

**REGULAR CITY COUNCIL
MEETING**

January 13, 2026

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Brad Neumiller

Council Members:

Cherie Butcher

Sara McCarthy

Tim Sutherland

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Minutes

- [1.](#) Council Meeting Minutes

City Licenses

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

Financial Approvals

- [3.](#) Financial Breakdown - Check Register & Future ACH/EFT Transactions
- [4.](#) PAID ACH / EFT Transactions
- [5.](#) Regular / Police Payroll 12-15-25 to 12-28-25
- [6.](#) Fire Payroll 12-16-25 to 12-27-25
- [7.](#) Fire Payroll 12-28-25 to 1-8-26
- [8.](#) Transmittal Transactions
- [9.](#) Reserve Transfers
- [10.](#) Treasurer's Report
- [11.](#) Court Report

OPEN DISCUSSION

ORDINANCES AND RESOLUTIONS

12. ORDINANCE NO. 833 - FIRST READING:

**AN ORDINANCE ESTABLISHING AN APPEALS BOARD FOR THE CITY OF MILLS,
WYOMING**

13. RESOLUTION NO. 2026-01

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

14. RESOLUTION NO. 2026-02

A RESOLUTION OF THE CITY OF MILLS, WYOMING, DESIGNATING THE BANKING INSTITUTIONS TO BE USED FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 TO DECEMBER 31, 2026

15. RESOLUTION NO. 2026-03

A RESOLUTION FIXING THE TAX LEVY FOR THE CITY OF MILLS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026.

16. RESOLUTION NO. 2026-04

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

17. RESOLUTION NO. 2026-05

RESOLUTION ADOPTING AND CONFIRMING EQUAL OPPORTUNITY EMPLOYMENT

18. RESOLUTION NO. 2026-06

ADOPTING A CURRENT UNDERSTANDING OF THE MEANING OF “NEWSPAPER” AT LAW

19. RESOLUTION NO. 2026-07

RESOLUTION ADOPTING AND CONFIRMING CITY OF MILLS NONDISCRIMINATORY PRATICES

20. RESOLUTION NO. 2026-08:

A RESOLUTION SETTING WATER AND SEWER CONNECTION FEES

EXECUTIVE SESSION

21. Legal Matter

COUNCIL APPROVALS

22. Bayou Liquors Catering Permit 1-18-26

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - January 23, 2026 at 7:00pm February 10, 2026 at 7:00pm

NEXT WORK SESSION - January 23, 2026 at 6:00pm / February 9, 2026 at 6:00pm

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

REGULAR CITY COUNCIL MEETING

December 23, 2025

7:00 PM

City Hall



CITY OF MILLS
EST. 1921

Mayor:

Leah Juarez

Council President:

Brad Neumiller

Council Members:

Cherie Butcher

Sara McCarthy

Tim Sutherland

MINUTES

CALL TO ORDER

Mayor called the meeting to order at 7:00 pm

ROLL CALL

Present:

Mayor Juarez

President Neumiller

Council Butcher

Council McCarthy (via phone)

Absent:

Council Sutherland (Clerk noted that this was an excused absence)

PLEDGE OF ALLEGIANCE

APPOINTMENT

1. Deputy Clerk - Jessica Ravlin

The City Clerk swore in Jessical Ravlin

PUBLIC HEARINGS

2. Mountain Meadows / Ridge West Replat

Mayor closed the Council Meeting at 7:02pm

Mayor Juarez now declared the Public Hearing opened for the consideration of Mountain Meadows / Ridge West Replat. The hearing will be conducted in accordance with the state statues, Mills Council procedures and other applicable laws. The hearing has been set and advertised in accordance with the statues. I could ask those individuals who wish to address the council on this issue to approach the lectern and state your name for the record. Do I have a report from staff?

Planner Casey Coates provided the staff report. This item is straightforward. This is a request for a replat of Charter Heights No. 3 to Ridge West, which will allow for approximately 86 residential lots. The replat includes all required easements, including drainage easements, power line easements, easements for the Casper Irrigation District, and an easement for an adjacent property owner. Staff has reviewed the application in coordination with ECS Engineers, and all required considerations have been met. There are no outstanding or pending corrections currently. Additionally, we have received no comments or concerns from Fire, Police, or Public Works that would indicate this replat would have any negative impact. All proposed lot sizes meet the minimum requirements, with no lots under 6,000 square feet, which is compliant with Title 17. Overall, the replat, as submitted, is in compliance with Title 17 land use regulations.

The Mayor thanked Mr. Coates for his report. She asked if there is anyone in the audience wishing to speak in favor of this item?

Shawn Gustofson, with City CS Engineers, the authors of the plat.

I think we've discussed this project quite a bit, and as the Planner mentioned, we are at a point where everything is in order. We've addressed the various easements shown on the plat, including drainage, utilities, and detention areas, and those have all been incorporated as required.

At this point, I'd be happy to answer any questions the Council may have.

Council President Neumiller Response:

At this time, we don't have any additional questions. I believe you've addressed them all previously.

We do appreciate your time and the effort you've put into this. We've spent a considerable amount of time reviewing the project with you and working through the details, and we appreciate the energy and collaboration throughout the process.

It appears the project has gone through the appropriate review process. Thank you.

The Mayor asked two times if there was anyone in the audience wishing to speak in favor of this item? No one spoke. She asked three times if there is anyone in the audience wishing to speak in opposition of this item? No one spoke. There being no others for or against to speak on this item she declared the public hearing closed at 7:05pm

2. Midway Subdivision Replat / Minor Boundary Adjustment

Mayor Juarez now declared the Public Hearing opened for the consideration of Midway Subdivision Replat / Minor Boundary Adjustment. The hearing will be conducted in accordance with the state statutes, Mills Council procedures and other applicable laws. The hearing has been set and advertised in accordance with the statutes. I could ask those individuals who wish to address the council on this issue to approach the lectern and state your name for the record. Do I have a report from staff?

Planner Casey Coates provided the staff report. This is a fairly straightforward replat request for the Midway Subdivision. The proposal combines several existing standalone lots into a single lot, changing the configuration from Tract A to Tract B.

This replat will allow the property owner to achieve a more equitable and practical use of the land. The existing configuration is heavily burdened by utility encumbrances, and recombining the lots provides a more efficient and appropriate layout for the area.

The replat is consistent with the underlying zoning, which is Light Industrial. It also accounts for all required frontage and utility considerations. Staff has reviewed the request, and there are no comments or concerns indicating any negative impacts resulting from this replat.

