

**REGULAR CITY COUNCIL  
MEETING**

**January 09, 2024**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**

Leah Juarez

**Council President:**

Sara McCarthy

**Council Members:**

Cherie Butcher

Brad Neumiller

Tim Sutherland

---

**AGENDA**

---

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

**Financial Approvals**

- [1.](#) Treasurers Report December 2023
- [2.](#) Court Income Report December 2023
- [3.](#) Investment Accounts December 2023
- [4.](#) Fire Payroll 12-03-2023 to 12-14-2023
- [5.](#) Regular/Police Payroll 12-04-2023 to 12-17-2023
- [6.](#) Fire Payroll 12-15-2023 to 12-26-2023
- [7.](#) Regular/Police Payroll 12-18-2023 to 12-31-2023
- [8.](#) Financial Breakdown Report

**Minutes**

- [9.](#) Council Meeting Minutes from 12-12-2023

**City Licenses**

- [10.](#) New and Renewals Business and Contractors Licenses

**EXECUTIVE SESSION**

11. Executive Session

**APPOINTMENT**

12. Swear in Sarah Osborn: City Clerk

**COUNCIL APPROVALS**

[13.](#) 257 Business Park - Preliminary Plat

[14.](#) Mills Finishing Tank Project - Notice of Award

15. Citizens Relief Fund

## **ORDINANCES AND RESOLUTIONS**

[16.](#) **RESOLUTION NO. 2024-01:** Ratifying Acceptance of Real Property

## **OPEN DISCUSSION**

## **EXECUTIVE SESSION**

17. LEGAL

18. LEGAL

## **ADJOURNMENT**

## **AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**NEXT MEETING** -January 23rd, 2024 @ 7:00pm / February 13th, 2024 @ 7:00pm

**NEXT WORK SESSION** - January 23rd, 2024 @ 6:00pm / February 12th, 2024 @ 9:00am

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



### December 2023 Account Balances

Operations Account	\$468,205.55
Water Deposit	\$124,490.98
Municipal Court	\$133,979.84
Court Bond	\$23,703.44
Police	\$22,461.55
Jonah Steel Eagle	\$500.01
WFIG Water Reserve	\$31.45
WGIF Sewer Reserve	\$31.39
WGIF Sanitation Reserve	\$31.45
WGIF General Fund Reserve	\$31.99
WGIF Reserve	\$31.37
WGIF Sewer Tap Reserve	\$31.56
WGIF Police Reserve	\$0.02
WGIF FD Trust Fund	\$0.02
WGIF Radio Read Fund	\$22,458.66
WGIF Buffalo Meadows Asset Account	\$31.64
WGIF Buffalo Meadows Debt Reserve	\$0.01
Wyo Class General Fund Reserve	\$121,701.93
Wyo Class Police Reserve	\$8,810.09
Wyo Class Cooley Trust Reserve	\$9,329.43
Wyo Class Parks Reserve	\$716.90
Wyo Class Sanitation Reserve	\$115,035.69
Wyo Class Sewer Reserve	\$83,245.38
Wyo Class Sewer Tap Reserve	\$111,544.64
Wyo Class Water Reserve	\$104,435.94
Wyo Class Buffalo Meadows Asset Acct	\$144,328.21
Wyo Class Buffalo Meadows Debt	\$16,183.87
<b>Totals</b>	<b>\$1,511,353.01</b>
<b>Equity Line of Credit Balance - \$488,261.66</b>	

\_\_\_\_\_  
City Treasurer, Alyssa Hartmann

\_\_\_\_\_  
Mayor, Leah Juarez

# COURT INCOME REPORT

Item # 2.

## December 2023

	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	1-Dec	\$2,100.00		\$215.00					\$2,315.00
Court Report			\$2,475.00						-\$2,475.00
								<b>Difference</b>	<b>\$4,790.00</b>
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/4-12/8	\$6,873.00		\$1,560.00					\$8,433.00
Court Report									\$0.00
								<b>Difference</b>	<b>\$8,433.00</b>
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/11-12/15	\$5,658.00		\$2,080.00					\$7,738.00
Court Report			\$6,025.00						-\$6,025.00
								<b>Difference</b>	<b>\$13,763.00</b>
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/18-12/22	\$3,893.00		\$1,075.00					\$4,968.00
Court Report									\$0.00
								<b>Difference</b>	<b>\$4,968.00</b>
	Date	Cash, Check, Card Payments	Bonds Received	Prior Bonds Applied/Forf.	Victims Comp	Court Cost / Restitution	MCPF (Dare)	Bank Fees	TOTAL
Sales Activity	12/26-12/29	\$4,638.00		\$2,515.00					\$7,153.00
Court Report			\$4,275.00						-\$4,275.00
								<b>Difference</b>	<b>\$11,428.00</b>

Sales Activity Month Total	\$30,607.00
Proceedings Report Month Total	-\$12,775.00
Difference	\$43,382.00
<b>Court Proceedings Check</b>	<b>\$30,607.00</b>

Division of Victim Services Checks

Completed by: \_\_\_\_\_  
City Treasurer

Approved by: \_\_\_\_\_  
Court Clerk

Attested by: \_\_\_\_\_  
City Clerk



Account	Beginning Balance	Deposits	Interest / Distributions	Disbursements	Ending Balance	Interest Earned FYTD
WGIF Water 7198 (99-10230)	\$31.31		\$0.14		\$31.45	\$0.69
Transfer 5% of billing						
WGIF Sewer 7199 (99-10240)	\$31.25		\$0.14		\$31.39	\$0.69
Transfer 7% of billing						
WGIF Sanitation 7200 (99-10250)	\$31.31		\$0.14		\$31.45	\$0.69
Transfer 10% of billing						
WGIF Reserve 7197 (99-10260)	\$31.23		\$0.14		\$31.37	\$0.69
WGIF General Fund 7207 (99-10270)	\$31.85		\$0.14		\$31.99	\$0.70
WGIF Police Fund (99-10310)	\$0.02		\$0.00		\$0.02	\$0.00
WGIF DWSRF #146 Radio Read (99-10300)	\$22,357.83		\$100.83		\$22,458.66	\$492.59
WGIF Fire Dept Trust Fund (99-10290)	\$0.02		\$0.00		\$0.02	\$0.00
WGIF Sewer Tap Fund (99-10320)	\$31.42		\$0.14		\$31.56	\$0.70
WGIF Buffalo Meadows Debt Reserve	\$0.01		\$0.00		\$0.01	\$0.00
Cannot touch this account						
WGIF Buffalo Meadows Asset Account	\$31.50		\$0.14		\$31.64	\$0.70
Wyo Class General Fund	\$121,144.54		\$557.39		\$121,701.93	\$2,159.91
Wyo Class Police Reserve	\$8,769.76		\$40.33		\$8,810.09	\$196.02
Wyo Class Cooley Trust Reserve	\$9,286.68		\$42.75		\$9,329.43	\$207.72
Wyo Class Parks Reserve	\$713.55		\$3.35		\$716.90	\$15.90
Wyo Class Sanitation Reserve	\$114,508.83		\$526.86		\$115,035.69	\$2,560.33
Wyo Class Sewer Reserve	\$83,040.91		\$382.07		\$83,245.38	\$1,856.71
Wyo Class Sewer Tap Reserve	\$111,033.77		\$510.87		\$111,544.64	\$2,482.65
Wyo Class Water Reserve	\$103,957.62		\$478.32		\$104,435.94	\$2,324.42
Wyo Class Buffalo Meadows Asset Account	\$143,667.17		\$661.04		\$144,328.21	\$1,559.38

RESERVES REPAY ACCOUNT DETAIL	
Account	Repay Balance
Wyo Class Gen Fund Reserve	\$121,701.93
Wyo Class Water Reserve	\$104,435.94
Wyo Class Sewer Reserve	\$83,422.98
Wyo Class Sanitation Reserve	\$115,035.69
<b>Total Repay Balance</b>	<b>\$424,596.54</b>

TOTAL ACCOUNTS DETAIL	
Account	Balance
Investments Accounts Total	\$738,011.64
FIB Sweep Account	\$500.01
City Accounts	\$772,841.36
<b>Total Accounts Balance</b>	<b>\$1,511,353.01</b>

Wyo Class Buffalo Meadows Debt Reserve	\$16,109.74		\$74.13		\$16,183.87	\$226.17
<b>Cannot touch this account</b>						
<b>Totals</b>	<b>\$734,810.32</b>	<b>\$0.00</b>	<b>\$3,378.92</b>	<b>\$0.00</b>	<b>\$738,011.64</b>	<b>\$14,086.66</b>

City Accounts					
Account	Ending Balance	Interest	Account	Ending Balance	Interest
Jonah Operations Account	\$468,205.55		Jonah Water Deposit Account	\$124,490.98	
Jonah Police Account	\$22,461.55		Jonah Municipal Account	\$133,979.84	
Jonah Court Bond Account	\$23,703.44				



# CITY OF MILLS

EST. 1921

## PAYROLL

Meeting Date: January 9, 2024

Payroll Type: Fire Payroll

Date Range: 12-03-2023 to 12-14-2023

NET..... \$18,720.56

DEDUCTIONS.....\$4,479.37

Federal Taxes.....\$1,436.00

Medicare..... \$266.62

Retirement ..... \$2,105.12

Union Dues..... \$220.00

Supplemental Insurance.....\$332.50

Insurance.....\$0.00

TOTAL PAYROLL.....\$14,241.19

\_\_\_\_\_  
City Clerk, Sarah Osborn

\_\_\_\_\_  
Mayor, Leah Juarez



# CITY OF MILLS

EST. 1921

## PAYROLL

Meeting Date: January 9, 2024

Payroll Type: Regular/Police Payroll

Date Range: 12-04-2023 to 12/17/2023

NET..... \$111,387.10

DEDUCTIONS.....\$29,330.87

Federal Taxes.....\$9,453.00

Medicare..... \$1,554.70

Retirement ..... \$6,203.57

Social Security.....\$6,460.64

Supplemental Retirement..... \$1,100.00

Supplemental Insurance.....\$1,861.01

Child Support..... 0

Insurance.....\$2,677.25

TOTAL PAYROLL.....\$82,056.23

\_\_\_\_\_  
City Clerk, Sarah Osborn

\_\_\_\_\_  
Mayor, Leah Juarez



# CITY OF MILLS

EST. 1921

## PAYROLL

Meeting Date: January 9, 2024

Payroll Type: Fire Payroll

Date Range: 12-15-2023 to 12-26-2023

NET..... \$25,246.48

DEDUCTIONS.....\$6,153.81

Federal Taxes.....\$2,192.00

Medicare..... \$361.24

Retirement ..... \$2,838.96

Union Dues..... \$220.00

Supplemental Insurance.....\$332.50

Insurance.....\$0.00

TOTAL PAYROLL.....\$19,092.67

\_\_\_\_\_  
City Clerk, Sarah Osborn

\_\_\_\_\_  
Mayor, Leah Juarez



# CITY OF MILLS

EST. 1921

## PAYROLL

Meeting Date: January 9, 2024

Payroll Type: Regular/Police Payroll

Date Range: 12-18-2023 to 12-31-2023

NET..... \$127,362.62

DEDUCTIONS.....\$29,947.15

Federal Taxes.....\$12,742.00

Medicare..... \$1,828.95

Retirement ..... \$5,724.86

Social Security.....\$7,563.39

Supplemental Retirement..... \$910.00

Supplemental Insurance.....\$815.33

Child Support..... 0

Insurance.....\$341.92

TOTAL PAYROLL.....\$97,415.47

\_\_\_\_\_  
City Clerk, Sarah Osborn

\_\_\_\_\_  
Mayor, Leah Juarez

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/08/2024	32211	City of Casper	485.10	Balefill	54-84-250	485.10
01/08/2024	32211	City of Casper	377.30	Balefill	54-84-250	377.30
01/08/2024	32211	City of Casper	548.90	Balefill	54-84-250	548.90
01/08/2024	32211	City of Casper	754.60	Balefill	54-84-250	754.60
01/08/2024	32211	City of Casper	686.40	Balefill	54-84-250	686.40
01/08/2024	32211	City of Casper	557.15	Balefill	54-84-250	557.15
01/08/2024	32211	City of Casper	362.45	Balefill	54-84-250	362.45
Total 32211:						35,945.33
<b>32212</b>						
01/08/2024	32212	CMI-Teco Inc	142.52	Door Stops	54-84-950	142.52
01/08/2024	32212	CMI-Teco Inc	455.28	Spra Suppression Wheel Well Skirts	54-84-950	455.28
Total 32212:						597.80
<b>32213</b>						
01/08/2024	32213	Communication Technologies Inc	383.50	Radio Removal & install into Yukon	10-41-235	383.50
01/08/2024	32213	Communication Technologies Inc	378.94	Remove old radio in BR92 & install a new radio in BR9	10-41-235	378.94
Total 32213:						762.44
<b>32214</b>						
01/08/2024	32214	Dana Kepner Company Inc	874.08	3/4" Meters x8	51-81-430	874.08
Total 32214:						874.08
<b>32215</b>						
01/08/2024	32215	Dewitt Water Systems & Service	165.30	Water for the station	10-56-620	165.30
Total 32215:						165.30
<b>32216</b>						
01/08/2024	32216	Elissa Sanders	74.20	Quarter Zip Job Shirt	10-56-855	74.20
Total 32216:						74.20
<b>32217</b>						
01/08/2024	32217	Emergency Medical Physicians, P	625.00	Medical Director Services	10-56-730	625.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 32217:						625.00
<b>32218</b>						
01/08/2024	32218	Energy Laboratories Inc	132.00	4 Bac T Samples - distribution	52-82-720	132.00
Total 32218:						132.00
<b>32219</b>						
01/08/2024	32219	Ferguson Enterprises LLC #3325	152.12	Fire Hydrant Lock	51-81-280	152.12
Total 32219:						152.12
<b>32220</b>						
01/08/2024	32220	Ferguson Waterworks #1116	96.00	Curb box	51-81-280	96.00
01/08/2024	32220	Ferguson Waterworks #1116	2,070.00	Hydrant Extension & repair Kit	51-81-280	2,070.00
Total 32220:						2,166.00
<b>32221</b>						
01/08/2024	32221	Floyd's Truck Center WY	128.74	Brake Chamber	54-84-950	128.74
Total 32221:						128.74
<b>32222</b>						
01/08/2024	32222	Hensley Battery LLC	148.32	New battery & disposal for Unit #7	10-54-950	148.32
Total 32222:						148.32
<b>32223</b>						
01/08/2024	32223	Homax	110.07	Fuel Charges for CSO	10-53-370	110.07
01/08/2024	32223	Homax	2,651.47	Fuel Charges for Police	10-54-370	2,651.47
01/08/2024	32223	Homax	538.15	Fuel Charges for FD	10-56-370	538.15
01/08/2024	32223	Homax	39.10	Fuel Charges for Planning	10-57-370	39.10
01/08/2024	32223	Homax	138.31	Fuel Charges for WTP	52-82-370	138.31
01/08/2024	32223	Homax	390.90	Fuel Charges for P/W Streets	10-61-370	390.90
01/08/2024	32223	Homax	113.45	Fuel Charges for P/W Sewer	53-83-370	113.45
01/08/2024	32223	Homax	172.53	Fuel Charges for PW/Water	51-81-370	172.53
01/08/2024	32223	Homax	182.49	Fuel Charges for Parks	10-70-370	182.49



Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
01/08/2024	32223	Homax	1,917.71	Fuel Charges for P/W Sanitation	54-84-370	1,917.71
01/08/2024	32223	Homax	104.97	Fuel Charges for P/W Shop	10-65-370	104.97
Total 32223:						<u>6,359.15</u>
<b>32224</b>						
01/08/2024	32224	Installation & Service Company In	785.00	Pump solids out of Vanhorn Lift Station	53-83-420	785.00
01/08/2024	32224	Installation & Service Company In	1,045.00	Pump solids out of Chamberlain Lift Station	53-83-420	1,045.00
Total 32224:						<u>1,830.00</u>
<b>32225</b>						
01/08/2024	32225	Mountain States Lithographing Inc	220.33	Envelopes for Utility Printing	50-46-235	220.33
01/08/2024	32225	Mountain States Lithographing Inc	455.92	Envelopes for Utility Printing	50-46-235	455.92
Total 32225:						<u>676.25</u>
<b>32226</b>						
01/08/2024	32226	Norco, Inc	36.88	Welding wire & disc	10-65-810	36.88
01/08/2024	32226	Norco, Inc	96.61	Hosekeeping Supplies	52-82-840	96.61
Total 32226:						<u>133.49</u>
<b>32227</b>						
01/08/2024	32227	Northwest Contractor Supply	341.54	2" submersible pump	51-81-960	341.54
Total 32227:						<u>341.54</u>
<b>32228</b>						
01/08/2024	32228	One Call of Wyoming	52.50	70 tickets for November	51-81-620	52.50
Total 32228:						<u>52.50</u>
<b>32229</b>						
01/08/2024	32229	Peterbilt of Wyoming Inc	544.52	Tentioner belt	54-84-950	544.52
Total 32229:						<u>544.52</u>

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>32230</b>						
01/08/2024	32230	PMCH	28,767.00	Preparation for audit	10-44-861	28,767.00
Total 32230:						28,767.00
<b>32231</b>						
01/08/2024	32231	Quadient, Inc	2,134.44	Postage	50-46-226	2,134.44
Total 32231:						2,134.44
<b>32232</b>						
01/08/2024	32232	Railroad Management Company,	379.14	Licenses fees	51-81-440	379.14
Total 32232:						379.14
<b>32233</b>						
01/08/2024	32233	Rocky Mountain Fire Systems, Inc	42.50	Repairs at Senior Center	12-45-260	42.50
Total 32233:						42.50
<b>32234</b>						
01/08/2024	32234	SeaWestern Fire Fighting Equip	430.00	Structure boots for Jacob	12-45-415	430.00
Total 32234:						430.00
<b>32235</b>						
01/08/2024	32235	Star Playgrounds	58,452.00	Playground equipment for Robertson Hills Park	10-33-240	58,452.00
Total 32235:						58,452.00
<b>32236</b>						
01/08/2024	32236	Sutherlands	59.97	Leaf Rakes	10-70-840	59.97
01/08/2024	32236	Sutherlands	9.58	Stainless steel link	10-70-840	9.58
01/08/2024	32236	Sutherlands	21.98	Batteries	10-70-840	21.98
Total 32236:						91.53
<b>32237</b>						
01/08/2024	32237	TransUnion Risk and Alternative	75.00	Monthly Charge for Background Investigations	10-54-330	75.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 32237:						75.00
<b>32238</b>						
01/08/2024	32238	Wyoming Association of Rural Wa	475.00	2024 Voting Membership	51-81-910	475.00
Total 32238:						475.00
<b>32239</b>						
01/08/2024	32239	Wyoming Law Enforcement Acad	1,548.00	Peace Officer Basic training for Luis La Torre	10-54-910	1,548.00
Total 32239:						1,548.00
<b>32240</b>						
01/08/2024	32240	Wyoming State Firemen's Associa	262.50	Mutual Aid benefit	10-56-132	262.50
Total 32240:						262.50
<b>32241</b>						
01/08/2024	32241	Wyoming Water Quality & Pollutio	60.00	Membership for P James & N Reddington	53-83-910	60.00
Total 32241:						60.00
<b>32242</b>						
01/08/2024	32242	Y2 Consultants LLC	5,095.75	Planning Services for the City	10-57-499	5,095.75
01/08/2024	32242	Y2 Consultants LLC	4,768.75	Planning Services for the City	10-57-499	4,768.75
Total 32242:						9,864.50
<b>32243</b>						
01/08/2024	32243	Zoll Medical Corporation	655.00	Adult Defibrillation Pads	10-56-425	655.00
Total 32243:						655.00
Grand Totals:						189,628.84

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	.00	132,185.54-	132,185.54-
10-33-240	58,452.00	.00	58,452.00
10-41-235	762.44	.00	762.44
10-41-265	1,620.00	.00	1,620.00
10-44-235	134.95	.00	134.95
10-44-861	28,767.00	.00	28,767.00
10-46-620	190.84	.00	190.84
10-46-725	1,696.00	.00	1,696.00
10-46-795	1,524.71	.00	1,524.71
10-53-370	110.07	.00	110.07
10-54-235	76.17	.00	76.17
10-54-330	109.30	.00	109.30
10-54-370	2,651.47	.00	2,651.47
10-54-500	17,164.25	.00	17,164.25
10-54-900	234.56	.00	234.56
10-54-910	1,748.00	.00	1,748.00
10-54-950	148.32	.00	148.32
10-56-132	262.50	.00	262.50
10-56-370	538.15	.00	538.15
10-56-425	674.62	.00	674.62
10-56-502	2,902.57	.00	2,902.57
10-56-620	763.30	.00	763.30
10-56-730	625.00	.00	625.00
10-56-855	74.20	.00	74.20
10-57-370	39.10	.00	39.10
10-57-499	9,864.50	.00	9,864.50
10-61-370	390.90	.00	390.90
10-61-855	100.81	.00	100.81
10-64-855	109.14	.00	109.14
10-65-370	104.97	.00	104.97
10-65-810	36.88	.00	36.88
10-65-855	34.80	.00	34.80
10-70-370	182.49	.00	182.49
10-70-840	91.53	.00	91.53
12-21100	.00	37,233.36-	37,233.36-
12-45-260	113.36	.00	113.36
12-45-415	430.00	.00	430.00
12-45-600	10,000.00	.00	10,000.00
12-45-610	26,690.00	.00	26,690.00
50-21100	.00	4,506.69-	4,506.69-

GL Account	Debit	Credit	Proof
50-46-226	2,134.44	.00	2,134.44
50-46-235	676.25	.00	676.25
50-46-725	1,696.00	.00	1,696.00
51-21100	.00	4,612.91-	4,612.91-
51-81-280	2,318.12	.00	2,318.12
51-81-370	172.53	.00	172.53
51-81-430	874.08	.00	874.08
51-81-440	379.14	.00	379.14
51-81-620	52.50	.00	52.50
51-81-910	475.00	.00	475.00
51-81-960	341.54	.00	341.54
52-21100	.00	366.92-	366.92-
52-82-370	138.31	.00	138.31
52-82-720	132.00	.00	132.00
52-82-840	96.61	.00	96.61
53-21100	.00	2,003.45-	2,003.45-
53-83-370	113.45	.00	113.45
53-83-420	1,830.00	.00	1,830.00
53-83-910	60.00	.00	60.00
54-21100	.00	8,719.97-	8,719.97-
54-84-250	4,353.80	.00	4,353.80
54-84-370	1,917.71	.00	1,917.71
54-84-900	1,177.40	.00	1,177.40
54-84-950	1,271.06	.00	1,271.06
Grand Totals:	<u>189,628.84</u>	<u>189,628.84-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



# CITY OF MILLS

EST. 1921

**CHECK LIST FOR**

**January 9<sup>th</sup>, 2024**

**COUNCIL MEETING**

City Hall/Court

12-08-2023	32169-32170	Manuals
12-12-2023	32171-32173	Manuals
12-19-2023	32174-32176	Transmittals
12-19-2023	32177-32180	Manuals
01-04-2024	32181-32185	Transmittals
01-04-2024	32186-32188	Manuals
01-04-2024	32190-32198	Manuals
	<b>COURT</b>	
12-15-2023	1822-1826	Manuals
01-04-2024	1827-1832	Manuals

**COUNCIL:**

\_\_\_\_\_

**MAYOR:** \_\_\_\_\_

**CITY CLERK:** \_\_\_\_\_



# CITY OF MILLS

EST. 1921

## BILLS

Meeting Date: January 9<sup>th</sup>, 2024

Bills

ACH.....	\$0
VOUCHERS.....	\$189,628.84
MANUAL CHECKS CITY HALL.....	\$92,387.85
MANUAL CHECKS COURT.....	\$3,925.00
TRANSMITTAL CHECKS.....	\$54,142.93
VOIDED CHECKS.....	\$800.04







# CITY OF MILLS

EST. 1921

## MANUAL CHECKS

### COURT

January 9<sup>th</sup>, 2024

## COUNCIL MEETING

12-15-2023	1822	Charles Boykin	Bond Refund	\$320.00
12-15-2023	1823	Dana Carrasco	Bond Refund	\$200.00
12-15-2023	1824	James Turner	Bond Refund	\$330.00
12-15-2023	1825	Jessica Golkowski	Bond Refund	\$100.00
12-15-2023	1826	Stephanie Herrera	Bond Refund	\$100.00
12-15-2023	1827	Summer Ross	Bond Refund	\$370.00
01-04-2023	1828	Amber Haynes	Bond Refund	\$475.00
01-04-2023	1829	Casey Lucero	Bond Refund	\$720.00
01-04-2023	1830	David Thomas	Bond Refund	\$220.00
01-04-2023	1831	Mikayla Marker	Bond Refund	\$870.00
01-04-2023	1832	Shane Petro	Bond Refund	\$220.00

**TOTAL: \$3,925.00**



# CITY OF MILLS

EST. 1921

## Transmittal Checks

January 9, 2024

Council Meeting

12-19-2023	32174	American Funds	\$275.00
12-19-2023	32175	Orchard Trust/Great Western Trust	\$825.00
12-19-2023	32176	Pathfinder FCU	\$220.00
01-02-2024	32181	American Funds	\$225.00
01-02-2024	32182	Orchard Trust/Great Western Trust	\$685.00
01-02-2024	32183	Pathfinder FCU	\$220.00
01-02-2024	32184	State of Wyoming Retirement Fire	\$13,722.49
01-02-2024	32185	State of Wyoming Retirement-Reg	\$37,970.44

**TOTAL: \$54,142.93**



# CITY OF MILLS

EST. 1921

**Voided Checks**

**January 9<sup>th</sup>, 2024**

**Council Meeting**

12-12-2023	32153	None	Novus Glass	Paid with Credit Card	\$600.00
01-04-2024	32189	None	307 Billing Services, LLC	Wrong check #	\$200.04

**TOTAL: \$800.04**



**REGULAR CITY COUNCIL  
MEETING**

**December 12, 2023**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

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

**MINUTES**

**CALL TO ORDER**

Mayor opened the Council Meeting at 7:01pm.

**ROLL CALL**

PRESENT

Mayor Leah Juarez  
Council President Sara McCarthy  
Council Member Cherie Butcher  
Council Member Brad Neumiller  
Council Member Tim Sutherland

**PLEDGE OF ALLEGIANCE**

**AWARDS AND RECOGNITIONS**

- 1. Swear in Jacob Contreras: Fire Department

The City Clerk swore in the new fireman Jacob Contreras.

**CONSENT AGENDA**

**Minutes**

- 2. Council Meeting Minutes 11-28-2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**City Licenses**

- 3. New and Renewal Business and Contractors Licenses 12-12-2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**Financial Approvals**

4. Court Report Oct 2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

5. Financial Break Down Report 12-12-2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

6. Treasurer Reports November 2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

7. Fire Payroll:11-21-2023 TO 12-02-2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

8. Regular/Police Payroll: 11-20-2023 TO 12-3-2023

Motion made by Council President McCarthy, Seconded by Council Member Butcher.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**ORDINANCES AND RESOLUTIONS**

**9. Resolution 2023-45: A Resolution Readopting, Ratifying and Approving Adoption of City of Casper Standards for Subdivision Layout, Street Construction, Water and Sewer System Construction and Storm Sewer Construction**

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**10. Resolution 2023-46: A Resolution Setting Fees for Fingerprinting**

Motion made by Council President McCarthy, Seconded by Council Member Sutherland.  
Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**11. Ordinance 807: THIRD AND FINAL READING:** An Ordinance Providing for Certain Fine for Violations by Liquor License Holders

Motion made by Council Member Neumiller, Seconded by Council President McCarthy.

Council President McCarthy asked if this includes the changes that were talked about last meeting. The City Attorney stated that yes it does. It pertains to employees who are not working that can go to the bar and have a drink.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**12. Ordinance 808: THIRD AND FINAL:** An Ordinance Amending 5.04.180 to be 5.08.180

Motion made by Council Member Neumiller, Seconded by Council President McCarthy.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**13. Ordinance 809: THIRD AND FINAL READING:** An Ordinance Amending Title 2

Motion made by Council Member Butcher, Seconded by Council President McCarthy.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**COUNCIL APPROVALS**

Council Approval to accept the bid to Andreen & Hunt in the amount of \$1,811,500.00 for the finished water tank project.

Motion made by Council Member Neumiller, Seconded by Council Member Sutherland.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**OPEN DISCUSSION**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Mayor asked for a motion to adjourn the Council Meeting at 7:08pm.

Motion made by Council Member Sutherland, Seconded by Council Member Butcher.

Voting Yea: Mayor Juarez, Council President McCarthy, Council Member Butcher, Council Member Neumiller, Council Member Sutherland. Motion Passes.

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

**NEXT MEETING** - January 9th, 2024 @ 7:00pm/ January 23rd, 2024 @ 7:00 pm

**NEXT WORK SESSION** - January 8th, 2024 @ 9:00am/ January 9th, 2024 @ 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.

---

Mayor, Leah Juarez

---

City Clerk, Christine Trumbull



# Council Meeting JANUARY 9, 2024

Item # 10.

## NEW BUSINESS LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE INSPECTION</b>	<b>INSURANCE</b>
1	Kantex-Pro-Vac	Yes	NA
2	Liberty Lift Solutions	Yes	NA
3	Panhandle Oilfield Service Companies Inc	Yes	NA
4	Sips Coffee	Yes	NA
5	USA Trucking, LLC	Yes	NA

## RENEWAL BUSINESS LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE INSPECTION</b>	<b>INSURANCE</b>
1	Adult Foster Care Home	Yes	NA
2	Badger Daylighting Corp	Yes	NA
3	Blue Ice Contracting LLC	Yes	NA
4	C-K Processing	Yes	NA
5	Leprechaun Laboratory	NA	NA
6	Stephanie Fountain's Child Care	Yes	NA
7	Western Creations Taxidermy, LLC	Yes	NA
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			



# Council Meeting JANUARY 9, 2024

Item # 10.

