

**REGULAR CITY COUNCIL
WORK SESSION MEETING**

May 08, 2023

9:00 AM

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

AGENDA ITEMS

1. Mike Morrissey:

Rocky Mountain Power Franchise

2. Community Development Director:

Zoning Update Proposal

3. Fire Chief:

Fire Inspection Fee Schedule

4. City Administrator:

Ordinance 791; First Reading: APPROPRIATING MONEY FOR THE ANNUAL BUDGET OF THE CITY OF MILLS, WYOMING, FOR THE CONDUCT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MILLS, WYOMING FOR THE FISCAL YEAR 2024.

5. Mayor:

Resolution 2023-8: A Resolution Setting Records Retention Policy for the City of Mills

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

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.

City of Mills, Wyoming
Rocky Mountain Power

May 8, 2023

Wyoming Electric Power Today

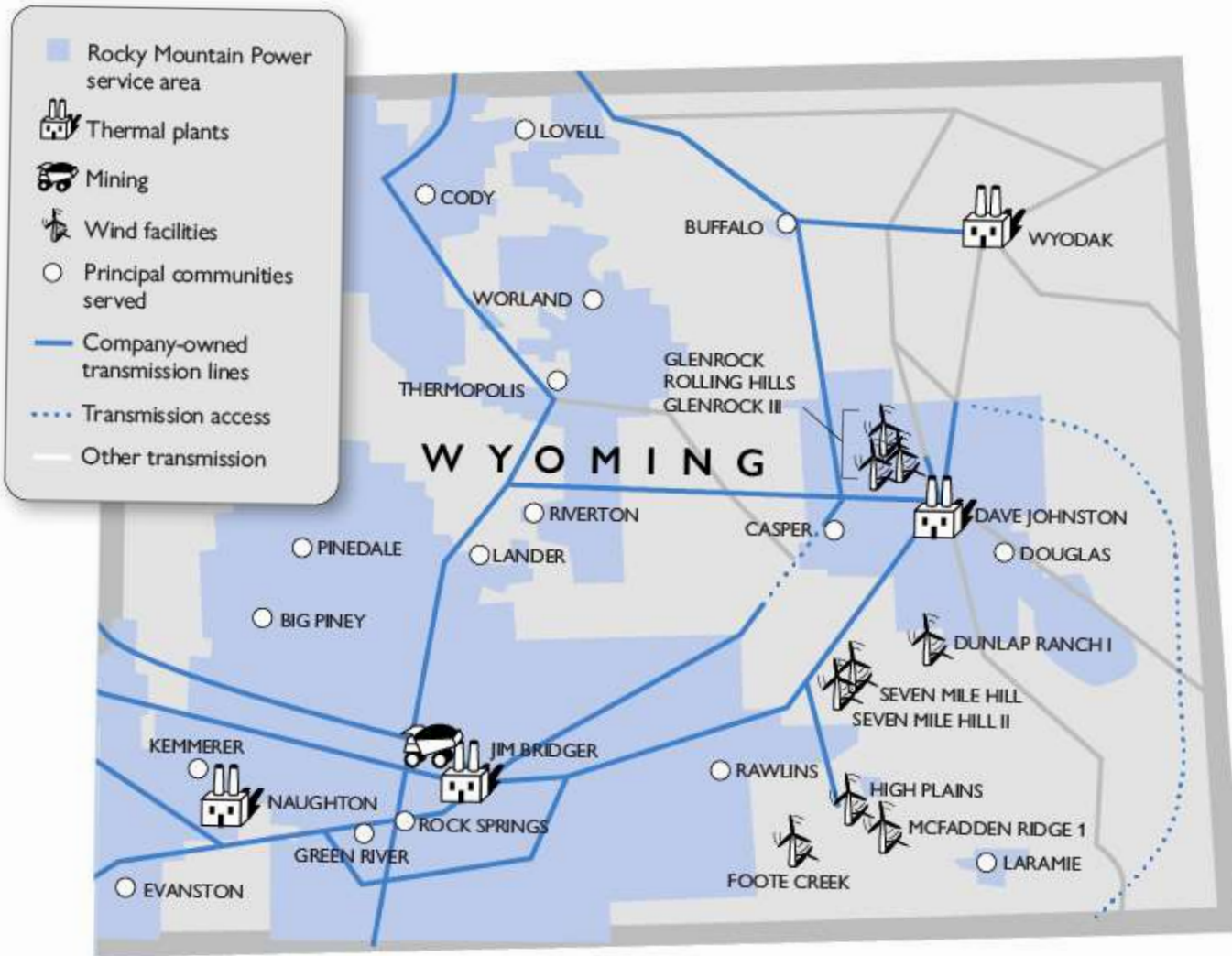
- Rate Increase Filed March 2023 Wyoming Public Service Commission Approval
- Rocky Mountain Power service areas in Wyoming
- Rocky Mountain Power price comparisons nationally and statewide
- How does Rocky Mountain Power Generate Power
- New Power Generation & Storage Plans
- Ways to Save Energy – Save Money. Wattsmart.

- In early March 2023, Rocky Mountain Power filed a general rate case in Wyoming seeking a 21.6% rate increase

Factors involved

- Changing economic conditions – overall inflation significantly impacting utility operations
- Including the cost of fuel for large fleet of vehicles
- 38% Increase in raw fuel for steam driven generation – think coal

Wyoming Overview



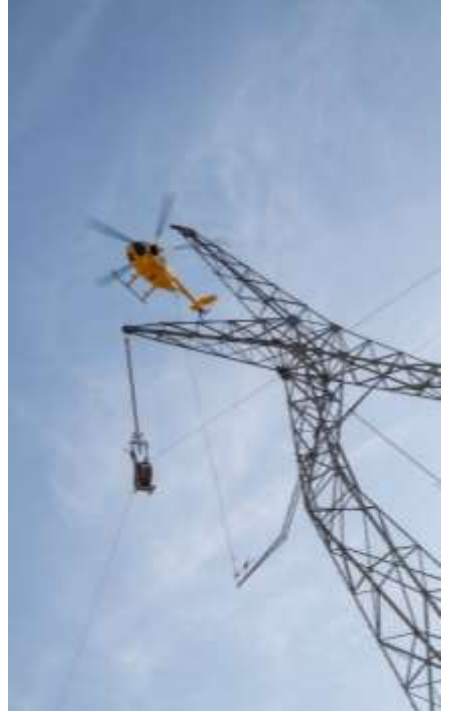
- 148,000 Wyoming customers
- 1,040 Wyoming employees with payroll of \$134 million
- \$22 million in annual property taxes
- \$3.4 billion total assets in WY

Wyoming grants and charitable donations in 2021

- Community Giving: \$682,000

Electric Power Utilities in Wyoming

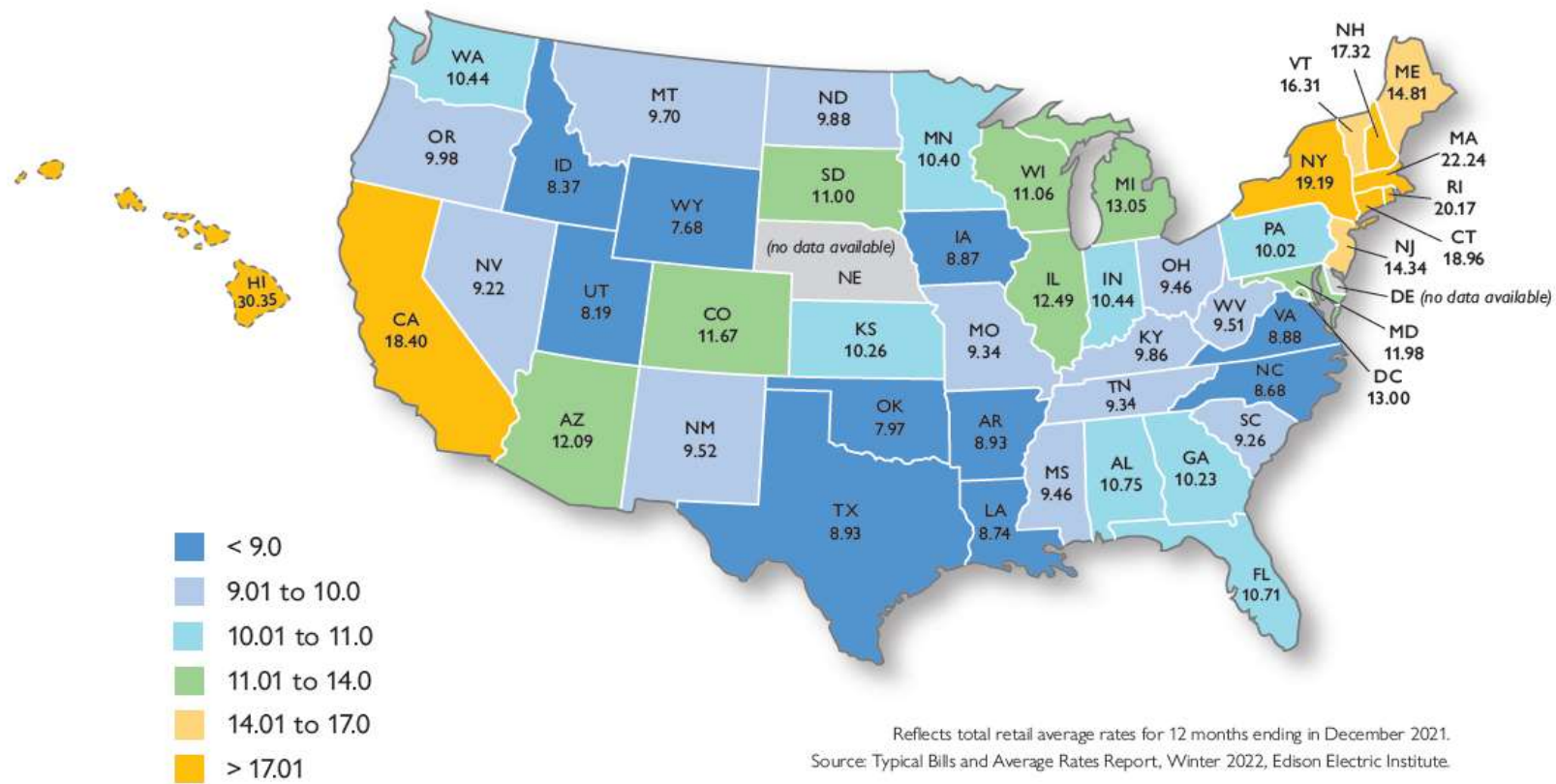
- 3 Investor Owned Utilities
 - Rocky Mountain Power
 - Black Hills Energy (Cheyenne)
 - MDU (Sheridan)
- 11+ Rural Electric Associations
 - High West Energy
 - Carbon Power and Light
 - Lower Valley Electric
 - Powder River Electric
 - High Plains Power
 - Big Horn Electric
 - Niobrara REA
 - Garland Power and Light
 - Bridger Valley REA
 - Wheatland REA
 - Wyrulec
 - ...Yampa Valley REA