The Mayor thanked Mr. Coates for his report. She asked if there is anyone in the audience wishing to speak in favor of this item?

Steve Lofton, 6471 White Deer Trail, Casper.

I am a part owner of the subdivision. We decided to shorten the street, reduce the length of some utility extensions, and ultimately not develop certain lots. The property is zoned industrial and is located on the hill near Salt Creek Highway.

We believe this approach will make the area more functional and help attract new businesses to the City of Mills.

The Mayor thanked Mr. Lofton for his comments. She asked two times if there was anyone in the audience wishing to speak in favor of this item? No one spoke. She asked three times if there is anyone in the audience wishing to speak in opposition of this item? No one spoke. There being no others for or against to speak on this item she declared the public hearing closed at 7:08pm

The Mayor re-opened the regular council meeting at 7:08pm.

CONSENT AGENDA

Minutes

4. Council Meeting Minutes 12-9-25

City Licenses

5. New / Renewal Business / Contractor Licenses and Home Occupation Permits

Financial Approvals

6. Financial Breakdown - Check Register & Future ACH/EFT Transactions
7. PAID ACH / EFT Transactions
8. Regular / Police Payroll 12-1-25 to 12-14-25
9. Fire Payroll 12-4-25 to 12-15-25
10. Transmittal Transactions
11. Treasurer's Report
12. Reserve Transfers

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

OPEN DISCUSSION

Scott Clamp - I just want to follow up and remind everyone about the fire hydrant issue. You've heard my concerns before, and I would appreciate knowing when something can be done. We really need to address this before it becomes a bigger problem.

The Mayor asked the Clerk if we got him the information?

Mr. Clamp replied, no, I did not. I'm not sure how much good that will do me.

The Mayor responded that at least it will show how we are trying to pursue funding to address some of these issues.

My main frustration and I'll be honest about that is that there were multiple opportunities in the past. There were grants available under prior administrations, new hydrants were installed, and I was told more than once that this hydrant was on the agenda to be removed. The funding was there, but the money ended up being spent elsewhere. I'm not naïve about how this works. I just want this addressed before it turns into a bigger mess, because that's what it's becoming. I appreciate the opportunity to speak. I may not always be pleasant about it, but I do care about the outcome. I hope you all have a good Christmas.

ORDINANCES AND RESOLUTIONS

13. RESOLUTION NO. 2025-43:

A RESOLUTION APPROVING THE VACATION AND REPLAT OF LOT 3, CHARTER HEIGHTS SUBDIVISION, AS RIDGE WEST, AN ADDITION TO THE CITY OF MILLS, WYOMING

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

14. RESOLUTION NO. 2025-44:

A RESOLUTION APPROVING THE VACATION AND REPLAT OF LOTS 6-11 AND TRACT A, MIDWAY SUBDIVISION, CREATING MIDWAY SUBDIVISION TRACT B

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

15. RESOLUTION NO. 2025-45:

A RESOLUTION APPROVING A MINOR BOUNDARY ADJUSTMENT BETWEEN LOTS 15 AND 16, MIDWAY SUBDIVISION

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

16. RESOLUTION NO. 2025-46:

A RESOLUTION CORRECTING TYPOGRAPHICAL ERRORS IN MILLS CITY CODE

The City Attorney noted that regarding how clerical errors are typically handled, probably should have titled that resolution name differently. The resolution corrects an errata related to numbering specifically, it corrects the numbering for two resolutions and two ordinances. It's not exactly a scrivener's error, although it's somewhat similar. It's really more of a numbering correction than anything else. I just wanted to note that, in hindsight, I wish I had titled the resolution differently.

Motion made by Council President Neumiller, Seconded by Council Member Butcher,

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

COUNCIL APPROVALS

17. Lease - Faith Bible Way

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

18. Axxon – Conditional approval subject to the review by the City Attorney

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

ADJOURNMENT

Council President Neumiller moves to adjourn the meeting; Council Member Butcher seconded the motion.
Voting Yea: Council Member McCarthy, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - January 13, 2026 at 7:00pm / January 27, 2026 at 7:00pm

NEXT WORK SESSION - January 12, 2026 at 9:00am / January 13, 2026 at 6:00pm

CITY CLOSURES: *December 24, 2025 to December 25, 2025 & January 1, 2026*

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

Mayor, Leah Juarez

City Clerk, Sarah Osborn

[illegible]



Council Meeting: January 9, 2026

New Home Occupation Permits

Business Name

Kler Creations

Renewal Home Occupation Permits

Business Name

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
2010						
01/13/2026	2010	Abigail Armstron	760.00	Bond Refund for Brayden Bynum	10-26150	760.00
Total 2010:						760.00
2011						
01/13/2026	2011	Andrew Jozwick	860.00	Refund for Kurt M. Jazic	10-26150	860.00
Total 2011:						860.00
2012						
01/13/2026	2012	Billi Jo Bailey	100.00	Restitution from Cyrus Sweets	10-26150	100.00
Total 2012:						100.00
2013						
01/13/2026	2013	Division Victims Service	150.00	Crime Prevention 24-0023 Edward Johnson	10-5400-3080	150.00
01/13/2026	2013	Division Victims Service	150.00	Crime Prevention 25-0714 Jose Pera Lopez	10-5400-3080	150.00
01/13/2026	2013	Division Victims Service	150.00	Crime Prevention 25-0447 Alejandra Martinez	10-5400-3080	150.00
Total 2013:						450.00
2014						
01/13/2026	2014	Emma Gomez	360.00	Bond Refund for Jshua white	10-26150	360.00
Total 2014:						360.00
2015						
01/13/2026	2015	Holli Poirot	250.00	Restitution from Theresa Fullerton	10-26150	250.00
Total 2015:						250.00
34919						
01/13/2026	34919	71 Construction	63.30	Rags & Gloves	10-6000-3500	63.30
01/13/2026	34919	71 Construction	63.30-	Rags & Gloves	10-6000-3500	63.30- V