## NEW CONTRACTOR LICENSES

**BUSINESS NAME**

**FIRE INSPECTION**

**INSURANCE**

1

## RENEWAL CONTRACTOR LICENSES

**BUSINESS NAME**

**FIRE INSPECTION**

**INSURANCE**

1 307 Electric

NA

NA

2 Bar-W Construction LLC

NA

NA

3 Blu Sky Builders

4 Cunningham Electric

5 Ginsbach Construction LLC

6 Hansen Contracting

7 Pinnacle Construction

8 Prairie Wing Builders LLC

9 Precision Roofing Pros LLC

10

11

12

13

14

15

16

17

18

19

20

21

22

23



**CITY OF MILLS**  
EST. 1921

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

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

## Memorandum

---

**TO:** Mills City Council  
**FROM:** Megan Nelms, AICP, City Planner  
**DATE:** January 8, 2024  
**SUBJECT:** 257 Business Park – Preliminary Plat

---

**Case Number:** 23.08 FSP

**Summary:** The applicant is proposing to subdivide approximately 23-acres into a 4-lot commercial/industrial subdivision. The lots range in size from 2.30 to 13.88 acres in size.

**Current Zoning:** EI (Established Industrial) \*no change of zoning is requested or required.

**Staff Recommendation:** Staff recommends DENIAL of the resubdivision plat.

Staff recommends DENIAL of the preliminary plat. Adopted Design Standards require a minimum width of 50’ for all public right-of-way/access easements.

The proposed subdivision is zoned Established Industrial with parcels of adequate size for a variety of commercial and industrial businesses, as well as the potential to be further subdivided in the future. Public traffic on the streets will occur and is allowed, and the streets should be of adequate size and properly dedicated for future vehicular traffic, installation of utilities and future maintenance by the City of Mills. Public street rights-of-way/access easements shall comply with the minimum width as required by the design standards.

**Planning Commission Recommendation:** At their December 7, 2023, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request, pending completion of all planning considerations with the following exceptions:

1. Waive the requirement that subdivision streets be dedicated to the City of Mills.



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

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

2. Accepting 40' public access easements for the streets in lieu of 50' public rights-of-way/public access easement dedicated to the City of Mills.
3. Approval of an agreement/statement on the plat face/other instrument that there will be no maintenance of the ingress and egress public access easements on the part of the City of Mills.

**257 Business Park**

**Preliminary Plat**

**Planning Commission Meeting**

November 2, 2023

December 7, 2023

**City Council Meeting**

January 9, 2024

**Applicants:** 2R Investments, LLC

**Case Number:** 23.08 FSP

**Agent:** Steven Granger, ECS Engineering

**Summary:** The applicants are proposing to subdivide approximately 23-acres into a 4-lot commercial/industrial subdivision. The lots range in size from 2.30 to 13.88 acres in size.

**Legal Description:** Kirkpatrick Simple Subdivision & parts of Lots 1 & 2, the SW<sup>1</sup>/<sub>4</sub>NE<sup>1</sup>/<sub>4</sub> and SE<sup>1</sup>/<sub>4</sub>NE<sup>1</sup>/<sub>4</sub>, Section 2, T33N, R80W

**Location:** The property is located at southeast corner of the intersection of HWY 20/26 and HWY 257 (West Belt Loop).

**Zoning:** EI (Established Industrial)

**Proposed Zoning:** EI (Established Industrial)

**Existing Land Use:** Various vacant buildings and storage areas.

**Adjacent Land Use:** North: Large acre industrial parcels (EI & DB)  
South: Unplatted parcels (EI)  
East: Wheeler Subdivision (EI)  
West: Large acre industrial parcels (EI)

**PRELIMINARY PLAT:**

1. Section 17.18.020(i) of city code provides the following: “The town shall adopt and enforce standards for subdivision layout, street construction, water and sewer system construction and storm sewer construction, as deemed necessary to promote the health, welfare and orderly growth of the town (Ord 274 §2 (part) 1979).
  - a. The City of Mills has adopted by reference, and long applied in practice, the City of Casper Design Standards for Public Works Construction and

- Infrastructure Improvements (Chapter 16.16).
- b. Per 16.16.060, the minimum right-of-way/access easement width for a local street within low density development is 50’.
2. Receive an approved Access Permit from WYDOT for the approaches off HWY 20/26 and HWY 257
    - a. Comply with all requirements of the WYDOT access permits
  3. Add road names to all streets within the subdivision
    - a. The access between Lots 1 & 3 should be named Chapman
    - b. Provide a name for the access between Lots 1 & 2
  4. Submit infrastructure plans, including:
    - a. Water distribution system plans
    - b. Sewage collection system plans
    - c. Road plan, profile and construction drawings
    - d. Drainage plan
  5. Discuss plans for construction of subdivision infrastructure, including roads and water & sewer infrastructure.
    - a. Timeline for Permit to Construct
  6. All cul-de-sacs shall have a diameter of no less than 96’.
  7. Delineate the drainage easement on one of the lots, instead of showing it as its own parcel.
  8. Survey Review:
    - a. Add State Plane Coordinates, northing, easting, elevation, Convergence and Combined Factor to two (2) of the exterior corners.
    - b. The coordinates are in grid but the distances are in ground
    - c. Verify the north corner(s) of the plat and Lot 1. Review Instrument #866007 as excepted in Instrument #1143765, with regard to the WYDOT parcel.
    - d. There is a mis-closure of Lot 4 by 1.63 feet
  9. Cosmetic Revisions to the Plat:
    - a. Add TO THE CITY OF MILLS under “Plat of 257 Business Park” in the title block on both plat sheets.
    - b. Make the adjacent subdivision and road names gray.

---

**Staff Recommendation:**

Staff recommends DENIAL of the preliminary plat. Adopted Design Standards require a minimum width of 50’ for all public right-of-way/access easements.

The proposed subdivision is zoned Established Industrial with parcels of adequate size for a variety of commercial and industrial businesses. Public traffic on the streets will occur and is allowed, and the streets should be of adequate size and properly dedicated for future vehicular traffic, installation of utilities and future maintenance by the City of Mills. Public street/access easements shall comply with the minimum width as required by the design standards.

**Planning Commission Recommendation:** At the December 7, 2023, meeting, the Planning Commission recommended APPROVAL of the Preliminary Plat, contingent completion of all planning considerations with the following exceptions:

1. Waive the requirement that the subdivision streets be dedicated to the City of Mills
2. Accepting 40' public access easements for the streets
3. Approval of a signed agreement that there will be no maintenance of the ingress and egress easements on the part of the City of Mills.

**City Council Decision:**





**CITY OF MILLS**  
**APPLICATION FOR PLAT/REPLAT**  
Pursuant to the City of Mills Zoning Ordinance

Item # 13.



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

Date: 8/25/2023  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: \_\_\_\_\_

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** Ron McMurry

**APPLICANT/PROPERTY OWNER(S) INFORMATION:**

Print Owner Name: 2R Investments LLC  
Owner Mailing Address: PO Box 1179  
City, State, Zip: Chandler, AZ 85244  
Owner Phone: 307-262-2591  
Applicant Email: ronmc@mrmco.net

**AGENT INFORMATION:**

Print Agent Name: ECS Engineers  
Agent Mailing Address: 1607 CY Ave, Ste.104  
City, State, Zip: Casper  
Agent Phone: 337-2883  
Agent Email: sgustafson@ecsengineers.net

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): Kirkpatrick Simple Sub and part of Lots 1 and 2, and part of the S1/2, Section 2, T33N, R80W, Natrona County, WY  
Physical address of subject property if available: 5575 W. Yellowstone Highway  
Size of lot(s) 1.89 AC to 3.42 AC sq. ft/acres:  
Current zoning: EI Current use: Vacant  
Intended use of the property: Light Industrial/Commercial  
Zoning within 300 feet: D-B Land use within 300 feet: Industrial

**ATTACHMENTS (REQUIRED):**

1. Proof of ownership: X (such as deed, title certification, attorney's title opinion)
2. Seven (7) full sized copies of the plat/replat: X
3. One reproducible 11 x 17 plat/replat hard copy: X
4. One plat/replat electronic copy (pdf): X

**RIGHT-OF-WAY / EASEMENT INFORMATION:**

Right-of-Way / Easement Location: N/A  
(Example: along west property line, running north & south)

Width of Existing Right-of-Way / Easement: N/A Number of Feet to be Vacated: N/A

Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned  
N/A

**SIGNATURE(S):**

The following owner's signature signifies that all information on this application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is also to be notified and/or contacted for all communications relating to this application, please have the agent sign below.]



I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:  
Create subdivision with 7 lots.

OWNER Signature \_\_\_\_\_

OWNER Signature \_\_\_\_\_

AGENT Signature \_\_\_\_\_

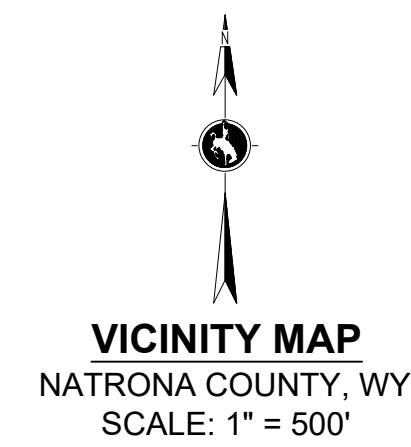
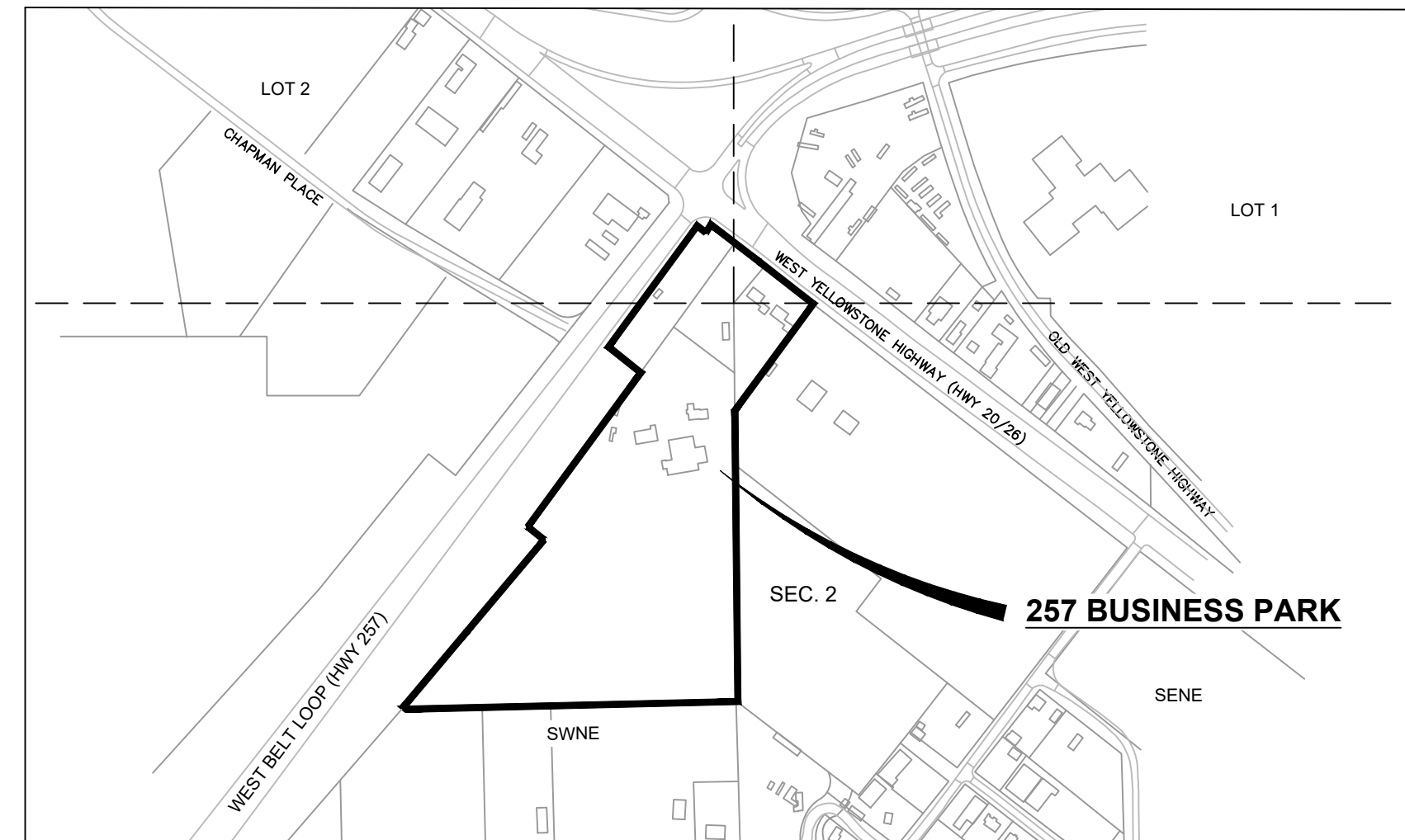
**FEES (Plat/Replat):** \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), **plus \$150.00 recording fee.**

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

# PRELIMINARY PLAT OF 257 BUSINESS PARK

TO THE CITY OF MILLS

BEING A VACATION AND RE-PLAT OF KIRKPATRICK SIMPLE SUBDIVISION  
AND PART OF LOTS 1 & 2, THE SW1/4NE1/4 AND SE1/4NE1/4,  
SECTION 2, T.33N., R.80W., 6TH P.M.,  
CITY OF MILLS  
NATRONA COUNTY, WYOMING



