

**REGULAR CITY COUNCIL  
MEETING**  
**January 13, 2026**  
**7:00 PM**  
**City Hall**



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

## **AGENDA**

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### **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 PRACTICES**

**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**



**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 Jessica 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 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 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.

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Mayor, Leah Juarez

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City Clerk, Sarah Osborn



# CITY OF MILLS

EST. 1921

*Item #2.*

## **Council Meeting: January 9, 2026**

## New Business Licenses

<i><b>Business Name</b></i>	<i><b>Fire Inspection</b></i>	<i><b>Insurance</b></i>
Vimby210 Industries LLC	12/31/2025	N/A

## **Renewal Business Licenses**

<b>Business Name</b>		<b>Fire Inspection</b>	<b>Insurance</b>
9677	Big Horn Tire	12/9/2025	N/A
9836	Blackwater Septic Solution	1/6/2026	N/A
9508	Power Equipment Compnay	12/30/2025	N/A
9834	Process Service of Wyoming Inc	1/9/2026	N/A
9733	Rightway Real Estate LLC/Pinelodge Motel	1/7/2026	N/A
1050	United States Welding Inc dba Rocky Mountain Air	1/9/2026	N/A



# CITY OF MILLS

EST. 1921

*Item #2.*

## **Council Meeting: January 9, 2026**

## New Contractor Licenses

## Renewal Contractor Licenses



**CITY OF MILLS**  
EST. 1921

Item #2.

## 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 = {&lt;&gt;} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>2010</b>						
01/13/2026	2010	Abigail Armstron	760.00	Bond Refund for Brayden Bynum	10-26150	760.00
Total 2010:						
760.00						
<b>2011</b>						
01/13/2026	2011	Andrew Jozwick	860.00	Refund for Kurt M. Jazic	10-26150	860.00
Total 2011:						
860.00						
<b>2012</b>						
01/13/2026	2012	Billi Jo Bailey	100.00	Restitution from Cyrus Sweets	10-26150	100.00
Total 2012:						
100.00						
<b>2013</b>						
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						
<b>2014</b>						
01/13/2026	2014	Emma Gomez	360.00	Bond Refund for Jshua white	10-26150	360.00
Total 2014:						
360.00						
<b>2015</b>						
01/13/2026	2015	Holli Poirot	250.00	Restitution from Theresa Fullerton	10-26150	250.00
Total 2015:						
250.00						
<b>34919</b>						
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
<b>34926</b>						
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
<b>34927</b>						
01/13/2026	34927	Communication Technologies Inc	55.00	Replaced Cigarette Plug Fuse	10-5300-4050	55.00
Total 34927:						55.00
<b>34928</b>						
01/13/2026	34928	Core & Main	369.84	Radio Read Touchpads x 12	51-8100-3660	369.84
Total 34928:						369.84
<b>34929</b>						
01/13/2026	34929	CY Ace Hardware	53.17	Lighting Public Works	10-6500-3515	53.17
Total 34929:						53.17
<b>34930</b>						
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
<b>34931</b>						
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
<b>34932</b>						
01/13/2026	34932	Greiner Ford	33.33	Hose for Unit 8	10-5400-4050	33.33
Total 34932:						33.33
<b>34933</b>						
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
<b>34934</b>						
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
<b>34935</b>						
01/13/2026	34935	Imerys Perlite USA, Inc.	10,573.72	bulk Perlite	52-8200-3500	10,573.72
Total 34935:						10,573.72
<b>34936</b>						
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
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
<b>34944</b>						
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
<b>34945</b>						
01/13/2026	34945	Quadient, Inc	126.00	Online maintenance	50-4600-3510	126.00
Total 34945:						126.00
<b>34946</b>						
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
<b>34947</b>						
01/13/2026	34947	Smith Psychological Services	400.00	New Hire Exam Jensen	10-5400-1045	400.00
Total 34947:						400.00
<b>34948</b>						
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
<b>34949</b>						
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
<b>34950</b>						
01/13/2026	34950	Tactical Plumbing & Heating	925.44	Court Bathroom	10-6500-3515	925.44
Total 34950:						925.44
<b>34951</b>						
01/13/2026	34951	Wash and Glow II LLC	90.00	Car Washes Nov	10-6500-4060	90.00
Total 34951:						90.00
<b>34952</b>						
01/13/2026	34952	WEX Bank	12.00	DEF for Fire vehicles	10-5600-4000	12.00
Total 34952:						12.00
<b>34953</b>						
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
<b>34954</b>						
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
<b>34955</b>						
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
<b>34956</b>						
01/13/2026	34956	Wyoming Signs LLC	284.19	Arrow Signs & Reflective Tape	10-6000-3500	284.19
Total 34956:						
284.19						
<b>34957</b>						
01/13/2026	34957	Zoll Data Systems Dept #42374	617.50	EMS Billing Platform	10-5600-2040	617.50
Total 34957:						
617.50						
<b>34958</b>						
01/13/2026	34958	Zoll Medical Corporation	610.00	CPR Electrodes	10-5600-3595	610.00
Total 34958:						
610.00						
<b>34959</b>						
01/13/2026	34959	71 Construction	1,097.25	EZ Street Repair	12-4500-3700	1,097.25
Total 34959:						
1,097.25						
<b>34960</b>						
01/13/2026	34960	Hose & Rubber Supply	63.30	Rags & Gloves	10-6000-3500	63.30
Total 34960:						
63.30						
<b>34961</b>						
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						
<b>34962</b>						
01/13/2026	34962	NAPA Auto Parts	57.98	Two addditional lif supports for CH9	12-4500-3540	57.98
Total 34962:						
57.98						
<b>34963</b>						
01/13/2026	34963	Norco, Inc	193.70	Norco L Gloves	10-5600-3595	193.70

