REGULAR CITY COUNCIL WORK SESSION MEETING May 08, 2023 9:00 AM City Hall



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. <u>City Administrator:</u>

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

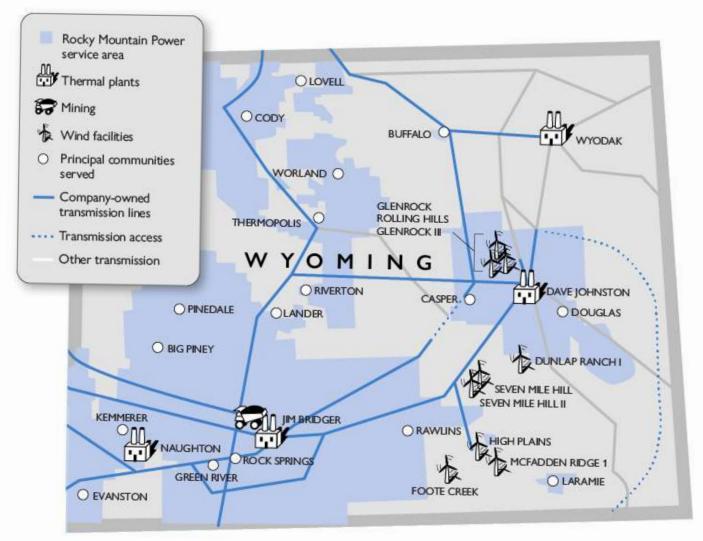
- Rate Increase Filed March 2023 Wyoming Public Service Commission Approval
- Rocky Mountain Power service areas in Wyoming
- Rocky Mountain Power price comparisons nationally and statewide
- How does Rocky Mountain Power Generate Power
- New Power Generation & Storage Plans
- Ways to Save Energy Save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

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

Factors involved

- <u>Changing economic conditions</u> 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

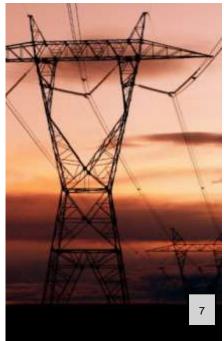
- High West Energy
- Carbon Power and Light
- Lower Valley Electric
- Powder River Electric
- High Plains Power
- Big Horn Electric
- Niobrara REA
- Garland Power and Light
- Bridger Valley REA
- Wheatland REA
- Wyrulec
- ...Yampa Valley REA









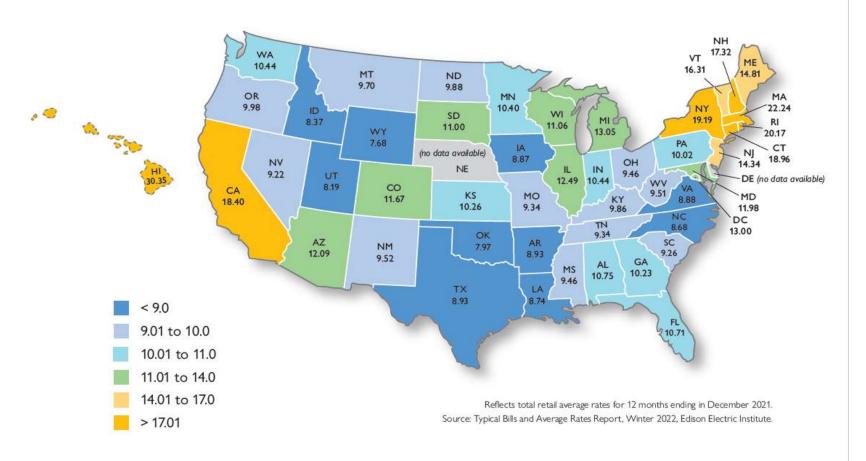


We serve Wyoming

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

Total retail average rates by state

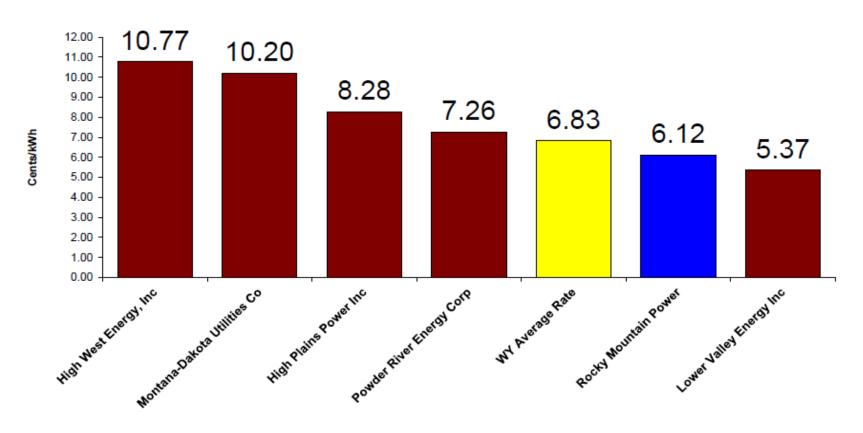
(cents per kilowatt-hour)



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

Wyoming Industrial Average Rates

Wyoming Industrial Average Rates 2021



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.

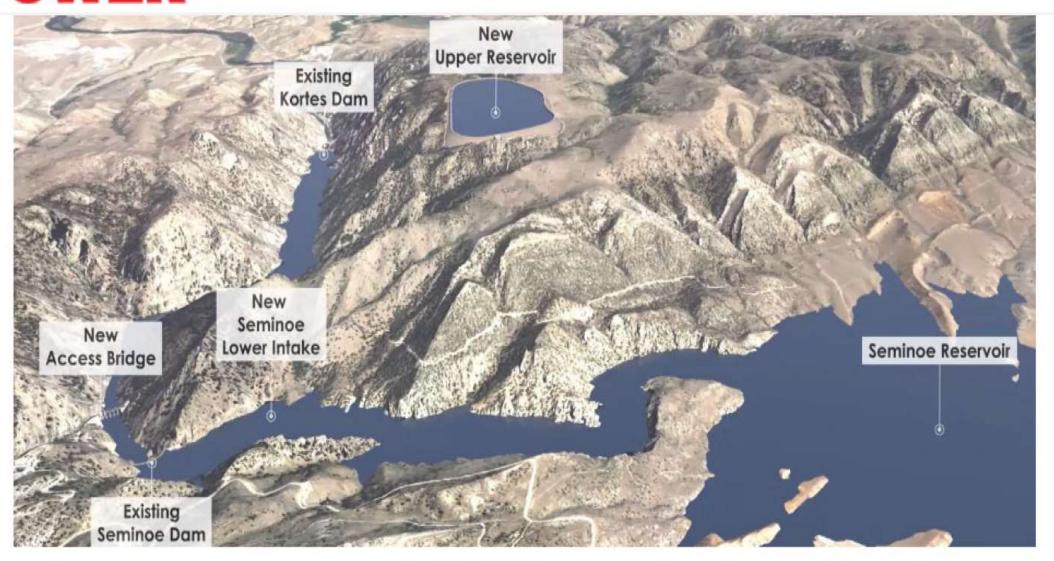
Nuclear Power Plans

- TerraPower plans to construct a Natrium 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 Natrium 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. Counterly: rPlus Hydro

Questions















ORDINANCE NO. 455

AN **ORDINANCE** GRANTING PACIFICORP, TO 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.

Item #1.

