codes. Alterations, repairs, additions and changes of occupancy to, or relocation of, existing buildings and structures shall comply with the provisions for alterations, repairs, additions and changes of occupancy or relocation, respectively, in this code and International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code and National Electrical Code. Where provisions of the other codes conflict with provisions of this code, the provisions of this code shall take precedence.

Chapter 15.16 - INTERNATIONAL FIRE CODE

15.16.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for structures, processes, premises and safeguards regarding the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; conditions hazardous to life, property or public welfare in the occupancy of structures or premises; fire hazards in the structure or on the premises from occupancy or operation; matters relating to the construction, extension, repair, alteration or removal of fire suppression or alarm systems; and conditions affecting the safety of fire fighters and emergency responders during emergency operations; including permits and penalties, within the city.

(Ord. No. 956, § 125, 9-8-2014)

15.16.020 - Adoption.

The 2018 International Fire Code, including Appendices D—Fire Apparatus Access Roads; E—Hazard Categories; F—Hazard Ranking; and G—Cryogenic Fluids-Weight and Volume Equivalents, are hereby adopted by reference and have the same force and effect as though fully set forth in this chapter, except as specifically amended in Sections 15.16.030 through 15.16.130. A copy of such code is on file in the Community Development Department.

15.16.030 - Section 101.1, Title.

Section 101.1 is amended to read as follows:

These regulations shall be known as the Fire Code of the City of Mills, Wyoming, and hereinafter referred to as "this code".

15.16.040 - Section 106.2—Schedule of permit fees.

Section 106.2 is amended to read as follows:

106.2 Schedule of permit fees. The building permit fee schedule is provided in Section 15.04.010 of the Mills Municipal Code.

15.16.050 - Section 106.5—Refunds.

Section 106.5 is amended to read as follows:

106.5 Refunds. Refunds for building permit fees shall be as provided in Section 109.6 of the International Building Code.

15.16.060 - Section 109—Board of Appeals.

Section 109 is amended to read as follows:

The means of appeal shall be as provided in Section 113 Board of Appeals of the International Building Code.

15.16.070 - Section 110.4—Violation penalties.

Section 110.4 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.16.080 - Section 112.4—Failure to comply.

Section 112.4 is amended to read as follows:

Violation penalties shall be as provided in Section 15.04.090 of the Mills Municipal Code.

15.16.090 - Chapter 11—Construction requirements for existing buildings.

Chapter 11 is repealed in its entirety.

15.16.100 - Section 5704.2.9.6.1—Locations where above-ground tanks are prohibited.

Section 5704.2.9.6.1 is amended to read as follows:

Storage of Class I and II liquids in above-ground tanks, outside of buildings shall be limited to the following zone of the Mills Municipal Code, I-Industrial, provided a conditional use permit is obtained per Mills Municipal Code, Section 18.64.030(A).

15.16.110 - Section 5706.2.4.4—Locations where above-ground tanks are prohibited.

Section 5706.2.4.4 is amended to read as follows:

Storage of Class I and II liquids in above-ground tanks shall be limited to the following zone of the Mills Municipal Code, I-Industrial, provided a conditional use permit is obtained per Mills Municipal Code, Section 18.64.030(A).

15.16.120 - Section 5806.2—Limitations.

Section 5806.2 is amended to read as follows:

Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the city limits of Mills, Wyoming.

15.16.130 - Section 6104.2—Maximum capacity within established limits.

Section 6104.2 is amended to read as follows:

Storage of liquefied petroleum gas with an aggregate capacity at any one installation shall not exceed a water capacity of 2,000 gallons and shall be limited to the following zone of the Mills Municipal Code, I-Industrial, provided a conditional use permit is obtained per the Mills Municipal Code sub-section 18.64.030(A)1.

Chapter 15.17 - NATIONAL ELECTRICAL CODE

15.17.010 - Purpose.

The purpose of this chapter is to establish rules and regulations for the installation of electrical conductors, equipment, and raceways; signaling and communications conductors, equipment, and raceways; and optical fiber cables and raceways for public and private premises, including buildings, structures, mobile homes, recreational vehicles and floating buildings; yards lots, parking lots, carnivals, and industrial substations; installations of conductors and equipment that connect to the supply of electricity; and installations used by the electric utility, such as office buildings, warehouses, garages, machine shops, and recreational buildings that are not a part of a generating plant, substation, or control center; including permits and penalties, within the city.

15.17.020 - Adoption.

The 2014 National Electrical Code is hereby adopted by reference and has the same force and effect as though fully set forth in this chapter, except as specified in Section 15.17.030. A copy of such code is on file in the department of planning and community development.

15.17.030 - Section 110.1(A)—Electrical wiring permit.

Section 110.1(A) is created to read as follows:

(A) Requirements For Electrical Installations, Electrical Wiring Permit

An electrical wiring permit shall be obtained prior to beginning any new construction or remodeling of any building, mobile home, or premises in conformance with the requirements of the Wyoming Department of Fire Prevention and Electrical Safety. Neither a temporary certificate of occupancy or a certificate of occupancy will be issued until the building owner and/or contractor submits a copy of the electrical wiring permit for any

electrical work required by Wyoming State Statutes along with copies of the electrical rough-in inspection report, final inspection report and any re-inspection reports from the Wyoming Department of Fire Prevention and Electrical Safety's electrical inspector.

DIVISION II. - BUILDINGS AND CONSTRUCTION

Chapter 15.28 - RESERVED^[9]

All areas of parking and loading shall comply with the requirements of the Unified Land Development Code, including, but not limited to, section 5.8.

Chapter 15.30 - RESERVED^[10]

The design, construction, dedication, and acceptance of public improvements shall comply with the requirements of the Unified Land Development Code, including, but not limited to, chapter 8.

Chapter 15.36 - RESERVED^[11]

The management and enforcement of provisions regulating activities within floodplains and floodways shall be as detailed in sections 5.7.1 and 5.7.2 of the Unified Land Development Code.

Chapter 15.88 - RESERVED^[12]

All development with the city shall comply with the requirements of the Unified Land Development Code.

ORDINANCE NO. 769

AN ORDINANCE REPEALING THE EXISTING TITLE 15 ON BUILDING AND CONSTRUCTION IN ITS ENTIRETY AND REPLACING IT WITH A NEW TITLE 15 ON BUILDING AND CONSTRUCTION

WHEREAS, The City of Mills, Wyoming has had the occasion to review Title 15 of it Ordinances and to revise the same; and

WHEREAS, after said review and due deliberation, the City of Mills had decided that the attached text better serves the needs of the public and the City of Mills as of the current date;

NOW THEREFORE, The City Council of the City of Mills herby repeals the entire existing Title 15 and replaces the same with the attached text, which shall be the new Title 3 upon the effective date of adoption.

PASSED, APPROVED AND ADOPTED ON 3RD AND FINAL READING THIS _____ DAY OF _____, 2021.

Seth Coleman, Mayor

Darla R. Ives, Council

Sara McCarthy, Council

James Hollander, Council

Bradley Neumiller, Council

ATTESTED:

Christine Trumbull, City Clerk