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/13/2026	34919	71 Construction	1,097.25	EZ Street Repair	12-4500-3700	1,097.25
01/13/2026	34919	71 Construction	1,097.25-	EZ Street Repair	12-4500-3700	1,097.25- V
Total 34919:						.00
34920						
01/13/2026	34920	Account Information MGT Corp	79.50	Uncollectable Ambulance Charges	10-5600-2045	79.50
Total 34920:						79.50
34921						
01/13/2026	34921	ALSCO, Inc	41.40	December 17 Services	10-6500-1040	41.40
01/13/2026	34921	ALSCO, Inc	46.35	December 31 Services	10-6500-1040	46.35
01/13/2026	34921	ALSCO, Inc	92.79	Town Hall Mats	12-4500-3515	92.79
Total 34921:						180.54
34922						
01/13/2026	34922	Big Horn Tire, Inc.	1,389.52	Tires Unit 19	54-8400-4055	1,389.52
Total 34922:						1,389.52
34923						
01/13/2026	34923	Bound Tree Medical	141.16	Medical Supplies	10-5600-3595	141.16
Total 34923:						141.16
34924						
01/13/2026	34924	Casey Coates	5,752.62	MPA - Urban Planning (Reimbursement)	10-5700-2050	5,752.62
Total 34924:						5,752.62
34925						
01/13/2026	34925	Casper Area Chamber of Commer	193.70	L Gloves	10-5600-3595	193.70
01/13/2026	34925	Casper Area Chamber of Commer	193.70-	L Gloves	10-5600-3595	193.70- V
Total 34925:						.00

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Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34926						
01/13/2026	34926	City of Casper	552.64	Balefill	54-8400-3050	552.64
01/13/2026	34926	City of Casper	764.72	Balefill	54-8400-3050	764.72
01/13/2026	34926	City of Casper	847.44	Balefill	54-8400-3050	847.44
01/13/2026	34926	City of Casper	664.40	Balefill	54-8400-3050	664.40
01/13/2026	34926	City of Casper	1,347.28	Balefill	54-8400-3050	1,347.28
01/13/2026	34926	City of Casper	1,263.68	Balefill	54-8400-3050	1,263.68
01/13/2026	34926	City of Casper	916.96	Balefill	54-8400-3050	916.96
01/13/2026	34926	City of Casper	834.24	Balefill	54-8400-3050	834.24
01/13/2026	34926	City of Casper	1,679.92	Balefill	54-8400-3050	1,679.92
01/13/2026	34926	City of Casper	1,501.28	Balefill	54-8400-3050	1,501.28
01/13/2026	34926	City of Casper	1,754.53	911 Dispatch fee for October	10-5600-3000	1,754.53
01/13/2026	34926	City of Casper	10,544.50	Dispatch Nov 2025	10-5400-3000	10,544.50
01/13/2026	34926	City of Casper	39,317.11	201 Sewer December	53-8300-3045	39,317.11
01/13/2026	34926	City of Casper	1,380.00	69 residential passes	54-8400-3050	1,380.00
Total 34926:						63,368.70
34927						
01/13/2026	34927	Communication Technologies Inc	55.00	Replaced Cigarette Plug Fuse	10-5300-4050	55.00
Total 34927:						55.00
34928						
01/13/2026	34928	Core & Main	369.84	Radio Read Touchpads x 12	51-8100-3660	369.84
Total 34928:						369.84
34929						
01/13/2026	34929	CY Ace Hardware	53.17	Lighting Public Works	10-6500-3515	53.17
Total 34929:						53.17
34930						
01/13/2026	34930	Department of Workforce Services	5,923.56	Dec Workers comp	10-23800	5,923.56
Total 34930:						5,923.56

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34931						
01/13/2026	34931	Ferguson Enterprises LLC #3007	23.29	1/2" Tubing	10-4900-3065	23.29
01/13/2026	34931	Ferguson Enterprises LLC #3007	4.95	1/2" Iron Tee	10-4900-3065	4.95
Total 34931:						28.24
34932						
01/13/2026	34932	Greiner Ford	33.33	Hose for Unit 8	10-5400-4050	33.33
Total 34932:						33.33
34933						
01/13/2026	34933	Hawkins Inc	90.00	Chlorine bottle rental	52-8200-3500	90.00
01/13/2026	34933	Hawkins Inc	4,305.20	Treatment chemicals	52-8200-3500	4,305.20
Total 34933:						4,395.20
34934						
01/13/2026	34934	Homax	1,892.96	Add Second part Fuel PD Dec 2025	10-5400-4000	1,892.96
01/13/2026	34934	Homax	75.82	Fuel CSO	10-5300-4000	75.82
01/13/2026	34934	Homax	70.46	community Development	10-5700-4000	70.46
01/13/2026	34934	Homax	50.99	Streets	10-6000-4000	50.99
01/13/2026	34934	Homax	98.54	Sewer	53-8300-4000	98.54
01/13/2026	34934	Homax	45.74	Water	51-8100-4000	45.74
01/13/2026	34934	Homax	275.58	Parks	10-7000-4000	275.58
01/13/2026	34934	Homax	1,816.24	Sanitation	54-8400-4000	1,816.24
01/13/2026	34934	Homax	122.39	Shop	10-6500-4000	122.39
Total 34934:						4,448.72
34935						
01/13/2026	34935	Imerys Perlite USA, Inc.	10,573.72	bulk Perlite	52-8200-3500	10,573.72
Total 34935:						10,573.72
34936						
01/13/2026	34936	Jackson Group	98.45	Engine Heater	54-8400-4050	98.45
01/13/2026	34936	Jackson Group	35.56	Coolant	54-8400-4050	35.56

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 34936:						134.01
34937						
01/13/2026	34937	JH Mechanical	70.00	Refund	10-4400-1300	70.00
Total 34937:						70.00
34938						
01/13/2026	34938	Kuster Earthworks LLC	1,260.00	Concrete Repair from Water Main Break	51-8100-3525	1,260.00
Total 34938:						1,260.00
34939						
01/13/2026	34939	Menards	466.09	Electrical Materials	10-5600-3515	466.09
01/13/2026	34939	Menards	253.14	Peg board and Materials	10-5600-3515	253.14
Total 34939:						719.23
34940						
01/13/2026	34940	Mobile Messiah	3,806.00	Replace Springs and Repairs Garage Doors Public Wo	12-4500-3515	3,806.00
01/13/2026	34940	Mobile Messiah	2,975.75	Hoist & Remotes Garage doors Public Works	12-4500-3515	2,975.75
Total 34940:						6,781.75
34941						
01/13/2026	34941	Modern Electric Company Inc	488.00	Wiring Garage Doors Public Works	12-4500-3515	488.00
Total 34941:						488.00
34942						
01/13/2026	34942	MSC Industrial	168.73	Restock Bins	10-6500-3500	168.73
01/13/2026	34942	MSC Industrial	129.75	Re-stock bolt bins	10-6500-3500	129.75
01/13/2026	34942	MSC Industrial	504.29	Restock Bins	10-6500-3500	504.29
Total 34942:						802.77
34943						
01/13/2026	34943	NAPA Auto Parts	35.77	Filter Unit #1	53-8300-4050	35.77