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	ne Wyoming st	atutes and shall
become effective on the day following said publication	ion, but shall become nu	III and void unl	ess within thirty
(30) days after such effective date the Grantee shall	file in the office of the	Clerk the Gran	tee's unqualified
written acceptance of all the provisions thereof.	(see certificati	on on page	10)
	Passed by the Council	l this <u>9th</u> da , 19 <u>9</u> 8	
	Signed this day	PX	
	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:

ORDINANCE AN **GRANTING** TO PACIFICORP. AN **OREGON** CORPORATION, DOING BUSINESS AS PACIFIC POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE RIGHT AND FRANCHISE 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, Councilmans	t 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 re	ad 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 4thDAY OF November , 1998

A form of ordinance entitled:

ORDINANCE AN GRANTING TO PACIFICORP, ANCORPORATION, 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 <u>Dill</u> 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 GRANTIC CORPORATION, DOING BUSINESS AS PASUCCESSORS AND ASSIGNS, A NONEX CONSTRUCT, MAINTAIN AND OPERATE AI AND FUTURE STREETS, ALLEYS, PUBLIC PL NATRONA COUNTY, WYOMING, AN ELECTIPURPOSE OF SUPPLYING ELECTRICITY AN MILLS, THE INHABITANTS THEREOF, AND CONDITIONS AND TO THE MAKING OF PAAND REPEALING ORDINANCE NO. 223 OAPPROVED DECEMBER 5, 1973.	CLUSIVE RIGHT AND FRANCHISE TO LONG, ACROSS AND UNDER THE PRESENT ACES AND WAYS OF THE TOWN OF MILLS RIC LIGHT AND POWER SYSTEM FOR THE TOWN OF ELECTRIC SERVICE TO THE TOWN OF OTHERS; SUBJECT TO THE TERMS AND AVMENTS SPECIFIED IN THE OPPONANCE.
was brought for further consideration; the same havin	g been previously submitted to the Council and reac
twice at regular meetings of the Council on the 7th	
of <u>Nov.</u> , 19 <u>98</u> After discussion, Council	
ordinance be given its third reading, Councilman	
unanimous consent the same was thereupon fully and d	
The question then being upon the pas	ssage of said ordinance, the Mayor put the question,
and a vote was taken which resulted as follows:	· · ·
Voting Aye: Councilmen	Voting Nay: Councilmen
Pattan	
St John	
Dill	
	Absent: Councilmen
	Councilman Renner

CERTIFICATION OF CLERK OF MILLS

STATE OF WYOMING)
County of Natrona)
I, Sue Regennas, Clerk of the Town of Mills, Natron
County, State of Wyoming, do hereby certify: That the foregoing extracts of minutes of regular meetings o
the Council of the <u>Town of Mills</u> held on the <u>7th</u> day of <u>October</u> , 19 98 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, 19
WITNESS my hand and the seal of said Town this day of, 19
(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.

Sea1

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.

Sea1

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 agree ment 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, 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

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 A + B Buildings B + B Auto Electric Tank Liners Central Arrowhead, Inc.

TCI Cablevision
Don's Glass
Appliances Plus
Erect-It-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.

 ${\tt Mrs.}$ 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 Councilan Renner. Rollcall: all ayes.

Signed:

Robert L. Goff, Mayor

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 activites 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:

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
Falcon Pump
La Cocina Restaurant
Emulsified Asphalt
Linse Trailer Court
Rocky Mt. Scale
Bid's Place
Artistic Hair Styling
Stout Upholstery

T-T Drilling
Dan's Auto Electric
Diamond Products International
B & B drilling
R & M Energy Systems
A & D Construction
Herbo's
Study Auction Service
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 Mark 29 ands to Certificates of Deposit.

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

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 Councylman bildy, All ayes.

Regennas,

Town Clerk

Signed

Robert L. Goff, Mayo



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 **22** day of December, 1998.

PACIFICORP, doing business as PACIFIC POWER & LIGHT COMPANY

Richard D. Westerberg

Vice President

Witness: Cérila Ming

ACCEPTANCE OF ORDINANCE NO. 223 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 CORPORA-TION, 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 _, 1974.

	PACIFIC POWER & LIGHT COMPANY
	0.4.7
	By G. h. Darthalomer
Attest: M. E. Thompson	SeniorVice President
Assistant Secretary	· · · · · · · · · · · · · · · · · · ·
COUNTY OF NATRONA) ss	
State of Wyoming)	
I,certify the foregoing Acceptanc	Clerk of the Town of Mills, do hereby e is a full, true and correct copy of Pacific Power &
Light Company's Acceptance of O was filed in my office as such	ordinance No. 223, and the original of said Acceptance Clerk on the, day of, 1974
February, 197	eal of the Town of Mills this day of
(SEAL)	Clerk of the Town of Miles
PD-16-WY-16	

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.

Readelise 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 access 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

FRANCHIEC - Wyoming - Tourn of Mills

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

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.

Mayor of the Town of Mills

Attest:

EXTRACT FROM MINUTES OF THE MEETING OF THE COUNCIL OF THE TOWN OF MILLS HELD ON THE /O DAY OF Movember 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 Relly moved that said ordinance
be given its first reading, Councilman Hestiace 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
Tutaell, 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 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 Fourther, 1973.

After discussion, Councilman — Hetaell moved that said ordinance be given its second reading, Councilman — Hestow 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 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 <u>/O</u> day of <u>December</u>, 1973, and on the <u>5</u> day of <u>December</u>, 1973.

After discussion, Councilman <u>Justion</u> moved that said ordinance

be given its third reading, Councilman <u>Hetsell</u> 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 Yea: Councilmen	Voting Nay: Councilmen
- Hulsell	- Tone
Hulsell Doughty Fulton	-
Fulton	
Kelly	
	Absent: Councilmen
	Trone

CERTIFICATION BY CLERK OF

TOWN OF MILLS

STATE OF WYOMING)) ss.
County of Natrona)
I, Dozene Geed, 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 $\angle O$ day
of Movember, 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 memebers 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 <u>December</u> , 1973.
WITNESS my hand and the Seal of said Town of Mills this $\frac{\sqrt{3}}{2}$ day of

Clerk of the Town of Mills

(SEAL OF TOWN)

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

<u>Work Plan for Code Update:</u> 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

<u>Timeline:</u> 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.

<u>Fees:</u> Lump Sum; \$8,720

(PLAN:LDRA "LDR Amendment" – Internal Use)

<u>Public Input & Future Amendments:</u> 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.

<u>Deliverables:</u> TBD with new scope of work

<u>Timeline:</u> 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

Frenda K Kounkin

brenda@y2consultants.com

Megan Nelms, AICP Senior Planner

megan@y2consultants.com

Memorandum

TO: Mills City Council

FROM: Megan Nelms, AICP, City Planner WM

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.
- o **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.

SUBDIVISON RULES

- o **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.
- o **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 piece meal 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**

		Administrative		Planning Commission	County Commission
Action	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:

(Section 45.60)

(i) Campbell County = County.

Board of County Commissioners = County Commissioners (ii)

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)

D = Decision (Responsible for Final Decision) A = Appeal Authority to Healy Decide Appeals)							
Procedure	Review and Decision-Making Body			Public Notice	Public Notice Requirement		
	<u>Applicable</u>	Planning	Board of County	Published	Written		
	<u>Director</u>	Commission	Commissioners				
Development	R	R-H	D-H	X	Х		
Plan Amendment							
Zoning Resolution	R	R-H	D-H	Х	Х		
Text Amendment							
Zoning Map	R	R-H	D-H	X	X		
Amendment							
Conditional Use	R	R-H	D-H	Х	X		
Permit							
Temporary Use	D	Α					
Floodplain	D	A					
Development							
Permit							
Zoning Certificate	D	Α					
Sign Permit	D	Α					
Planned Unit	R	R-H	D-H	X	X		
Development							
Formal	D	А					
Interpretation							
Administrative	D	А					
Adjustment							
Variance	R	R-H	D-H	Х	Х		

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 <u>may</u> affect the applicant's proposal.