We serve Wyoming

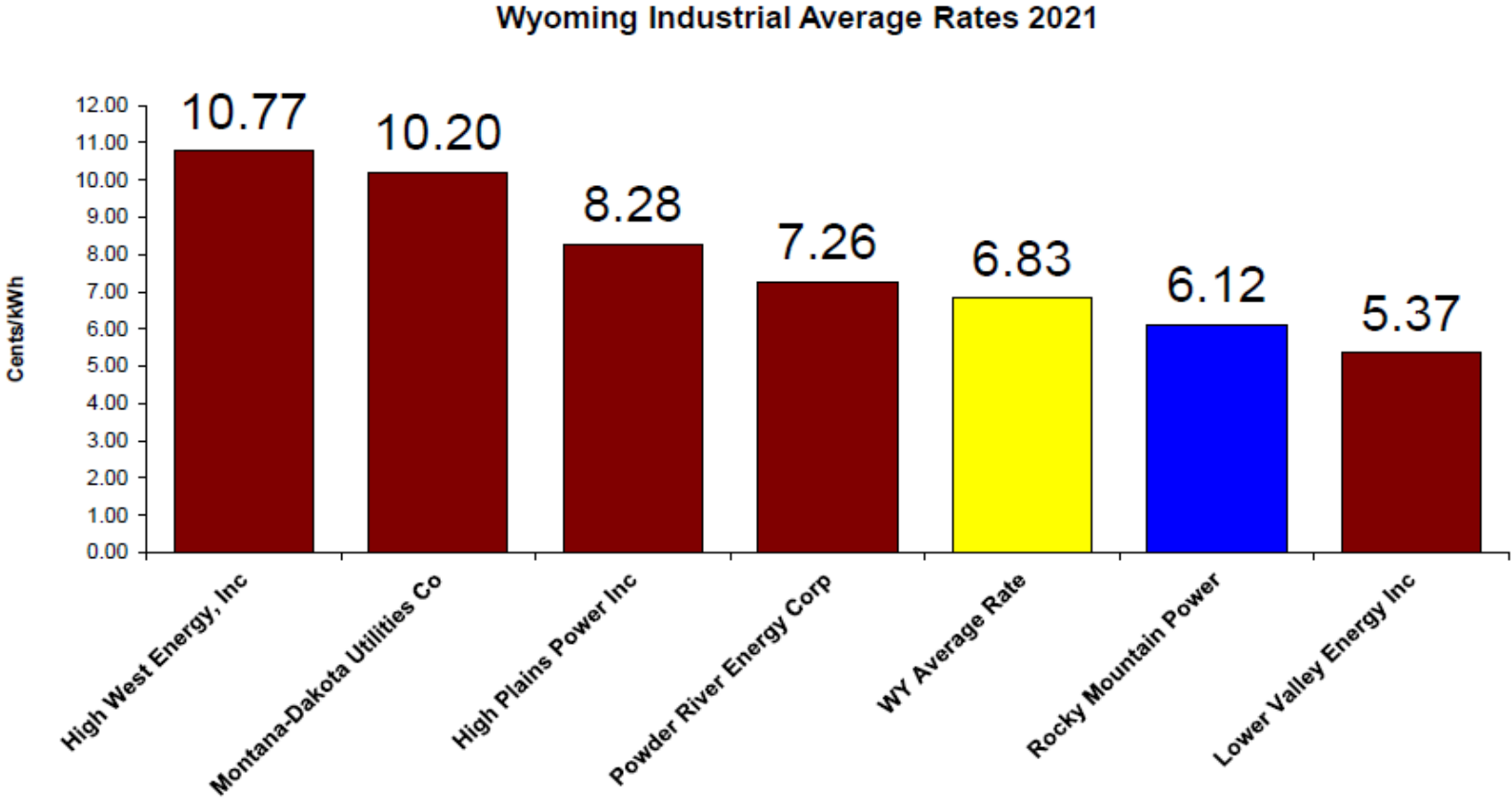
- Vast modernized grid
- Portfolio of diverse energy resources
- Innovation and partnership
- Investment in Wyoming

Total retail average rates by state (cents per kilowatt-hour)



Wyoming lowest and very near lowest electric power rates of all 50 US states!

Wyoming Industrial Average Rates



Where Is Power Generated?

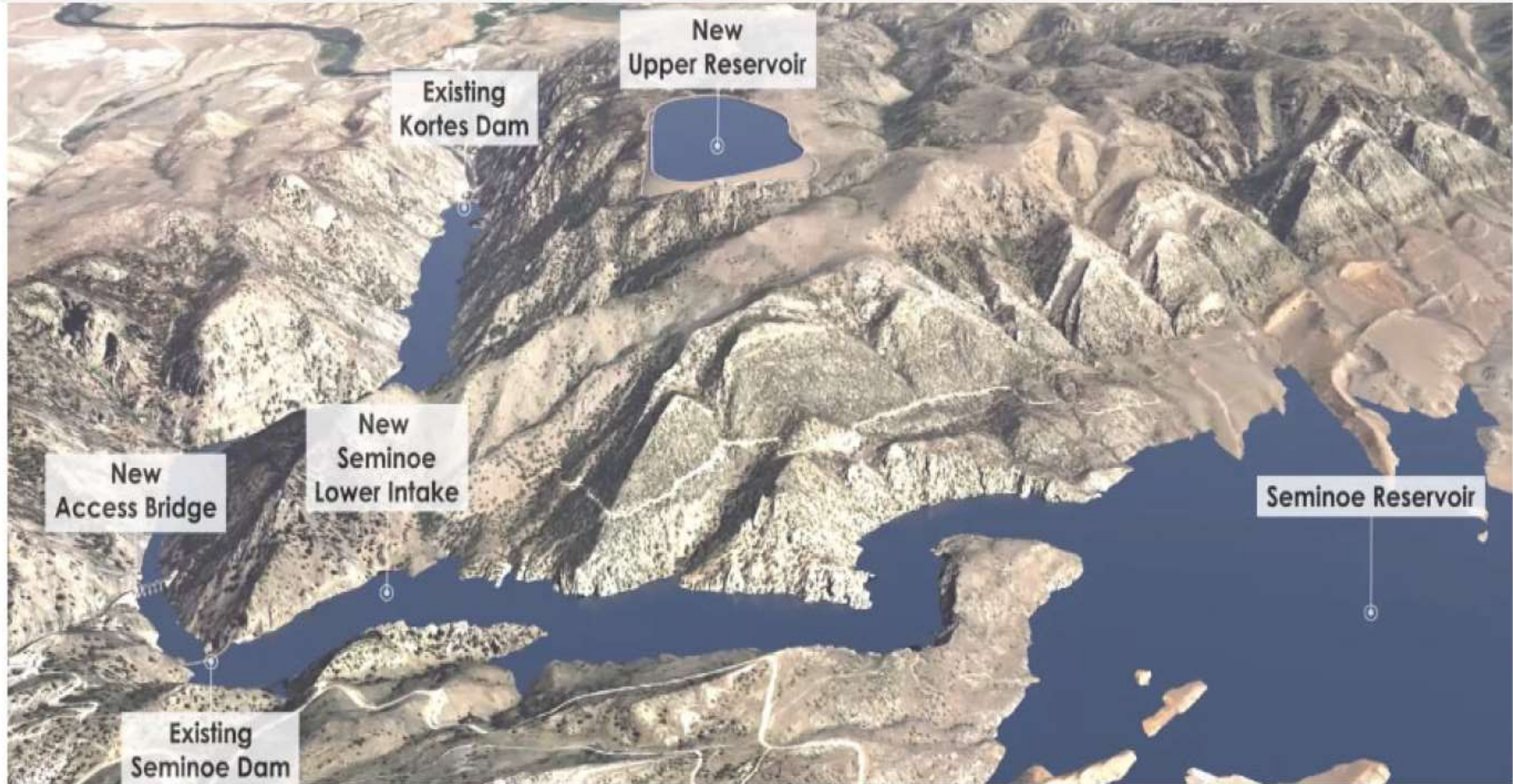
- **Thermal** (steam driven power turbines) – Wyoming generation Naughton, Jim Bridger, Dave Johnston and WyoDak plants.
- **Renewable Resources** – wind and solar are generated in Wyoming.
- **Hydro-electric** dams owned primarily in Pacific Northwest. PacifiCorp also purchases hydro power from Bureau of Reclamation (think Seminoe, Kortez, Pathfinder and Alcova hydroelectric dams) via Western Area Power Administration.

Nuclear Power Plans

- TerraPower plans to construct a Sodium reactor demonstration project in Kemmerer, Wyoming
- Clean energy – lifetime CO₂ footprint less than solar generation
- 345 MW to 500 MW capacity
- Low pressure, high temperature gives this an improved nuclear safety design
- Use of existing grid systems to enhance grid reliability and stability
- More Sodium Reactors are likely be announced in the next 2-3 years:
 - Integrated Resource Plan released 2021. Revised IRP expected in 2023.
- New siting still to be determined – potential Wyoming coal plant sites:
 - Dave Johnston (Glenrock)
 - Jim Bridger (east of Rock Springs)
 - WyoDak (Gillette)

Pilot Natrium Plant





This graphic shows key sites involved with the Seminoe Pumped Storage project in Wyoming. The new upper reservoir will be built to store water that will be moved to the lower, existing Seminoe Reservoir. Courtesy: rPlus Hydro

Questions



ORDINANCE NO. 455

AN ORDINANCE GRANTING TO PACIFICORP, AN OREGON CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE ALONG, ACROSS AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND REPEALING ORDINANCE NO. 223 OF THE TOWN OF MILLS, PASSED AND APPROVED DECEMBER 5, 1973.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF MILLS, WYOMING.

Section 1. The Town of Mills, Natrona County, Wyoming, hereinafter called the Town, does hereby grant to PacifiCorp, doing business as Pacific Power & Light Company, a corporation, authorized to do business in the State of Wyoming, and to its successors and assigns, hereinafter called Grantee, a nonexclusive right and franchise for the period of twenty-five (25) years from and after the effective date of this Ordinance, to construct, maintain, and operate along, across and under the present and future streets, alleys, public places and ways, hereinafter referred to as "streets," electric light and power transmission and distribution lines, with all necessary or desirable appurtenances, including underground conduits, poles, wires, and telephone wires hereinafter referred to as "facilities," for the purpose of supplying electricity and electric service to said Town, the inhabitants thereof, and persons and corporations within and beyond the limits of the Town, subject to the terms and conditions and to the making of payments hereinafter specified.

Section 2. Grantee shall erect and maintain all such facilities in accordance with good engineering practice and in such manner as not to interfere with the use of said streets for travel, and whenever it shall be necessary in the erection of such facilities to dig or in any manner to disturb or interfere with any of said streets, Grantee shall within a reasonable time thereafter put such streets in as good condition as they were before becoming broken, dug or disturbed, and shall remove all rubbish or other material from said streets. If the removal or relocation of facilities is caused by an identifiable development

of property in the area, or is made for the convenience of a customer, this agreement shall not preclude the Grantee from charging the expense of removal or relocation to the developer or customer.

Section 3. Grantee shall have the right and privilege at its sole cost, risk and expense of trimming all trees which overhang said streets in such a manner and to such an extent as will prevent the branches or limbs or other parts of such trees from touching or interfering with its facilities; providing no such trees shall be trimmed or cut back farther than may be necessary to prevent such interference and to allow the proper operation and maintenance of said facilities.

Section 4. Grantee shall furnish for public and private use during the term hereof and under the conditions of this franchise, electricity and electric energy at the rates and prices and in accordance with tariffs filed and fixed by the Public Service Commission of the State of Wyoming or approved by said Commission and in accordance with the laws and Constitution of the State of Wyoming.