## CERTIFICATE OF VACATION AND DEDICATION

STATE OF WYOMING  
COUNTY OF NATRONA

THE UNDERSIGNED, RON McMURRY, MANAGING MEMBER OF 2R INVESTMENTS, LLC, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF ALL OF KIRKPATRICK SIMPLE SUBDIVISION, AND PART OF LOTS 1 AND 2, THE SW1/4NE1/4 AND SE1/4NE1/4, SECTION 2, T.33N., R.80W., 6TH P.M., CITY OF MILLS, NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE SOUTHEAST CORNER OF THE PARCEL BEING DESCRIBED AND THE SOUTHEAST CORNER OF THE SW1/4NE1/4, SECTION 2; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE SOUTH LINE OF SAID PARCEL AND THE SOUTH LINE OF SAID SW1/4NE1/4, SECTION 2, S.89°10'34" W., 1056.73 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL AND A POINT IN THE SOUTHEASTERLY LINE OF WYOMING STATE HIGHWAY No. 257 AND A POINT OF CURVATURE; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 2800.00 FEET, AND THROUGH A CENTRAL ANGLE OF 7°13'41", NORTHEASTERLY, 353.23 FEET, AND SAID CURVE HAVING A CHORD BEARING N.41°14'39"E., AND DISTANCE OF 353.00 FEET TO A POINT OF NON-TANGENCY; THENCE CONTINUING ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, N.37°39'47"E., 392.04 FEET TO A POINT; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL AND THE NORTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, N.52°20'17"W., 149.94 FEET TO A POINT; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, N.37°39'41"E., 146.26 FEET TO A POINT; THENCE CONTINUING ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, N.37°39'54"E., 422.20 FEET TO A POINT; THENCE CONTINUING ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, N.37°30'39"E., 106.36 FEET TO A POINT; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL AND THE NORTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, N.52°03'22"W., 109.16 FEET TO A POINT; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257, INTO SAID LOT 2, SECTION 2, N.37°29'21"E., 409.45 FEET TO THE NORTHWESTERLY CORNER OF SAID PARCEL AND A POINT IN THE INTERSECTION OF THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 257 WITH THE SOUTHWESTERLY LINE OF WYOMING STATE HIGHWAY No. 2026; THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 2026, S.52°31'45"E., 49.80 FEET TO A POINT; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE SOUTHEASTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 2026, N.37°28'15"E., 32.24 FEET TO A POINT; THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 2026, INTO SAID LOT 1, SECTION 2, S.52°04'31"E., 83.11 FEET TO A POINT; THENCE CONTINUING ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 2026, S.52°56'01"E., 118.95 FEET TO A POINT; THENCE CONTINUING ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 2026, S.52°34'59"E., 108.18 FEET TO A POINT; THENCE CONTINUING ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF SAID WYOMING STATE HIGHWAY No. 2026, S.52°35'10"E., 111.03 FEET TO THE NORTHEASTERLY CORNER OF SAID PARCEL AND THE NORTHWESTERLY CORNER OF LOT 3, WHEELER SUBDIVISION; THENCE ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL AND THE NORTHWESTERLY LINE OF SAID LOT 3, WHEELER SUBDIVISION, ACROSS SAID SE1/4NE1/4, SECTION 2, S.37°25'23"W., 452.30 FEET TO A POINT IN THE EAST LINE OF SAID SW1/4NE1/4, SECTION 2; THENCE ALONG THE EAST LINE OF SAID PARCEL, THE EAST LINE OF SAID SW1/4NE1/4, SECTION 2, AND THE WEST LINE OF SAID LOT 3, WHEELER SUBDIVISION, S.0°32'12"E., 958.71 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 21.88 ACRES, MORE OR LESS AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PARCEL OF LAND, BEING A VACATION AND REPLAT OF ALL OF KIRKPATRICK SIMPLE SUBDIVISION AND PART OF LOTS 1 AND 2, THE SW1/4NE1/4 AND SE1/4NE1/4, SECTION 2, T.33N., R.80W., AS IT APPEARS ON THIS PLAT, ARE DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE ABOVE NAMED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE KNOWN AS "257 BUSINESS PARK." ALL EXISTING STREETS AS SHOWN HEREON ARE HEREBY OR WERE PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC. THE 40' NON-EXCLUSIVE SHARED ACCESS EASEMENT IS DEDICATED TO THE PUBLIC. THE 40' UTILITY EASEMENT IS DEDICATED TO THE CITY OF MILLS. ALL OTHER EASEMENTS AS SHOWN HEREON ARE HEREBY DEDICATED FOR THE USE OF PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSES OF CONSTRUCTION, OPERATION, AND MAINTENANCE OF UTILITY LINES, CONDUITS, DITCHES, DRAINAGE, AND ACCESS.

## NOTES

1. ERROR OF CLOSURE: 1:253,017
2. BEARINGS AND COORDINATES ARE BASED ON NAD83 (2011) (EPCH 2010.0000) (WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, (4902). ELEVATIONS ARE NAVD88 AND NOT TO BE USED AS BENCHMARKS.
3. ALL DISTANCES ARE GRID (US SURVEY FOOT).

## APPROVALS

### CITY OF MILLS:

APPROVED BY THE CITY COUNCIL OF THE CITY OF MILLS, WYOMING BY RESOLUTION NUMBER \_\_\_\_\_ DULY PASSED, ADOPTED AND APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR ATTEST: CITY CLERK

INSPECTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
CITY ENGINEER

2R INVESTMENTS, LLC  
PO BOX 1179  
CHANDLER, AZ 85244

\_\_\_\_\_  
RON McMURRY - MANAGING MEMBER OF 2R INVESTMENTS LLC

## ACKNOWLEDGEMENTS

STATE OF WYOMING )  
) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023,  
BY RON McMURRY, MANAGING MEMBER OF 2R INVESTMENTS LLC

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

## CERTIFICATE OF SURVEYOR

I, STEVEN J. GRANGER, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF 257 BUSINESS PARK, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE FROM NOTES DURING AN ACTUAL SURVEY MADE BY ME OR OTHERS UNDER MY DIRECT SUPERVISION DURING THE MONTH OF AUGUST, 2023 AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.



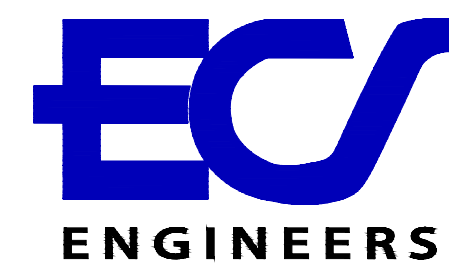
STATE OF WYOMING )  
) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY STEVEN J. GRANGER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC



**Environmental and Civil Solutions, LLC**  
1607 CY Ave., Suite 104  
Casper, WY 82604  
Phone: 307.337.2883  
www.ecsengineers.net

**OWNER:**  
2R INVESTMENTS, LLC  
PO BOX 1179  
CHANDLER, AZ 85244

**DATE DRAWN:**  
10.23.2023

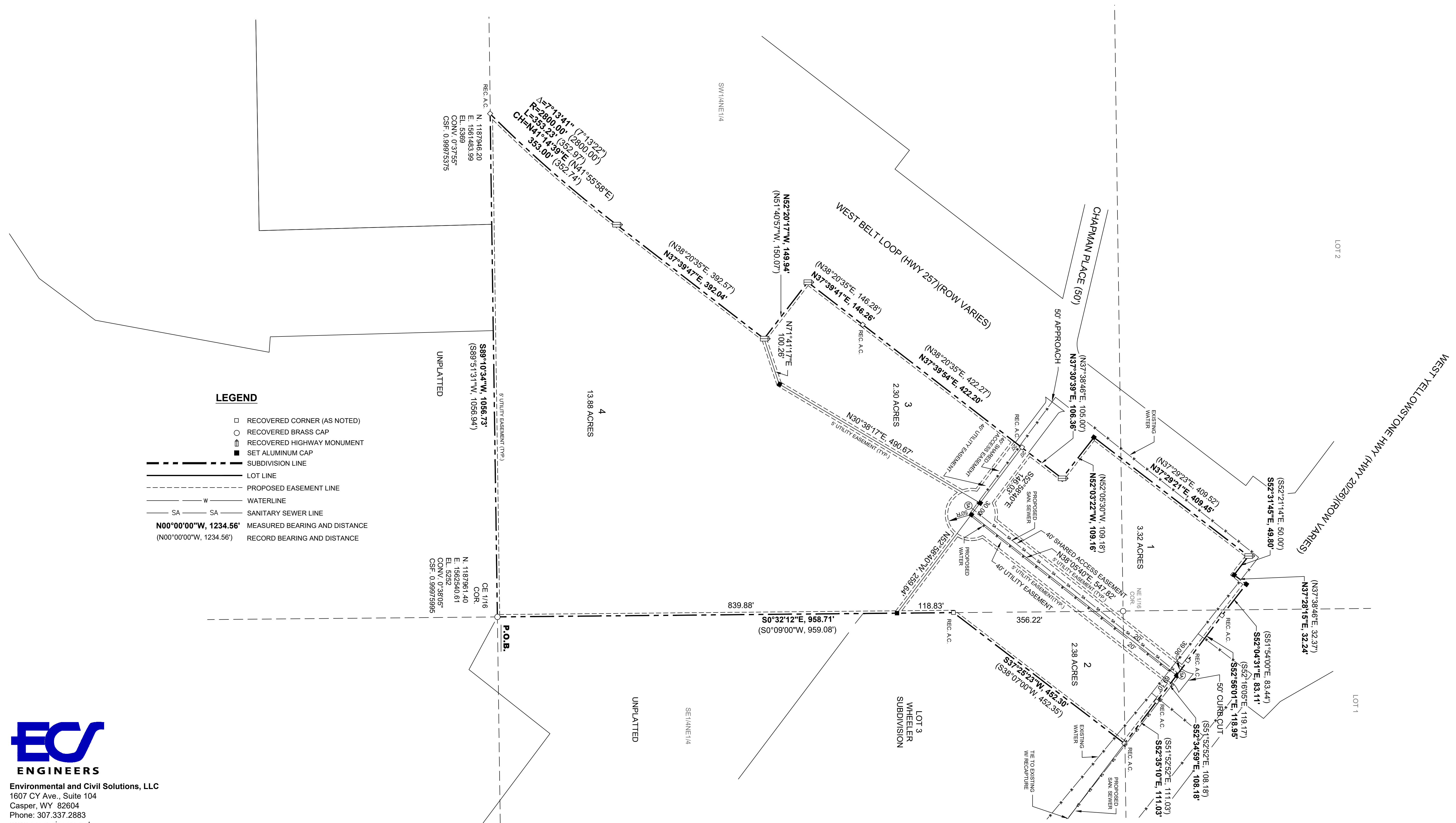
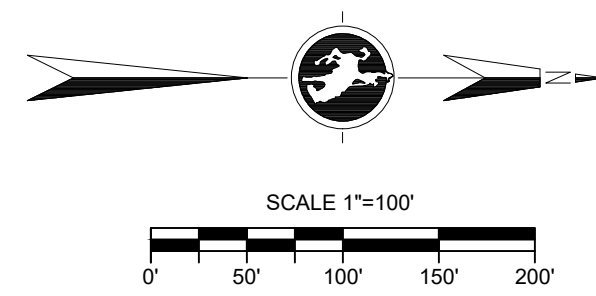
**DRAWN BY:**  
S.J.G.



# PRELIMINARY PLAT OF 257 BUSINESS PARK

TO THE CITY OF MILLS

BEING A VACATION AND RE-PLAT OF KIRKPATRICK SIMPLE SUBDIVISION  
AND PART OF LOTS 1 & 2, THE SW1/4NE1/4 AND SE1/4NE1/4,  
SECTION 2, T.33N., R.80W., 6TH P.M.,  
CITY OF MILLS  
NATRONA COUNTY, WYOMING

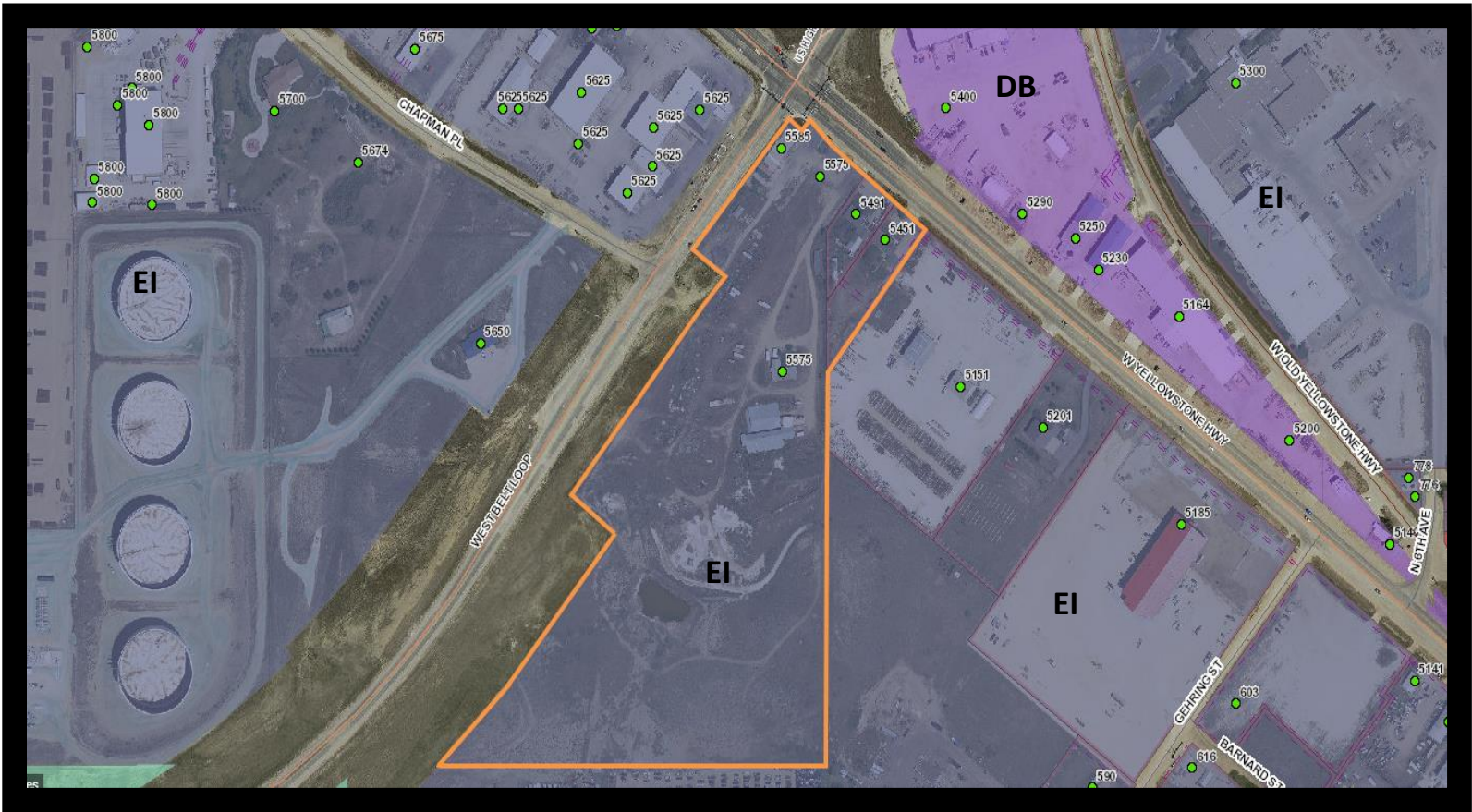


### LEGEND

- RECOVERED CORNER (AS NOTED)
- RECOVERED BRASS CAP
- ⊕ RECOVERED HIGHWAY MONUMENT
- SET ALUMINUM CAP
- SUBDIVISION LINE
- LOT LINE
- - - PROPOSED EASEMENT LINE
- W — WATERLINE
- SA — SANITARY SEWER LINE
- N00°00'00"W, 1234.56' MEASURED BEARING AND DISTANCE
- (N00°00'00"W, 1234.56') RECORD BEARING AND DISTANCE

**ECS ENGINEERS**  
 Environmental and Civil Solutions, LLC  
 1607 CY Ave., Suite 104  
 Casper, WY 82604  
 Phone: 307.337.2883  
 www.ecsengineers.net

# 257 Business Park – Preliminary Plat



## Mills Zoning Districts

Mills, DB	Mills, ER: Established Residential
Mills, DI: Developing Industrial	Mills, PLI: Public Land Institutions
Mills, DMH: Developing Mobile Home	Mills, PUD: Planned Urban Development
Mills, DR: Developing Residential	Mills, MSR: Mixed Sized Residential
Mills, EB: Established Business	Mills, MU: Mixed Use
Mills, EI: Established Industrial	Mills, UA: Urban Agriculture
	Mills, UR: Urban Agriculture Residential





Mark Gordon  
Governor

# WYOMING Department of Transportation

"Provide a safe and effective transportation system"

900 Bryan Stock Trail, Casper, Wyoming 82601



Darin J. Westby, P.E.  
Director

Item # 13.