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/13/2026	34943	NAPA Auto Parts	347.02	Batteries Vactor	53-8300-4050	347.02
01/13/2026	34943	NAPA Auto Parts	99.74	Regulator	53-8300-4050	99.74
01/13/2026	34943	NAPA Auto Parts	182.32	Wiper Blades	53-8300-4050	182.32
01/13/2026	34943	NAPA Auto Parts	52.90	Unit 6 Headlights	10-5400-4050	52.90
01/13/2026	34943	NAPA Auto Parts	22.89	Heat shrink Tube	53-8300-4050	22.89
01/13/2026	34943	NAPA Auto Parts	16.49	CSO Vehicle snowbrush	10-5300-4050	16.49
01/13/2026	34943	NAPA Auto Parts	134.45	Four lift Supports for CH9	12-4500-3540	134.45
01/13/2026	34943	NAPA Auto Parts	59.91	valve	53-8300-4050	59.91
01/13/2026	34943	NAPA Auto Parts	7.98	Wiper Blades	53-8300-4050	7.98
Total 34943:						959.47
34944						
01/13/2026	34944	Norco, Inc	44.76	Oxygen Bottle Hydro test	10-5600-3595	44.76
01/13/2026	34944	Norco, Inc	35.25	Yellow High-vis jacket for Trost	10-5600-1040	35.25
Total 34944:						80.01
34945						
01/13/2026	34945	Quadient, Inc	126.00	Online maintenance	50-4600-3510	126.00
Total 34945:						126.00
34946						
01/13/2026	34946	Railroad Management Company,	458.76	License Fees 04/16/26-04/15/27	51-8100-3040	458.76
Total 34946:						458.76
34947						
01/13/2026	34947	Smith Psychological Services	400.00	New Hire Exam Jensen	10-5400-1045	400.00
Total 34947:						400.00
34948						
01/13/2026	34948	Stryker Sales	1,320.02	Cot Maintenance ms 48	10-5600-2040	1,320.02
01/13/2026	34948	Stryker Sales	1,235.26	Cot Maintenance MS85	10-5600-2040	1,235.26
Total 34948:						2,555.28

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34949						
01/13/2026	34949	Sutherlands	11.99	4x10 wood	10-6500-3515	11.99
01/13/2026	34949	Sutherlands	63.90	4x8 wood	10-6500-3515	63.90
01/13/2026	34949	Sutherlands	8.99	1x8 wood	10-6500-3515	8.99
Total 34949:						84.88
34950						
01/13/2026	34950	Tactical Plumbing & Heating	925.44	Court Bathroom	10-6500-3515	925.44
Total 34950:						925.44
34951						
01/13/2026	34951	Wash and Glow II LLC	90.00	Car Washes Nov	10-6500-4060	90.00
Total 34951:						90.00
34952						
01/13/2026	34952	WEX Bank	12.00	DEF for Fire vehicles	10-5600-4000	12.00
Total 34952:						12.00
34953						
01/13/2026	34953	Wilmer Gay III	22.89	Uber charges	10-5600-1300	22.89
01/13/2026	34953	Wilmer Gay III	55.98	Uber charges	10-5600-1300	55.98
Total 34953:						78.87
34954						
01/13/2026	34954	WLC Engineering Inc	7,961.88	Professional Engineering through 12/31/25	50-4600-2060	7,961.88
Total 34954:						7,961.88
34955						
01/13/2026	34955	Wyoming Insulation, LLC	18,480.00	Spray foam Insulate sanitation Bay	12-4500-3515	18,480.00
Total 34955:						18,480.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
34956						
01/13/2026	34956	Wyoming Signs LLC	284.19	Arrow Signs & Reflective Tape	10-6000-3500	284.19
Total 34956:						284.19
34957						
01/13/2026	34957	Zoll Data Systems Dept #42374	617.50	EMS Billing Platform	10-5600-2040	617.50
Total 34957:						617.50
34958						
01/13/2026	34958	Zoll Medical Corporation	610.00	CPR Electrodes	10-5600-3595	610.00
Total 34958:						610.00
34959						
01/13/2026	34959	71 Construction	1,097.25	EZ Street Repair	12-4500-3700	1,097.25
Total 34959:						1,097.25
34960						
01/13/2026	34960	Hose & Rubber Supply	63.30	Rags & Gloves	10-6000-3500	63.30
Total 34960:						63.30
34961						
01/13/2026	34961	Motorola Solutions, Inc.	10.48	Video Manager for BWC/IN Car Cameras	10-5400-3565	10.48
Total 34961:						10.48
34962						
01/13/2026	34962	NAPA Auto Parts	57.98	Two additional lif supports for CH9	12-4500-3540	57.98
Total 34962:						57.98
34963						
01/13/2026	34963	Norco, Inc	193.70	Norco L Gloves	10-5600-3595	193.70