Section 5. As consideration for all franchise rights and contractual privileges granted by the Town under the franchise hereby granted, Grantee shall pay to the Town an amount equal to two percent (2.0%) of Grantee's gross operating revenue as said term is defined herein. Such payments shall be made monthly on or before the twentieth day of each month during the term hereof and shall be computed upon the gross operating revenue accrued during the previous month or portion thereof.

Notwithstanding any contrary provision, if City elects to review such franchise fee, City shall provide Grantee written notice, ninety (90) days prior to each consecutive five (5) year period during the twenty-five (25) year term thereafter of this franchise, and shall renegotiate said fee and said fee, as mutually reestablished with Grantee, shall thereafter be made effective ninety (90) days after such renegotiation, and paid during the remainder of the franchise term.

The term "Gross Revenue" as used herein shall mean and be construed as Grantee's gross operating revenue accruing during the preceding month or fraction thereof from the sale of electricity and electric service within the corporate limits of the Town, other than such revenue derived from sales of electric service to the Town or from business done with the U.S. Government or any agency thereof and after deducting therefrom any amounts paid by Grantee to the United States or to the State of Wyoming as

excise or business taxes upon the sale of distribution of electric service in the Town, and at the election of Grantee, Grantee may also deduct from gross revenues the total of all uncollectible revenues from customers within the Town during the preceding month or fraction thereof.

The amounts so payable by Grantee shall not be in addition to any other license, occupation, franchise or excise taxes or charges which might otherwise be levied or collected by the Town from Grantee in respect to Grantee's electric business or of the exercise of this franchise within the corporate limits of the Town, and the amount of any such license, occupation, franchise, or excise taxes or other charges for corresponding periods shall be reduced by deducting therefrom the franchise fee or charge payable hereunder by Grantee; provided that, this provision shall not apply or pertain to lawful ad valorem taxes levied by the Town or other public authority against Grantee's property within the Town.

Section 6. Grantee shall protect and save the Town, its officers, employees and agents, harmless against and from any and all damage, claim and any and all loss, liability, cost or expense, occasioned by any negligent act or omission of Grantee in the construction, maintenance, operation or repair of Grantee's property or any use thereof; and Grantee shall at all times comply with any lawful present or future ordinances, rules or regulations of the Town relating to the manner of occupation or use, or to the repair or improvement of said streets.

Section 7. Performance of Grantee's obligations hereunder shall be subject to and suspended during prevention thereof or interference therewith, by action of or under governmental authority claiming jurisdiction, or by Acts of God, adverse weather, supply, labor or other conditions not wholly controlled by Grantee, but prevention of such obligations shall not relieve Grantee from any monthly payment aforesaid to the Town, and providing further that as soon as the act or actions or other conditions causing the suspension have been removed or cease to exist, Grantee shall forthwith resume the suspended operations.

Section 8. Upon the effective date hereof, but not otherwise, Ordinance No. 223 of the Town of Mills, passed and approved December 5, 1973, granting a franchise to Grantee, is hereby repealed.

~~Section 9.~~ This ordinance shall be published once in the N/A, a newspaper of general circulation within the Town, pursuant to Section 15-1-116 of the Wyoming statutes and shall become effective on the day following said publication, but shall become null and void unless within thirty (30) days after such effective date the Grantee shall file in the office of the Clerk the Grantee's unqualified written acceptance of all the provisions thereof. (see certification on page 10)

Passed by the Council this 9th day of December, 1998

Signed this _____ day of _____, 19__.

Robert L. Goff
Mayor of the Town of Mills

Attest:

Clerk of the Town of Mills

**EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF THE
TOWN OF MILLS HELD ON THE 7th DAY OF OCTOBER, 19 98**

A form of ordinance entitled:

AN ORDINANCE GRANTING TO PACIFICORP, AN OREGON CORPORATION, DOING BUSINESS AS PACIFIC POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE ALONG, ACROSS AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND REPEALING ORDINANCE NO. 223 OF THE TOWN OF MILLS, PASSED AND APPROVED DECEMBER 5, 1973.

was submitted to the Council.

After discussion, Councilman St John moved that said ordinance be given its first reading, Councilman Pattan seconded said motion, and by unanimous consent the same was thereupon fully and distinctly read by the Clerk.

After motion of Councilman N/A, seconded by Councilman _____, further action upon said ordinance was deferred until the next regular meeting of the Council.

EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF THE TOWN OF MILLS HELD ON THE 4th DAY OF November, 1998

A form of ordinance entitled:

AN ORDINANCE GRANTING TO PACIFICORP, AN OREGON CORPORATION, DOING BUSINESS AS PACIFIC POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE ALONG, ACROSS AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND REPEALING ORDINANCE NO. 223 OF THE TOWN OF MILLS, PASSED AND APPROVED DECEMBER 5, 1973.

was brought on for further consideration, the same having been previously submitted to the Council and read in full at a regular meeting of the Council on the 4th day of November, 1998.

After discussion, Councilman Dill moved that said ordinance be given its second reading, Councilman St John seconded said motion, and by unanimous consent the same was thereupon fully and distinctly read by the Clerk; further action upon said ordinance was deferred until the next regular meeting of the Council.

EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF THE TOWN OF MILLS HELD ON THE 9th DAY OF December , 19 98

A form of ordinance entitled:

AN ORDINANCE GRANTING TO PACIFICORP, AN OREGON CORPORATION, DOING BUSINESS AS PACIFIC POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE ALONG, ACROSS AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND REPEALING ORDINANCE NO. 223 OF THE TOWN OF MILLS, PASSED AND APPROVED DECEMBER 5, 1973.

was brought for further consideration; the same having been previously submitted to the Council and read twice at regular meetings of the Council on the 7th day of October, 1998 and the 4th day of Nov., 1998 After discussion, Councilman St John moved that said ordinance be given its third reading, Councilman Dill seconded said motion, and by unanimous consent the same was thereupon fully and distinctly read by the Clerk.

The question then being upon the passage of said ordinance, the Mayor put the question, and a vote was taken which resulted as follows:

Voting Aye: Councilmen

- Pattan
- St John
- Dill
- _____
- _____
- _____
- _____
- _____
- _____

Voting Nay: Councilmen

- _____
- _____
- _____
- _____

Absent: Councilmen

- Councilman Renner
- _____

The Mayor announced that said ordinance had been duly passed by the affirmative vote of 3 Councilmen, being a majority of all the councilmen-elect, and constituting a quorum, as shown by the "yeas" and "nays". The ordinance was then duly attested by the Clerk and submitted to the Mayor for his signature. The Mayor duly signed said ordinance within ten (10) days of its passage, to wit: on the 9th of December, 1998 and it was thereupon numbered Ordinance No. 455.

CERTIFICATION OF CLERK OF MILLS

STATE OF WYOMING)
)
County of Natrona)

I, Sue Regennas, Clerk of the Town of Mills, Natrona County, State of Wyoming, do hereby certify: That the foregoing extracts of minutes of regular meetings of the Council of the Town of Mills held on the 7th day of October, 1998 and the 4th day of Nov., 1998 and the 9th day of December, 1998 respectfully, are full, true and correct copies of that portion of the minutes of said meeting which relates to the introduction, consideration, and passage of Ordinance No. 455 of said Town. I further certify that the foregoing copy of said Ordinance No. 455 is a full, true and correct copy of the original thereof, as the same is in my custody as Clerk of said Town of Mills and that said Ordinance was enacted at a regular meeting of the Council of said Town, duly and regularly called and held, and at which a majority of all the members of said Council was present and acting; and was duly signed by the Mayor and attested by me as Clerk, and the ~~same was published once in the~~ _____, ~~a newspaper of general circulation within~~ the Town on the _____ day of _____, 1998.

WITNESS my hand and the seal of said Town this _____ day of _____, 1998.

Clerk of the Town of Mills

(SEAL)

I, Sue Regennas, Town Clerk of the Town of Mills, Wyoming, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 455 entitled" AN ORDINANCE GRANTING TO PACIFICORP AN OREGON CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT MAINTAIN AND OPERATE ALONG, ACROSS AND UNDER THE PRESENT AND FUTURE STREETS ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND REPEALING ORDINANCE NO. 223 OF THE TOWN OF MILLS, PASSED AND APPROVED DECEMBER 5, 1973." Passed on Third and final reading by the Town Council of the Town of Mills, Wyoming, at a regular meeting held in the Council Chambers on the 9th day of December, 1998.

Seal

Sue Regennas, Town Clerk

I, the regularly appointed, duly qualified and acting Town Clerk of the Town of Mills, Wyoming, do hereby certify that signed, attested, sealed, and certified copies of this Ordinance No. 455 approved and passed as certified above, were, following its passage by the Town Council posted in the Town Clerk's office and the Mills Post Office for a period of (10) days as required by law; that it took effect and became in force as a legal ordinance of the Town of Mills, Wyoming, on the 23rd day of December, 1998.

Seal

Sue Regennas, Town Clerk

Regular meeting of the Mills Town Council called to order by Mayor Goff. Present were Mayor Goff, Councilmen Dill, Pattan, Renner and St.John.

The minutes of the meeting were approved on a motion by Councilman Pattan, second by St.John. Rollcall: all ayes.

Police Chief Endresen gave the police report. Mayor Goff read the judge's report.

Fire Chief Schindler gave the fire report. 26 ambulance calls, 4 fire related in town calls and 7 county assists. Their annual pancake breakfast/open house will be this coming Saturday.

Attorney Rob Hand gave a report about the mutual aid agreement.

7:45 p.m. Public Hearing on LaCocina restaurant liquor license renewal. Julia Childs spoke in favor, no one spoke against. Councilman Pattan made a motion to issue the renewal, second by Renner. Rollcall: all ayes.

8:00 p.m. Public Hearing on renewal of the Millview liquor license. No one spoke for or against. Councilman St.John made a motion to grant the Millview their renewal for their liquor license, second by Councilman Renner. Rollcall: all ayes.

7:50 p.m. Public Hearing on the renewal of the Beacon Club liquor license. No one spoke for or against. Councilman Renner made a motion to approve the renewal of the liquor license, second by Councilman Dill. Rollcall: all ayes.

Ed Chase with the One Percent Sales Tax Committee spoke to the council on how important the 1¢ tax is to Mills.

Marlyn Black spoke to the council on promoting the lodging tax, which would be 2% for Natrona County. Warren Schroefel is the Mills representative.

Leslie Blythe, general business manager for Pacific Power spoke about the proposed franchise ordinance.

ORDINANCE NO. 455, FRANCHISE FOR PACIFIC POWER was passed on first reading on a motion by Councilman Renner, second by Councilman Pattan. Rollcall: all ayes.

Councilman Dill made a motion to approve the following business licenses, second by Councilman St.John: Rollcall: all ayes.

All-Out Fire Extinguisher
Johnston Trailer Court
Charlie's Tools
John's Moving Service

NPRD Credit Union
Ed's Hobby Shop
First Light Electric
K Design

Pronghorn Electric
Ray Clamp Masonry
L + N Enterprises (Webers)
Summit Roofing

Milo's Auto & Truck Sales was tabled until next meeting.
Mead's Auto Repair was denied.

Councilmen Renner made a motion to pay bills, second by Pattan. Rollcall: all ayes.

Steve Kurtz gave the planner's report. The rezoning of the lots in the Freden Addition was discussed. Several residents from the adjoining area were in agreement that Lot 1 Block 11 should be changed from Established Business to Established Residential. And that Lots 2-5 in Block 2 should remain Developing Residential.

ORDINANCE 451 AN ORDINANCE REZONING Lot 1 Block 11 was passed on first reading on

a motion by Councilman Renner, second by Councilman Dill. Rollcall: all ayes.