November 1, 2023

Megan Nelms, AICP  
1725 Carey Avenue  
Cheyenne, WY 82001

RE: 257 Business Park Access

Dear Ms. Nelms:

Thank you for contacting us regarding proposed access points to the 257 Business Park in Mills. At this time, we have no concerns about using the existing access on the West Belt Loop. Although a right hand turn lane would greatly increase safety at this location, one would not be required as part of this application. With increased traffic on the West Belt Loop and further development of the proposed parcels, it may be needed at a future date.

West Yellowstone currently has multiple existing accesses along the frontage of the property. In order to permit the requested access, these would need to be condensed into a single approach that would serve the adjacent parcels as shown in the proposed plat. WYDOT does not have a stance on whether a private drive or a city street designation should occur. If the access is classified as a private drive, the maximum width is 40 ft. If a city street is required, we would waive our maximum width requirement and defer to local regulations.

If you have additional questions or would like to discuss this further, please don't hesitate to contact me.

Respectfully,

Brooke Allen  
District Traffic Engineer  
307.473.3224



# MINUTES OF THE 7<sup>th</sup> OF DECEMBER 2023 MILLS PLANNING & ZONING BOARD MEETING

**Board Members Present:** Bob Greenley, Dale Smith, John Gudger and Chris Volzke were all present for this P&Z Meeting. Leon Norvell was absent.

**City Staff in Attendance:** Megan Nelms, City Planner, Sabrina Kemper, Community Development Director, Pat Holscher, City Attorney, Matt Williams, City Engineer and Kevin O’Hearn, Building Official.

**Others in Attendance:** Ron McMurry, Applicant, Shawn Gustafson, ECS Engineering, Peter Nicolaysen, Applicant’s Attorney, Mark Ayan, WYDOT

Acting Chairman John Gudger called the meeting to order at 5:00 PM on December 7, 2023, as a quorum was present.

Chairman Gudger asked board members if everyone had read the minutes of the November 2, 2023, P&Z Board meeting and if there were any noted changes. There were none. Board Member Chris Volzke made a motion to approve the minutes. Dale Smith seconded the motion. Chairman Gudger called for a vote to pass the minutes of the November 2, 2023, P&Z meeting. All ayes, motion passed.

Chairman Gudger asked Megan to present the first agenda item. Megan noted that the Commission should make a motion to remove the case from the table, as it had been tabled at the November 2, 2023, meeting. Chairman Gudger moved to remove it from the table for discussion. Dale Smith seconded. All aye, motion carried.

Megan then presented case number 23.08 FSP, the 257 Business Park Preliminary Plat. She noted that the plat had been revised since the previous meeting when the case was tabled.

**Background:**

The applicants are proposing to subdivide approximately 23-acres into a 4-lot commercial/industrial subdivision, with lots ranging in size from 2.30 to 13.88 acres in size.

**Planning Considerations:**

1. Section 17.18.020(i) of city code provides the following: “The town shall adopt and enforce standards for subdivision layout, street construction, water and sewer system construction and storm sewer construction, as deemed necessary to promote the health, welfare and orderly grown of the town (Ord 274 §2 (part) 1979).
  - a. The City of Mills has adopted by reference, and long applied in practice, the City of Casper Design Standards for Public Works Construction and

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023 MILLS PLANNING & ZONING BOARD MEETING

Infrastructure Improvements (Chapter 16.16).

- b. Per 16.16.060, the minimum right-of-way/access easement width for a local street within low density development is 50’.
- 2. Per Section 17.18.020(e)(10)(c) all roads within the subdivision must be dedicated to the public.
- 3. Receive an approved Access Permit from WYDOT for the approaches off HWY 20/26 and HWY 257
  - a. Comply with all requirements of the WYDOT access permits
- 4. Add road names to all streets within the subdivision
  - a. The access between Lots 1 & 3 should be named Chapman
  - b. Provide a name for the access between Lots 1 & 2
- 5. Submit infrastructure plans, including:
  - a. Water distribution system plans
  - b. Sewage collection system plans
  - c. Road plan, profile and construction drawings
  - d. Drainage plan
- 6. Discuss plans for construction of subdivision infrastructure, including roads and water & sewer infrastructure.
  - a. Timeline for Permit to Construct
- 7. All cul-de-sacs shall have a diameter of no less than 96’.
- 8. Delineate the drainage easement/retention area on one of the lots.
- 9. Survey Review:
  - a. Add State Plane Coordinates, northing, easting, elevation, Convergence and Combined Factor to two (2) of the exterior corners.
  - b. The coordinates are in grid but the distances are in ground
  - c. Verify the north corner(s) of the plat and Lot 1. Review Instrument #866007 as excepted in Instrument #1143765, with regard to the WYDOT parcel.
  - d. There is a mis-closure of Lot 4 by 1.63 feet
- 10. Cosmetic Revisions to the Plat:
  - a. Add TO THE CITY OF MILLS under “Plat of 257 Business Park” in the title block on both plat sheets.
  - b. Make the adjacent subdivision and road names gray.

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023

## MILLS PLANNING & ZONING BOARD MEETING

**Staff Recommendation:** Staff recommends DENIAL of the preliminary plat. Adopted Design Standards require a minimum width of 50' for all public right-of-way/access easements.

The proposed subdivision is zoned Established Industrial with parcels of adequate size for a variety of commercial and industrial businesses. Public traffic on the streets will occur and is allowed, and the streets should be of adequate size and properly dedicated for future vehicular traffic, installation of utilities and future maintenance by the City of Mills. Public street/access easements shall comply with the minimum width as required by the design standards.

Chairman Gudger thanked Megan and asked if there were any questions from the Board. There were none at the time.

Chairman Gudger stated that he had some comments on the plat. He understands what the applicant is up against with proposed Lot 2 and the easements and thinks it would be okay to require only the widened access off Highway 257 and just allow an emergency only access off Yellowstone Highway.

Ron McMurry, the applicant, replied that access and usability requires the use of both accesses. He said using only the 257 access wouldn't work because all the traffic would load up at the stoplight because everyone would be trying to turn left. Chairman Gudger asked if the Yellowstone access would be a right in/right out only? Ron said it will not be signed that way, but realistically, that is what will happen because it will be very difficult at certain times of day to make a left turn out of the business park onto Yellowstone Highway. To lessen congestion, you need both accesses to be functional.

Chairman Gudger then clarified his statement, saying it wouldn't really be an "emergency only" access, but would be a secondary access. He then inquired about the City's adopted design standards. Megan replied that the City has, by resolution, adopted the same subdivision design standards as the City of Casper.

Chairman Guger then stated he would encourage the applicant to pursue a variance to the required street width of 40' as he believes anything larger is a hindrance to the development. He referenced the shared access at Outer Drive and Poplar that the applicant used as an exhibit at the previous meeting. Megan then clarified how that worked in the City of Casper, stating that they allow shared access because the intent is to keep traffic from going back out onto main roads as they travel from business to business. However, Casper requires that all lots have *frontage* to a public right of way. She stated that the way the plat is currently laid out, proposed Lot 4 would not have any frontage on a public right of way.

Mr. McMurry then stated that WYDOT doesn't want multiple accesses onto the highway and that is why they are looking at utilizing both accesses. The way the subdivision is currently laid out,



# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023

## MILLS PLANNING & ZONING BOARD MEETING

all but one lot would have access. He stated that when you start adding curb and gutter to the streets, then the drainage doesn't work. Then they are looking at having to do storm sewer, drainage and catch basins. If you start adding in that cost, then he can't market the subdivision and sell lots. He then stated that Mills would not like what he put in there if he doesn't subdivide it. They would be different kinds of businesses that would not be aesthetically pleasing. His public access easements are a good idea to him. He can write up documents that allow for access and are enforceable.

Chairman Gudger inquired about the zoning, stating Lots 1 and 2 are commercial. Megan clarified and stated that all lots in the subdivision are zoned EI, Established Industrial. There was general discussion about uses and that gas stations are permitted in the industrial zones. Chairman Gudger stated he felt it was unreasonable to ask for a 50' wide street easement and he thinks 40' is more than enough. He is recommending the 40' be allowed and that anything larger will create a hardship because the lots are not big enough.

Matt Williams, City Engineer, asked the applicant if he envisioned a road section or how he would design the street? Mr. McMurry said he thinks the road coming in will be designed to handle the trucks and traffic. He does not want to install curb, gutter, and drainage because he wants to have each lot do their own on-site detention. He would stripe the roads properly and keep people on the roadway. If he has to put a city-standard street in, no one purchasing lots will pay him any more money, but it will be all on him to install the roadway and he loses 40 to 50 feet of land. If he can build it and make the new lot owners participate, then he can make money, but he can't do that if he has to install the road himself prior to lot sales.

Mr. McMurry went on, stating that they turnover rate in the area is very slow. You have all the costs of upkeep and paying taxes. His development has the advantage of getting people in to pay property taxes and improve the tax base.

Shawn Gustafson, the Applicant's Engineer, again showed the exhibit of the Sportsman's Warehouse area in Casper and how they utilize cross access agreements. Board Member Bob Greenley agreed, stating you will never see a Mills snowplow in this proposed subdivision because the city is not going to plow the road, but the people that access them will. But there is a problem when people can't plow city streets. Board Member Greenley stated he thinks the area at Sportsman's Warehouse is good and he doesn't think a standard street fits in this subdivision.

Mr. Gustafson then submitted other exhibits, first showing the intersection at Highways 257 and 20/26. He made the comparison to Wyoming Blvd and 2<sup>nd</sup> Street, stating roads like Gannett are further away from the intersection. He stated that WYDOT does not like city streets that connect too close to an intersection. He also brought up how 15<sup>th</sup> St. and CY Ave were configured in Casper at one time and stated that same in this case, when you put a public street close to a high-volume intersection, then you are asking for trouble.

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023

## MILLS PLANNING & ZONING BOARD MEETING

City Engineer Williams stated he now has a better idea of what the applicant is trying to do, but that drainage is going to be a large factor on this property. There is a large amount of water coming off this property and they are proposing a lot of pavement.

Chairman Gudger then asked about drainage and retention on proposed Lot 2. Mr. McMurry stated that he felt drainage should be addressed at the site plan stage, not the subdivision, because you don't know how much pavement will be put in. It's not something he feels he can give right now, and he feels there are a lot of things that can be done on individual lots that are not too expensive.

Engineer Williams stated that if all the water goes to a pond on site and there is no storm sewer, the water has to go somewhere, and where is that? Mr. McMurry replied that if he must design and install drainage infrastructure it kills his costs.

Board Member Greenley asked how Mr. McMurry would stop the water from Highway 257 from encroaching on the subdivision. Mr. McMurry stated that he would belly and funnel the water off of 257 and into a drainage. It would be graded in such a way that it would flow onsite, not back out on to the highway.

Megan reminded the Commission that design standards are part of the cost of development and required by all applicants seeking subdivision permits. Chairman Gudger stated that he doesn't think the land has the capacity to meet the design standards. He feels industrial lots are different than residential homes or apartments.

There was general discussion on the amount of traffic the subdivision will generate, but that the streets will be public and there will be traffic, especially from the proposed gas station. Megan then read the dedication statement from the revised plat. City Attorney Holscher stated that there is a difference between dedication to the public and dedication to the City of Mills. The way the dedication currently reads, it does not give the streets to the City, but rather dedicates the access easements to the public.

Mr. McMurry then stated that he wants the lot owners to be able to plow the roads themselves. He says the City will not be out to plow and the City will not maintain them and it adds cost when he has to go through the City or WYDOT for a permit for the roads. He stated that he has seen places like Boulder, CO, where people like Megan want Cadillac cities. He said that you can put too many requirements in place and then it becomes impossible for someone to even comply. He then provided an experience he had in Platte County and stated they had tried to push rules more stringent than DEQ and created something no one could comply with.

Megan replied and reminded the Commission that the City of Mills has adopted the same design standards as the City of Casper and requires nothing over or above the design standards required of development in Casper.

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023 MILLS PLANNING & ZONING BOARD MEETING

Chairman Gudger stated he still feels there is something specific about this property that it cannot comply with the design standards. Peter Nicolaysen, the applicant's attorney then presented an exhibit which listed subdivisions previously approved in Mills that do not have 50' rights-of-way or easement. Mr. Nicolaysen stated that Title 17 of Mills code says easements must be dedicated to the public. The public cannot be prohibited from entering the proposed 40' easements, and emergency response vehicles would be able to enter as well. He feels that is an important piece of this subdivision design. And while he is not aware of the specific resolution number where Mills actually adopted the Casper design standards, within Chapter 16 (Casper Design Standards) it states that any of the requirements may be waived by the Commission or the City Council. He doesn't see this as a variance issue, but one that the Commission can recommend a waiver to the standards based on the limited access and nearness to the intersection because they are issues that would make a case for when the standards should be waived.

Mark Ayan with WYDOT then stated that the 40' approach meets WYDOT standards. They would allow a larger approach if the City requested or required it. The only time they go lower than 40' is for a residential or agricultural access approach.

City Engineer Williams then asked the applicant what he envisions maintenance looking like if the city granted the private access easements or maintenance. Mr. McMurry said that he has great cross access agreements that he has used previously which outline the maintenance requirements. They include items like snow removal, road maintenance and more. Each landowner would be responsible for contributing to the maintenance. Engineer Williams asked how the participation was broken down, lot wise. Would it be based on frontage or something else? Ron said yes, and then if Lot 2 didn't help pay, then the owner of Lot 1 would invoice them for their share of the costs. Megan clarified if responsibility would be by lot frontage, as Lot 4 is on the cul-de-sac with a small amount of frontage but is the largest lot in the subdivision. Mr. McMurry said maybe Lot 4 would not be a big user, as the topography and usefulness of the lot is not very high. However, he does not want to divide it up or leave an orphan parcel.

Megan then asked if Mr. McMurry would be around in the future to do enforcement of the agreement or if there would be a landowner association or something else. Mr. McMurry said no, that LOA's do not work. Each lot owner would enforce against each other.

Attorney Holscher noted that those types of agreements don't seem to work out, and that he currently knows of cases around the city where this specific topic has become an issue. Megan also noted that many times the landowners end up in front of the governing body asking for assistance. Mr. McMurry then asked if they could guarantee that the city would maintain the roads.

Board Member Volzke discussed general road maintenance and said that what happens in the future will affect future lot owners, whether vacant or not. He agreed that the city road maintenance is not always perfect, but at least there is an owner or entity where people can go to make

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023

## MILLS PLANNING & ZONING BOARD MEETING

complaints. He thinks that while the agreements may work out now, however 10 or 15 years from now when no one in the subdivision wants to deal with the roads, it will become an issue.