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
Total 34963:						193.70	
192100112							
01/13/2026	192100112	Rocky Mountain Power	52.05	900 Robertson Rd	10-4600-2510	52.05	M
01/13/2026	192100112	Rocky Mountain Power	8,773.93	City	10-4600-2510	8,773.93	M
01/13/2026	192100112	Rocky Mountain Power	5,586.57	WTP	52-8200-2510	5,586.57	M
01/13/2026	192100112	Rocky Mountain Power	2,603.99	Enterprise	50-4600-2510	2,603.99	M
01/13/2026	192100112	Rocky Mountain Power	272.80	6699 Poison spider	50-4600-2510	272.80	M
01/13/2026	192100112	Rocky Mountain Power	938.18	240 S Chamberlin	50-4600-2510	938.18	M
Total 192100112:						18,227.52	
192100113							
01/13/2026	192100113	Black Hills Energy	4,550.77	City	10-4600-2515	4,550.77	M
01/13/2026	192100113	Black Hills Energy	848.44	WTP	52-8200-2515	848.44	M
01/13/2026	192100113	Black Hills Energy	2,187.17	Enterprise	50-4600-2515	2,187.17	M
Total 192100113:						7,586.38	
192100114							
01/13/2026	192100114	Century Link	268.11	City Services	50-4600-2525	268.11	M
Total 192100114:						268.11	
192100115							
01/13/2026	192100115	Charter Communications	220.00	Internet at the Small Hall	10-4600-2520	220.00	M
Total 192100115:						220.00	
192100116							
01/13/2026	192100116	HUB International	72,278.97	Health Benefitis	10-23700	72,278.97	M
Total 192100116:						72,278.97	
192100117							
01/13/2026	192100117	Floyd's Truck Center WY	1,410.68	Throttle Control Valve	54-8400-4050	1,410.68	M
01/13/2026	192100117	Floyd's Truck Center WY	145.13	Step Fuel Tank	54-8400-4050	145.13	M
01/13/2026	192100117	Floyd's Truck Center WY	866.94	Cylinder	10-6500-4050	866.94	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
01/13/2026	192100117	Floyd's Truck Center WY	303.99	Filters	54-8400-4050	303.99	M
01/13/2026	192100117	Floyd's Truck Center WY	53.44	Gasket & Seal	10-6500-4050	53.44	M
01/13/2026	192100117	Floyd's Truck Center WY	84.72	Oil	10-6500-4050	84.72	M
01/13/2026	192100117	Floyd's Truck Center WY	920.06	Air Dryers	10-6500-4050	920.06	M
01/13/2026	192100117	Floyd's Truck Center WY	217.50-	Credit	10-6500-4050	217.50-	M
01/13/2026	192100117	Floyd's Truck Center WY	16.09	1/4" & 1/2" Tubing	10-6500-4050	16.09	M
01/13/2026	192100117	Floyd's Truck Center WY	7.74	Wiper Blade	10-6500-4050	7.74	M
01/13/2026	192100117	Floyd's Truck Center WY	15.54	1/2" Tubing	10-6500-4050	15.54	M
Total 192100117:						3,606.83	
192100118							
01/13/2026	192100118	307 Billing Services, LLC	2,000.00	Ambulance Billing Jan 26	10-5600-2045	2,000.00	M
Total 192100118:						2,000.00	
Grand Totals:						249,163.38	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	474.50	127,485.85-	127,011.35-
10-23700	72,278.97	.00	72,278.97
10-23800	5,923.56	.00	5,923.56
10-26150	2,330.00	.00	2,330.00
10-4400-1300	70.00	.00	70.00
10-4600-2510	8,825.98	.00	8,825.98
10-4600-2515	4,550.77	.00	4,550.77
10-4600-2520	220.00	.00	220.00
10-4900-3065	28.24	.00	28.24
10-5300-4000	75.82	.00	75.82
10-5300-4050	71.49	.00	71.49
10-5400-1045	400.00	.00	400.00
10-5400-3000	10,544.50	.00	10,544.50
10-5400-3080	450.00	.00	450.00
10-5400-3565	10.48	.00	10.48

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-5400-4000	1,892.96	.00	1,892.96
10-5400-4050	86.23	.00	86.23
10-5600-1040	35.25	.00	35.25
10-5600-1300	78.87	.00	78.87
10-5600-2040	3,172.78	.00	3,172.78
10-5600-2045	2,079.50	.00	2,079.50
10-5600-3000	1,754.53	.00	1,754.53
10-5600-3515	719.23	.00	719.23
10-5600-3595	1,183.32	193.70-	989.62
10-5600-4000	12.00	.00	12.00
10-5700-2050	5,752.62	.00	5,752.62
10-5700-4000	70.46	.00	70.46
10-6000-3500	410.79	63.30-	347.49
10-6000-4000	50.99	.00	50.99
10-6500-1040	87.75	.00	87.75
10-6500-3500	802.77	.00	802.77
10-6500-3515	1,063.49	.00	1,063.49
10-6500-4000	122.39	.00	122.39
10-6500-4050	1,964.53	217.50-	1,747.03
10-6500-4060	90.00	.00	90.00
10-7000-4000	275.58	.00	275.58
12-21100	1,097.25	28,229.47-	27,132.22-
12-4500-3515	25,842.54	.00	25,842.54
12-4500-3540	192.43	.00	192.43
12-4500-3700	2,194.50	1,097.25-	1,097.25
50-21100	.00	14,358.13-	14,358.13-
50-4600-2060	7,961.88	.00	7,961.88
50-4600-2510	3,814.97	.00	3,814.97
50-4600-2515	2,187.17	.00	2,187.17
50-4600-2525	268.11	.00	268.11
50-4600-3510	126.00	.00	126.00
51-21100	.00	2,134.34-	2,134.34-
51-8100-3040	458.76	.00	458.76
51-8100-3525	1,260.00	.00	1,260.00
51-8100-3660	369.84	.00	369.84
51-8100-4000	45.74	.00	45.74
52-21100	.00	21,403.93-	21,403.93-
52-8200-2510	5,586.57	.00	5,586.57
52-8200-2515	848.44	.00	848.44
52-8200-3500	14,968.92	.00	14,968.92

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
53-21100	.00	40,171.28-	40,171.28-
53-8300-3045	39,317.11	.00	39,317.11
53-8300-4000	98.54	.00	98.54
53-8300-4050	755.63	.00	755.63
54-21100	.00	16,952.13-	16,952.13-
54-8400-3050	11,752.56	.00	11,752.56
54-8400-4000	1,816.24	.00	1,816.24
54-8400-4050	1,993.81	.00	1,993.81
54-8400-4055	1,389.52	.00	1,389.52
Grand Totals:	252,306.88	252,306.88-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Date	Payor	AMOUNT
1/5/26	PaymentTech Fee	\$ 1,396.61
1/5/26	PaymentTech Fee	\$ 327.57
1/5/26	Merch BNKCD	\$ 104.00
1/5/26	PaymentTech Fee	\$ 30.53
1/5/26	American Express	\$ 25.73
1/5/26	American Express	\$ 2.35
1/6/26	Xpress Bill Pay	\$ 1,404.82
	Total:	\$ 3,291.61



PAYROLL

Meeting Date: January 13, 2026

Payroll Type: Regular/Police

Date Range: 12-15-25 to 12-28-25

Net: \$ 125,987.70

Deductions: \$ 31,992.62

Federal Taxes: \$ 11,184.00

Medicare: \$ 1,767.97

Retirement: \$ 6,073.51

Social Security: \$ 7,296.43

Child Support: \$ 540.32

Insurance: \$ 3,705.14

Supplemental Retirement: \$ 1,085.81

Supplemental Insurance: \$ 339.44

TOTAL PAYROLL: \$ 93,995.08

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: January 13, 2026

Payroll Type: Fire

Date Range: 12-16-25 to 12-27-25

Net: \$ 24,343.97

Deductions: \$ 5,385.13

Federal Taxes: \$ 1,893.00

Medicare: \$ 348.65

Retirement: \$ 2,603.48

Union Dues \$ 240.00

Child Support: \$ -

Insurance: \$ 300.00

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 18,958.84

City Clerk, Sarah Osborn

Mayor, Leah Juarez



PAYROLL

Meeting Date: January 13, 2026

Payroll Type: Fire

Date Range: 12-28-25 to 1-8-26

Net: \$ 23,212.48

Deductions: \$ 4,771.20

Federal Taxes: \$ 1,684.00

Medicare: \$ 332.24

Retirement: \$ 2,214.96

Union Dues \$ 240.00

Child Support: \$ -

Insurance: \$ 300.00

Supplemental Retirement: \$ -

Supplemental Insurance: \$ -

TOTAL PAYROLL: \$ 18,441.28

City Clerk, Sarah Osborn

Mayor, Leah Juarez



CITY OF MILLS
EST. 1921

Item # 8.