Andrea Childs requested a caterer to be able to serve alcohol for their New Year's Eve party, which will be held where the Action Pawn used to be. The council told her that whoever would be serving the alcohol would have to come before the council and apply for a permit.

Ron Schindler said that the fire department purchased some tables from Sam's Club. If the town would decide to purchase them also, they probably could get a discount.

Councilman Renner made a motion to adjourn the meeting at 9:45 p.m., second by Councilman Dill. Rollcall: all ayes.

Signed: Robert L. Goff
Robert L. Goff, Mayor

Attest: Sue Regennas
Sue Regennas, Town Clerk

Regular meeting of the Mills Town Council called to order by Mayor Goff. Present were Mayor Goff, Councilman Pattan, Renner, St.John and Dill.

Councilman Dill made a motion to approve the minutes of the last meeting, second by Councilman Renner. Rollcall: all ayes.

Leslie Blythe with Pacific Power came to speak to the town and council. \$2,000 from the Economic Development grant that is not being used, will be awarded to the town to help publish the new business directory.

Jerry Endresen gave the police report. Mayor Goff read the judge's report.

Ron Schindler gave the fire report. There were 25 ambulance calls, 10 Mills calls, and 6 county calls. Their weenie roast turned out well. The department volunteered 110 hours the weekend of October 16 to help clean the streets of branches.

Bill Pattan gave the sanitation report. They are going to sign a complaint on Milo's lot. Dave Crimm, a former employee of Milo's, stated that little attempt was made to clean up the lot when Milo received a clean-up notice from the town.

Steve Kurtz gave the planner's report. Gases Plus is going to take over the whole building at Salt Creek. They will have office space to lease out.

Cub Scouts from Pack 13 came to observe a council meeting to earn their citizenship badge.

ORDINANCE NO. 455, An Ordinance granting Pacificorp a franchise to supply electricity and electric service to the Town of Mills was passed on second reading on a motion by Councilman Dill, second by Councilman St.John. Rollcall: all ayes.

ORDINANCE NO. 451, an Ordinance rezoning Freden Addition Lot 1, Block 1 from established business to established residential was passed on second reading on a motion by Councilman Renner, second by Councilman St.John. Rollcall: all ayes.

The bids on the 1991 Oldsmobile were \$671, \$563, and \$306 with Sue Regennas the high bidder.

The bids on the 1979 GMC Pickup were \$763, \$651, and \$310 with Paul Hunter the high bidder.

The following business licenses were approved on a motion by Councilman Pattan, second by Councilman Dill.

| | |
|---------------------|----------------------|
| A C Tree Service | TCI Cablevision |
| A + B Buildings | Don's Glass |
| B + B Auto Electric | Appliances Plus |
| Tank Liners Central | Erect-It-Inc. |
| Arrowhead, Inc. | Tip Top Tree Service |

S.P. Distributing at 1010 Sword was tabled until the December meeting concerning his vacuum sales.

Milo's was again tabled until the December meeting pending the outcome of the clean-up committee's success.

Councilman Dill made a motion to pay the bills, second by Councilman Renner.
Rollcall: all ayes.

Mrs. Renner asked if Mills enforced the Greenriver Ordinance. It has not been adopted as yet.

Councilman St. John made a motion to adjourn this meeting at 8:40 p.m., second by Councilman Renner. Rollcall: all ayes.

Signed: Robert L. Goff
Robert L. Goff, Mayor

Attest: Sue Regennas
Sue Regennas, Town Clerk

Regular meeting of the Mills Town Council, called to order by Mayor Goff. Present were Councilmen Dill, St John and Pattan. Councilman Renner excused.

The minutes of the last meeting were approved on a motion by Councilman Dill, seconded by Councilman St John. Rollcall: All ayes.

The Police and Judges' report was read by Mayor Goff.

Bill Pattan, Sanitation Committee, reported that Milo Anderson has been cited in Court for violations.

The Fire Dept. report was given by Chief Ron Schindler.

Steve Kurtz gave the Planners report. WYDOT is going ahead with the project to improve the sidewalks on W. Yellowstone which will require \$30,000 match from the Town. The Town received a TEAL grant to construct the Platte River Parkway path through the WOTCO area, another gateway on the east end of First Street could be possible next year. Craig Collins is volunteering his time to work on an application for the Town to be designated a "Tree City". The owner of the property at 67 South 6th St. wants to put a used car lot on the property, this could be possible with restrictions.

Jackie Padgett presented a report on the activities of Mills Area Community Economic Development Association.

Ordinance NO. 456, renumbered from 451, REZONING FREDEN ADDITION, Lot 1, Block 1 from established business to established residential, passed on third and final reading on a motion by Councilman Dill second by Councilman Pattan. Rollcall: All ayes.

Ordinance NO. 455, Pacificorp Franchise was passed on third and final reading on a motion by Councilman St John, second by Councilman Dill. Rollcall: All ayes.

A Catering Permit for December 31 for a private function at Millview Shopping Center was approved for ARMORS RESTAURANT. Motion made by Councilman Dill, second by Councilman St John. Rollcall: All ayes.

An application for Vacuum Cleaner sales license for Stan Pierce, DBA/S. P. Distributing, was approved on a motion by Councilman Dill, second by Councilman Pattan. Rollcall: all ayes. If any complaints are received by the Town, this could be reconsidered.

Town Licenses were approved for the following businesses on a motion by Councilman Pattan, second by councilman Dill.

| | |
|-----------------------|--------------------------------|
| Excal | T-T Drilling |
| Falcon Pump | Dan's Auto Electric |
| La Cocina Restaurant | Diamond Products International |
| Emulsified Asphalt | B & B drilling |
| Linse Trailer Court | R & M Energy Systems |
| Rocky Mt. Scale | A & D Construction |
| Bid's Place | Herbo's |
| Artistic Hair Styling | Study Auction Service |
| Stout Upholstery | Glenrock Plumbing & Heating |

Milo Andersons license was tabled until further notice.

The Town investment policy was adopted with the change from the word shall to may be invested in Money Market Funds to Certificate of Deposit.

Motion made by Councilman Dill, seconded by Councilman St John. Rollcall: All ayes.

The appropriation report to December was received by the Council.

The City of Casper submitted a chart for water service areas they would like to see Mills take over, these included Upper Dempsey, Masek I & S Dist., Hanley acres, Individual retail connections on the Airport water line & Lakeview I & S District. No action taken.

The attached list of bills were presented and approved for payment on a motion by Councilman Dill, second by Councilman St John. Rollcall: All ayes

Motion to adjourn made by Councilman St John at 8:25 p.m., second by Councilman Dill. All ayes.



Signed Robert L. Goff
Robert L. Goff, Mayor

Attest: Sue Regennas
Sue Regennas, Town Clerk



**ACCEPTANCE OF ORDINANCE NO. 455
BY
PACIFICORP, an Oregon corporation,
doing business as PACIFIC POWER & LIGHT COMPANY,**

PACIFICORP, an Oregon corporation, doing business as PACIFIC POWER & LIGHT COMPANY, hereby unconditionally accepts Ordinance No. 455 of the Town of Mills, Natrona County, Wyoming, and all the terms, provisions and conditions thereof, said ordinance being entitled:

AN ORDINANCE GRANTING TO PACIFICORP, AN OREGON CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE ALONG, ACROSS AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND REPEALING ORDINANCE NO. 223 OF THE TOWN OF MILLS, PASSED AND APPROVED DECEMBER 5, 1973.

which said ordinance was submitted at a regular meeting of the Council of the Town of Mills and read in full the first time on the 7th day of October, 1998, was read in full the second time on the 4th day of November, 1998, and was read in full the third time and duly passed at a regular meeting of the Council of said Town of Mills held on the 9th of December, 1998. Said Ordinance was submitted to and duly attested by the Clerk and signed by the Mayor on the 9th day of December, 1998, and was duly posted in the Town Clerk's office and the Mills Post Office for a period of ten (10) days as required by law.

DATED this 22nd day of December, 1998.

**PACIFICORP, doing business as
PACIFIC POWER & LIGHT COMPANY**

By Richard D. Westerberg
Richard D. Westerberg
Vice President

Witness: Cerita Mign

ACCEPTANCE OF ORDINANCE NO. 223
by
PACIFIC POWER & LIGHT COMPANY

Pacific Power & Light Company hereby unconditionally accepts Ordinance 223 of the Town of Mills, Natrona County, Wyoming, and all of the terms, provisions and conditions thereof, said Ordinance being entitled:

AN ORDINANCE GRANTING TO PACIFIC POWER & LIGHT COMPANY, A CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE IN, ON AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND PROVIDING FOR THE REPEAL OF ORDINANCE NO. 137 OF THE TOWN OF MILLS, PASSED AND APPROVED APRIL 5, 1963.

which said Ordinance was duly passed at a regular meeting of the Council of said Town of Mills held on the 5th day of December, 1973, and was duly approved by the Mayor and attested by the Clerk, and was duly published in the Casper Star Tribune on the 13th day of December, 1973.

IN WITNESS WHEREOF, Pacific Power & Light Company has caused this acceptance to be signed by one of its Vice Presidents and attested by one of its Assistant Secretaries, and its corporate seal to be hereunto affixed this 28th day of January, 1974.

PACIFIC POWER & LIGHT COMPANY

By R. L. Bartholomew
Senior Vice President

Attest: M. E. Thompson
Assistant Secretary

COUNTY OF NATRONA)
) ss
State of Wyoming)

I, Narvone Reed, Clerk of the Town of Mills, do hereby certify the foregoing Acceptance is a full, true and correct copy of Pacific Power & Light Company's Acceptance of Ordinance No. 223, and the original of said Acceptance was filed in my office as such Clerk on the 1 day of February, 1974.

Witness my hand and seal of the Town of Mills this 1 day of February, 1974.

(SEAL)

Narvone Reed
Clerk of the Town of Mills

PD-16-WY-16

RECORDED IN TOWN OF MILLS

223

ORDINANCE NO. 223

AN ORDINANCE GRANTING TO PACIFIC POWER & LIGHT COMPANY, A CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE IN, ON AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND PROVIDING FOR THE REPEAL OF ORDINANCE NO. 137 OF THE TOWN OF MILLS, PASSED AND APPROVED APRIL 5, 1963.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF MILLS, WYOMING:

Section 1. The Town of Mills, Natrona County, Wyoming, hereinafter called the Town, does hereby grant to Pacific Power & Light Company, a corporation, authorized to do business in the State of Wyoming, and to its successors and assigns, hereinafter called Grantee, a right and franchise for the period of twenty-five (25) years from and after the effective date of this Ordinance, to construct, maintain, and operate in, on and under the present and future streets, alleys, public places and ways, hereinafter referred to as "streets," electric light and power transmission and distribution lines, with all necessary or desirable appurtenances, including underground conduits, poles, wires, and telephone wires hereinafter referred to as "facilities," for the purpose of supplying electricity and electric service to said Town, the inhabitants thereof, and persons and corporations within and beyond the limits of the Town, subject to the terms and conditions and to the making of payments hereinafter specified.

Section 2. Grantee shall erect and maintain all such facilities in accordance with good engineering practice and in such manner as not to interfere with the use of said streets for travel, and whenever it shall be necessary in the erection of such facilities to dig or in any manner to disturb or interfere with any of said streets, Grantee shall within a reasonable time thereafter put such streets in as good condition as they were before becoming broken, dug or disturbed, and shall remove all rubbish or other material from said streets. Whenever and wherever Grantee shall rebuild, relocate or construct new distribution or transmission lines within the Town such distribution and transmission lines shall, if feasible, be located in the alleys of the Town.