Check Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
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Total 34963: 193.70

192100112

01/13/2026	192100112	Rocky Mountain Power	52.05	900 Robertson Rd	10-4600-2510	52.05	MI
01/13/2026	192100112	Rocky Mountain Power	8,773.93	City	10-4600-2510	8,773.93	MI
01/13/2026	192100112	Rocky Mountain Power	5,586.57	WTP	52-8200-2510	5,586.57	MI
01/13/2026	192100112	Rocky Mountain Power	2,603.99	Enterprise	50-4600-2510	2,603.99	MI
01/13/2026	192100112	Rocky Mountain Power	272.80	6699 Poison spider	50-4600-2510	272.80	MI
01/13/2026	192100112	Rocky Mountain Power	938.18	240 S Chamberlin	50-4600-2510	938.18	MI

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 Benefits 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	MI
01/13/2026	192100117	Floyd's Truck Center WY	145.13	Step Fuel Tank	54-8400-4050	145.13	MI
01/13/2026	192100117	Floyd's Truck Center WY	866.94	Cylinder	10-6500-4050	866.94	MI

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
<b>192100118</b>						
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

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
<b>Grand Totals:</b>	<b>252,306.88</b>	<b>252,306.88-</b>	<b>.00</b>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Recorder: \_\_\_\_\_

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

M = Manual Check, V = Void Check



# CITY OF MILLS

*Item # 4.*

## PAID ACH / EFT TRANSACTIONS

1-13-26



**CITY OF MILLS**  
EST. 1921

## 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**

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City Clerk, Sarah Osborn

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Mayor, Leah Juarez



# CITY OF MILLS

EST. 1921

## 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**

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City Clerk, Sarah Osborn

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Mayor, Leah Juarez



**CITY OF MILLS**  
EST. 1921

Item # 7.

## 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**

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City Clerk, Sarah Osborn

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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
		<b>Total:</b>	<b>\$ 26,928.55</b>

*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
		<b>Total:</b>	<b>\$ 72,291.24</b>

*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
		<b>Total:</b>	<b>\$ 15,217.94</b>

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

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

**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
<b>Totals</b>	<b>\$1,879,839.55</b>
<b>Equity Line of Credit Balance</b>	<b>\$ -</b>

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City Treasurer, Nathan Romrell

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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 1<sup>st</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

PASSED on 2<sup>nd</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

PASSED, APPROVED AND ADOPTED on 3<sup>rd</sup> and final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF MILLS, WYOMING**