B. **Applicability.**

- Required for new applications. A pre-application conference <u>may</u> be required prior to
 the following types of applications. These types of applications <u>may</u> not be accepted
 until after a pre-application conference is completed, as determined by the <u>Applicable</u>
 <u>Director</u>. The conference should take place prior to any substantial investment, such as
 land acquisition for a proposed <u>development</u>, site and engineering design, or the
 preparation of other data.
 - a. Development Plan Amendment
 - b. Zoning Resolution Amendment

Item #4.

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	vear are	as follov	ws:
	i i i a c ci i c	actaai	. C V C I I G C S	0	Carrent Hocar	, y car arc	45 101101	,

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 PASSED ON SECOND READING ON _	OF OF	2023. 2023
Leah Juarez, Ma	yor		
Sara McCarthy, Co	puncil	Cherie Butcher, Co	ouncil
Bradley Neumiller	, Council	Tim Sutherland, C	ouncil
ATTESTED			

Christine Trumbull, City Clerk

REVENUE

*					
1		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITYOF MILLS EST. 1921	Passed 6/14/22			
7	REVENUE	Ordinance #779			
	INTERGOVERNMENTAL				
10-31-100	Property Tax Income	\$600,000.00	\$650,000.00		
10-31-150	Direct Deposit / Biennial	\$374,963.00	\$610,000.00		
10-31-200	Cigarette Tax Income	\$50,000.00	\$46,000.00		
10-31-250	Historical Horse Racing funds	\$160,000.00	\$250,000.00		
10-31-300	Sales Tax Income	\$1,421,000.00	\$1,700,000.00		
10-31-440	Diesel Tax	\$45,000.00	\$45,000.00		
10-31-450	Gasoline Tax	\$180,000.00	\$188,000.00		
10-31-550	Mineral Royalty Income	\$165,000.00	\$165,000.00		
10-31-700	Severance Tax Income	\$150,000.00	\$160,000.00		
10-31-900	Lottery	\$20,000.00	\$60,000.00		
10-31-910	Skills games	\$5,000.00	\$5,000.00		
	Hardship Funds	\$48,029.00	\$0.00		
	INTERCOVERS CONTRACTOR				
	INTERGOVERNMENTAL	40.010.000	40.000.000	1	4
	TOTAL	\$3,218,992.00	\$3,879,000.00	\$0.00	\$0.00

REVENUE

*					
48	+	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITY OF MILLS	Passed 6/14/22	112411131	11243200113	1124 111110
	REVENUE	Ordinance #779			
9	PERMITS/LICENSES	Oramanice m775			
	T ENWITS/ EIGENSES				
10-32-150	Business License Income	\$20,000.00	\$25,000.00		
10-32-200	Building Permits	\$150,000.00	\$125,000.00		
10-32-300	Animal Control Income	\$5,000.00	\$5,000.00		
10-32-350	Liquor License Application	\$12,000.00	\$15,000.00		
10-32-400	Liquor License Advertising	\$1,700.00	\$3,000.00		
10-32-410	Bar Nunn	\$12,000.00	\$12,000.00		
10-32-500	Evansville Animal Control	\$0.00	\$0.00		
	1				
	DEDMITS /LICENSES				
	PERMITS/LICENSES	6200 700 00	¢10F 000 00	¢0.00	ćo 00
	TOTAL	\$200,700.00	\$185,000.00	\$0.00	\$0.00

REVENUE

\$					
STUS	ITVORMILIC	FY23 THIRD	FY24 FIRST	FY24 SECOND	FY24 THIRD
CITY SEEDS TO	ITY OF MILLS EST. 1921	Passed 6/14/22			
	REVENUE	Ordinance #779			
	FINES & PENALTIES				
10-35-100	Court Fines Income	\$300,000.00	\$360,000.00		
10-35-300	Crime Prevention	\$5,000.00	\$5,000.00		
10-35-400	Asset Forfiture	\$1,500.00	\$29,727.00		
	FINES COURT				
	TOTAL	\$306,500.00	\$394,727.00	\$0.00	\$0.00
	IJIAL	4330,300.00	Ç33- 1 ,7 27 100	40.00	Ç0.00

REVENUE

*	1	Ι		T	
	<u> </u>	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITY OF MILLS EST. 1921	Passed 6/14/22		11210200113	1121111110
	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	Reimbursments	\$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		
	MISCELLANICOLIS				
	MISCELLANEOUS TOTAL	¢455 500 00	\$1,025,000,00	60.00	ć0.00
	IOIAL	\$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

EXPENDITURES

				Column8	Column9
چ .		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	ITY OF MILLS	Passed 6/14/22			
CITY OF THE PARTY	EST. 1921	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 Officals	\$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 Bank Fees	\$50,000.00	\$0.00		
10-44-909 10-44-910	Training	\$1,000.00 \$10,000.00	\$2,500.00 \$2,000.00		
10-44-910	Audit Fees	\$20,000.00	\$2,000.00		
10-44-930	Black Hills Gas	\$36,000.00	\$0.00		
10-44-940 10-44-941	Rocky Mountain Power	\$72,000.00	\$0.00		
10-44-941 10-44-981	New Hire Expenses	\$72,000.00	\$0.00		
10-44-981 10-44-982	Charter	\$3,500.00	\$0.00		
10-44-982	Centruy Link	\$1,000.00	\$0.00		
10-44-983	Dispatch	\$1,000.00	\$0.00		
10-44-500	Invoice Cloud Fees	\$172,000.00	\$0.00		
10-44-000	ADMINISTRATION	Ş0.00	٥٠.٥٥		
	TOTAL	\$938,429.00	\$421,623.00	\$0.00	\$0.0

EXPENDITURES

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2.1	_	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	SITY OF MILLS EST. 1921	Passed 6/14/22			
7	NON DEPARTMENTAL	Ordinance #779			
N 8					
10-46-100	Salaries	\$70,000.00	\$45,885.00		
10-46-115	Payroll Taxes FICA	\$5,355.00	\$3,511.00		
10-46-120	Workers Comp	\$1,995.00	\$1,437.00		
10-46-125	Pension	\$9,353.00	\$4,300.00		
10-46-130	Overtime	\$2,000.00	\$0.00		
10-46-240	Attorney Fees	\$140,000.00	\$140,000.00		
10-46-270	WAM Membership	\$4,500.00	\$4,800.00		
10-46-290	Bonds Officals	\$20,000.00	\$0.00		
10-46-352	Drug Testing	\$2,000.00	\$4,000.00		
10-46-405	Insurance	\$9,353.00	\$10,260.00		
10-46-620	Advertising	\$3,000.00	\$3,000.00		
10-46-790	Storm Water Casper	\$2,500.00	\$2,500.00		
10-46-850	Telephone Verizon	\$23,000.00	\$18,000.00		
10-46-851	Cells Dept. Heads	\$9,300.00	\$9,000.00		
10-46-862	Insurance Support	\$7,000.00	\$7,000.00		
10-46-863	LGLP	\$12,000.00	\$12,000.00		
10-46-890	Property Insurance	\$50,000.00	\$55,000.00		
10-46-905	Website	\$0.00	\$10,000.00		
10-46-930	Audit Fees	\$20,000.00	\$20,000.00		
10-46-940	Black Hills Energy	\$36,000.00	\$20,000.00		
10-46-941	Rocky Mountain Power	\$72,000.00	\$55,000.00		
10-46-955	Health Department	\$15,000.00	\$15,000.00		
10-46-981	New Hire Expenses	\$2,500.00	\$2,500.00		
10-46-982	Charter Communications	\$3,500.00	\$5,000.00		
10-46-983	Centruy Link	\$1,000.00	\$1,000.00		
10-46-000	School Loan	\$0.00	\$200,000.00		
	NON DEPARTMENTAL				
	TOTAL	\$521,356.00	\$649,193.00	\$0.00	\$0.00