Franchise - Wyoming - Town of Mills

Section 3. Grantee shall have the right and privilege at its sole cost, risk and expense of trimming all trees which overhang said streets in such a manner and to such an extent as will prevent the branches or limbs or other parts of such trees from touching or interfering with its facilities; providing no such trees shall be trimmed or cut back farther than may be necessary to prevent such interference and to allow the proper operation and maintenance of said facilities.

Section 4. Grantee shall furnish for public and private use during the term hereof and under the conditions of this franchise, electricity and electric energy at the rates and prices and in accordance with tariffs filed and fixed by the Public Service Commission of the State of Wyoming or approved by said Commission and in accordance with the laws and Constitution of the State of Wyoming.

Section 5. As a consideration for all franchise rights and contractual privileges granted by the Town under the franchise hereby granted, Grantee shall pay to the Town an amount equal to two percent (2%) of Grantee's gross revenue as said term is defined herein. Such payments shall be made monthly on or before the twentieth day of each month during the term hereof and shall be computed upon the gross operating revenue accrued during the previous month or portion thereof.

The term "Gross Revenue" as used herein shall mean and be construed as Grantee's gross operating revenue accruing during the preceding month or fraction thereof from the sale of electricity and electric service within the corporate limits of the Town, other than such revenue derived from sales of electric service to the Town or from business done with the U. S. Government or any agency thereof and after deducting therefrom any amounts paid by Grantee to the United States or to the State of Wyoming as excise or business taxes upon the sale or distribution of electric service in the Town, and at the election of Grantee, Grantee may also deduct from gross revenues the total of all uncollectible revenues from customers within the Town during the preceding month or fraction thereof.

The amounts so payable by Grantee shall not be in addition to any other license, occupation, franchise or excise taxes or charges which might otherwise be levied or collected by the Town from Grantee in respect to Grantee's electric business or of the exercise of this franchise within the corporate limits of the Town, and the

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amount of any such license, occupation, franchise, or excise taxes or other charges for corresponding periods shall be reduced by deducting therefrom the franchise fee or charge payable hereunder by Grantee; provided that, this provision shall not apply or pertain to lawful ad valorem taxes levied by the Town or other public authority against Grantee's property within the Town.

Section 6. Grantee shall protect and save the Town, its officers, employees and agents, harmless against and from any and all damage, claim and any and all loss, liability, cost or expense, occasioned by any negligent act or omission of Grantee in the construction, maintenance, operation or repair of Grantee's property or any use thereof; and Grantee shall at all times comply with any lawful present or future ordinance, rules or regulations of the Town relating to the manner of occupation or use, or to the repair or improvement of said streets.

Section 7. Upon this franchise becoming effective, but not otherwise, Ordinance No. 137 passed and approved April 5, 1963 is hereby repealed.

Section 8. Performance of Grantee's obligations hereunder shall be subject to and suspended during prevention thereof or interference therewith, by action of or under governmental authority claiming jurisdiction, or by Acts of God, adverse weather, supply, labor or other conditions not wholly controlled by Grantee, but prevention of such obligations shall not relieve Grantee from any monthly payment aforesaid to the Town, and providing further that as soon as the act or actions or other conditions causing the suspension have been removed or cease to exist, Grantee shall forthwith resume the suspended operations.

Section 9. This ordinance shall be published once in the Casper Star Tribune, a newspaper of general circulation within the Town, pursuant to Section 15.1-16 of the Wyoming Statutes and shall become effective on the day following

Franchise - Licensing - Town of Mills

said publication, but shall become null and void unless within sixty (60) days after such effective date the Grantee shall file in the office of the Clerk the Grantee's unqualified written acceptance of all the provisions thereof.

Passed by the Council this 5th
of December, 1973.

Signed this 5th day of December
1973.

L. A. Wilcox
Mayor of the Town of Mills

Attest:

Norene Reed
Clerk of the Town of Mills

Franchise - Weyering - Town of Mills

EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF THE
TOWN OF MILLS HELD ON THE 10 DAY OF November 1973

A form of ordinance entitled:

AN ORDINANCE GRANTING TO PACIFIC POWER & LIGHT COMPANY, A CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE IN, ON AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND PROVIDING FOR THE REPEAL OF ORDINANCE NO. 137 OF THE TOWN OF MILLS, PASSED AND APPROVED APRIL 5, 1963.

was submitted to the Council.

After discussion, Councilman Kelly moved that said ordinance be given its first reading, Councilman Hestace seconded said motion, and by unanimous consent the same was thereupon fully and distinctly read by the Clerk.

Upon motion of Councilman Kelly, seconded by Councilman Hestace, further action upon said ordinance was deferred until the next regular meeting of the Council.

Franchise - Wyoming - Town of Mills

EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF
THE TOWN OF MILLS HELD ON THE 5 DAY OF December 1973

A form of ordinance entitled:

AN ORDINANCE GRANTING TO PACIFIC POWER & LIGHT COMPANY, A CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE IN, ON AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND PROVIDING FOR THE REPEAL OF ORDINANCE NO. 137 OF THE TOWN OF MILLS, PASSED AND APPROVED APRIL 5, 1963.

was brought on for further consideration, the same having been previously submitted to the Council and read in full at a regular meeting of the Council on the 10th day of November, 1973.

After discussion, Councilman Hutshell moved that said ordinance be given its second reading, Councilman Fulton seconded said motion, and by unanimous consent the same was thereupon fully and distinctly read by the Clerk; further action upon said ordinance was deferred until the next regular meeting of the Council.

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EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF THE TOWN OF MILLS HELD ON THE 5 DAY OF December, 1973

A form of ordinance entitled:

AN ORDINANCE GRANTING TO PACIFIC POWER & LIGHT COMPANY, A CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE IN, ON AND UNDER THE PRESENT AND FUTURE STREETS, ALLEYS, PUBLIC PLACES AND WAYS OF THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AN ELECTRIC LIGHT AND POWER SYSTEM FOR THE PURPOSE OF SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE TOWN OF MILLS, THE INHABITANTS THEREOF, AND OTHERS; SUBJECT TO THE TERMS AND CONDITIONS AND TO THE MAKING OF PAYMENTS SPECIFIED IN THE ORDINANCE; AND PROVIDING FOR THE REPEAL OF ORDINANCE NO. 137 OF THE TOWN OF MILLS, PASSED AND APPROVED APRIL 5, 1963.

was brought on for further consideration, the same having been previously submitted to the Council and read twice at regular meetings of the Council on the 10 day of September, 1973, and on the 5 day of December, 1973.

After discussion, Councilman Fulton moved that said ordinance be given its third reading, Councilman Hutchell seconded said motion, and by unanimous consent the same was thereupon fully and distinctly read by the Clerk.

The question then being upon the passage of said ordinance, the Mayor put the question, and a vote was taken which resulted as follows:

| <u>Voting Yea: Councilmen</u> | <u>Voting Nay: Councilmen</u> |
|-------------------------------|-------------------------------|
| <u>Hutchell</u> | <u>None</u> |
| <u>Doughty</u> | |
| <u>Fulton</u> | |
| <u>Kelly</u> | |
| | |
| | <u>Absent: Councilmen</u> |
| | <u>None</u> |
| | |

The Mayor announced that said ordinance had been duly passed by the affirmative vote of 4 Councilmen, being a majority of all the councilmen-elect, and constituting a quorum, as shown by the "yeas" and "nays". The ordinance was then duly attested by the Clerk and submitted to the Mayor for his approval. The Mayor duly approved said ordinance within ten (10) days of its passage, to wit: on the 5 day of December, 1973, and it was thereupon numbered Ordinance No. 223.

Franchise - Wyoming - Town of Mills

CERTIFICATION BY CLERK OF
TOWN OF MILLS

STATE OF WYOMING)
) ss.
County of Natrona)

I, Norme Reed, Clerk of the Town of Mills,

Natrona County, State of Wyoming, do hereby certify: That the foregoing extracts of minutes of meetings of the Council of the Town of Mills held on the 10 day of November, 1973, the 5 day of December, 1973, and the _____ day of _____, 1973, respectively, are full, true and correct copies of that portion of the minutes of said meeting which relates to the introduction, consideration, and passage of Ordinance No. 223 of said Town. I further certify that the foregoing copy of said Ordinance No. 223 is a full, true and correct copy of the original thereof, as the same is in my custody as Clerk of said Town of Mills and that said Ordinance was enacted at a regular meeting of the Council of said Town, duly and regularly called and held, and at which a majority of all the members of said Council was present and acting, and was duly signed by the Mayor and attested by me as Clerk, and the same was published once in the Casper Star Tribune, a newspaper of general circulation within the Town, on the 13 day of December, 1973.

WITNESS my hand and the Seal of said Town of Mills this 13 day of December, 1973.

Norme Reed
Clerk of the Town of Mills

(SEAL OF TOWN)

Franchise - Wyoming - Town of Mills



Y2 CONSULTANTS

y2consultants.com
307 733 2999

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

April 24, 2023

Delivery via email

Leah Juarez, Mayor
City of Mills
704 4th St.
Mills, WY 82

**RE: Proposal for Planning Professional Services
City of Mills Title 17 – Zoning & Land Use Code Update**

Dear Ms. Juarez,

It has been a pleasure so far working as the Planner for the City of Mills. As more development occurs and the City of Mills continues to grow, the need to review and update the City’s Zoning and Land Use Code becomes more apparent. Initial discussions were started in the Fall of 2022 about the update of the Zoning & Land Use Code, and at that time I completed a cursory review of Title 17 and provided a memo outlining major items that should be reviewed and revised.

Since that time, Mills City Staff and the new council members have taken time to review the recommendations and provide direction on how to proceed with the code update. Based on that direction, Y2 offers the following scope of work and price proposal. I’ve outlined my understanding of how in-depth the City of Mills would like to go with this code update and the work plan for the review, revision and adoption process.

Please let us know if you have any questions.

Sincerely,

Megan Nelms, AICP
megan@y2consultants.com

CITY OF MILLS TITLE 17 – ZONING CODE

In November of 2022, Megan Nelms (City Planner for Mills) issued a memo outlining key issues within Title 17 that should be addressed immediately. The revisions to Title 17 will fix contradictions within the ordinance itself and clarify processes, making the regulations easier and more user friendly for residents in Mills. That memo is attached to this proposal and summarizes the proposed revisions to be completed.

City Staff has also made the request to rename the zoning districts within the code. Currently, the district names are not in line with zoning ordinances in communities around Mills, like Casper, Evansville and Natrona County. Ms. Nelms has also recommended that the City review the permitted uses within each district, to ensure that all use types are accounted for and that the types of permitted uses in each district are in-line with the 2017 Comprehensive Plan and the vision of future development in the city. In addition to the revisions outlined in the attached memo, all zoning district names will be changed to be more in line with similar ordinances in surrounding communities and uses within each district will be evaluated.

PLANNING

Work Plan for Code Update: This scope will involve reviewing the code, making recommended revisions, formatting, editing and final document production. It is estimated that these tasks will take approximately 80 hours. This time also includes staff reports, public notices and presentation to Council at work sessions and Council Meetings. Ms. Nelms will ensure that all proper legal processes are followed per the applicable State Statute regarding amendment and adoption of rules.