Mr. Nicolaysen commented that he believes it is dependent on the quality of the contractual arrangement on the cross-access agreements. You do have the right to take people to court and file liens against property. You can foreclose. He felt it was not going to make sense for someone to retain an attorney to say, “hey, I need \$400 more from the neighbor.” For significant projects, it would certainly make sense that you would hire an attorney. The statutes allow people to foreclose to receive their monies owed and while it’s not easy to do, it can be done, and you will get paid.

Chairman Gudger asked if there were any further questions.

Engineer Williams asked Mr. Ayan if they would make the access of Yellowstone HWY a right in/right out only? He stated that the probably would not, but since it will most likely function that way, they will keep an eye on it for the future.

Chairman Gudger then made a motion to allow 40’ access easements without curb and gutter and Mr. McMurry can work out the drainage and cross access agreements. Attorney Holscher stated that the City of Mills would not accept roads dedicated in that manner, that it would be a private easement in favor of the public. He reiterated that a dedication to the public is different than one to the City of Mills. There was general discussion about the responsibility of the City to repair the street if a water main were to break. Board Member Volzke asked if there could be streets dedicated to the City but still allow the 40’ width but not require the curb and gutter. Chairman Gudger said he kept hearing the concern that citizens can’t plow the street. Attorney Holscher said that generally, people are not supposed to plow city streets. He stated the motion was unlikely to pass city council.

Mr. McMurry then asked if the easement was for the benefit of the city and the public, then the city would still be able to repair the street if buried utility was being worked on. Attorney Holscher stated it may be possible to work out an agreement. He would recommend the Commission require some sort of easement on behalf of the City. He went on to state that if they want to pass the plat to Council with conditions, it should be to approve it with easements in favor of the public, but that they require an express agreement be worked out that Mills would not be responsible for maintenance or anything associated with the access easement.

Building Official O’Hearn stated he is concerned about the level of future maintenance of the streets and the ability for emergency services to access them. Attorney Holscher stated that brings up a similar situation that occurred in Hanley Acres and those access easements. Chairman Gudger stated he would like to work with the applicant as he feels they have a reasonable request for 40’ access easements. Attorney Holscher then stated that a possible motion might be to approve the plat, contingent upon agreement of language regarding the responsibilities of lot owners to

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023

## MILLS PLANNING & ZONING BOARD MEETING

maintain and repair the easements in so far that it would not require the City of Mills to do the same.

Board Member Greenley then inquired who “staff” was. There was general discussion that staff would be those representatives from the City of Mills, including the city attorney, planner, building official, engineer, community development director, etc.

Chairman Gudger then asked City Engineer Williams if he had any additional comments or concerns. Matt stated he has a better understanding now of what this development could potentially bring at full build out. He had concerns about having a “city street” in an easement. He understands the applicant’s desire for cost savings in not having to design to city street standards, however, he still has concerns about the drainage. He is aware that a lot of drainage design is addressed at the site plan review, but for this property, we already know of at least one commercial development, with the gas station being proposed on Lot 1, at the bottom of the hill where all the water goes. He also commented on the large amount of pavement this development is going to entail and that while it can be mitigated through good engineering and design plans, it is going to be a challenge.

There was general discussion about the drainage plan and that since there will be no over-lot grading, it is difficult to predict what is going to be placed where. Board Member Volzke asked how the drainage plan will account for water coming down the slope of the hill and how someone designing their lot layout accounts for the natural drainage. There was general discussion about the existing drainage of the property shown for the subdivision and trying to account for what exists. Mr. Gustafson said he understands where the comments are coming from and that it can be hard to handle with existing drainage and grading. In this case, they are not planning to make any improvements, just selling the lots as-is. He noted there is a small pond on a portion of the property and he doesn’t believe that pond can be breached without a permit. Chairman Gudger asked that, during site designs, for instance, the owner of Lot 1 cannot design their drainage to impact Lot 2. It was stated that is correct.

Mr. McMurry said that in his discussions with the proposed gas station, they are planning on bringing in fill dirt and creating a bigger pond to hold water that comes down the hill. There was general discussion about each lot having its own on-site drainage detention. Megan noted that the regulations do state that the applicant needs to submit a drainage plan with the subdivision application. Engineer Williams agreed and stated that he would at least like to see the applicant’s engineer at least submit the existing contours as the ‘drainage plan’ and it would show the flow and where water is currently going. There was general discussion about the existing state of the property and that it is a ‘hole’ but there is currently no major flooding and so it is what it is.

Mr. Nicolaysen inquired about drainage requirements in Title 17. He understood that the drainage plan wouldn’t be down to the site planning stage, but that there should be a general drainage plan to help address the water on all the lots. There was general discussion about ensuring drainage is

# MINUTES OF THE 7<sup>TH</sup> OF DECEMBER 2023 MILLS PLANNING & ZONING BOARD MEETING

addressed at the site level and past experiences from city staff receiving complaints from residents dealing with their neighbor’s run-off.

Chairman Gudger then asked if there was any further discussion. There was none. He then asked for a motion.

Chairman Gudger made a motion to approve the case number 23.08 FSP, 257 Business Park, pending completion of planning considerations as presented in the staff report, with the following exceptions:

1. Waive the requirement that subdivision streets be dedicated to the City of Mills.
2. Acceptance of 40’ public access easements for the subdivision streets.
3. Approved and signed agreement between the applicant and the City of Mills that there is no city maintenance of the ingress and egress public access easements on the part of the City of Mills.

Board Member Bob Greenley seconded the motion. Chairman Gudger and Board Members Greenley and Smith voted in favor, Board Member Volzke voted nay; motion carried 3/1.

Megan stated the case would be tentatively scheduled on the January 9, 2024, city council agenda. She also let the Board know that there would be items on the agenda for the Planning & Zoning Commission’s regular meeting, which will be January 4, 2024.

With no further business, Chairman Gudger declared the meeting adjourned at 6:47 PM.

---

John Gudger, Vice-Chairman

---

Attested: Sarah Osborn

**QUITCLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS, that Endeavor Enterprises LLC, "GRANTOR", for the consideration of TEN DOLLARS (\$10.00) in hand paid, the receipt of which is hereby acknowledged, CONVEYS AND QUIT CLAIMS to 2R Investments, LLC, "GRANTEE", whose address is P.O. Box 1179, Chandler, AZ 85244, all Grantor's right, title, and interest, in and to the following real property, situate within Natrona County, State of Wyoming, particularly described as.

TRACT 2 OF THE "KIRKPATRICK SIMPLE SUBDIVISION", A SUBDIVISION IN NATRONA COUNTY, WYOMING, AS PER PLAT RECORDED AUGUST 27, 2002, AS INSTRUMENT NUMBER 699046

This Quitclaim Deed is executed to extinguish the Grantors' past and future right, title, and interest in and to the described real property. Grantor is releasing and waiving all rights under and by virtue of the homestead exemption laws of the state. This conveyance is subject to covenants, conditions, easements and encumbrances of record, if any.

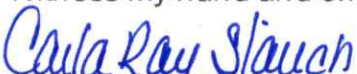
Dated this 21st day of July, 2023.

By:   
Endeavor Enterprises LLC  
Kevin Miller – Managing Member

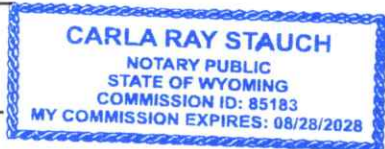
STATE OF WYOMING            )  
  )§  
COUNTY OF NATRONA        )

The foregoing Quitclaim Deed was acknowledged before me by Kevin Miller, Managing Member of Endeavor Enterprises LLC, a Wyoming limited liability company this 21st day of July, 2023.

Witness my hand and official seal:

  
Notary Public

My commission expires: 8/28/28



**QUIT CLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS, that Endeavor Enterprises LLC, "GRANTOR", for the consideration of TEN DOLLARS (\$10.00) in hand paid, the receipt of which is hereby acknowledged, CONVEYS AND QUIT CLAIMS to 2R Investments, LLC, "GRANTEE", whose address is P.O. Box 1179, Chandler, AZ 85244, all Grantor's right, title, and interest, in and to the following real property, situate within Natrona County, State of Wyoming, particularly described on Exhibit A attached hereto.

See Exhibit "A" attached hereto and incorporated herein by this reference for all purposes;

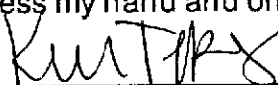
This Quitclaim Deed is executed to extinguish the Grantors' past and future right, title, and interest in and to the described real property. Grantor is releasing and waiving all rights under and by virtue of the homestead exemption laws of the state. This conveyance is subject to covenants, conditions, easements and encumbrances of record, if any.

Dated this 4th day of August, 2023.

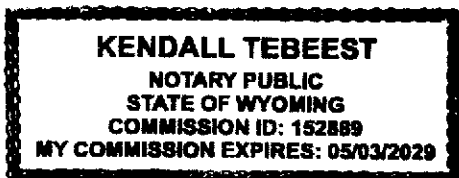
By:   
Endeavor Enterprises LLC  
Kevin Miller – Managing Member

STATE OF WYOMING            )  
  )§  
COUNTY OF NATRONA        )

The foregoing Quitclaim Deed was acknowledged before me by Kevin Miller, Managing Member of Endeavor Enterprises LLC, a Wyoming limited liability company this 4th day of August, 2023.

Witness my hand and official seal:  
  
Notary Public

My commission expires: 05/03/2029





## Exhibit A

TRACT 1, "KIRKPATRICK SIMPLE SUBDIVISION", NATRONA COUNTY, WYOMING, TOGETHER WITH AN ACCESS EASEMENT DESCRIBED AS FOLLOWS:

A PARCEL LOCATED IN AND BEING A PORTION OF THE NE $\frac{1}{4}$ NE $\frac{1}{4}$ , SECTION 2, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHERLY CORNER OF THE PARCEL BEING DESCRIBED AND ALSO A POINT IN THE NORTHWESTERLY LINE OF TRACT 1, KIRKPATRICK SIMPLE SUBDIVISION AND FROM WHICH POINT THE SOUTHWESTERLY CORNER OF SAID NE $\frac{1}{4}$ NE $\frac{1}{4}$ , SECTION 2 BEARS S. 38°01'44"W., 151.34 FEET; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL, N. 52°03'32"W., 20.00 FEET TO THE MOST WESTERLY CORNER OF SAID PARCEL; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL, N.38°01'44"E., 20.00 FEET TO THE MOST NORTHERLY CORNER OF SAID PARCEL AND A POINT IN AND INTERSECTION WITH THE SOUTHWESTERLY LINE OF U.S. HIGHWAY NOS. 20 AND 26; THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND SOUTHWESTERLY LINE OF SAID HIGHWAY, S. 52°03'32"E., 20.00 FEET TO THE MOST EASTERLY CORNER OF SAID PARCEL AND ALSO THE MOST NORTHERLY CORNER OF SAID TRACT 1, KIRKPATRICK SIMPLE SUBDIVISION; THENCE ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL AND THE NORTHWESTERLY LINE OF SAID TRACT 1, S.38°01'44"W., 20.00 FEET TO THE POINT OF BEGINNING.

**QUITCLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS, that Endeavor Enterprises LLC, "GRANTOR", for the consideration of TEN DOLLARS (\$10.00) in hand paid, the receipt of which is hereby acknowledged, CONVEYS AND QUIT CLAIMS to 2R Investments, LLC, "GRANTEE", whose address is P.O. Box 1179, Chandler, AZ 85244, all Grantor's right, title, and interest, in and to the following real property, situate within Natrona County, State of Wyoming, particularly described on Exhibit A attached hereto.

See Exhibit "A" attached hereto and incorporated herein by this reference for all purposes;

This Quitclaim Deed is executed to extinguish the Grantors' past and future right, title, and interest in and to the described real property. Grantor is releasing and waiving all rights under and by virtue of the homestead exemption laws of the state. This conveyance is subject to covenants, conditions, easements and encumbrances of record, if any.

Dated this 21st day of July, 2023.

By: *Kevin Miller*  
Endeavor Enterprises LLC  
Kevin Miller – Managing Member

STATE OF WYOMING            )  
  )§  
COUNTY OF NATRONA        )

The foregoing Quitclaim Deed was acknowledged before me by Kevin Miller, Managing Member of Endeavor Enterprises LLC, a Wyoming limited liability company this 21st day of July, 2023.

Witness my hand and official seal:  
*Carla Ray Stauch*  
Notary Public

My commission expires: *8/28/2028*



## Exhibit A

A PARCEL LOCATED IN AND BEING PORTIONS OF THE NE $\frac{1}{4}$ NE $\frac{1}{4}$  AND THE W $\frac{1}{2}$ NE $\frac{1}{4}$ , SECTION 2, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTHEASTERLY LINE OF SAID PARCEL AND ALSO A POINT IN THE WESTERLY LINE OF SAID NE $\frac{1}{4}$ NE $\frac{1}{4}$ , SECTION 2 AND FROM WHICH POINT THE SOUTHWEST CORNER OF SAID NE $\frac{1}{4}$ NE $\frac{1}{4}$ , SECTION 2, BEARS, S. 0°05'50" W., 216.61 FEET; THENCE FROM SAID POINT AND ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND THE SOUTHWESTERLY LINE OF U.S. HIGHWAY NOS. 20 AND 26, S. 51°54' E., 14.25 FEET AND THE NORTHEASTERLY CORNER OF SAID PARCEL; THENCE ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL, S. 38°06' W., 548.60 FEET TO THE SOUTHEASTERLY CORNER OF SAID PARCEL; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL, N. 51°44'40" W., 172.21 FEET TO THE SOUTHWESTERLY CORNER OF SAID PARCEL; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND THE ARC OF A TRUE CURVE TO THE LEFT, HAVING A RADIUS OF 140.00 FEET AND THROUGH THE CHORD THEREOF WHICH BEARS N. 60°01'52" E., 104.55 FEET, NORTHEASTERLY 106.83 FEET TO A POINT OF TANGENCY; THENCE CONTINUING ALONG THE NORTHWESTERLY LINE OF SAID PARCEL, N. 38°07'10" E., 431.47 FEET TO A POINT; THENCE N. 83°02'19" E., 27.80 FEET TO THE NORTHWESTERLY CORNER OF SAID PARCEL AND A POINT IN THE SOUTHWESTERLY LINE OF SAID U.S. HIGHWAY NOS. 20 AND 26; THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND SOUTHWESTERLY LINE OF SAID HIGHWAY, S. 51°54' E., 99.13 FEET TO THE POINT OF BEGINNING.

**EXCEPTING THEREFROM** THOSE PARCELS DESCRIBED IN WARRANTY DEEDS RECORDED MAY 8, 2009, AS INSTRUMENT NUMBERS 866007 AND 866008.



CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524

January 2, 2024

Ms. Leah Juarez, Mayor  
City of Mills  
704 4<sup>th</sup> St.  
Mills, Wyoming 82644

**RE: City of Mills-Finishing Tank Project**

Mayor Juarez:

On December 5, 2023, three bids were received from JR Civil Construction, Andreen-Hunt Construction and Oftedal Construction, on the above referenced project. All the bids were accepted and determined to be correct and responsive. Oftedal’s bid contained one mathematical error that resulted in an increase of \$50,000.00. This did not affect the outcome of the bids.

Attached is a copy of the bid tabulation summary for your review. Andreen-Hunt Const was the low bidder at \$1,811,500.00. Please note this is significantly over the project budget of approximately \$1,200,000.00 as presented at the work session on December 11, 2023.

Please contact me with any questions.

Sincerely,  
WLC Engineering, Surveying, and Planning

Matt Williams, P.E.  
Project Manager

BID TABULATION 12/5/23  
Mills Finishing Tank

ITEM	UNIT	ESTIMATED QUANTITY	Andreen-Hunt Const		JR Civil		Ofstedal			
			UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST		
Mobilization/Demobilization	LS	1	\$ 115,000.00	\$ 115,000.00	\$ 92,000.00	\$ 92,000.00	\$ 106,000.00	\$ 106,000.00	\$ 267,000.00	\$ 267,000.00
Force Account	FA	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Contract Bond	LS	1	\$ 13,000.00	\$ 13,000.00	\$ 15,000.00	\$ 15,000.00	\$ 39,000.00	\$ 39,000.00	\$ 20,386.00	\$ 20,386.00
Soil Erosion and Sediment Control	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 20,000.00	\$ 20,000.00	\$ 17,400.00	\$ 17,400.00
Remove Piping (Less than 12" Dia.)	LF	70	\$ 10.00	\$ 700.00	\$ 30.00	\$ 2,100.00	\$ 31.00	\$ 2,170.00	\$ 47.50	\$ 3,325.00
Remove Piping (12" Dia. or greater)	LF	90	\$ 35.00	\$ 3,150.00	\$ 30.00	\$ 2,700.00	\$ 43.00	\$ 3,870.00	\$ 71.00	\$ 6,390.00
Remove Fitting	EA	4	\$ 200.00	\$ 800.00	\$ 300.00	\$ 1,200.00	\$ 1,054.00	\$ 4,216.00	\$ 1,420.00	\$ 5,680.00
Remove Fence	LF	120	\$ 10.00	\$ 1,200.00	\$ 10.00	\$ 1,200.00	\$ 14.00	\$ 1,680.00	\$ 32.00	\$ 3,840.00
Remove Asphalt	SY	120	\$ 7.50	\$ 900.00	\$ 25.00	\$ 3,000.00	\$ 24.00	\$ 2,880.00	\$ 37.50	\$ 4,500.00
Surplus Material Disposal	CY	120	\$ 24.00	\$ 2,880.00	\$ 50.00	\$ 6,000.00	\$ 74.00	\$ 8,880.00	\$ 71.00	\$ 8,520.00
Underground Facility Locate	EA	5	\$ 150.00	\$ 750.00	\$ 1,300.00	\$ 6,500.00	\$ 1,054.00	\$ 5,270.00	\$ 12,480.00	\$ 62,400.00
Utility Line Crossing	EA	2	\$ 450.00	\$ 900.00	\$ 500.00	\$ 1,000.00	\$ 1,317.00	\$ 2,634.00	\$ 4,960.00	\$ 9,920.00
Exploratory Excavation	HR	8	\$ 300.00	\$ 2,400.00	\$ 750.00	\$ 6,000.00	\$ 1,054.00	\$ 8,432.00	\$ 1,650.00	\$ 13,200.00
Control Density Backfill Pipe Saddle	EA	3	\$ 2,000.00	\$ 6,000.00	\$ 1,600.00	\$ 4,800.00	\$ 3,859.00	\$ 11,577.00	\$ 2,210.00	\$ 6,630.00
6" Concrete Sidewalk	SF	100	\$ 12.00	\$ 1,200.00	\$ 60.00	\$ 6,000.00	\$ 16.00	\$ 1,600.00	\$ 29.00	\$ 2,900.00
Aggregate Base (Grading W Limestone)	TON	350	\$ 45.00	\$ 15,750.00	\$ 100.00	\$ 35,000.00	\$ 98.00	\$ 34,300.00	\$ 61.45	\$ 21,507.50
6" Water Main	LF	60	\$ 55.00	\$ 3,300.00	\$ 150.00	\$ 9,000.00	\$ 120.00	\$ 7,200.00	\$ 198.00	\$ 11,880.00
16" Water Main	LF	120	\$ 130.00	\$ 15,600.00	\$ 300.00	\$ 36,000.00	\$ 230.00	\$ 27,600.00	\$ 292.00	\$ 35,040.00
20" Water Main	LF	80	\$ 175.00	\$ 14,000.00	\$ 540.00	\$ 43,200.00	\$ 320.00	\$ 25,600.00	\$ 366.00	\$ 29,280.00
24" Water Main	LF	70	\$ 220.00	\$ 15,400.00	\$ 850.00	\$ 59,500.00	\$ 450.00	\$ 31,500.00	\$ 411.00	\$ 28,770.00
16" x 6" Water Main Tee	EA	2	\$ 3,900.00	\$ 7,800.00	\$ 5,200.00	\$ 10,400.00	\$ 8,250.00	\$ 16,500.00	\$ 14,700.00	\$ 29,400.00
16" x 16" Water Main Tee	EA	1	\$ 4,400.00	\$ 4,400.00	\$ 6,500.00	\$ 6,500.00	\$ 8,636.00	\$ 8,636.00	\$ 11,400.00	\$ 11,400.00
20" x 20" Water Main Tee	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 9,000.00	\$ 9,000.00	\$ 10,265.00	\$ 10,265.00	\$ 14,900.00	\$ 14,900.00
24" x 24" Water Main Tee	EA	1	\$ 5,500.00	\$ 5,500.00	\$ 11,600.00	\$ 11,600.00	\$ 13,041.00	\$ 13,041.00	\$ 19,500.00	\$ 19,500.00
16" x 45° Water Main Bend	EA	3	\$ 3,100.00	\$ 9,300.00	\$ 6,700.00	\$ 20,100.00	\$ 7,228.00	\$ 21,684.00	\$ 10,000.00	\$ 30,000.00
20" x 45° Water Main Bend	EA	3	\$ 3,400.00	\$ 10,200.00	\$ 8,500.00	\$ 25,500.00	\$ 8,427.00	\$ 25,281.00	\$ 13,100.00	\$ 39,300.00
6" x 90° Water Main Bend	EA	2	\$ 900.00	\$ 1,800.00	\$ 1,750.00	\$ 3,500.00	\$ 3,808.00	\$ 7,616.00	\$ 6,510.00	\$ 13,020.00
16" x 90° Water Main Bend	EA	1	\$ 3,100.00	\$ 3,100.00	\$ 5,600.00	\$ 5,600.00	\$ 7,789.00	\$ 7,789.00	\$ 10,600.00	\$ 10,600.00
24" x 90° Water Main Bend	EA	1	\$ 3,800.00	\$ 3,800.00	\$ 10,000.00	\$ 10,000.00	\$ 10,700.00	\$ 10,700.00	\$ 17,200.00	\$ 17,200.00
6" Water Main Gate Valve	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00	\$ 6,000.00	\$ 4,500.00	\$ 9,000.00	\$ 8,320.00	\$ 16,640.00
16" Water Main Butterfly Valve	EA	1	\$ 12,000.00	\$ 12,000.00	\$ 16,000.00	\$ 16,000.00	\$ 20,110.00	\$ 20,110.00	\$ 22,800.00	\$ 22,800.00
20" Water Main Butterfly Valve	EA	2	\$ 13,500.00	\$ 27,000.00	\$ 22,000.00	\$ 44,000.00	\$ 26,000.00	\$ 52,000.00	\$ 30,300.00	\$ 60,600.00
24" Water Main Butterfly Valve	EA	2	\$ 18,000.00	\$ 36,000.00	\$ 24,300.00	\$ 48,600.00	\$ 28,500.00	\$ 57,000.00	\$ 34,710.00	\$ 69,420.00
Water Main Connection	EA	6	\$ 4,400.00	\$ 26,400.00	\$ 6,400.00	\$ 38,400.00	\$ 8,012.00	\$ 48,072.00	\$ 20,150.00	\$ 120,900.00
Fire Hydrant	EA	1	\$ 9,500.00	\$ 9,500.00	\$ 12,500.00	\$ 12,500.00	\$ 10,704.00	\$ 10,704.00	\$ 17,430.00	\$ 17,430.00
Check Valve Vault	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 98,000.00	\$ 98,000.00	\$ 77,800.00	\$ 77,800.00	\$ 89,350.00	\$ 89,350.00
Chainlink Fence and Gates	LF	80	\$ 55.00	\$ 4,400.00	\$ 120.00	\$ 9,600.00	\$ 66.00	\$ 5,280.00	\$ 160.00	\$ 12,800.00
Remove Underground Wet Salt Storage Chambers	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 100,000.00	\$ 100,000.00	\$ 30,540.00	\$ 30,540.00	\$ 128,000.00	\$ 128,000.00
Electrical, Controls and Instrumentation	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 80,000.00	\$ 80,000.00	\$ 90,100.00	\$ 90,100.00	\$ 79,600.00	\$ 79,600.00
Ground Water Tank, 30' DIA. X 40' H	LS	1	\$ 830,000.00	\$ 830,000.00	\$ 900,000.00	\$ 900,000.00	\$ 1,152,000.00	\$ 1,152,000.00	\$ 1,084,000.00	\$ 1,084,000.00
				\$ 1,313,130.00		\$ 1,811,500.00		\$ 2,038,527.00		\$ 2,465,428.50

### NOTICE OF AWARD

Dated: January 9, 2024

TO: Andreen-Hunt Const.  
(Bidder)

ADDRESS: PO Box 1175, Mills, Wyoming, 82644

CONTRACT: City of Mills, 200,000 Gallon Finishing Tank

PROJECT: City of Mills, 200,000 Gallon Finishing Tank

OWNER’S CONTRACT NO.: N/A

You are notified that your bid dated December 5, 2023 for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract for **200,000 Gallon Finishing Tank Project**

(indicate total work, alternates or sections or work awarded)

The Contract Price of your contract is ***One million, eight hundred eleven thousand, five hundred dollars and zero cents (\$1,811,500.00)***  
(Insert appropriate data if unit prices are used. Change language for cost-plus contracts.)

3 copies of each of the proposed Contract Documents (except drawings) accompany this Notice of Award.    sets of the drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within fifteen (15) days of the date of this Notice of Award, that is by January 30, 2024

1. Deliver to Owner    fully executed counterparts of the Contract Documents. [Each of the Contract Documents must bear your signature on (X)].
2. (List other conditions precedent).
3. Provide **three (3)** copies each of the Certificates of Insurance listing the Owner and the Engineer as additional insured; Worker’s Compensation Coverage; and Unemployment Insurance Coverage; Performance and Payment Bonds

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award.

Within ten days after you comply with the above conditions, OWNER will return to you one fully executed counterpart of the Contract Documents.

\_\_\_\_\_  
City of Mills  
(Owner)

By: \_\_\_\_\_  
(Leah Juarez)

\_\_\_\_\_  
Mayor  
(Title)

Copy to ENGINEER  
(Use Certified Mail,  
Return Receipt Requested)

Date Submitted \_\_\_\_\_

ARPA GRANT NO. WS-1191

**GRANT DRAFT REQUEST**

TO: WYOMING STATE LOAN & INVESTMENT BOARD  
OFFICE OF STATE LANDS & INVESTMENTS  
122 WEST 25TH STREET, 3RD FLOOR WEST  
HERSCHLER BUILDING  
CHEYENNE, WYOMING 82002-0600

SLIB 100%

LOCAL 0%

REQUESTED BY: City of Mills

PROJECT DESCRIPTION: Finished Water Storage Tank

Grant Draft Request # 2

	SLIB Amount	SLIB Amount of Engineering
A. Amount of Previous Requests Approved .....	\$ <u>25,519.75</u>	\$ <u>25,519.75</u>

<u>(List and Attach Invoices Separately)</u>			Total Invoice	SLIB Amount	SLIB Amount of Engineering
Company Name	Invoice #	Purchase Order Date or Service Dates			
WLC Engineering & Surveying	2023-10665	9/1/23-9/30/23	\$ <u>4,706.00</u>	\$ <u>4,706.00</u>	\$ <u>4,706.00</u>
WLC Engineering & Surveying	2023-10726	10/1/23-10/31/23	\$ <u>3,373.50</u>	\$ <u>3,373.50</u>	\$ <u>3,373.50</u>
WLC Engineering & Surveying	2023-10814	11/1/23-11/30/23	\$ <u>7,954.23</u>	\$ <u>7,954.23</u>	\$ <u>7,954.23</u>
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____

Attach separate sheet if needed

B. Current Request for Payment .....	\$ <u>16,033.73</u>	\$ <u>16,033.73</u>	\$ <u>16,033.73</u>
--------------------------------------	---------------------	---------------------	---------------------

C. Total Funds Approved to Date (A+B) .....	\$ <u>41,553.48</u>	\$ <u>41,553.48</u>
---	---------------------	---------------------

Office Use Only	
Prog. Manager / Designee Approval _____	Date _____
Date Range _____ to _____	\$ _____
Reference Page(s) _____	
Date Range _____ to _____	\$ _____
Reference Page(s) _____	

Engineering RECAP	
Amount of Engineering Approved for Project:	\$ <u>167,548.00</u>
Less Previously Requested	<u>25,519.75</u>
Less Current Request	<u>16,033.73</u>
<b>Total Engineering Approved to Date</b>	<b><u>41,553.48</u></b>
<b>Balance of Engineering Undisbursed:</b>	<b><u>\$ 125,994.52</u></b>

**Funding RECAP**

D. Amount of Funds Approved for Project .....	\$ <u>837,740.00</u>
E. Less Funds Previously Requested (A) .....	\$ <u>25,519.75</u>
F. Less Current Request (B) .....	\$ <u>16,033.73</u>
G. Total Requests Approved to Date (E+F) .....	\$ <u>41,553.48</u>
H. Balance of Grant Funds Undisbursed (D-G) .....	\$ <u>796,186.52</u>

I hereby certify that the above requested funds by: City of Mills for the amount on Line B is a true and accurate request for funds from the WYOMING STATE LOAN & INVESTMENT BOARD. I certify, under penalty of perjury, that this voucher and the items included herein for payment are correct and just in all respects; and that this voucher is approved for payment.

NOTE: All Signatures Must be Original - Photocopy of facsimile Signatures are NOT Acceptable - Document will be Returned.

BY: \_\_\_\_\_  
Name & Title

ATTEST: \_\_\_\_\_  
Name & Title

Name of contact person for this Grant Draft Request: Matt Williams

Phone Number: 307-266-2524

E-mail Address: mwilliams@wlcwyo.com





**CASPER**  
 200 PRONGHORN ST.  
 CASPER, WY 82601  
 P: 307-266-2524

CITY OF MILLS  
 PO BOX 789  
 MILLS, WY 82644  
 SETH COLEMAN.