EXPENDITURES

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7.5		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	ETTY OF MILLS EST, 1921	Passed 6/14/22	112411131	11243160110	1124 IIIII
	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		
	CITY COLUNCII				
	CITY COUNCIL	4400 =00 66	A448 484 45	40.55	40.55
	TOTAL	\$120,703.00	\$115,471.00	\$0.00	\$0.00

EXPENDITURES

	TTYOF MILLS EST. 1921 MUNICIPAL COURTS	FY23 PASSED Passed 6/14/22	FY24 FIRST	FY24 SECOND	FY24 THIRD
	EST. 1921		112111111	I I E I OLOGIND	
		Passeu 0/14/22			
		Ordinance #779			
10-51-100	Salaries	\$97,116.00	\$125,920.00		
10-51-115	Payroll Taxes FICA	\$7,431.00	\$9,633.00		
10-51-120	Workers Comp	\$2,769.00	\$3,942.00		
10-51-125	Pension	\$9,101.00	\$9,550.00		
10-51-130	Overtime	\$1,000.00	\$1,000.00		
10-51-235	Office Supplies	\$1,500.00	\$1,000.00		
10-51-241	Attorney Fees (Court)	\$15,000.00	\$20,000.00		
10-51-310	Contingencies	\$500.00	\$1,000.00		
10-51-405	Insurance Health	\$19,615.00	\$30,000.00		
10-51-505	Public Defender	\$5,500.00	\$10,000.00		
10-51-520	Jury Trials	\$2,000.00	\$1,000.00		
10-51-909	Bank Fees	\$2,500.00	\$1,000.00		
	MUNICIPAL COURTS				
	TOTAL	\$164,032.00	\$214,045.00	\$0.00	\$0.00

EXPENDITURES

36	T	1			
1		FY22 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITY OF MILLS EST. 1921	Passed 6/14/22	112411131	1124 3200110	TIZ4 IIIII
7	COMMUNITY SERVICES	Ordinance #779			
40		Gramanee m775			
10-53-100	Salaries	\$97,823.00	\$99,840.00		
10-53-115	Payroll Taxes FICA	\$7,484.00	\$9,324.00		
10-53-120	Workers Comp	\$2,788.00	\$2,857.00		
10-53-125	Pension	\$8,677.00	\$8,856.00		
10-53-130	Overtime	\$500.00	\$2,000.00		
10-53-235	Office Supplies	\$2,000.00	\$2,000.00		
10-53-310	Contingencies	\$1,000.00	\$1,000.00		
10-53-370	Fuel	\$5,500.00	\$5,500.00		
10-53-405	Insurance Health	\$20,522.00	\$20,522.00		
10-53-440	New equipment	\$2,500.00	\$2,500.00		
10-53-600	Shelter Cost	\$43,000.00	\$35,000.00		
10-53-700	Vet Cost	\$6,500.00	\$6,500.00		
10-53-840	Supplies	\$4,000.00	\$4,000.00		
10-53-841	Travel	\$1,000.00	\$1,000.00		
10-53-855	Uniforms	\$2,000.00	\$2,000.00		
10-53-900	Tires	\$500.00	\$1,200.00		
10-53-910	Training	\$1,400.00	\$1,400.00		
10-53-950	Vehicle Repairs	\$2,000.00	\$2,000.00		
10-53-000	Dangerous Buildings	\$0.00	\$10,000.00		
	COMMUNITY SERVICE				
	TOTAL	\$209,194.00	\$217,499.00	\$0.00	\$0.00

EXPENDITURES

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	<u> </u>	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITYOF MILLS EST. 1921	Passed 6/14/22	1124111131	1124 3260110	TILT HIME
	POLICE DEPARTMENT	Ordinance #779			
40					
10-54-100	Salaries	\$1,029,005.00	\$1,133,098.00		
10-54-115	Payroll Taxes FICA	\$78,264.00	\$86,683.00		
10-54-120	Workers Comp	\$30,309.00	\$35,467.00		
10-54-125	Pension	\$92,278.00	\$142,499.00		
10-54-130	Overtime	\$28,000.00	\$30,000.00		
10-54-220	Ammo Weapons	\$4,500.00	\$4,500.00		
10-54-225	Vest Fund	\$7,500.00	\$7,500.00		
10-54-235	Office Supplies	\$6,000.00	\$6,000.00		
10-54-260	K-9	\$4,500.00	\$29,727.00		
10-54-270	Dues, books	\$2,000.00	\$2,000.00		
10-54-310	Contingencies	\$2,500.00	\$2,500.00		
10-54-330	Crime Scene Prev.	\$2,750.00	\$2,750.00		
10-54-350	Equipment/Repairs	\$4,000.00	\$4,000.00		
10-54-370	Fuel	\$41,000.00	\$41,000.00		
10-54-380	Victims	\$500.00	\$500.00		
10-54-405	Insurance-Health	\$186,072.00	\$185,250.00		
10-54-415	Jail Cost	\$175,000.00	\$175,000.00		
10-54-440	New equipment	\$50,000.00	\$0.00		
10-54-450	Office Equipment	\$3,000.00	\$3,000.00		
10-54-500	911 Dispatch	\$0.00	\$150,000.00		
10-54-855	Uniforms	\$12,000.00	\$13,500.00		
10-54-900	Tires	\$3,000.00	\$5,000.00		
10-54-910	Training and Travel	\$12,000.00	\$14,000.00		
10-54-915	Licensing	\$2,000.00	\$2,000.00		
10-54-950	Vehicle Repairs	\$7,500.00	\$9,500.00		
10-54-980	Pre-Employ. Exams	\$2,000.00	\$2,000.00		
	POLICE DEPARTMENT				
	TOTAL	\$1,785,678.00	\$2,087,474.00	\$0.00	\$0.00

EXPENDITURES

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	7.7.	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	EST. 1921	Passed 6/14/22			
——————————————————————————————————————	IT DEPARTMENT	Ordinance #779			
4					
10-55-100	Salaries	\$88,683.00	\$91,344.00		
LO-55-115	Payroll Taxes FICA	\$6,587.00	\$7,307.00		
10-55-120	Workers Comp	\$2,377.00	\$2,860.00		
.0-55-125	Pension	\$8,068.00	\$9,135.00		
10-55-310	Contingencies	\$33,000.00	\$28,000.00		
.0-55-390	Software & Hardware	\$60,000.00	\$60,000.00		
.0-55-400	Support	\$2,000.00	\$2,000.00		
.0-55-405	Insurance-Health	\$15,679.00	\$16,463.00		
.0-55-720	Professional Services	\$4,000.00	\$5,000.00		
.0-55-850	VOIP	\$3,000.00	\$3,500.00		
.0-55-855	Security Subscriptions	\$8,000.00	\$30,000.00		
.0-55-860	Backups	\$5,000.00	\$6,000.00		
.0-55-865	Email	\$8,500.00	\$9,500.00		
.0-55-870	Compliance	\$10,000.00	\$10,000.00		
.0-55-875	Security Cameras	\$5,000.00	\$5,000.00		
.0-55-880	Printers	\$17,000.00	\$12,000.00		
.0-55-885	Training	\$2,500.00	\$2,000.00		
10-55-890	Infrastructure	\$17,000.00	\$20,000.00		
	IT DEPARTMENT				
	TOTAL	\$296,394.00	\$320,109.00	\$0.00	\$0.0