- Deliverables:** Updated Title 17 in PDF format
- Timeline:** The timeline for this work will begin June 1, 2023 with an anticipated completion of September 2023, depending on review schedules and input from City staff and Council on presented revisions.
- Fees:** Lump Sum; \$8,720
(PLAN:LDRA “LDR Amendment” – Internal Use)

Public Input & Future Amendments: This scope of work does not include any public input meetings. A revised scope can be provided to include public presentations of the amendments and solicitation of public comment outside any official public hearings for the adoption of the amended rules. Any future amendments outside the scope of the attached memo to the rules requested by Council will require a new scope of work, which will be provided by Y2 at that time.

- Deliverables:** TBD with new scope of work
- Timeline:** TBD with new scope of work
- Fees:** TBD with new scope of work

INCLUSIONS/EXCLUSIONS

- Uninterrupted progress and maintaining the proposed timelines require prompt decision-making and expedited response from the Owner/Agent to Y2’s requests for reviews, approvals, or instructions. This includes providing all relevant electronic files necessary for Y2 to complete work. Delays which cause interruption or extension of any tasks may result in revised project timelines and may be considered Additional Services.
- Revisions and changes happen during even the most well-planned projects and Y2 will make every effort to include these changes within our fees and estimates. However, changes by the Owner/Architect after work occurs on in-progress or completed drawings may be considered Additional Services. The Owner/Architect will be notified of the additional services prior to the commencement of work.
- All work beyond the details provided in this proposal will be considered Additional Services.
- Fee estimates do not include reimbursable costs, such document printing, postage and shipping.

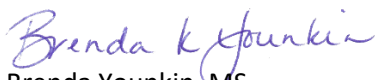
Fee Estimates and Timelines were generated based on previous experience on projects of similar scope. These estimates and timelines may be revised during the course of the work for a number of unforeseen reasons. The Owner/Agent will be notified of all changes in scope and/or cost estimates prior to commencing work beyond what is described herein.

In order to maintain the proposed project schedule, please give us **Notice to Proceed by May 12, 2023**. We will then provide an electronic executable contract as soon as possible and schedule a meeting with you to begin generating the site plan as described above.

We understand that you have access to many technical professionals. Y2 stands out by virtue of our teamwork and value added through collective knowledge, streamlined communications, and high-quality deliverables. We pride ourselves in providing more than the bare minimum and our Owners return to us as they value the work product we offer.

Thank you for this opportunity, please contact us at your convenience if you have any questions or concerns.

Sincerely,


 Brenda Younkin, MS
 Y2 Owner/NR Department Lead
brenda@y2consultants.com


 Megan Nelms, AICP
 Senior Planner
megan@y2consultants.com



Memorandum

TO: Mills City Council

FROM: Megan Nelms, AICP, City Planner *MN*

DATE: November 14, 2022

SUBJECT: Land Development Regulation Revisions

As directed by Mills City Staff, I have started review of the current City of Mills Zoning & Subdivision Regulations (Land Development Regulations or LDRs) for consistency, efficiency, and timeliness. To make recommendations for revisions to the LDRs, I am requesting feedback and direction from Mills City Council. More specifically, I am looking to better understand the history of development regulation issues in the City of Mills, the vision of the Council moving forward and efforts to ensure consistency with the Comprehensive Plan.

The following are a few examples of noteworthy items in the current regulations that are recommended for review and/or revision. I have briefly summarized the issues for discussion prior to any amendments being drafted for consideration.

ZONING DISTRICTS

- **Discussion:** Is it the intent of the City of Mills to merely rename the current zoning districts? Or are there changes in allowed uses, conditional uses, etc., which need to be added, removed, and/or modified within districts?

NOTICE

- Certain sections of the code require notice of a development action to be posted on the property, published in the newspaper of record, and sent to surrounding property owners (special reviews, variances, rezonings).
- **Recommendation:** Notice be provided for all development applications that are reviewed by the Planning Commission, especially new subdivision applications, where surrounding property owner notice is currently not required.

PETITIONS

- Section 17.16.40 of the code requires that anyone applying for rezoning, or a variance, obtain the signatures of at least 50% of the owners of real property within 140' of their property. This

requirement can lead to complicated decision-making processes and debate over “neighbor veto power.”

- The land development regulations have a purpose, and all requests are evaluated based on their compliance with the regulations.
- Notice is provided of a public hearing and surrounding property owners are given the opportunity to make comment on the development proposal.
- The P&Z Board is there to evaluate the request and its compliance with the rules, while also hearing from the public.
- There is currently a mechanism for surrounding landowners to submit an opposition petition and require a super-majority affirmative vote.
- **Recommendation:** Remove the requirement of obtaining the signatures, or “approval” of the surrounding property owners.

REVIEWS

- **Recommendation:** A review table or chart used to show the review process/procedure for all development applications. The table would summarize the review, approval and notice requirements for each application type and provide an overview of the basic responsibilities of the officials and bodies charged with rule administration and decision making. I have included examples of Review Procedure/Process tables from other regulations.

SUBDIVISION RULES

- **Recommendation:** Minor Boundary Adjustments be allowed on more than two (2) lots, but must end up with same number, or fewer, lots than what was previously platted.
- **Recommendation:** Revise the requirements and review process language for preliminary/final plats to align with language for Boundary Adjustments.
- **Discussion:** Why can the Minor Boundary Adjustment not be used more than twice in five years? Or is the intent to say not more than twice in five years on the same piece of property?

SUMMARY

In summary, while the current LDRs are adequate for the City, there are many revisions that could be made to make the regulations more clear, concise, and easier to use for both City Staff and the public. One must also take into consideration the effects piecemeal changes can have on adopted code. Revisions to a certain section may have unintended consequences on other sections of the rules. With that, I would recommend a comprehensive review of the LDRs to include revised zoning districts & use tables, reorganization of the document, new review tables and application processes, updated definitions and overall restructuring of the code to simplify and streamline the regulations.

10.10 Approval Authority

- (1) **Purpose.** The purpose of this section is to establish the administrative responsibilities of the Regulations and to identify the basic responsibilities of the officials and bodies charged with its administration. This section describes the responsibility and decision-making authority for each review body (e.g., Applicable Director, Planning Commission, or Board of County Commissioners) on land use actions.
- (2) **Definitions.** As used in this Chapter, the following terms are defined as:
 - (a) "Appeal or Appellate Review" means a hearing, conducted by a single hearing body or officer authorized to conduct such hearings, in which testimony is restricted to information contained in the record.
 - (b) "Applicable Director" means the Director of Public Works, Building Official, Planner/Zoning Administrator, or designee.
 - (c) "Contested Case Hearing" means a hearing, conducted by a governing body or officer authorized to conduct such hearings in which legal rights, duties, or privileges of a party are required by law or the Regulations.
 - (d) "Public Hearing" means an opportunity to provide comment from the public or other agencies.
- (3) **Authority.** There are five Review Processes (1–5) defined by who has the authority to render a decision on the matter. The Review Process for each application is found in the Use District Charts. Please refer to Table 10.10-1 for more information about each Review Process.
 - (a) In general, decisions on applications which are under Review Processes 1–3 are made by the Applicable Director. Review Process 3 applications may be deferred by the Applicable Director to a Review Process 4, and Review Process 4 may be deferred by the Planning Commission to a Review Process 5.
 - (b) Review Process 4 decisions are made by the Planning Commission.
 - (c) Review Process 5 decisions are made by the Board of County Commissioners, following receipt of recommendation from the Planning Commission.

**Table 10.10-1
Procedural Types and Review Processes**

| Action | Administrative | | | Planning Commission | County Commission |
|--|---|--|---|---|--|
| | Process 1 | Process 2 | Process 3 | Process 4 | Process 5 |
| Pre-Application Meeting | None | None | Recommended | Recommended | Recommended |
| Notification Requirement (Section 10.20) | None | None | Required | Required | Required |
| Public Hearing (Section 10.65) | None | None | None | Required | Required |
| Contested Case Hearing | None | None | None | Planning Commission | County Commission |
| Decision-Maker | Applicable Director | Applicable Director | Applicable Director/Planning Commission | Planning Commission | County Commission |
| Administrative Appeal | County Commission | County Commission | County Commission | County Commission | None |
| Judicial Appeal | District Court | District Court | District Court | District Court | District Court |
| | Example | Example | Example | Example | Example |
| | Accessory Uses (Section 45.65) | Master Sign Plan Review (Section 40.25) | Deviation (Section 10.50) | Conditional Use Permit (Section 10.55) | Zoning or Re-zoning Requests (Section 10.60) |
| | Zoning Certificate (Section 10.25) | Site Plan Approval (Section 10.35) | Wireless Communication Facility (Section 45.55) | Manufactured Home Park (Section 45.30) | Wind Generation Facilities (Section 32) |
| | Enforcement Action (Section 10.85) | Home Occupation (Section 45.25) | Group Care Facilities (Section 45.35) | Recreational Vehicle Park (Section 45.45) | |
| | Buffering Standards Determination (Section 40.30) | Similar Use Determinations (Section 10.40) | Live/Work Facilities & Caretaker Housing (Sections 45.15 and 45.20) | Construction Camps (Section 45.40) | |
| | Sign Permits (Section 40.25) | Minor Deviation (Section 10.45) | Child Care Establishments (Section 45.60) | | |

10.15 Interpretation of Regulations

- (1) **Rules of Interpretation.** As used in these Regulations, the following shall apply:
 - (a) Abbreviations. The following phrases, personnel, and document titles are shortened in these Regulations:
 - (i) Campbell County = County.
 - (ii) Board of County Commissioners = County Commissioners

Table 5.02-1 Summary Table of Procedures

**R = Review (Responsible for Review and/or Recommendation) H = Hearing (Public Hearing Required)
D = Decision (Responsible for Final Decision) A = Appeal Authority to Hear/Decide Appeals)**

| Procedure | Review and Decision-Making Body | | | Public Notice Requirement | |
|----------------------------------|---------------------------------|---------------------|-------------------------------|---------------------------|---------|
| | <u>Applicable Director</u> | Planning Commission | Board of County Commissioners | Published | Written |
| Development Plan Amendment | R | R-H | D-H | X | X |
| Zoning Resolution Text Amendment | R | R-H | D-H | X | X |
| Zoning Map Amendment | R | R-H | D-H | X | X |
| Conditional Use Permit | R | R-H | D-H | X | X |
| Temporary Use | D | A | | | |
| Floodplain Development Permit | D | A | | | |
| Zoning Certificate | D | A | | | |
| Sign Permit | D | A | | | |
| Planned Unit Development | R | R-H | D-H | X | X |
| Formal Interpretation | D | A | | | |
| Administrative Adjustment | D | A | | | |
| Variance | R | R-H | D-H | X | X |

5.03 General Application Procedures: All Applications

5.03.01 Step 1: Pre-application conference

- A. **Purpose.** The purpose of a pre-application conference is to provide an opportunity for an informal evaluation of the applicant's proposal and to familiarize the applicant and the County staff with the applicable provisions of this Resolution, the Development Plan, infrastructure requirements, and any other issues that may affect the applicant's proposal.
- B. **Applicability.**
 - 1. **Required for new applications.** A pre-application conference may be required prior to the following types of applications. These types of applications may not be accepted until after a pre-application conference is completed, as determined by the Applicable Director. The conference should take place prior to any substantial investment, such as land acquisition for a proposed development, site and engineering design, or the preparation of other data.
 - a. Development Plan Amendment
 - b. Zoning Resolution Amendment