Transmittal Transactions

1-13-26

Payroll Regular/Police: 12-1-25 to 12-14-25

Date	Type/Check #	Payor	AMOUNT
12/14/2025	ACH	IRS	\$ 25,388.23
12/14/2025	34875	Child Support	\$ 540.32
12/14/2025	ACH	Orchard Trust	\$ 1,000.00
Total:			\$ 26,928.55

Payroll Regular/Police: 12-15-25 to 12-28-25

Date	Type/Check #	Payor	AMOUNT
12/28/2025	ACH	IRS	\$ 29,312.80
12/28/2025	34878	Child Support	\$ 540.32
12/28/2025	ACH	Orchard Trust	\$ 1,000.00
1/14/2026	ACH	Wyoming Retirement	\$ 41,438.12
Total:			\$ 72,291.24

Payroll Fire: 12/16/25 to 12/27/25

Date	Type/Check #	Payor	AMOUNT
12/27/2025	34876	Union Dues	\$ 240.00
12/27/2025	ACH	IRS	\$ 2,590.30
1/14/2026	ACH	Wyoming Retirement	\$ 12,387.64
Total:			\$ 15,217.94

Payroll Fire: 12/16/25 to 12/27/25 NOT COMPLETED

Date	Type/Check #	Payor	AMOUNT
Total:			\$ -

Total \$ 114,437.73

Reserve Transfer Report

	Water	Sewer	Sanitation
Net Change of Position	\$ 74,793.05	\$ (65,352.08)	\$ 50,904.01
% to Transfer to Reserve	5%	7%	10%
Transfer Amount	\$ 3,739.65	\$ (4,574.65)	\$ 5,090.40

Dec 25 Account Balances

Operations Account	\$214,346.70
Water Deposit	\$155,915.95
Municipal Court	\$388,024.00
Court Bond	\$90,437.44
Police	\$86,654.95
Jonah Steel Eagle	\$500.01
WGIF Radio Read Fund	\$24,613.94
Wyo Class General Fund Reserve	\$133,625.05
Wyo Class Police Reserve	\$9,673.20
Wyo Class Cooley Trust Reserve	\$412.97
Wyo Class Parks Reserve	\$787.38
Wyo Class Sanitation Reserve	\$146,757.98
Wyo Class Sewer Reserve	\$109,631.13
Wyo Class Sewer Tap Reserve	\$122,472.70
Wyo Class Water Reserve	\$131,334.86
Wyo Class Buffalo Meadows Asset Acct	\$199,995.80
Wyo Class Buffalo Meadows Debt	\$31,786.11
Wyo Class Summerfest	\$32,869.38
Totals	\$1,879,839.55
Equity Line of Credit Balance	\$ -

City Treasurer, Nathan Romrell

Mayor, Leah Juarez

	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/1-12/5	\$6,242.00	\$1,020.00						\$5,222.00
Court Report									\$0.00
								Difference	\$5,222.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/8-12/12	\$6,009.00	\$1,620.00						\$4,389.00
Court Report									\$0.00
								Difference	\$4,389.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/15-12/19	\$5,115.00	\$760.00						\$4,355.00
Court Report									\$0.00
								Difference	\$4,355.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/22-12/26	\$2,820.00							\$2,820.00
Court Report									\$0.00
								Difference	\$2,820.00
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/29-12/31	\$4,320.00							\$4,320.00
Court Report									\$0.00
								Difference	\$4,320.00

Sales Activity Month Total	\$21,106.00
Proceedings Report Month Total	\$0.00
Difference	\$21,106.00
Court Proceedings Check	\$21,106.00

Division of Victim Services Checks

Completed by: _____

ORDINANCE NO. 833

**AN ORDINANCE ESTABLISHING AN APPEALS BOARD FOR THE CITY OF MILLS,
WYOMING**

WHEREAS, The City of Mills has various sections of its code that make references to appeals; and

WHEREAS, Such appeals are, in the view of the Governing Body, best handled by an Appeals Board, or in the case of model International Codes, an appeals Board may be required, and

WHEREAS, The Governing Body of the City of Mills has reviewed the attached Ordinance and considered the same and wishes to adopt the same to establish a Board of Appeals.

NOW, THEREFORE, The Governing Body of the City of Mills, Wyoming, enacts the attached Chapter 2.92 to be inserted into Title 2 of the Code of the City of Mills, Wyoming.

PASSED on 1st reading the _____ day of _____, 2025.

PASSED on 2nd reading the _____ day of _____, 2025.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this _____ day of _____, 2025.

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Brad Neumiller, Council

Cheree Butcher, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

RESOLUTION 2026-01

CITY OF MILLS

FIXED ASSETS

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

Definition of a Fixed Asset

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

System Maintenance and Inventory Guidelines

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

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

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

Depreciation

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

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

PASSED, APPROVED AND ADOPTED THIS DAY OF
2026.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

RESOLUTION 2026-02

CITY OF MILLS

A RESOLUTION OF THE CITY OF MILLS, WYOMING, DESIGNATING THE BANKING INSTITUTIONS TO BE USED FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 TO DECEMBER 31, 2026

WHEREAS, the City of Mills has designated the banking institutions below for the fiscal year beginning January 1, 2026 and ending December 31, 2026, and

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

NOW THEREFORE, be it resolved by the Governing Body of the City of Mills, Wyoming, that the City of Mills use the following banks for the fiscal year beginning January 1, 2026 and ending December 31, 2026.