EXPENDITURES

8					
		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
Estab. 1921	EST. 1921	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
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EXPENDITURES

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		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
Estab. 1921	EST, 1921	Passed 6/14/22			
	COMMUNITY DEVELOP.	Ordinance #779			
*					
10-57-100	Salaries	\$161,916.00	\$168,512.00		
10-57-115	Payroll Taxes FICA	\$12,387.00	\$12,892.00		
10-57-120	Workers Comp	\$4,615.00	\$5,275.00		
10-57-125	Pension	\$15,172.00	\$15,790.00		
10-57-200	MPO	\$5,000.00	\$5,000.00		
10-57-235	Office Supplies	\$0.00	\$200.00		
10-57-310	Contingencies	\$2,000.00	\$2,000.00		
10-57-339	Surveying (WLC)	\$0.00	\$0.00		
10-57-370	Fuel	\$1,700.00	\$2,000.00		
10-57-405	Insurance - Health	\$28,100.00	\$28,100.00		
10-57-499	Planning	\$35,000.00	\$50,000.00		
10-57-500	City Promotion	\$2,500.00	\$5,200.00		
10-57-550	GIS Casper	\$2,500.00	\$5,610.00		
10-57-680	Planning & Zoning	\$5,400.00	\$5,400.00		
10-57-841	Travel	\$6,000.00	\$6,000.00		
10-57-855	Uniforms	\$300.00	\$300.00		
10-57-905	Tools & Equipment	\$500.00	\$500.00		
10-57-910	Training	\$2,000.00	\$3,000.00		
10-57-950	Vehicle Repairs	\$500.00	\$500.00		
10-57-951	Electrical Inspector	\$25,000.00	\$20,000.00		
10-57-000	Sustainable Strategies	\$10,000.00	\$10,000.00		
	COMMUNITY DEVELOPMENT				
	TOTAL	\$320,590.00	\$346,279.00	\$0.00	\$0.00

EXPENDITURES

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	<u> </u>	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITY OF MILLS EST. 1921	Passed 6/14/22	1121111131	1121323313	1121111110
	STREET DEPARTMENT	Ordinance #779			
***		Oraniano ny 75			
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

EXPENDITURES

36	T	1		1	
	_	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	CITY OF MILLS EST. 1921	Passed 6/14/22	112411131	TTZ-F SECOND	1124 HIIIVD
	SHOP DEPARTMENT	Ordinance #779			
****	OHO! BE!/ARTIME!!	Oramanee #773			
10-64-100	Salaries	\$93,205.00	\$93,205.00		
10-64-115	Payroll Taxes FICA	\$7,131.00	\$7,131.00		
10-64-120	Workers Comp	\$2,657.00	\$2,918.00		
10-64-125	Pension	\$8,734.00	\$8,734.00		
10-64-130	Overtime	\$0.00	\$0.00		
10-64-235	Office Supplies	\$500.00	\$500.00		
10-64-260	Buildings & Grounds	\$5,000.00	\$5,000.00		
10-64-310	Contingencies	\$1,000.00	\$1,000.00		
10-64-350	Equipment Repairs	\$1,000.00	\$1,000.00		
10-64-370	Fuel	\$3,000.00	\$3,000.00		
10-64-405	Insurance Health	\$10,261.00	\$10,000.00		
10-64-570	Mosquito Control	\$2,000.00	\$2,000.00		
10-64-650	Radio	\$500.00	\$500.00		
10-64-820	Safety Equipment	\$2,000.00	\$2,000.00		
10-64-840	Supplies	\$4,000.00	\$7,500.00		
10-64-841	Travel	\$500.00	\$500.00		
10-64-855	Uniforms	\$1,200.00	\$1,200.00		
10-64-900	Tires	\$1,000.00	\$1,000.00		
10-64-905	Tools & Equipment	\$1,500.00	\$3,000.00		
10-64-910	Training	\$2,000.00	\$2,500.00		
10-64-950	Vehicle Repairs	\$1,500.00	\$1,500.00		
	SHOP DEPARTMENT				
	TOTAL	\$148,688.00	\$154,188.00	\$0.00	\$0.00

EXPENDITURES

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1		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD		
	CITY OF MILLS EST. 1921	Passed 6/14/22	112411131	1 124 SECOND	TIZ4 IIIIID		
	PARK DEPARTMENT	Ordinance #779					
•	TAIN DELANTIMENT	Ordinance m773					
10-70-100	Salaries	\$49,920.00	\$52,000.00				
10-70-115	Payroll Taxes FICA	\$3,820.00	\$3,978.00				
10-70-120	Workers Comp	\$1,423.00	\$1,628.00				
10-70-125	Pension	\$4,678.00	\$4,873.00				
10-70-130	Overtime	\$1,000.00	\$1,000.00				
10-70-310	Contingencies	\$1,000.00	\$1,000.00				
10-70-370	Fuel	\$3,500.00	\$3,500.00				
10-70-405	Insurance Health	\$20,111.00	\$10,000.00				
10-70-690	Porta Potties	\$6,000.00	\$6,000.00				
10-70-840	Supplies	\$3,500.00	\$3,500.00				
10-70-841	Travel	\$500.00	\$500.00				
10-70-855	Uniforms	\$300.00	\$300.00				
10-70-900	Tires	\$1,000.00	\$1,000.00				
10-70-910	Training	\$500.00	\$1,000.00				
10-70-950	Vehicle Repairs	\$5,000.00	\$5,000.00				
10-70-960	Tree Trimming	\$2,000.00	\$2,000.00				
10-70-970	Weed & Feed	\$2,000.00	\$2,000.00				
	PARKS DEPARTMENT						
	TOTAL	\$106,252.00	\$99,279.00	\$0.00	\$0.00		
	IOIAL	7100,232.00	بالمرورة	Ş0.00	Ş0.00		

EXPENDITURES

STILLS	TTWORMILIC	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
Estab. 1921	ITY OF MILLS EST. 1921	Passed 6/14/22			
		Ordinance #779			
-					
	GRAND TOTAL	\$5,657,110.00	\$5,822,217.00	\$0.00	\$0.00

GRANTS

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91115		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
CT 25 1 122	CITY OF MILLS EST. 1921	Passed 6/14/22			
	REVENUE	Ordinance #779			
	GRANTS				
10-33-000	SAFER (Firefighter Grant)	\$0.00	\$63,000.00		
10-33-200	SAFER (Police Grant)	\$41,000.00	\$0.00		
10-33-230	SLIB (Riverfront)	\$1,919,502.00	\$1,166,340.00		
10-33-000	National Parks Grant	\$0.00	\$250,000.00		
10-33-000	TAP Grant (Pathways)		\$1,000,000.00		
10-33-000	WCDA (Hydrants)	\$0.00	\$500,000.00		
10-33-000	CDBG (WaterTank)	\$0.00	\$425,200.00		
10-33-000	ARPA (WaterTank)	\$0.00	\$837,740.00		
10-33-610	Brush Truck	\$132,000.00	\$77,000.00		
10-33-000	FEMA (Firefighters)	\$0.00	\$35,000.00		
10-33-000	Vest Fund (Police)		\$1,500.00		
	GRANTS/REVENUES				
	TOTAL	\$2,092,502.00	\$4,355,780.00	\$0.00	\$0.00