AN ORDINANCE NO. 791: First Reading for the FY 24 Budget Year

ORDINANCE 791, APPROPRIATING MONEY FOR THE ANNUAL BUDGET OF THE CITY OF MILLS, WYOMING, FOR THE CONDUCT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MILLS, WYOMING FOR THE FISCAL YEAR 2024.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILLS, WYOMING, after public hearing being duly held in accordance with the statues of the State of Wyoming:

1. That the actual revenues of the current fiscal year are as follows:

- a. Fiscal Year 2024 General Revenue Fund \$5,493,727.00
- b. Grants & Loans \$4,355,780.00
- c. One Cent & Special Revenue \$1,500,000.00
- d. Enterprise Funds \$2,965,000.00
- e. Impact Fund \$150,000.00

Total Revenue: **\$14,464,507.00**

2. That the actual expenditures for the current fiscal year are as follows:

- a. Fiscal Year 2024 Actual Expenditures: **\$14,567,997.00**

3. That the actual expenditures for the 2024 budget year are as follows:

| | | | |
|----------------------------|----------------|-----------------------|------------------------|
| Administration | \$421,623.00 | Streets | \$130,030.00 |
| Non Departmental | \$649,193.00 | Impact | \$150,000.00 |
| City Council | \$115,471.00 | Public Works Shop | \$154,188.00 |
| Grants & Loans | \$4,355,780.00 | Parks Department | \$99,279.00 |
| Administration Enterprise | \$419,123.00 | Water Department | \$446,004.00 |
| Community Service Division | \$217,499.00 | Water Treatment Plant | \$644,546.00 |
| Police Department | \$2,087,474.00 | Sewer Department | \$552,278.00 |
| I.T. Department | \$320,109.00 | Sanitation Department | \$588,074.00 |
| Fire Department | \$1,067,027.00 | Courts | \$214,045.00 |
| Community Development | \$346,279.00 | Admin Shop Enterprise | \$89,975.00 |
| One Cent Projects | \$1,500,000.00 | Total | \$14,567,997.00 |

PASSED ON FIRST READING ON _____ OF _____ 2023.

PASSED ON SECOND READING ON _____ OF _____ 2023

Leah Juarez, Mayor

Sara McCarthy, Council

Cherie Butcher, Council

Bradley Neumiller, Council

Tim Sutherland, Council

ATTESTED


Christine Trumbull, City Clerk

FY24 BUDGET

REVENUE

GENERAL FUND

Item #4.


|  CITY OF MILLS EST. 1921 | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
|--|-------------------------------|-----------------------|------------------------|-----------------------|-------------------|
| | | Passed 6/14/22 | | | |
| REVENUE | | Ordinance #779 | | | |
| MISCELLANEOUS | | | | | |
| 10-36-100 | Miscellaneous Revenue | \$125,000.00 | \$150,000.00 | | |
| 10-36-130 | Charter Franchise Fee | \$24,000.00 | \$37,000.00 | | |
| 10-36-230 | Pacific Corp: RM Power | \$80,000.00 | \$140,000.00 | | |
| 10-36-250 | Lamar Companies | \$6,000.00 | \$12,000.00 | | |
| 10-36-321 | Ambulance Income | \$0.00 | \$150,000.00 | | |
| 10-36-340 | AT & T Tower Income | \$22,000.00 | \$24,000.00 | | |
| 10-36-341 | Black Hills Gas Franchise Fee | \$40,000.00 | \$40,000.00 | | |
| 10-36-420 | Hall Rental Income | \$1,000.00 | \$9,500.00 | | |
| 10-36-430 | Interest Income | \$1,000.00 | \$32,000.00 | | |
| 10-36-560 | JAG.DCI Income | \$42,000.00 | \$55,000.00 | | |
| 10-36-700 | Steel Income | \$0.00 | \$3,000.00 | | |
| 10-36-910 | Century Link | \$3,000.00 | \$3,000.00 | | |
| 10-36-862 | Special Events | \$0.00 | \$0.00 | | |
| 10-36-915 | Donation Income | \$25,000.00 | \$30,000.00 | | |
| 10-36-925 | Visionary Broadband | \$1,000.00 | \$1,000.00 | | |
| 10-36-935 | Mt. West Broadband | \$1,000.00 | \$1,000.00 | | |
| 10-36-965 | HUB Property Insurance | \$1,500.00 | \$1,500.00 | | |
| 10-36-000 | Dangerous Buildings | \$0.00 | \$10,000.00 | | |
| 10-36-000 | Lien Payments | \$0.00 | \$2,000.00 | | |
| 10-36-000 | Reimbursements | \$0.00 | \$6,000.00 | | |
| 10-36-000 | Building Lease (520 5th St.) | \$48,000.00 | \$60,000.00 | | |
| 10-36-000 | Building Lease (Mills School) | \$0.00 | \$200,000.00 | | |
| 10-36-000 | Building Lease (Library) | \$0.00 | \$24,000.00 | | |
| 10-36-000 | Building Lease (Corner Lot) | \$0.00 | \$9,000.00 | | |
| 10-36-000 | Seasonal Wildland | \$35,000.00 | \$35,000.00 | | |
| MISCELLANEOUS | | | | | |
| TOTAL | | \$455,500.00 | \$1,035,000.00 | \$0.00 | \$0.00 |
| GRAND TOTAL: | | \$4,181,692.00 | \$5,493,727.00 | \$0.00 | \$0.00 |
| | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
| | | Passed 6/14/22 | | | |
| | | Ordinance #779 | | | |
| | | DIFFERENCE | -\$1,312,035.00 | \$5,493,727.00 | \$0.00 |

FY24 BUDGET

EXPENDITURES

GENERAL FUN

Item #4.


| | | | | Column8 | Column9 |
|---|-----------------------|---------------------|---------------------|---------------|---------------|
| | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
|  CITY OF MILLS <small>EST. 1921</small> | | Passed 6/14/22 | | | |
| | | Ordinance #779 | | | |
| | ADMINISTRATION | | | | |
| 10-44-100 | Salaries | \$198,911.00 | \$272,480.00 | | |
| 10-44-115 | Payroll Taxes FICA | \$15,217.00 | \$20,844.00 | | |
| 10-44-120 | Workers Comp | \$5,669.00 | \$8,528.00 | | |
| 10-44-125 | Pension | \$18,638.00 | \$25,531.00 | | |
| 10-44-130 | Overtime | \$1,000.00 | \$1,000.00 | | |
| 10-44-226 | Postage | \$2,000.00 | \$500.00 | | |
| 10-44-235 | Office Supplies | \$5,000.00 | \$8,000.00 | | |
| 10-44-240 | Attorney Fees | \$140,000.00 | \$0.00 | | |
| 10-44-267 | Cleaning Supplies | \$4,000.00 | \$3,000.00 | | |
| 10-44-270 | WAM Membership | \$4,500.00 | \$0.00 | | |
| 10-44-290 | Bonds Officials | \$20,000.00 | \$0.00 | | |
| 10-44-310 | Contingencies | \$5,000.00 | \$5,000.00 | | |
| 10-44-350 | Equipment Repairs | \$2,500.00 | \$2,000.00 | | |
| 10-44-351 | Filing Fees | \$2,500.00 | \$2,500.00 | | |
| 10-44-352 | Drug Testing | \$2,000.00 | \$0.00 | | |
| 10-44-405 | Insurance Health | \$33,194.00 | \$44,740.00 | | |
| 10-44-620 | Advertising | \$3,000.00 | \$0.00 | | |
| 10-44-720 | Professional Services | \$5,000.00 | \$5,000.00 | | |
| 10-44-725 | Caselle Support | \$15,000.00 | \$15,000.00 | | |
| 10-44-790 | Storm Water Casper | \$2,500.00 | \$0.00 | | |
| 10-44-841 | Travel | \$2,000.00 | \$2,000.00 | | |
| 10-44-850 | Telephone Verizon | \$23,000.00 | \$0.00 | | |
| 10-44-851 | Cells Dept. Heads | \$9,300.00 | \$0.00 | | |
| 10-44-856 | Uniforms | \$1,500.00 | \$1,000.00 | | |
| 10-44-860 | Insurance Support | \$7,000.00 | \$0.00 | | |
| 10-44-861 | Financial Consultant | \$30,000.00 | \$0.00 | | |
| 10-44-863 | LGLP | \$12,000.00 | \$0.00 | | |
| 10-44-890 | Property Insurance | \$50,000.00 | \$0.00 | | |
| 10-44-909 | Bank Fees | \$1,000.00 | \$2,500.00 | | |
| 10-44-910 | Training | \$10,000.00 | \$2,000.00 | | |
| 10-44-930 | Audit Fees | \$20,000.00 | \$0.00 | | |
| 10-44-940 | Black Hills Gas | \$36,000.00 | \$0.00 | | |
| 10-44-941 | Rocky Mountain Power | \$72,000.00 | \$0.00 | | |
| 10-44-981 | New Hire Expenses | \$2,500.00 | \$0.00 | | |
| 10-44-982 | Charter | \$3,500.00 | \$0.00 | | |
| 10-44-983 | Centruy Link | \$1,000.00 | \$0.00 | | |
| 10-44-500 | Dispatch | \$172,000.00 | \$0.00 | | |
| 10-44-000 | Invoice Cloud Fees | \$0.00 | \$0.00 | | |
| | ADMINISTRATION | | | | |
| | TOTAL | \$938,429.00 | \$421,623.00 | \$0.00 | \$0.00 |

FY24 BUDGET

EXPENDITURES

GENERAL FUN

Item #4.


|  CITY OF MILLS EST. 1921 | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
|--|------------------------|---------------------|---------------------|---------------|---------------|
| | | Passed 6/14/22 | | | |
| CITY COUNCIL | | Ordinance #779 | | | |
| 10-49-100 | Salaries | \$70,000.00 | \$70,000.00 | | |
| 10-49-115 | Payroll Taxes FICA | \$5,355.00 | \$4,591.00 | | |
| 10-49-120 | Workers Comp | \$1,995.00 | \$1,880.00 | | |
| 10-49-405 | Insurance | \$9,353.00 | \$0.00 | | |
| 10-49-841 | Travel | \$2,000.00 | \$2,000.00 | | |
| 10-49-910 | Training | \$2,000.00 | \$2,000.00 | | |
| 10-49-915 | Childrens Adv. Project | \$5,000.00 | \$5,000.00 | | |
| 10-49-000 | Youth Crisis Center | \$0.00 | \$0.00 | | |
| 10-49-998 | Community Events | \$25,000.00 | \$30,000.00 | | |
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| CITY COUNCIL | | | | | |
| TOTAL | | \$120,703.00 | \$115,471.00 | \$0.00 | \$0.00 |

FY24 BUDGET

EXPENDITURES

GENERAL FUN

Item #4.