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Leah Juarez, Mayor

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Sara McCarthy, Council

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Brad Neumiller, Council

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Cheree Butcher, Council

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Tim Sutherland, Council**ATTESTED:**

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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  
 Building Improvements – 20 years  
 Land/Site Improvements – 20 years  
 Infrastructure – 25 to 50 years  
 Library Books – 5 years

Equipment – 3 to 14 years  
 Heavy Equipment – 3 to 14 years  
 Vehicles – 5 years  
 Buses – 8 to 10 years  
 Computers – 3 to 5 years

**PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ DAY OF**  
**2026.**

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Leah Juarez, Mayor

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Sara McCarthy, Council

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Cherie Butcher, Council

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Bradley Neumiller, Council

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Tim Sutherland, Council

ATTESTED:

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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.

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Leah Juarez, Mayor

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Sara McCarthy, Council

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Cherie Butcher, Council

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Bradley Neumiller, Council

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Tim Sutherland, Council

ATTESTED:

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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.**

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Leah Juarez, Mayor

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Sara McCarthy, Council

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Cherie Butcher, Council

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Bradley Neumiller, Council

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Tim Sutherland, Council

ATTESTED:

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Sarah Osborn, City Clerk

## 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 56<sup>th</sup> 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.

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Leah Juarez, Mayor

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Sara McCarthy, Council

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Cherie Butcher, Council

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Bradley Neumiller, Council

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Tim Sutherland, Council

ATTESTED:

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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.

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Mayor, Leah Juarez

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Councilman, Sara McCarthy

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Councilman, Cherie Butcher

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Councilman, Tim Sutherland

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Councilman, Brad Neumiller

ATTEST:

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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.

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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 21<sup>st</sup> 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.

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Mayor, Leah Juarez

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Councilman, Sara McCarthy

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Councilman, Tim Sutherland

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Councilman, Cherie Butcher

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Councilman, Brad Neumiller

ATTEST:

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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.

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Sarah Osborn  
City Clerk

**RESOLUTION NO. 2026-07****RESOLUTION ADOPTING AND CONFIRMING CITY OF MILLS  
NONDISCRIMINATORY PRACTICES**

**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 its 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

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

**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

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

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.**

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Mayor, Leah Juarez

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Councilman, Sara McCarthy

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Councilman, Cheri Butcher

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Councilman, Tim Sutherland

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Councilman, Brad Neumiller

ATTEST:

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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.

50.00



## Catering Permit Application

Permit Fees Are Nonrefundable

### ESTABLISHMENT APPLYING FOR PERMIT

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

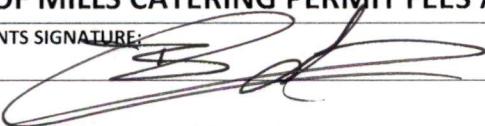
### APPLICANT INFORMATION

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

### EVENT INFORMATION

EVENT NAME:			
TYPE OF EVENT: (Select One)	<input type="checkbox"/> WEDDING	<input type="checkbox"/> REUNION	<input type="checkbox"/> ART SHOW
	<input type="checkbox"/> CONCERT	<input type="checkbox"/> FUND RAISER	<input checked="" type="checkbox"/> OTHER <u>Christmas Party</u>
EVENT DATE:	January 18 <sup>th</sup> 2026	EVENT TIME:	5pm
EVENT ADDRESS:	4205 Fort Casper		
OUTSIDE EVENT:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	STREET EVENT:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
STREET CLOSURE NEEDED:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

### FEES

CITY OF MILLS CATERING PERMIT: \$50.00 A DAY	NUMBER OF DAYS PERMITTED: <u>1</u>
CITY OF MILLS CATERING PERMIT FEES ARE NON-REFUNDABLE:	
APPLICANT'S SIGNATURE: 	TOTAL: <u>\$ 50.00</u> DATE: <u>1/9/26</u>

### CITY OFFICIALS

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

**Bayou Liquors**  
**301 Platte Ave.**  
**Mills, Wy 82644**  
**(307)-266-1876**  
**January 9<sup>th</sup>, 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 18<sup>th</sup>, 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 appreciate your consideration in granting The Bayou this permit.

Sincerely,

Bayou Bar