GRANTS

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28		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	ITY OF MILLS EST. 1921	Passed 6/14/22	112411131	1124 3263113	1124 111110
	EXPENDITURES	Ordinance #779			
₹0	GRANTS / LOANS				
10-33-000	SAFER (Firefighter Grant)	\$0.00	\$63,000.00		
10-33-200	SAFER (Police Grant)	\$41,000.00	\$0.00		
10-33-230	SLIB (Riverfront)	\$1,919,502.00	\$1,166,340.00		
10-33-000	National Parks Grant	\$0.00	\$250,000.00		
10-33-000	TAP Grant (Pathways)		\$1,000,000.00		
10-33-000	WCDA (Hydrants)	\$0.00	\$500,000.00		
10-33-000	CDBG (WaterTank)	\$0.00	\$425,200.00		
10-33-000	ARPA (WaterTank)	\$0.00	\$837,740.00		
10-33-610	Brush Truck	\$132,000.00	\$77,000.00		
10-33-000	FEMA (Firefighters)	\$0.00	\$35,000.00		
10-33-000	Vest Fund (Police)		\$1,500.00		
	GRANT/EXPENSES				
	TOTAL	\$2,092,502.00	\$4,355,780.00	\$0.00	\$0.00
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GRANTS

- ATT 50	CITY OF MILLS	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
CITY	FST. 1921	Passed 6/14/22			
		Ordinance #779			
TOTAL	GRANTS REVENUE	\$2,092,502.00	\$4,355,780.00	\$0.00	\$0.00
TOTAL	GRANTS EXPENSES	\$2,092,502.00	\$4,355,780.00	\$0.00	\$0.00
		4 2,002,002.00	+ 1,000,700.00	40.00	Ţ5.65
	DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00
	DIFFERENCE	Ş0.00	30.00	Ş0.00	30.00

ONE-CENT

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		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	SITY OF MILLS EST. 1921	Passed 6/14/22	1121111131	1121323112	1121111110
	FUND 12	Ordinance #779			
	ONE CENT/REVENUES				
	ONE CENTIFICE VENUES				
12-30-400	One Cent Tax	\$1,200,000.00	\$1,500,000.00		
	ONE CENT/REVENUES				
	TOTAL	\$1,200,000.00	\$1,500,000.00	\$0.00	\$0.00

ONE-CENT

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		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	TTY OF MILLS	Passed 6/14/22	112411131	1 124 SECOND	1124 HIND
	FST 1091	Ordinance #779			
		Gramance #773			
	ONE-CENT PROJECTS				
12-45-240	Street Projects	\$100,000.00	\$60,000.00		
12-45-260	Building/Grounds Projects	\$275,000.00	\$91,080.00		
12-45-280	FTA Bus Route	\$45,000.00	\$35,250.00		
12-45-300	Wayfinding Signs	\$40,000.00	\$20,000.00		
12-45-000	USDA Public Works Loan	\$0.00	\$170,000.00		
12-45-861	Radio Read Repay	\$6,700.00	\$6,800.00		
10-33-000	SLIB (Riverfront)		\$116,640.00		
10-33-000	National Parks Grant	\$0.00	\$345,238.00		
10-33-000	TAP Grant (Pathways)	\$0.00	\$95,100.00		
10-33-000	WCDA (Hydrants)	\$0.00	\$100,000.00		
10-33-000	CDBG (WaterTank)	\$0.00	\$106,300.00		
10-33-000	ARPA (WaterTank)	\$0.00	\$0.00		
10-33-000	Lease on Sanitation Truck		\$48,429.00		
10-33-000	Lease on Police Cars	\$0.00	\$40,000.00		
10-33-000	Lease on Fire Truck	\$0.00	\$78,000.00		
10-33-000	Air Packs & Bottles	\$3,000.00	\$187,163.00		
	0 0 /5				
	One-Cent/Projects	A.a	A4 FAA 533 53	4	4
	TOTAL	\$469,700.00	\$1,500,000.00	\$0.00	\$0.00

ONE-CENT

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		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
GI 2 533, 123	TTY OF MILLS	Passed 6/14/22			
1		Ordinance #779			
TOTAL	ONE-CENT REVENUE	\$1,200,000.00	\$1,500,000.00	\$0.00	\$0.00
TOTAL	ONE-CENT EXPENSES	\$469,700.00	\$1,500,000.00	\$0.00	\$0.00
IOIAL	SIVE CENT EXITENSES	\$405,700.00	31,300,000.00	\$0.00	30.00
	DIFFERENCE	\$720,200,00	\$0.00	\$0.00	\$0.00
	DIFFERENCE	\$730,300.00	Ş 0. 00	ŞU.UU	\$0.00

ENTERPRISE

	Column8 Column8				
7 6		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
2		Passed 6/14/22	112411131	1124 SECOND	1124 111110
	EST. 1921	Ordinance #779			
1	ENTERPRISE FUNDS	Ordinance #773			
·	ENTERPRISE FUNDS				
51-37-100	Tap Fees & Hydrant Water	\$130,000.00	\$100,000.00		
51-37-200	Water Income	\$1,200,000.00	\$1,125,000.00		
53-37-200	Sewer Income	\$815,850.00	\$800,000.00		
54-37-200	Sanitation Income	\$622,000.00	\$650,000.00		
51-37-102	Administrative Cost	\$150,000.00	\$120,000.00		
50-37-150	Buffalo Meadows	\$0.00	\$170,000.00		
30 37 130	Darrato Micadows	Ç0.00	\$170,000.00		
	ENTERPRISE FUNDS				
	TOTAL	\$2,917,850.00	\$2,965,000.00	\$0.00	\$0.00
	IOIAL	\$2,317,630.00	۶ <u>۲,505,000.00</u>	30.00	30.00

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AF		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
Constitution (Constitution of Constitution of	ITY OF MILLS	Passed 6/14/22	112411131	1124320011	1124 IIIII
7	EST. 1921 FUND 50	Ordinance #779			
₹ 5	ENTERPRISE ADMIN.	Gramanee 11773			
	ENTERN RISE ADVING				
50-46-100	Salaries	\$104,000.00	\$111,280.00		
50-46-115	Payroll Taxes FICA	\$7,957.00	\$8,915.00		
50-46-120	Workers Comp	\$2,964.00	\$3,484.00		
50-46-125	Pension	\$9,745.00	\$10,427.00		
50-46-130	Overtime	\$2,000.00	\$2,000.00		
50-46-220	Sensus Meters	\$10,000.00	\$15,000.00		
50-46-226	Postage	\$10,000.00	\$10,000.00		
50-46-235	Office Supplies	\$7,000.00	\$7,000.00		
50-46-310	Contingencies	\$5,000.00	\$5,000.00		
50-46-335	Engineer Expense (WLC)	\$65,000.00	\$65,000.00		
50-46-336	Grant Writing (WLC)	\$0.00	\$0.00		
50-46-337	GIS (WLC)	\$10,000.00	\$10,000.00		
50-46-405	Insurance Health	\$19,614.00	\$20,000.00		
50-46-725	Caselle Support	\$20,000.00	\$20,000.00		
50-46-850	Telephone (Verizon)	\$3,000.00	\$3,000.00		
50-46-863	LGLP	\$12,000.00	\$12,000.00		
50-46-000	Lease on Sanitation Truck	\$48,429.00	\$0.00		
50-46-000	Online Servise Fees	\$20,000.00	\$6,017.00		
50-46-909	Bank Fees	\$5,000.00	\$5,000.00		
50-46-930	Audit Fees	\$30,000.00	\$30,000.00		
50-46-940	Black Hills Gas	\$31,000.00	\$32,000.00		
50-46-941	Rocky Mountain Power	\$30,000.00	\$40,000.00		
50-46-982	Charter	\$1,500.00	\$1,500.00		
50-46-983	Century Link	\$1,500.00	\$1,500.00		
	FUND 50 ADMINISTRATION				
	TOTAL	\$455,709.00	\$419,123.00	\$0.00	\$0.00