Invoice number 2023-10665  
 Date 10/09/2023

Project **17198 TOWN OF MILLS - WTP  
 FINISHING TANK**

BILLING FROM SEPTEMBER 1, 2023 (OR COMMENCEMENT) THROUGH SEPTEMBER 30, 2023.

DESIGN AND CONSTRUCTION OF NEW FINISHING TANK  
 01 ENGINEERING DESIGN  
 02 CONSTRUCTION ENGINEERING

Labor

	Hours	Rate	Billed Amount
PROJECT MANAGER MATTHEW D. WILLIAMS	17.00	173.00	2,941.00

Consultant

	Cost Rate	Cost Amount	Multiplier	Rate	Billed Amount
SUB-CONSULTANT HDR ENGINEERING, INC.	1,765.00	1,765.00	<del>1.05</del>	<del>1,853.25</del>	<del>1,853.25</del> 1,765.00
				Invoice total	<del>4,794.25</del> 4,706.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2023-10486	08/08/2023	4,988.31			4,988.31		
2023-10574	09/12/2023	8,387.06	8,387.06				
2023-10665	10/09/2023	4,794.25	4,794.25				
	Total	18,169.62	13,181.31	0.00	4,988.31	0.00	0.00

Reviewed and Approved by:

MATTHEW D. WILLIAMS  
 WLC PROJECT SUPERVISOR

THANK YOU FOR YOUR BUSINESS



**CASPER**  
 200 PRONGHORN ST.  
 CASPER, WY 82601  
 P: 307-266-2524

CITY OF MILLS  
 PO BOX 789  
 MILLS, WY 82644  
 SETH COLEMAN.

Invoice number 2023-10726  
 Date 11/06/2023

Project **17198 TOWN OF MILLS - WTP  
 FINISHING TANK**

BILLING FROM OCTOBER 1, 2023 (OR COMMENCEMENT) THROUGH OCTOBER 31, 2023.

DESIGN AND CONSTRUCTION OF NEW FINISHING TANK  
 01 ENGINEERING DESIGN  
 02 CONSTRUCTION ENGINEERING

Labor

	Hours	Rate	Billed Amount
PROJECT MANAGER			
MATTHEW D. WILLIAMS	19.50	173.00	3,373.50
		Invoice total	<b>3,373.50</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2023-10726	11/06/2023	3,373.50	3,373.50				
	Total	3,373.50	3,373.50	0.00	0.00	0.00	0.00

Reviewed and Approved by:

MATTHEW D. WILLIAMS  
 WLC PROJECT SUPERVISOR

*THANK YOU FOR YOUR BUSINESS*



**CASPER**  
 200 PRONGHORN ST.  
 CASPER, WY 82601  
 P: 307-266-2524

CITY OF MILLS  
 PO BOX 789  
 MILLS, WY 82644  
 SETH COLEMAN.

Invoice number 2023-10814  
 Date 12/14/2023

Project **17198 TOWN OF MILLS - WTP  
 FINISHING TANK**

BILLING FROM NOVEMBER 1, 2023 (OR COMMENCEMENT) THROUGH NOVEMBER 30, 2023.

DESIGN AND CONSTRUCTION OF NEW FINISHING TANK  
 01 ENGINEERING DESIGN  
 02 CONSTRUCTION ENGINEERING

Labor

	Hours	Rate	Billed Amount
PROJECT MANAGER MATTHEW D. WILLIAMS	21.50	173.00	3,719.50

Equipment / Expenses

	Units	Rate	Billed Amount
COMMUNICATION (INT/EXT) Consultant	1.00	727.232	727.23

	Cost Rate	Cost Amount	Multiplier	Rate	Billed Amount
SUB-CONSULTANT HDR ENGINEERING, INC.	3,507.50	3,507.50	<del>1.05</del>	<del>3,682.88</del>	<del>3,682.88</del> 3,507.50

Invoice total ~~8,129.61~~  
7,954.23

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2023-10814	12/14/2023	8,129.61	8,129.61				
	Total	8,129.61	8,129.61	0.00	0.00	0.00	0.00

Reviewed and Approved by:

MATTHEW D. WILLIAMS  
 WLC PROJECT SUPERVISOR

THANK YOU FOR YOUR BUSINESS

**RESOLUTION NO. 2024-01**

**RESOLUTION RATIFYING ACCEPTANCE OF REAL PROPERTY**

WHEREAS, FT Investments, LLC has been the owner of a certain parcel of real property described as:

A 50' Wide Strip of land located in Robertson Hills #2, City of Mills, Natrona County, Wyoming, consisting of approximately 1.48 acres, more specifically described in Exhibit A attached hereto and shown in Exhibit B attached hereto.

**EXHIBIT "A"  
FT INVESTMENTS, LLC  
Tract 6C, Robertson Hills 2**

A fifty foot (50') wide strip of land located in a portion of Tract 6C, Robertson Hills 2, to the City of Mills, Wyoming, situate within the N $\frac{1}{2}$ S $\frac{1}{2}$ W $\frac{1}{2}$  of Section 11, T.33N., R. 80W., 6<sup>th</sup> P.M., Natrona County, Wyoming, as shown on Exhibit B attached hereto and by this reference made a part hereof and being more particularly described as follows:

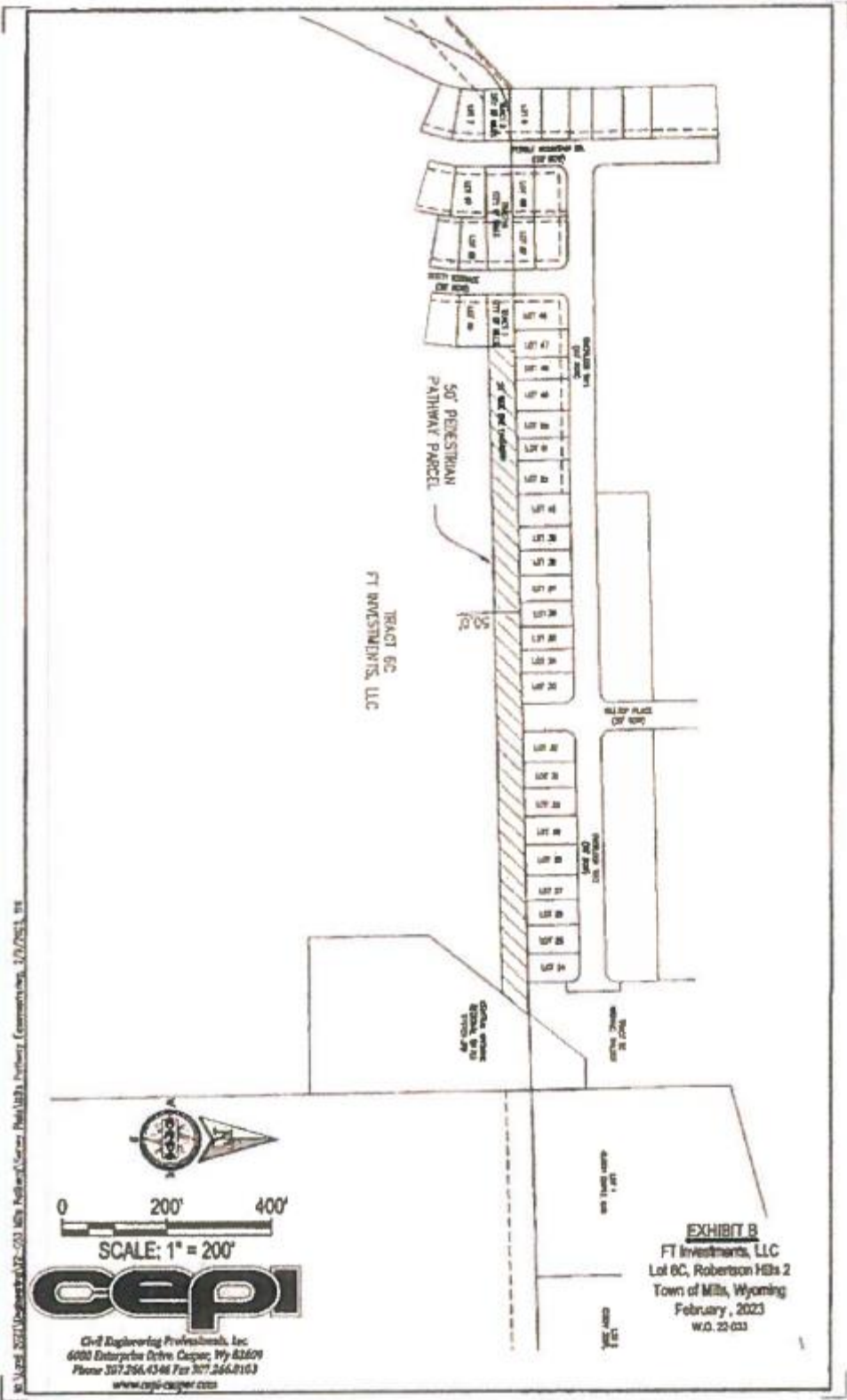
A fifty foot (50') wide strip of land consisting of the north fifty feet (50') of Tract 6C, Robertson Hills 2 to the City of Mills, Wyoming, recorded October 26, 2018 as Instrument No. 1065335

The above described access easement contains 1.48 acres, (64,314.27 S.F.) more or less, and is subject to all rights-of-way and/or easements, reservations and encroachments which have been legally acquired.

I hereby certify that this description was prepared from notes taken during an actual survey made under my direct supervision in November, 2022, and that on the basis of my information, knowledge and belief as a Professional Land Surveyor that this description is true and correct.



MODIFICATION IN ANY WAY OF THE FOREGOING DESCRIPTION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.



and;

WHEREAS, FT Investments seeks to gift said property to the City of Mills, Wyoming and has taken all proper and necessary steps in which to do so, including obtaining an appraisal of the same, and executing a Deed of Gift in favor of the City of Mills which provides for the same, with the following reservation:

Subject to easements, covenants and reservations of record, existing utility lines, and a blanket reservation by Grantor for future utility lines and drainage over, across and through the subject property, providing that any disturbances caused by Grantor or its successors or assignees to the subject property for said utility work will be restored upon completion of any such work. Further subject to a blanket easement for roadway access across the subject property to Grantor’s adjoining properties. The Grantors hereby fully release and waive any and all homestead rights or claims the Grantors have in and to the above described real property.

and;

WHEREAS, The City of Mills has reviewed the Deed of Gift and found it acceptable, and

WHEREAS, The gift of the real property has been anticipated for some time, and was subject to various procedural processes which did not involve the City of Mills, but which means that this gift was known to the Governing Body of the City of Mills, anticipated by the Governing Body of the City of Mills, and expected by the Governing Body of the City of Mills, which has desired to receive the same; and

WHEREAS, The deed of gift was recorded on December 28, 2023 with the knowledge of the City of Mills which desired that it be recorded on that date;

**NOW, THEREFORE,** The Governing Body of the City of Mills, Wyoming hereby ratifies the acceptance of the Deed of Gift of the subject real property and the transfer of the property to the City of Mills, Wyoming effective the date of the noted on the Deed of Gift, the same being December 28, 2023.

PASSED, APPROVED AND ADOPTED THIS 9<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Mayor, Leah Juarez

\_\_\_\_\_  
Councilman, Sara McCarthy

\_\_\_\_\_  
Councilman, Cherie Butcher

\_\_\_\_\_  
Councilman, Tim Sutherland

\_\_\_\_\_  
Councilman, Brad Neumiller

ATTEST:

\_\_\_\_\_  
City Clerk

CERTIFICATE

I, \_\_\_\_\_, City Clerk, hereby certify that the foregoing Resolution was adopted by the City of Mills at a public meeting held on December 12, 2023, 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



**DEED OF GIFT**

FT Investments, LLC, a Wyoming limited liability company, Grantor, of Casper, Wyoming, for and in consideration of the affection we bear and other valuable consideration, receipt of which is hereby acknowledged, Grantor, hereby grants, bargains, sells and conveys to the City of Mills, Wyoming, a municipal corporation, hereinafter referred to as the "Grantee", whose address is P.O. Box 789, Mills, Wyoming 82644, the real estate situated in Natrona County, Wyoming, to-wit:

A 50' Wide Strip of land located in Robertson Hills #2, City of Mills, Natrona County, Wyoming, consisting of approximately 1.48 acres, more specifically described in Exhibit A attached hereto and shown in Exhibit B attached hereto.

Subject to easements, covenants and reservations of record, existing utility lines, and a blanket reservation by Grantor for future utility lines and drainage over, across and through the subject property, providing that any disturbances caused by Grantor or its successors or assignees to the subject property for said utility work will be restored upon completion of any such work. Further subject to a blanket easement for roadway access across the subject property to Grantor's adjoining properties. The Grantors hereby fully release and waive any and all homestead rights or claims the Grantors have in and to the above described real property.

DATED this 28<sup>th</sup> day of December, 2023.

FT INVESTMENTS, LLC

By: Gary L. Ferguson  
Gary L. Ferguson, Manager

STATE OF WYOMING     )  
  ) s.s.  
COUNTY OF NATRONA    )

The above and foregoing Deed of Gift was acknowledged before me by Gary L. Ferguson, the Manager of FT Investments, LLC, this 28<sup>th</sup> day of December, 2023.

Witness my hand and official seal.

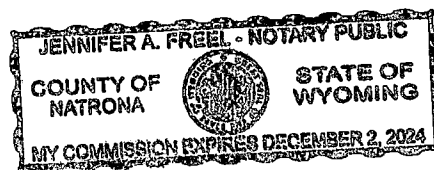
[SEAL]

J.F.

Notary Public

My Commission expires:

12/2/24





**EXHIBIT "A"**  
**FT INVESTMENTS, LLC**  
**Tract 6C, Robertson Hills 2**

A fifty foot (50') wide strip of land located in a portion of Tract 6C, Robertson Hills 2, to the City of Mills, Wyoming, situate within the N<sup>1</sup>/<sub>4</sub>SW<sup>1</sup>/<sub>4</sub> of Section 11, T.33N., R.85W., 6<sup>th</sup> P.M., Natrona County, Wyoming, as shown on Exhibit B attached hereto and by this reference made a part hereof and being more particularly described as follows:

A fifty foot (50') wide strip of land consisting of the north fifty feet (50') of Tract 6C, Robertson Hills 2 to the City of Mills, Wyoming, recorded October 26, 2018 as Instrument No. 1065335

The above described access easement contains 1.49 acres, (64,514.27 S.F.) more or less, and is subject to all rights-of-way and/or easements, reservations and encroachments which have been legally acquired.

I hereby certify that this description was prepared from notes taken during an actual survey made under my direct supervision in November, 2022, and that on the basis of my information, knowledge and belief as a Professional Land Surveyor that this description is true and correct.



MODIFICATION IN ANY WAY OF THE FOREGOING DESCRIPTION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.

WO 22-433  
FT Investments Corp

Carl Engineering Professionals Inc.  
3000 Sycamore Cr. • Casper, WY 82409  
Phone 307.266.4846 • Fax 307.266.0103  
www.cepi.com/wy