Wyoming Government Investment Fund

Jonah Bank

First State Bank, Division of Glacier Bank

Hilltop National Bank

Wyoming Class

Passed, approved and adopted on this _____ day of _____ 2026.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

CITY OF MILLS
RESOLUTION 2026-03

A RESOLUTION FIXING THE TAX LEVY FOR THE CITY OF MILLS FOR THE FISCAL
YEAR ENDING DECEMBER 31, 2026.

WHEREAS, the governing body of the City of Mills, Wyoming must set the tax levy for the fiscal year ending December 31, 2026.

SECTION 1. That the amount of taxes to meet the expenditures of the City of Mills, Wyoming, for the fiscal year beginning January 1, 2026 and December 31, 2026. Shall be 8 (eight) mills, known as the general tax.

PASSED, ADOPTED AND APPROVED ON THE _____ OF _____ 2026.

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

CITY OF MILLS

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

2026-04

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

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED on this _____ day of _____ **2026.**

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED:

Sarah Osborn, City Clerk

RESOLUTION NO. 2026-05

RESOLUTION ADOPTING AND CONFIRMING EQUAL
OPPORTUNITY EMPLOYMENT

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

WHEREAS, The City is an Equal Opportunity Employer; and

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

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

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 2026.

Mayor, Leah Juarez

Councilman, Sara McCarthy

Councilman, Cherie Butcher

Councilman, Tim Sutherland

Councilman, Brad Neumiller

ATTEST:

City Clerk

CERTIFICATE

I, Sarah Osborn, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on January 13, 2026, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the City of Mills.

Sarah Osborn
City Clerk

RESOLUTION NO. 2026-06

ADOPTING A CURRENT UNDERSTANDING OF THE MEANING OF
“NEWSPAPER” AT LAW

WHEREAS, The City of Mills annually designates a Legal Newspaper for the purposes of publication of legal notices and in compliance with the law of the State of Wyoming; and

WHEREAS, The topic of newspapers for purposes of publication of notice was recently a topic of litigation, with that now having been dismissed with the current Mills ordinance therefore being unchallenged and presumed to be valid; and

WHEREAS, The current Mills City Ordinance on publication provides:

2.90.30 Legal Advertisements.

The term “newspaper”, in so far as it is used by the Statutes of the State of Wyoming, requiring publication by municipalities of certain notices and information is undefined. This ordinance, therefore, sets forth the meaning of the terms “newspaper” and publish for the purpose of complying with Wyoming State Statutes by the City of Mills and the matters to be considered by the town in regard to the same.

- A. Whenever possible the City shall take into consideration the circulation of the newspaper when placing notices, with such consideration to consider ultimate circulation, timeliness, and the cost of placing the notice. While cost or circulation need not alone dictate which newspaper is chosen, it shall be a matter that shall be taken into consideration.
- B. Whenever the term “newspaper” is used by a Wyoming State Statute which requires a municipality to place a notice or publication in the same, the city may
 - i. Rely on the common understanding of the meaning of the term “newspaper” as it existed at the time of the first Wyoming Statute to use the same. If this is done, it will require no further act by the City Council in order for that understanding to apply.
 - ii. Adopt, by resolution, the 21st Century understanding of “newspaper” for any particular purpose, which shall mean an electronic publication satisfying the following criteria:
 - a. An electronic publication, to include a website which;
 - b. Is published or maintained on a daily basis, and which;
 - c. Is published for the purpose of distributing information and news in a fashion similar to that of a print newspaper and which;
 - d. Includes Natrona County, Wyoming as part of its routine coverage.
- C. Whenever the term “publish” is used by a Wyoming State Statute which requires a municipality to publish a notice in a “newspaper”, the following shall be presumed to apply:
 - i. “Publish”, in the case of a print newspaper, shall be presumed to mean “printed and distributed”, wherever the statute makes reference to a locality, such as within a municipality or county, unless the city establishes a good and sufficient basis for reading the same in another manner, and records the same my way of a resolution.
 - ii. “Publish”, in the case of electronic media, shall be presumed to mean electronically issued on a website which meets the definition of a “newspaper” as set forth above, which can reasonably be determined to be directed towards or read within a municipality or county.
- D. In any instance in which the city determines to publish a notice in an electronic newspaper, such as is described in 2.90.30(B)ii above, it shall publish the same

on its website and store a copy of the electronic notice for a period of five (5) years, unless a statute, ordinance or resolution requires a longer time period. Publication of a notice in an electronic newspaper may include a active link to the city’s publication on its website, which shall suffice for publication as long as it was specifically done for the purpose of giving notice.

- E. Should the State of Wyoming amend, repeal or replace the current publication statutes, on whole or in part, to allow for the placement of notices through a centralized electronic system maintained or authorized by the State of Wyoming, the City of Mills shall accordingly elect to use that system in the fashion authorized by the State.

NOW, THEREFORE, The City of Mills hereby designates the following as its legal newspapers for Calendar Year, 2026

- a. The City of Mills shall publish legal notices on its website which it shall further:
 - i. Publish and maintain daily.
 - ii. Distribute news concerning the City on a daily basis free of charge and available to everyone.
 - iii. Link in and post to the City’s Facebook page.
 - iv. Post a physical copy at the City Hall and Police Station.
 - v. Email or mail to any requesting party.
- b. When the City chooses to submit print legal notices, it shall do so to the Oil City News.
- c. The City Council reserves the right to add to this designation an electronic journal, should it choose to do so, for 2026, which is an electronic publication, published or maintained on a daily basis, and which is published for the purpose of distributing information and news in a fashion similar to that of a print newspaper and which includes Natrona County, Wyoming as part of its routine coverage.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 2026.

Mayor, Leah Juarez

Councilman, Sara McCarthy

Councilman, Cherie Butcher

Councilman, Tim Sutherland

Councilman, Brad Neumiller

ATTEST:

City Clerk

CERTIFICATE

I, Sarah Osborn, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on January 13, 2026, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the City of Mills.

Sarah Osborn
City Clerk

RESOLUTION NO. 2026-07

RESOLUTION ADOPTING AND CONFIRMING CITY OF MILLS
NONDISCRIMINATORY PRATICES

WHEREAS, The City of Mills commits itself to be a confirming that it is fully in compliance with all State and Federal provisions regarding the fair and nondiscriminatory treatment of members of the public.

WHEREAS, The City of Mills and its employees, servants and agents, as a matter of policy does not and shall not discriminate against members of the public, including those it engages to provide services for, those who provide services to the City, and those who the City encounters in its routine business, and complies with all State and Federal Law as a matter of policy. This includes being nondiscriminatory on the basis of race, creed, religion, marital status, national origin, disability, veteran status or any other basis prohibited by state, local, or Federal laws.