50-47-120 Workers Comp \$1,482.00 \$1,726.00 50-47-125 Pension \$4,873.00 \$5,165.00 50-47-130 Overtime \$0.00 \$1,000.00 50-47-370 Fuel \$1,500.00 \$1,500.00 50-47-405 Insurance Health \$18,747.00 \$18,747.00	•							
SHOP ENTERPRISE SHOP ENTERPRISE SHOP ENTERPRISE Ordinance #779 Salaries \$49,920.00 \$555,120.00 \$5047-115 Payroll Taxes FICA \$3,978.00 \$1,726.00 S047-125 Pension \$4,873.00 \$51,000.00 \$5047-130 Overtime \$50.00 \$1,500.00 \$1,500.00 \$5047-300 Fuel \$1,500.00 \$1,500.00 \$1,500.00 \$5047-405 Insurance Health \$18,747.00 \$18,747.00 \$18,747.00 \$5047-410 Supplies \$2,500.00 \$2,500.00 \$2,500.00 \$4,873.00 \$50,47-410 \$50,47	1		EV22 DASSED	EV2/LEIDST	EV24 SECOND	EV2/I TUIDD		
SHOP ENTERPRISE Ordinance #779 50-47-100 Salaries S49,920.00 \$55,120.00 50-47-115 Payroll Taxes FICA \$3,978.00 \$4,217.00 50-47-120 Workers Comp \$1,482.00 \$1,726.00 50-47-130 Overtime \$0,00 \$1,000.00 \$1,000.00 \$0-47-370 Fuel \$1,874.00 \$18,747.00 \$18,747.00 \$10-47-410 Supplies \$2,500.00 \$2,500.00 \$2,500.00 \$0-47-410 Supplies \$2,500.00 \$2,500.00 \$2,500.00 \$1,000.		ITY OF MILLS		F124 FIN31	F124 SECOND	F124 IHIND		
South								
50-47-115 Payroll Taxes FICA \$3,978.00 \$4,217.00 \$ 50-47-120 Workers Comp \$1,482.00 \$1,726.00 \$ 50-47-130 Overtime \$0.00 \$1,000.00 \$ 50-47-137 Fuel \$1,500.00 \$1,500.00 \$ 50-47-405 Insurance Health \$1,500.00 \$2,500.00 \$ 50-47-410 Supplies \$2,500.00 \$2,500.00 \$ 50-47-410 \$1,000.00 \$1,000.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$ 50,400.00 \$	- 40		Oramanec m775					
50-47-115 Payroll Taxes FICA \$3,978.00 \$4,217.00 \$ 50-47-120 Workers Comp \$1,482.00 \$1,726.00 \$ 50-47-130 Overtime \$0.00 \$1,000.00 \$ 50-47-137 Fuel \$1,500.00 \$1,500.00 \$ 50-47-405 Insurance Health \$1,500.00 \$2,500.00 \$ 50-47-410 Supplies \$2,500.00 \$2,500.00 \$ 50-47-410 \$1,000.00 \$1,000.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-410 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$1,500.00 \$ 50-47-40 \$1,000.00 \$ 50,400.00 \$	50-47-100	Salaries	\$49,920.00	\$55,120.00				
\$0.47-120 Workers Comp \$1,482.00 \$1,726.00 \$0.47-125 Pension \$4,873.00 \$51,65.00 \$0.47-130 Overtime \$0.00 \$1,000.00 \$1,000.00 \$1,000.00 \$0.47-370 Fuel \$1,500.00 \$1,500.00 \$1,500.00 \$0.47-405 Insurance Health \$18,747.00 \$18,747.00 \$0.47-410 Supplies \$2,500.00 \$2,500.00 \$1,000.	50-47-115							
South	50-47-120							
50-47-370 Fuel \$1,500.00 \$1,500.00 50-47-405 Insurance Health \$18,747.00 \$2,500.00 \$0-47-410 Supplies \$2,500.00 \$2,500.00 \$1,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00	50-47-125		\$4,873.00					
Supplies	50-47-130	Overtime	\$0.00	\$1,000.00				
50-47-410 Supplies \$2,500.00 \$2,500.00	50-47-370	Fuel		\$1,500.00				
SHOP ENTERPRISE	50-47-405	Insurance Health	\$18,747.00	\$18,747.00				
	50-47-410	Supplies	\$2,500.00	\$2 <i>,</i> 500.00				
		SHOP ENTERPRISE						
755,555,55			\$83,000.00	\$89,975,00	\$0.00	\$0.00		
		. 3 // (2	+35,555.00	+ 23/37 2.00	75.00	75.00		

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1		FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
CIL	CITY OF MILLS	Passed 6/14/22	FTZ4 FIN31	F124 SECUND	F124 I HIND
7	WATER DISTRIBUTION	Ordinance #779			
N 6	WATER DISTRIBUTION	Ordinance #779			
51-81-100	Salaries	\$110,241.00	\$113,360.00		
51-81-115	Payroll Taxes FICA	\$8,434.00	\$8,672.00		
51-81-120	Workers Comp	\$3,142.00	\$3,550.00		
51-81-125	Pension	\$10,330.00	\$10,622.00		
51-81-130	Overtime	\$1,000.00	\$2,000.00		
51-81-280	Hydrants	\$5,000.00	\$5,000.00		
51-81-310	Contingencies	\$1,000.00	\$1,000.00		
51-81-370	Fuel	\$3,500.00	\$3,500.00		
51-81-405	Insurance Health	\$19,615.00	\$20,000.00		
51-81-430	Meters	\$25,000.00	\$25,000.00		
51-81-620	One - Call	\$1,000.00	\$1,000.00		
51-81-826	Ferguson RNI	\$15,000.00	\$15,000.00		
51-81-840	Supplies	\$25,000.00	\$25,000.00		
51-81-841	Travel	\$500.00	\$500.00		
51-81-855	Uniforms	\$300.00	\$300.00		
51-81-860	UP Railroad	\$1,500.00	\$1,500.00		
51-81-900	Tires	\$1,000.00	\$1,500.00		
51-81-910	Training	\$2,000.00	\$2,000.00		
51-81-950	Vehicle Repairs	\$1,000.00	\$1,500.00		
51-81-951	WGIF Enterprise Reserve	\$20,000.00	\$20,000.00		
51-81-960	Water Repairs	\$10,000.00	\$15,000.00		
51-81-000	USDA Buffalo Meadows	\$170,000.00	\$170,000.00		
	TOTAL WATER				
	DISTRIBUTION	\$434,562.00	\$446,004.00	\$0.00	\$0.00