|  CITY OF MILLS <small>EST. 1921</small> | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
|---|------------------------|---------------------|-----------------------|---------------|---------------|
| | | Passed 6/14/22 | | | |
| FIRE DEPARTMENT | | Ordinance #779 | | | |
| 10-56-100 | Salaries | \$485,721.00 | \$547,152.00 | | |
| 10-56-115 | Medicare | \$7,043.00 | \$12,410.00 | | |
| 10-56-120 | Workers Comp | \$13,844.00 | \$18,322.00 | | |
| 10-56-125 | Pension | \$77,716.00 | \$93,659.00 | | |
| 10-56-130 | Overtime | \$20,000.00 | \$38,933.00 | | |
| 10-56-131 | Holiday Overtime | \$18,933.00 | \$0.00 | | |
| 10-56-132 | Volunteer/Pay Per Call | \$22,928.00 | \$22,928.00 | | |
| 10-56-135 | FLSA Overtime | \$35,704.00 | \$38,215.00 | | |
| 10-56-210 | Wellness/Fitness | \$13,300.00 | \$11,840.00 | | |
| 10-56-235 | Office Supplies | \$250.00 | \$750.00 | | |
| 10-56-310 | Contingencies | \$3,000.00 | \$3,000.00 | | |
| 10-56-349 | Fire Hose | \$0.00 | \$5,000.00 | | |
| 10-56-350 | Equipment Repairs | \$7,000.00 | \$7,000.00 | | |
| 10-56-370 | Fuel | \$12,500.00 | \$12,500.00 | | |
| 10-56-392 | Fire Investgation | \$250.00 | \$500.00 | | |
| 10-56-393 | Fire Prevention | \$250.00 | \$500.00 | | |
| 10-56-394 | On Coming Testing | \$1,500.00 | \$750.00 | | |
| 10-56-405 | Health Insurance | \$99,653.00 | \$96,428.00 | | |
| 10-56-425 | Medical Supplies | \$25,000.00 | \$25,000.00 | | |
| 10-56-502 | 911 Fire Dispatch | \$0.00 | \$23,000.00 | | |
| 10-56-510 | Air Packs & Bottles | \$3,000.00 | \$0.00 | | |
| 10-56-620 | Building & Grounds | \$5,000.00 | \$7,500.00 | | |
| 10-56-650 | Radios | \$5,000.00 | \$5,000.00 | | |
| 10-56-730 | Service Agreements | \$12,000.00 | \$20,000.00 | | |
| 10-56-815 | Tires | \$10,000.00 | \$8,000.00 | | |
| 10-56-820 | Safety Equipment (PPE) | \$0.00 | \$7,173.00 | | |
| 10-56-855 | Uniforms | \$11,000.00 | \$11,000.00 | | |
| 10-56-910 | Training | \$12,000.00 | \$6,000.00 | | |
| 10-56-915 | Licensing | \$4,000.00 | \$5,000.00 | | |
| 10-56-920 | EMS Bill Pay | \$0.00 | \$2,500.00 | | |
| 10-56-950 | Vehicle Repairs | \$10,000.00 | \$15,000.00 | | |
| 10-56-960 | Wildland Equipment | \$0.00 | \$2,500.00 | | |
| 10-56-963 | Incentive Pay | \$5,800.00 | \$11,967.00 | | |
| 10-56-970 | EFSA/Floor Plan | \$2,000.00 | \$2,000.00 | | |
| 10-56-000 | Backgrounds | \$0.00 | \$5,500.00 | | |
| FIRE DEPARTMENT | | | | | |
| TOTAL | | \$924,392.00 | \$1,067,027.00 | \$0.00 | \$0.00 |

FY24 BUDGET

EXPENDITURES

GENERAL FUN


Item #4.

|  CITY OF MILLS EST. 1921 | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
|--|--------------------|---------------------|---------------------|---------------|---------------|
| | | Passed 6/14/22 | | | |
| STREET DEPARTMENT | | Ordinance #779 | | | |
| 10-61-100 | Salaries | \$49,920.00 | \$53,040.00 | | |
| 10-61-115 | Payroll Taxes FICA | \$3,820.00 | \$4,058.00 | | |
| 10-61-120 | Workers Comp | \$1,423.00 | \$1,662.00 | | |
| 10-61-125 | Pension | \$4,678.00 | \$4,970.00 | | |
| 10-61-130 | Overtime | \$1,000.00 | \$1,000.00 | | |
| 10-61-310 | Contingencies | \$2,500.00 | \$2,500.00 | | |
| 10-61-370 | Fuel | \$9,500.00 | \$9,500.00 | | |
| 10-61-390 | Ice Slicer | \$20,000.00 | \$20,000.00 | | |
| 10-61-405 | Insurance Health | \$10,261.00 | \$10,000.00 | | |
| 10-61-840 | Supplies | \$5,000.00 | \$7,500.00 | | |
| 10-61-841 | Travel | \$500.00 | \$500.00 | | |
| 10-61-855 | Uniforms | \$300.00 | \$300.00 | | |
| 10-61-900 | Tires | \$2,500.00 | \$2,500.00 | | |
| 10-61-910 | Training | \$1,000.00 | \$1,000.00 | | |
| 10-61-950 | Vehicle Repairs | \$7,500.00 | \$10,000.00 | | |
| 10-61-980 | Cutting Edges | \$1,500.00 | \$1,500.00 | | |
| STREET DEPARTMENT | | | | | |
| | TOTAL | \$121,402.00 | \$130,030.00 | \$0.00 | \$0.00 |

FY24 BUDGET

BALANCE

Item #4.

|  CITY OF MILLS <small>EST. 1921</small> | | FY23 PASSED | FY24 FIRST | FY24 SECOND | FY24 THIRD |
|---|------------------------------|------------------------|------------------------|---------------|---------------|
| | | Passed 6/14/22 | | | |
| | FY22 | Ordinance #779 | | | |
| | BALANCE | | | | |
| | | | | | |
| | REVENUE | | | | |
| | | | | | |
| | General Fund | \$4,138,192.00 | \$5,493,727.00 | | |
| | Grants | \$0.00 | \$4,355,780.00 | | |
| | One-Cent | \$4,487,502.00 | \$1,500,000.00 | | |
| | Enterprise | \$2,917,850.00 | \$2,965,000.00 | | |
| | Impact | | \$150,000.00 | | |
| | TOTAL REVENUE BALANCE | \$11,543,544.00 | \$14,464,507.00 | | |
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| | EXPENDITURES | | | | |
| | | | | | |
| | General Fund | \$4,922,754.00 | \$5,822,217.00 | | |
| | Grants | \$0.00 | \$4,355,780.00 | | |
| | One-Cent | 3,962,180.00 | \$1,500,000.00 | | |
| | Enterprise | \$2,658,610.00 | \$2,740,000.00 | | |
| | Impact | | \$150,000.00 | | |
| | TOTAL EXPEND. BALANCE | \$11,543,544.00 | \$14,567,997.00 | \$0.00 | \$0.00 |
| | | | | | |
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| | DIFFERENCE | \$0.00 | -\$103,490.00 | \$0.00 | \$0.00 |
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RESOLUTION NO. 2023-8

RESOLUTION SETTING RECORDS RETENTION POLICY FOR THE CITY OF MILLS, WYOMING

WHEREAS, Wyo. Statute Section 9-2-410 (2005), as amended, provides that all public records, including those of the political subdivision, are the property of the state and shall be preserved, stored, transferred, destroyed, or disposed of only in accordance with Wyo. Statute Sections 9-2-405 through 9-2-413, and

WHEREAS, all City of Mills records are declared to be public property and the handling of such records contrary to the above-referenced statutes is prohibited, and

WHEREAS, the City of Mills desires to establish an active and continuing program for the efficient and economical management of all City records and to develop policies and procedures for the administration of the program.

WHEREAS, Wyoming Statute Section 9-2-410 states: “All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with W.S. 9-2-405 through 9-2-413.” These statutes and the Mills Municipal Code provide the authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation and disposition of records developed by certain City agencies.

WHEREAS, The citizens of the City of Mills have a right to expect efficient and cost-effective government, and the management of City records is necessary for the economic operation of the City. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition of City.

WHEREAS, The governing body of the City of Mills hereby declares its support of the efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records of the City. The creation of a records program will be administered pursuant to legal, fiscal, administrative, and archival requirements and in accordance with state law. The State of Wyoming Records Management Manual shall be adopted by the City of Mills as its records management manual, where applicable.

WHEREAS, The records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records; provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records management staff; and ensure that the City stays in compliance with state law.

NOW, THEREFORE, The City Council of the City of Mills, Wyoming, hereby resolves as follows:

Municipal retention schedules. The City of Mills will implement that all records subject to this Resolution be kept for a period of 10 years. Where applicable, and to the extent possible, the City Administrator, after consultation with the Mayor, will implement the records retention schedule for each City division according to the State of Wyoming Records Management Manual adopted by the Wyoming Archives, Museum and Historical Department, Archives Records Management Division, or otherwise in keeping with this policy.

Electronic Storage to be implemented. Wherever practicable and otherwise allowable by law, electronic storage of records shall be implemented. The system to be implemented shall reflect the best practicable electronic storage, keeping in mind the need for accessibility and changes in technology over time, that are available at the time the record is stored.

Applicability to be presumed. It shall be presumed that all records maintained by the City of Mills are subject to this Resolution unless otherwise provided for with specificity. This assumption shall apply whether or not the records are specifically referenced in this Resolution.

Specific Retention. All checking, banking and financial records are to be retained in a recoverable form, whether in paper form or electronically, preserving the following data:

- All bank statements and records received on a regular basis by the City of Mills, which shall be electronically stored no less than once per month.
- All Account numbers for banking information and account numbers or voucher numbers for issued checks or drafts issued by the City of Mills.
- The front and back of negotiated checks or drafts issued by the City of Mills, which shall be electronically stored no less than once per month.
- Deposit Slips for all deposits into any bank account by the City of Mills, which shall be electronically stored no less than once per month.
- Bank statements for the City of Mills on all bank accounts held by it or in its name, which shall be electronically stored no less than once per month.
- All vouchers or bills submitted for payment by the City of Mills, which shall be accompanied by proof of receipt reflecting issuance by the party seeking payment and receipt by the City, which shall be electronically stored no less than once per month.
- Petty cash documentation reflecting receipts and payments sufficient to identify the amount paid or received, payee and the basis or reason for payment.

Paper v. Electronic Retention. This policy favors electronic retention wherever possible. However, before any physical records is proposed to be destroyed after being electronically recorded, it shall first be determined if the original paper or physical record must be maintained. This is not to suggest that an electronic copy shall not also be maintained.

Transfer of Records to Records Retention Facility. All city departments are required to work directly with the City Administrator or his delegees on records retention. The City Administrator shall be advised of all requests for indexing, locating, microfilming, scanning, and disposing of records through utilization of Certificates of Disposition provided by the City Administrator. If records are requested to be turned over to the State of Wyoming Archives office, they will be submitted through the City Administrator, who shall consult with the Director of the Department of State Parks and Cultural Resources for the preservation of public records through reproductive processes (i.e., microfilming, microphotographic, photographic, photostatic) necessary for the archival retention of said records pursuant to W.S. 9-2-413C. Disposition of records submitted to the Department Head of Administrative Services will be archived or disposed of only after review and written approval of the respective division department heads.

Disposal and Deaccession of Records. In each case in which it is proposed that records be disposed of, or provided to the State of Wyoming Archives, said documents shall be identified with specificity and the recommendation for disposal or deaccession shall be signed by the Department Head which generated or controlled the original records as well as the City Administrator. Prior to disposal or deaccession the request to dispose of, or deaccess the records, shall be submitted to the Mayor and Town Council which, prior to the same occurring, shall first approve the same by resolution. Should a resolution not approve the same, the disposal or deaccession shall not be allowed.

PASSED, APPROVED ON THIS ____ DAY OF _____, 2023

CITY OF Mills

By: _____
Leah Juarez, Mayor

Cherie Butcher, Councilman

Sara McCarthy, Councilman

Bradley Neumiller, Councilman

Tim Sutherland, Councilman

ATTEST:

City Clerk, Christine Trumbull