NOW, THEREFORE, The City, through it governing body, hereby provides that The City does not and will not permit or condone any unlawful discrimination, against members of the public, including those it engages to provide services for, those who provide services to the City, and those who the City encounters in its routine business, and that the City of Mills complies with all State and Federal Law as a matter of policy including being nondiscriminatory on the basis of race, creed, religion, marital status, national origin, disability, veteran status or any other basis prohibited by state, local, or Federal laws.

PASSED, APPROVED AND ADOPTED THIS_____ day of _____,
2026.

Mayor, Leah Juarez

Councilman, Sara McCarthy

Councilman, Cherie Butcher

Councilman, Tim Sutherland

Councilman, Brad Neumiller

ATTEST:

City Clerk

CERTIFICATE

I, Sarah Osborn, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on January 13, 2026, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the City of Mills.

Sarah Osborn, City Clerk

RESOLUTION NO. 2026-08**A RESOLUTION SETTING WATER AND SEWER CONNECTION FEES**

WHEREAS, The City of Mills has reviewed the current Water and Sewer Connection fees;
and

WHEREAS, The existing fees need to be revised in keeping with increased costs of operation; and

WHEREAS, City maintenance has reviewed the fee schedule and submitted the same to the City County, which has likewise reviewed the same.

WHEREAS, The following submitted fee schedule is as follows:

MILLS WATER CONNECTION FEES

Tap Size	Connection Charge	Service Line Charge	Meter & Radio Charge	Total
¾"	\$1,500.00	\$600.00	\$400.00	\$2,500.00
1"	\$2,000.00	\$700.00	\$600.00	\$3,300.00
1.5"	\$3,000.00	\$1,250.00	\$1,750.00	\$6,000.00
2"	\$4,500.00	\$2,000.00	\$2,000.00	\$8,500.00
3"	\$20,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$20,000.00
4"	\$30,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$30,000.00
6"	\$60,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$60,000.00
8"	\$90,000.00	Provided/Installed by Contractor	Provided/Installed by Contractor	\$90,000.00

Note: Some Lots May Require a Meter Pit. In these Instances, an Additional Cost of \$1,000.00 will be charged for the Pit. Meter Pits Larger than 1" Will be Provided by the Installer.

MILLS SEWER CONNECTION FEES

Tap size	4" Connection Charge	Sewer Investment Charge	Regional Sewer 201	Total
¾"	\$1,000.00	\$1,000.00	\$1,516.00	\$3,516.00
1"	\$1,000.00	\$1,000.00	\$2,426.00	\$4,426.00
1.5"	\$1,000.00	\$1,000.00	\$3,032.00	\$5,032.00
2"	\$1,000.00	\$1,000.00	\$9,702.00	\$11,702.00
3"	\$1,000.00	\$1,000.00	\$19,405.00	\$21,405.00
4"	\$1,000.00	\$1,000.00	\$30,320.00	\$32,320.00
6"	\$1,000.00	\$1,000.00	\$60,460.00	\$62,460.00
8"	\$1,000.00	\$1,000.00	\$97,024.00	\$99,024.00

Connection Charges on Sewer Service Taps Larger than 4" Will Be Negotiated.

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

Revised Water and Sewer Connection fees in accordance with the schedule set forth above is hereby adopted, effective the first day of February, 2026.

PASSED, APPROVED AND ADOPTED on this _____ day of _____, 2026.

Mayor, Leah Juarez

Councilman, Sara McCarthy

Councilman, Cheri Butcher

Councilman, Tim Sutherland

Councilman, Brad Neumiller

ATTEST:

City Clerk, Sarah Osborn

CERTIFICATE

I, Sarah Osborn, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on January 13, 2026 and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of the City of Mills.

City Clerk, Sarah Osborn



CITY OF MILLS
EST. 1921

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

Permit #

Bayou

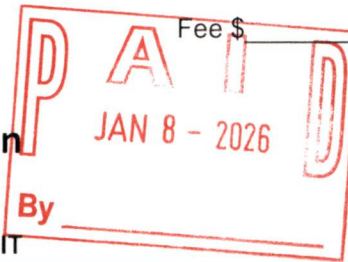
Item # 22.

Fee \$

50.00

Catering Permit Application

Permit Fees Are Nonrefundable



ESTABLISHMENT APPLYING FOR PERMIT

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

APPLICANT INFORMATION

APPLICANT:

Bayou Liquors

CONTACT PERSON:

Rachael Carson

ADDRESS:

301 Platte Ave

CITY:

Mills

STATE:

Wyoming

TELEPHONE:

307-266-1876

CELL:

EVENT INFORMATION

EVENT NAME:

TYPE OF EVENT:

☐ WEDDING

☐ REUNION

☐ ART SHOW

☐ PRIVATE COMPANY PARTY

(Select One)

☐ CONCERT

☐ FUND RAISER

☒ OTHER

Christmas Party

EVENT DATE:

January 18th 2026

EVENT TIME:

5pm

EVENT ADDRESS:

4205 Fort Caspar

OUTSIDE EVENT: YES ☐ NO ☒

STREET EVENT: YES ☐ NO ☒

STREET CLOSURE NEEDED: YES ☐ NO ☒

FEES

CITY OF MILLS CATERING PERMIT: \$50.00 A DAY

NUMBER OF DAYS PERMITTED: 1

CITY OF MILLS CATERING PERMIT FEES ARE NON-REFUNDABLE:

TOTAL:

\$ 50.00

APPLICANTS SIGNATURE:

DATE:

1/9/26

CITY OFFICIALS

POLICE CHIEF:

DATE:

FIRE CHIEF:

DATE:

APPROVAL SIGNATURE:

APPROVAL DATE:

Bayou Liquors
301 Platte Ave.
Mills, Wy 82644
(307)-266-1876
January 9th, 2026

To whom it may concern:

Bayou Liquors, respectfully requests a one day catering permit for the sales of liquor on The 18th of January for the Mail Carrier's Christmas Party. The Christmas Party will take place at 4205 Fort Caspar. This event is dated for January 18th, 2026 and has an expected duration time of 5pm-9pm.

The Bayou will have a mobile unit set up for alcohol distribution, where we will be requiring valid photo identification, indicating that all persons are of legal drinking age.

We appreciation your consideration in granting The Bayou this permit.

Sincerely,

Bayou Bar

A handwritten signature in black ink, appearing to be 'SB', written over a horizontal line.