	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
ETTY OF MILLS EST. 1921				
WATER TREATMENT	Ordinance #779			
Salaries	\$235,000.00	\$253,500.00		
Payroll Taxes FICA	\$17,185.00	\$18,650.00		
Workers Comp	\$6,403.00	\$7,620.00		
Pension	\$21,049.00	\$22,810.00		
Overtime	\$4,000.00	\$4,000.00		
Wyoming Water	\$2,000.00	\$3,000.00		
Office Supplies	\$1,000.00	\$1,000.00		
Contingencies	\$4,000.00	\$3,000.00		
Clean & Inspection	\$12,000.00	\$10,000.00		
Fuel	\$4,000.00	\$4,000.00		
Insurance Health	\$28,060.00	\$30,866.00		
New equipment	\$6,000.00	\$6,000.00		
Professional Services	\$8,500.00	\$7,000.00		
Repair & Maintenance	\$61,400.00	\$61,400.00		
Supplies	\$95,000.00	\$95,000.00		
Printing	_	·		
		·		
Training	\$3,500.00	\$3,000.00		
·				
Rocky Mountain Power	\$80,000.00	\$88,000.00		
	642 707 63	ACA4 = 45 CC	40.00	40.00
TOTAL	613,797.00	\$644,546.00	\$0.00	\$0.00
	WATER TREATMENT Salaries Payroll Taxes FICA Workers Comp Pension Overtime Wyoming Water Office Supplies Contingencies Clean & Inspection Fuel Insurance Health New equipment Professional Services Repair & Maintenance Supplies Printing Uniforms Tools & Equipment	Passed 6/14/22	Passed 6/14/22	Passed 6/14/22

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	ITVORMILIC	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	ETY OF MILLS EST. 1921	Passed 6/14/22			
	SEWER DEPARTMENT	Ordinance #779			
53-83-100	Salaries	\$54,080.00	\$56,160.00		
53-83-115	Payroll Taxes FICA	\$4,138.00	\$4,297.00		
53-83-120	Workers Comp	\$1,542.00	\$1,758.00		
53-83-125	Pension	\$5,068.00	\$5,263.00		
53-83-130	Overtime	\$1,000.00	\$1,000.00		
53-83-310	Contingencies	\$1,000.00	\$1,000.00		
53-83-360	Clean & Inspection	\$30,000.00	\$30,000.00		
53-83-370	Fuel	\$3,000.00	\$3,000.00		
53-83-405	Insurance Health	\$10,261.00	\$10,300.00		
53-83-420	Lift Stations	\$20,000.00	\$20,000.00		
53-83-620	201 Regional Sewer	\$300,000.00	\$330,000.00		
53-83-750	Sewer Repairs	\$0.00	\$20,000.00		
53-83-840	Supplies	\$2,000.00	\$2,000.00		
53-83-841	Travel	\$500.00	\$500.00		
53-83-855	Uniforms	\$600.00	\$300.00		
53-83-900	Tires	\$500.00	\$1,200.00		
53-83-910	Training	\$2,500.00	\$2,500.00		
53-83-950	Vehicle Repairs	\$2,000.00	\$3,000.00		
53-83-951	WGIF Reserve	\$40,000.00	\$40,000.00		
53-83-952	201 Tap Fees	\$45,000.00	\$20,000.00		
	SEWER DEPARTMENT				
	TOTAL	\$523,189.00	\$552,278.00	\$0.00	\$0.00
		75-5,255.50	, 222,27 3.30	Ţ2.3 0	75.00

ENTERPRISE

*		l I			
	1	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
CITY ESTABLISH	TITY OF MILLS EST. 1921	Passed 6/14/22			
	SANITATION ENTERPRISE	Ordinance #779			
54-84-100	Salaries	\$170,561.00	\$186,160.00		
54-84-115	Payroll Taxes FICA	\$13,048.00	\$14,242.00		
54-84-120	Workers Comp	\$4,862.00	\$5,828.00		
54-84-125	Pension	\$15,982.00	\$17,444.00		
54-84-130	Overtime	\$3,000.00	\$3,000.00		
54-84-250	Balefill	\$175,000.00	\$175,000.00		
54-84-260	New Dumpsters	\$10,000.00	\$15,000.00		
54-84-310	Contingencies	\$1,000.00	\$1,000.00		
54-84-370	Fuel	\$22,500.00	\$22,500.00		
54-84-405	Insurance Health	\$39,500.00	\$40,000.00		
54-84-840	Supplies	\$1,000.00	\$1,000.00		
54-84-855	Uniforms	\$900.00	\$900.00		
54-84-900	Tires	\$5,000.00	\$10,000.00		
54-84-910	Training	\$1,000.00	\$1,000.00		
54-84-938	Sanitation Repairs	\$10,000.00	\$10,000.00		
54-84-950	Vehicle Repairs	\$30,000.00	\$40,000.00		
54-84-951	WGIF Reserve	\$45,000.00	\$45,000.00		
	SANITATION ENTERPRISE	4	4		
	TOTAL	\$548,353.00	\$588,074.00	\$0.00	\$0.00

MUS	TTWORMILIC				
CIL Sends 12	ITY OF MILLS EST. 1921	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
		Passed 6/14/22			
		Ordinance #779			
TOTAL	ENTERPRISE REVENUE	\$2,917,850.00	\$2,965,000.00	\$0.00	\$0.00
TOTAL	ENTERPRISE EXPENSES	\$2,658,610.00	\$2,740,000.00	\$0.00	\$0.00
		4070 040 00	4007.000.00	40.00	40.00
	DIFFERENCE	\$259,240.00	\$225,000.00	\$0.00	\$0.00

FY24 BUDGET IMPACT PROJECTS

*					
CATURA .		NEW	FY24 FIRST	FY24 SECOND	FY24 THIRD
25535, 122	ITY OF MILLS EST. 1921				
7	REVENUE				
	IMPACT PROJECTS				
	Anticline		\$150,000.00		
	IMPACT/REVENUES				
	TOTAL	\$0.00	\$150,000.00	\$0.00	\$0.00

FY24 BUDGET IMPACT PROJECTS

*					
	TTN/on/AII I C	NEW	FY24 FIRST	FY24 SECOND	FY24 THIRD
	ITY OF MILLS EST. 1921				
	EXPENDITURES				
	IMPACT PROJECTS				
	Austialia		¢150,000,00		
	Anticline		\$150,000.00		
	IMPACT/EXPENSES				
	TOTAL	\$0.00	\$150,000.00	\$0.00	\$0.00

FY24 BUDGET IMPACT PROJECTS

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	TTVOEMITTS	NEW	FY24 FIRST	FY24 SECOND	FY24 THIRD
CITY STAR 122	ITY OF MILLS				
TOTAL	IMPACT REVENUE	\$0.00	\$150,000.00	\$0.00	\$0.00
TOTAL	IMPACT EXPENSES	\$0.00	\$150,000.00	\$0.00	\$0.00
	DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00

BALANCE

		1			L
	ITY OF MILLS	FY23 PASSED	FY24 FIRST	FY24 SECOND	FY24 THIRD
	EST. 1921	Passed 6/14/22			
(5)	FY22	Ordinance #779			
	BALANCE				
	REVENUE				
	11221132				
	General Fund	\$4,138,192.00	\$5,493,727.00		
	Grants	\$4,138,192.00	\$4,355,780.00		
	One-Cent	\$4,487,502.00			
	Enterprise Enterprise	\$2,917,850.00	\$2,965,000.00		
	•	\$2,917,630.00	\$150,000.00		
	Impact	Ć44 F42 F44 00			
	TOTAL REVENUE BALANCE	\$11,543,544.00	\$14,464,507.00		
	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		\$0.00	\$0.00
		Ψ==/ε τε/ε του	γ = 1,001,001	7	70.00
	DIFFERENCE	40.00	4	40.00	4
	DIFFERENCE	\$0.00	-\$103,490.00	\$0.00	\$0.00
	1	l .			

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 an 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:

<u>Municipal retention schedules.</u> 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.

<u>Electronic Storage to be implemented</u>. 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
- Petty cash documentation reflecting receipts and payments sufficient to identify the amount paid or received, payee and the basis or reason for payment.

<u>Paper v. Electronic Retention.</u> 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.

<u>Disposal and Deaccession of Records.</u> 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, 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	